

# Employment Notice

Applications are invited for the following post(s) from citizens of India, who are fulfilling the requisite qualification/specifications as mentioned below on a plain paper duly typed or neatly handwritten in prescribed format only. Applications complete in all respect alongwith all requisite documents, duly self attested, should be addressed to the Comdt, Indian Military Academy, Dehradun.

Name of Post and Pay Level	Total Posts	Un-reserved Category (UR)	Scheduled Caste (SC)	Scheduled Tribe (ST)	Other Backward Class (OBC)	Economically Weaker Section (EWS)	Essential and Desirable Qualifications	Remarks Suitability and physical requirement for Persons with disability (VH/OH/HH)	Other details
<b>Cook Special</b> Rs. 19,900-63,200 (Level-2)	12	05	01	02	02	02	<b>Essential :- (i)</b> Matriculation pass or equivalent from recognised Board <b>(ii)</b> Must have knowledge of Indian Cooking and proficiency in trade.	01 vac reserved for ESM Suitability -HH	On this post, duty is in shift.
<b>Cook IT</b> Rs. 19,900-63,200 (Level-2)	03	02	-	-	-	01	<b>Essential :- (i)</b> Matriculation pass or equivalent from recognised Board <b>(ii)</b> Must have knowledge of Indian Cooking and proficiency in trade.	Suitability -HH	On this post, duty is in shift
<b>MT Driver (Ordinary Grade)</b> Rs. 19,900-63,200 (Level-2)	10	04	01	01	02	02	<b>Essential :- (i)</b> Matriculation pass or equivalent from recognised Board <b>(ii)</b> Must possess the Civilian Driving Licence for heavy vehicles and have two years experience of driving such vehicles.	01 vac reserved for ESM	-
<b>Boot Maker/ Repairer</b> Rs. 19,900-63,200 (Level-2)	01	-	-	-	01	-	<b>Essential :- (i)</b> Matriculation pass or equivalent from recognised Board <b>(ii)</b> Should be able to carry out all canvas, textile and leather repair and replacement of the equipment and boots.	Suitability -HH	-
<b>LDC</b> Rs. 19,900-63,200 (Level-2)	03	01	-	-	01	01	<b>Essential :- (i)</b> 12th class or equivalent qualification from a recognized Board or University. <b>(ii)</b> English Typing @ 35 w.p.m. on computer. <b>OR</b> Hindi Typing @ 30 w.p.m. on computer (35 words per minute and 30 words per minute corresponding to 10500/9000 KDPH on an average of 5 key depressions for each word.)	Suitability -HH, VH, OH	-
<b>Masalchi</b> Rs. 18,000-56,900 (Level-1)	02	02	-	-	-	-	<b>Essential :-</b> Matriculation pass or equivalent from recognised Board and should be conversant with the duties of Masalchi. <b>Desirable:</b> One year experience in the trade.	01 vac reserved for PH Candidate Suitability -HH, OH	On this post, duty is in shift.
<b>Waiter</b> Rs. 18,000-56,900 (Level-1)	11	06	-	01	03	01	<b>Essential :-</b> Matriculation pass or equivalent from recognised Board. <b>Desirable :</b> One year experience in the trade.	02 vacs reserved for ESM	On this post, duty is in shift.
<b>Fatiguman</b> Rs. 18,000-56,900 (Level-1)	21	10	05	01	04	01	<b>Essential :- (i)</b> Matriculation pass or equivalent from recognised Board. <b>(ii)</b> Must be conversant with the duties of Fatiguman.	04 vacs reserved for ESM Suitability -HH	-
<b>MTS (Safaiwala)</b> Rs. 18,000-56,900 (Level-1)	26	13	01	01	09	02	<b>Essential :-</b> Matriculation pass or equivalent from recognised Board. <b>Desirable :</b> Conversant with the duties of the respective trades with one year's experience in the trade.	(i) 05 vacs reserved for ESM (ii) 01 vac reserved for PH Candidate Suitability -HH	-
<b>Groundsman</b> Rs. 18,000-56,900 (Level-1)	46	23	07	04	08	04	<b>Essential :- (i)</b> Matriculation pass or equivalent from recognised Board. <b>(ii)</b> Must be conversant with the duties of Groundsman.	(i) 09 vacs reserved for ESM (ii) 03 vacs reserved for PH Candidate Suitability -HH	-
<b>GC Orderly</b> Rs. 18,000-56,900 (Level-1)	33	17	05	06	04	01	<b>Essential :-</b> Matriculation pass or equivalent from a recognised Board or Institution.	07 vacs reserved for ESM	On this post, duty is in shift.
<b>MTS (Chowkidar)</b> Rs. 18,000-56,900 (Level-1)	04	01	01	-	02	-	<b>Essential :-</b> Matriculation pass or equivalent from recognised Board. <b>Desirable :</b> Conversant with the duties of the respective trades with one year's experience in the trade.	-	On this post, duty is in shift.
<b>Groom</b> Rs. 18,000-56,900 (Level-1)	07	04	-	-	02	01	<b>Essential :- (i)</b> Matriculation pass or equivalent from recognised Board. <b>(ii)</b> Must be conversant with the duties of Groom.	01 vac reserved for ESM Suitability-HH	-
<b>Barber</b> Rs. 18,000-56,900 (Level-1)	02	01	-	-	01	-	<b>Essential :-</b> Matriculation pass or equivalent from recognised Board with proficiency in Barber's trade job. <b>Desirable :</b> One year experience in the trade.	Suitability-HH	-
<b>Equipment Repairer</b> Rs. 18,000-56,900 (Level-1)	01	-	-	-	01	-	<b>Essential :- (i)</b> Matriculation pass or equivalent from recognised Board. <b>(ii)</b> Should be able to carry out all canvas, textile and leather repair and replacement of equipment and boots.	-	-
<b>Bicycle Repairer</b> Rs. 18,000-56,900 (Level-1)	03	02	01	-	-	-	<b>Essential :-</b> Matriculation pass or equivalent from recognized Board and fully conversant with his trade with atleast two years' experience in the trade.	Suitability-HH	-
<b>MTS (Messenger)</b> Rs. 18,000-56,900 (Level-1)	02	01	-	01	-	-	<b>Essential :</b> Matriculation pass or equivalent from recognised Board. <b>Desirable :</b> Conversant with the duties of the respective trades with one year's experience in the trade.	Suitability-HH & LV	-
<b>Laboratory Attendant</b> Rs. 18,000-56,900 (Level-1)	01	-	01	-	-	-	<b>Essential :</b> Matriculation from a recognised Board or Institution with Science as a compulsory subject from a recognised School or Board.	-	-

