

ARMY WAR COLLEGE, MHOW (MADHYA PRADESH)

EMPLOYMENT NOTICE

Applications are invited for the following post(s) from citizen of India, who are fulfilling the requisite qualifications/specifications as mentioned below on plain paper duly typed or neatly handwritten in the prescribed format only. Applications complete in all respect along with a self-addressed registered envelope duly affixed with appropriate postal stamp with all the requisite documents, duly self-attested should be addressed to **The Presiding Officer, Civilian Direct Recruitment (Scrutiny of Applications) Board, Junior Command Wing, Army War College, Mhow (Madhya Pradesh) - 453441.**

Name of the Post & Pay Scale (As per RPR 2008)*	Group	No. of Posts	Categories-wise distribution (where applicable)				Remark
			UR	SC	ST	OBC	
Lower Division Clerk PB-1, Rs.5200-20200 plus Grade Pay Rs.1900	'C'	03	01	-	02	-	
Civilian Motor Driver (Ordinary Grade) PB-1, Rs.5200-20200 plus Grade Pay Rs.1900	'C'	02	01	-	01	-	
Cook PB-1, Rs.5200-20200 plus Grade Pay Rs.1900	'C'	01	01	-	-	-	
Supervisor PB-1, Rs.5200-20200 plus Grade Pay Rs.1800	'C'	03	03	-	-	-	
Fatiguan PB-1, Rs.5200-20200 plus Grade Pay Rs.1800	'C' (Erstwhile Group 'D')	01	-	-	01	-	
Total		10	06	-	04	-	
* Pay scale as per RPR 2008. On appointment new pay scale applicable as per RPR 2016.							

1. The number of vacancies mentioned above is provisional. The Commandant, Army War College, Mhow (MP), reserves the right to change the number of vacancies, if necessary.

S No		
(a)	Essential Qualification	Lower Division Clerk : (i) 12 th class pass from a recognized Board or University. (ii) Typing speed of 35

		<p>words per minute in English on computer or a typing speed of 30 words per minute in Hindi on computer (35 words per minute and 30 words per minute correspond to 10500/9000 key depressions per hour on an average of 5 key depressions for each word).</p> <p>Civilian Motor Driver (Ordinary Grade) : (i) Essential-Matriculation. (ii) Must possess the Civilian Driving licence for heavy vehicle and having two years experience of driving such vehicles.</p> <p>Cook : (i) Matriculation or equivalent; and (ii) Must have knowledge of Indian Cooking and proficiency in trade.</p> <p>Supervisor : Matriculation from a recognized Board or institution.</p> <p>Fatiguman: Essential : (i) Matriculation pass or equivalent from recognized Board. (ii) Must be conversant with the duties of Fatiguman with one year's experience.</p>
(b)	Age limit ..	<p>Between 18 to 25 years for Lower Division Clerk, Cook & Fatiguman and 18 to 27 years for Civilian Motor Driver (Ordinary Grade) & Supervisor.</p> <p>Relaxation for age limit: - (i) The upper age limit relaxable for Government servant and ESM candidates as per existing Government rules in this regard. (ii) For ST candidates applying for their reserved post will be given age relaxation up to 5 years. (iii) For PH (PWD) 10 years, PH [(PWD) (OBC)] 13 years & PH [(PWD) (SC/ST)] 15 years. (iv) The SC/ST/OBC candidates who apply against unreserved post will not be given age and other concessions meant for SC/ST/OBC.</p>
(c)	Fees	<p>Crossed Indian Postal Order (IPO) or Demand Draft worth Rs.50/- (Rupees Fifty only) in favour of the Commandant, Army War College, Mhow. The Postal Order/Demand Draft should be issued on or after the date of publication of the advertisement. The application fee is non-refundable. Candidates belonging to ST, if they are applying for reserved category are exempted from application fee and PH (PWD) and ESM are also exempted from application fee.</p>
(d)	Photographs	<p>One recent passport size photograph (not more than three months old) is to be pasted on the space earmarked in the application format. Besides, two additional photographs duly self-attested (on front side) are to be enclosed separately with the application.</p>
(e)	Crucial date	<p>The crucial date for determining the age limit shall be the last date of receipt of application.</p>

(f)	Closing date	The closing date will be 45 days from the date of publication/updating of the advertisement in Employment News/Rojgar Samachar/Local Daily Newspapers/NCS Portal.
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2. **Scheme of Examination:** - The selection will be made strictly on the basis of merit. The selection process will comprise of written test and skill/physical/ practical/typing test wherever necessary. The selection to all Group 'C' and erstwhile Group 'D' posts will be made solely based on marks obtained by the applicants in the written test only subject to qualifying in the skill/physical/ practical/typing test, as may be the case.

Paper	Subject	No of Questions	Marks	Duration of Examination
Paper-I	General Intelligence & Reasoning (Objective Multiple Choice Type)	25	25	2 Hours
Paper-II	General Awareness (Objective Multiple Choice Type)	50	50	
Paper-III	General English (Objective Multiple Choice Type)	50	50	
Paper-IV	Numerical Aptitude (Objective Multiple Choice Type)	25	25	
The question paper of Written Test will be bilingual i.e. English & Hindi. However, the questions on the portion of English Language subject will be in English only.				

