

Ministry of Defence

Embarkation Headquarters Kolkata

LAST DATE OF RECEIPT OF APPLICATION UPTO 21 DAYS FROM THE DATE OF PUBLICATION OF THIS ADVERTISEMENT

1. Applications are invited from Indian citizens for the following posts. The details are as furnished below:-

Ser No.	Name of post	No. of Vacancies	Category	Vacancy for	Pay Scale	Age Limit	Essential Qualification
(a)	Tally Clerk	02	UR-1, OBC-01 (ESM)	Emb HQ, Kolkata	Pay Matrix Level-2	Between 18-25 yrs as on closing date of receipt of application. Necessary age relaxation as per existing Government Orders for SC/ST/OBC, Ex-Serviceman applicable (refer Para 2)	Essential: 12th/HSC passed or Equivalent Qualification. Desirable: Three years experience in shipping/Accounts work.
(b)	MTS (Watchman)	04	UR-01, ST-01 SC-1, OBC-01	Emb HQ, Kolkata	Pay Matrix Level-1		Matriculation or Equivalent. Desirable: Should be conversant with the duties of the trade with one year experience in trade.
(c)	MTS (Safaiwala)	03	UR-01 OBC-01 UR-01	Emb HQ Kolkata-01 224 Transit Camp Siliguri-02	Pay Matrix Level-1		Matriculation or Equivalent. Desirable: Should be conversant with the duties of the trade with one year experience in trade.
(d)	Cook	03	OBC-01 UR-01 UR-01	234 Transit Camp Mile-5 (Sikkim)-01 253 Transit Camp, Lakhali-01 251 Transit Camp Senge (Arunachal Pradesh)-01	Pay Matrix Level-2		Matriculation or Equivalent. Must have knowledge of Indian cooking and proficiency in cooking.
(e)	House Keeper	01	OBC-01	236 Transit Camp Mile-17 (Sikkim)	Pay Matrix Level-1		Matriculation or Equivalent.

2. **Age limit and relaxation.** The prescribed age limit for the above post is between 18-25 yrs as on closing date of receipt of application. Necessary age relaxation as per existing Government Order for SC/ST/OBC, Ex-serviceman is applicable.

- (a) Scheduled Castes and Scheduled Tribes - 5 Years
(b) Other Backward Class - 3 Years
(c) Ex-Serviceman - Period of Military Service plus 3 Years

3. **Place of posting.** All the posts carry All India Service liability & selected individuals are liable to be posted anywhere in India. The period of probation will be two years and New Contributory Pension Policy will be applicable for all the posts.

4. **Screening of the Applications.** Applications received after due date will not be entertained. This office will not be responsible for any postal delay. Printed application, Incomplete/illegible applications or not fulfilling any of the criteria will be rejected outright. **In case, the large number of applications is received, the department reserves the right to screen applications on basis of percentage of marks obtained in exam of essential qualification so as to reduce the applicants called for written test.** Merely fulfilling the basic criteria does not entitle an individual to be called for written/Skill/Practical/Trade Test. Candidates would be intimated separately for appearing in examination. Only candidates who are intimated are required to appear for exam.

5. **No Interview Requirement.** The interview of the candidates will not be carried out as per GOI office memo No. 39020/01/2013-Estt (B) Part dtd 29 Dec 15.

6. **Documents required accompanying the Applications.** Photocopies of following documents self attested should accompany the application forms:-

- (i) 12th Passed or equivalent certificate and Mark Sheet (Tally Clerk).
(ii) Matriculation/10th Pass Certificate and Mark Sheet.
(iii) Birth Certificate.
(iv) Caste Certificate (wherever applicable).
(v) Educational Qualification Certificate.
(vi) Experience Certificate.
(vii) Two self addressed envelopes affixed with postal stamp to be enclosed along with application form.
(viii) Three latest passport size colour photographs must be pasted one on the Application Form & one on each Admit Cards (two copies).
(ix) Copy of Employment Exchange Registration Card, if held be also enclosed along with application.
(x) Copy of Discharge Certificate (ESM Candidate).
(xi) Candidates working in Government Service/PSU must submit their application through proper channel along-with the certificate from their Head of Office/ Establishment that no vigilance or disciplinary case is pending or contemplated against him and that they have no objection in releasing him in case of selection. Application not accompanied with 'NOC' will be summarily rejected.

7. **Scheme of examination.** Written test will include questions on General Intelligence & Reasoning, Numerical Aptitude, General English and General Awareness. Candidates selected in written test would also be subjected to Skill/ Practical/Trade Test examination.

8. **Last date for receipt of applications.** The last date for the receipt of Application would be 21 days from the date publication of the advertisement in Employment News. Applications received after due date will not be entertained.