3. **Syllabus for Examination**

(a) **General Intelligence:-** The question will be of 10th standard and would include questions of non-verbal type. The test may include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making visual memory, discrimination, observation, relationship concepts, figure classification, arithmetical number series, non-verbal series. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship arithmetical-computation and other analytical functions.

(b) **General Awareness:** - The questions will be of 10th standard. The questions will be designed to test the ability of candidate's general awareness of the environment around him/her and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of 10th standard educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to Sports, history, Culture, Geography, Economic Scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that, they do not require a special study of any discipline.

(c) **Numerical Aptitude:-** This paper will include questions on problems relating to Number Systems, computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental Arithmetical Operations, Percentages, Ratio and Proportion, Averages, Interest, Profit & loss, Discount, use of Table and Graphs, Mensuration, Time and Distance, Ratio and time, Time and Work etc.

(d) **English Language:-** The questions will be of 10th standard. Candidates understanding the basics of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage etc. his/her writing ability would be tested.

4. **Important Instructions to the Candidates/Applicants:-**

(a) Dates of examinations will be intimated to the eligible candidates later on.

(b) Candidates appearing for written test/and skill test will travel on their own expenses. However, ST candidates (if they are applying for reserved category) will be paid travelling allowance of second class (IInd Class) railway/bus fare as per rules for onward and return journey performed by shortest route provided the distance travelled is more than 30 kms on production of journey details as well as railway receipt/bus fare tickets.

(c) Persons working in Central/State Government/PSU must apply through proper channel along with the certificate from their establishment that no disciplinary action is contemplated/pending against them and that they have no objection in releasing them in case of selection. **NOC** covering above aspects must be issued on or after the date of publication of the advertisement.

(d) New entrants to Government Service, entering on or after 01 January 2004 are governed by the New Defined Contribution Pension System (known as New Pension Scheme).

(e) The Commandant shall not be responsible for any postal delay or failure.

(f) The Commandant reserves the right to change the number of vacancies, if necessary.

(g) If the number of applications received in response to the advertisement is large and it will not be convenient or possible to arrange the examination for all the candidates, The Commandant reserves the right to restrict the number of candidates to a reasonable limit on the basis of either percentage of marks obtained in the prescribed minimum essential qualification or desirable qualifications or qualifications higher than the minimum prescribed in the advertisement or experience. Therefore, the candidates should mention all the qualifications over and above the minimum qualification and should attach self-attested copies of the certificates in support thereof.

- (h) The candidates must clearly superscribe "**Application for the post of ____**" on the top of the envelope in Capital letters. The reserved category candidate including ESM and PWD should also write their category on the left hand corner of the envelope. The applications will only be accepted received through postal authority, applications received through any other mode will not be accepted.
- (j) ESM certificate should have been issued by the Competent Authorities. A copy of Discharge Certificate should also be enclosed.
- (k) The ESM candidate applying for the posts under ESM category should also have to give an Undertaking in the format given below as **Appendix-I**.
- (l) Candidates applying against a reserved post must enclose supportive documents viz caste certificates, disability certificate, non-creamy layer certificate in case of OBC etc. in support of their claim of belonging to the reserved category. Only self-attested copies of certificates in support of Educational Qualification/ Technical Qualification, Experience, caste, date of birth, PWD and ESM are to be enclosed with the application.
- (m) **Reasons for rejection/cancellation of application:** - Incomplete or unsigned application and without Left/Right Thumb Impression or applications not accompanied by self-attested copies of certificates or application received at Army War College, Mhow after the last date of receipt of application or without two additional photographs duly self-attested will be summarily rejected and no correspondence in this regard will be entertained.
- (n) The application can be filled by the candidates either in English or Hindi.
- (o) The OBC candidates applying for the above posts should also have to give an Undertaking in the format given below as **Appendix -II**.
- (p) Soldiers of Army/Navy/Air Force, who are in service and applying for above posts must enclose "**NOC**" issued by their Record Office duly sanctioned by Officer-in-Charge Records.
- (q) The SC/ST and OBC candidates who apply against unreserved post will not be given age and other concessions meant for SC/ST and OBC.
- (r) Interview for the above mentioned posts will not be conducted; Skill/Physical /Practical/Typing test will be conducted later for those candidates who qualify in the Written Examination. The final selection will be made solely based on marks obtained by the candidate in the Written Examination only subject to qualifying in the Skill/ Physical/Practical/Typing tests, as may be the case. If the candidates applying for LDC do not indicate medium of typing test at the relevant place in the Application Form, the College will consider English as the medium of typing test for such

candidates and the candidates will not be allowed to change the medium at a subsequent stage.

(s) All India service liability will be applicable for candidates who are applying for above posts.

(t) Merely fulfilling the basic selection criteria does not automatically entitle a person to be called for the test

(u) Centre of written examination will be Army War College, Mhow (MP).

(v) **Proof of age:** - The date of Birth as recorded in the Matriculation/Secondary School Examination Certificate will be accepted by the Army War College for determining of age and no subsequent request for change will be considered on granted.

(w) **Document to be attached with the application:-** Applicants must submit self-attested legible copies of their all Certificates/Documents, alongwith their Applications and proof in support of their information given in their Application Forms about their Educational Qualification and Experience like Percentage of Marks obtained (Marks Obtained/Max marks x 100) or for CGPA (CGPA x 9.5%) or for grading A=90-100% (minimum % will be counted), proof of caste [SC/ST/OBC/PH(PWD)/ ESM] from the competent Authorities, otherwise their candidature is liable to be rejected summarily or at any stage of the recruitment process.

(x) **Abbreviations used:** -UR-Unreserved, SC-Schedule Cast, ST-Schedule Tribe, OBC-Other Backward Classes, ESM-Ex-serviceman, PH-Physically handicapped, PWD-Person with Disability, NOC-No objection Certificate and MTS-Multi-Tasking Staff.

Caution to all Applicants

Some unscrupulous elements may approach you with the assurance of procuring appointment for you in the Army War College, Mhow through illegal gratification. You must not fall prey to such false assurance or exploitation and must not entertain or encourage such elements in any way. It is emphasized and reassured that the selection test and exercise will be done on merit only in a transparent manner.

Commandant, Army War College

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PROFORMA OF APPLICATION

Application for the post of.....
(If applying for Lower Division Clerk indicate medium of Typing test (English/Hindi).....)

Ref: Newspaper Advertisement No..... Dated.....

To,

The Commandant
Army War College
Mhow (M.P.)

Recent Passport
size photo duly
self-attested

1. Full Name (in Block Letters):
(As written in SSC Certificate)
2. Father's /Husband's Name (in Block Letters):
3. Date of Birth (as per the School Certificate):
4. Age as on last date of receipt of application:.....Years.....Months.....Days
5. Write category to which you belong (UR/SC/ST/OBC):
(enclose certificate on prescribed format)
6. Whether ex-servicemen, if yes give details i.e. length of service along with attested copy of service discharge certificate
7. Whether Physically Handicapped (also indicate the type of disability).....
8. Nationality:
9. Religion:
10. Address and Pin code in full for communication with nearest Railway Station
11. Details of Academic/Technical & Professional Qualifications:

Name of the Exam Passed	Year of Passing	Name of Recognized University/Board of Examination	% of marks obtained	Division	Remarks

(Attested copies of certificate in support of above are to be enclosed)

12. Experience/if any (please attach certificate):

13. Whether Govt. Servant if yes, give details of post held,
Pay Scale and date of entry in Govt. Service.....

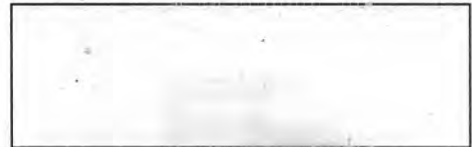
DECLARATION

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false/incorrect or ineligibility being detected before or after the written test/skill test my candidature will stand automatically cancelled.

Full signature of the candidate
Name:

Enclosures: -

- (i) Two Self-Attested Photographs (Name & father's name on the back side of photo).
- (ii) One self-addressed registered envelope duly affixed with appropriate postal stamps.
- (iii) Postal Order/DD No.....& Datefor Rs.50/-.
- (iv) Self-Attested copies of certificates () sheets.



Left Thumb Impression of Male candidate and
(Right thumb impression in case of Female
candidate)

Appendix-I

FORM OF UNDERTAKING TO BE GIVEN BY CANDIDATES APPLYING FOR CIVIL POSTS UNDER EX-SERVICEMEN CATEGORY

I understand that, if selected on the basis of the recruitment/examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979, as amended from time to time.

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-Servicemen in regard to the recruitment covered by this examination, if I have at any time prior to such appointment secured any employment on the Civil side (including Public Sector Undertaking, autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.) by availing of the concession of reservation of vacancies admissible to Ex-Servicemen.

Place:

(Signature of Candidate)

Date:

Appendix-II

DECLARATION BY OBC CANDIDATES ONLY

(Similar endorsement should be given in the caste certificate from the competent authority)

"I Son/Daughter/wife of Shri
Residence..... of Village/Town/City..... District
State..... Hereby declare that I belong to the..... community which is recognized as a backward class by the Government of India for the purpose of reservation in service as per orders applicable to the concerned State. It is also declared that I do not belong to persons/sections (Creamy Layer).

Place:

(Signature of the candidate)

Date:

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ADMIT CARD (IN DUPLICATE)

1. Name of candidate _____
2. Father's/Husband's Name _____
3. Date of Birth _____
4. Post applied for _____
5. Category (UR/SC/ST/OBC/ESM/PH) _____

Recent Passport
size photo duly
self-attested

Signature of Candidate

ADMIT CARD (IN DUPLICATE)

1. Name of candidate _____
2. Father's/Husband's Name _____
3. Date of Birth _____
4. Post applied for _____
5. Category (UR/SC/ST/OBC/ESM/PH) _____

Recent Passport
size photo duly
self-attested

Signature of Candidate

DAVP | 10622 | 11 | 0023 | 1718