9. **Submission of applications.** Typed Applications completed in all respects as per the proforma given and accompanied by requisite documents as stated above should reach **Commandant Embarkation Headquarters, 246 AJC Bose Road, Alipore, Kolkata-700027 on or before 21 days from the date of advertisement in Employment News.** Envelope containing application must be superscripted in bold letter **APPLICATION FOR THE POST and Category** **No speed post /registered post will be entertained.**

10. **Place of Written and Skill/Practical/Trade Test.** The written test and Skill/ Practical/Trade Test would be held at **Kolkata. (Exact venue of the written test will be mentioned in Admit Card).** Candidates should come prepared to stay for two-three days for completion of the recruitment process. Candidates have to make their own arrangements for boarding/lodging during the period of stay. No Travelling/Daily Allowances would be paid to Candidates called for the

examination. **Candidates to bring certificate from SHO/Concerned Police Station that no criminal cases is/are pending against the applicant while attending the written test. Also, Candidates to carry RT-PCR/Rapid test report of COVID-19 while attending the test.**

11. **Call letter for examination.** Shortlisted candidates would be intimated the date, time and venue for conduct of written examination and Skill/Practical/Trade Test. Only candidates who receive call letters are required to appear for the examination along with the call letters received. The Department is not responsible for any postal delay that may occur.
12. **Rejection.** Applications which are incomplete in any respect and not accompanied by requisite documents will be summarily rejected. No correspondence in this regard would be entertained by the Department.
13. **General Conditions:-**
(a) Appointments are initially on a temporary basis. Offer of Appointment is subject to police verification of character, antecedents and no criminal cases is/are pending against the candidate.
(b) Departments reserves the right to postpone/cancel/suspend/terminate the entire recruitment process without any prior notice/assigning any reason at any stage. No correspondence would be entertained in this regard.
(c) Canvassing in any form will be a disqualification and application of such candidates will be summarily rejected.
(d) The decision of appointing authority i.e. Additional Directorate General of Strat Movement/ Commandant Embarkation HQ Kolkata will be final for all purposes and will be binding on the candidates.

APPLICATION FORM FOR RECRUITMENT OF GP 'C' CIVILIAN FOR THE POST OF _____

(Part-I)

1. Post for which applied (single entry only)
(a) Category: _____ (UR/OBC/SC/ST/ESM)
(b) Places applied for: _____
Note. Applicant may apply for one or more places as given in advertisement for respective trade)
2. Name of the Applicant (In block letters)
3. Father's Name: _____ Mother's Name: _____
4. Date of birth: _____
5. Age as on (closing date of application):
_____ Yrs _____ Months _____ Days
6. Education Qualifications:
7. Full postal Address
(a) Correspondence Address:- _____
(b) Permanent Address:- _____
8. Details of Education Qualifications (Photocopy of mark sheet and certificate to be attached)

Affix recent
passport size
Photograph duly
self attested
(Not to be
stapled)

Essential Qualification	Board	Marks Obtained	Percentage
12th/Matriculation or Equivalent			
Any other Qualification (Academic/ Technical Training/Experience)			

9. Employment Exchange Registration Card Number, If any
10. Identification Mark
11. I hereby certify that:-
(a) I am not involved in any criminal case and no proceedings Criminal/Civil are pending /contemplated against me in any court of law.
(b) The above particulars are true and correct to the best of my knowledge and belief If any particulars mentioned by me found to be incorrect and false at any stage of selection /appointment /services then my employment shall be liable to be terminated without notice.

Date:
Place:

(Signature of Applicant)

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ACKNOWLEDGEMENT SLIP/CALL LETTER (TWO COPIES)**(To be filled by the candidate on a separate page)**

1. Name (in block letters) _____
2. Father's Name _____
3. Address for Communication. _____
4. This call letter is for the post of _____
5. Which category to belong to _____

Affix recent
passport size
Photograph duly
self attested (Not
to be stapled)

(For Office Use Only)

Received On		Accepted/Rejected	
Reason for Rejection	Underage/Overage/Incomplete Documents/Any other reason to be specified		
Regn No./Index No.		Date of Test	
Time of Test		Place of Test	

Note:-

- (a) Candidates have to produce all original copies of certificates/testimonial and any original Govt issued photo ID proof like Aadhar Card, Voter ID, Pan Card, Pass port, Driving Licence on the date of test.
- (b) Candidates should bring Pen, Pencil, Clip Board and writing materials for written test/ practical test/physical test
- (c) Candidates to bring Vaccination Certificate/RT-PCR/Rapid test report while attending the test.