Abbreviations :- HH-Hearing Impaired, OA-One Arm, OL-One Leg, BL-Both Leg, OAL-One Arm and One Leg, LV-Low Vision, S-Sitting, ST-Standing, W-Walking, MF-Manipulation by Fingers, SE-Seeing, RW-Reading and Writing, H-Hearing & C-Communication.

## 2. IMPORTANT INSTRUCTIONS :-

(a) A candidate must be a citizen of India and should not have more than one spouse alive. The number of vacancies mentioned above is provisional. The Comdt, Indian Military Academy reserves the right to change the number of vacancies if necessary.

(b) Reservation for ex-servicemen falls under category of horizontal reservation which cuts across vertical reservation i.e. reservation for SC/ST/OBC/EWS (in what is called interlocking reservation). The person selected against the Ex-servicemen/PH quota has to be placed in the appropriate category of UR/SC/ST/OBC/EWS, as the case may be.  
(c) Posts which are not suitable for Female Candidates : MT Driver(OG), Cook

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Special, Cook IT, Boot Maker/Repairer, Masalchi, Waiter, Groom, GC Orderly, Equipment Repairer, Barber, Bicycle Repairer and Chowkidar.

Ser No.	Age Limit	Details
1.	Age Limit	18 to 27 Years for MT Driver (OG), Lab Attendant and GC Orderly, Not exceeding 27 years and not less than 18 years. For all other posts 18 to 25 Years. <b>Relaxation for age limit :-</b> <b>(a)</b> The upper age limit relaxable for Govt Servant and ex-servicemen candidates as per existing Govt Rules in this regard. <b>(b)</b> For SC/ST candidates five years. <b>(c)</b> For OBC candidates three years (on production of non creamy layer certificate) <b>(d)</b> For PH candidate ten years.
2.	Fees	<b>(a)</b> Crossed Indian Postal Order (IPO) of value of Rs. 50/- (Rupees Fifty Only) in favour of the Comdt, Indian Military Academy, Dehradun. The postal order should be issued on or after the date of publication of the advertisement. <b>(b)</b> Candidates belonging SC/ST/OBC/PH and Ex-Servicemen/ EWS are exempted from application fee. <b>(c)</b> The application fee is non- refundable.
3.	Photograph	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.
4.	Crucial date	The crucial date for determining the age limit, completeness of essential and desirable qualifications shall be the last date of receipt of application.
5.	Last date of submitting Application Form	<b>45 days from the date of publication of advertisement in Employment News and Rozgar Samachar.</b>

Applications will be accepted through Registered post/Speed post (through Indian Postal Service only). Enclose two self address envelopes (size 9"X 4") with Rs 5 /- stamp affixed on it. Documents and certificates should be tagged properly. Proforma for application form is enclosed at Appendix 'A'. Incomplete application forms will not be accepted.

**Scheme of Examination:** The selection will be made strictly on the basis of merit. The selection process will comprise of written test and skill test wherever necessary. Final merit will be decided on the basis of marks obtained in the written test and skill test wherever applicable.

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	25	25	

The question papers of Written Test will be bilingual i.e. English and Hindi. However, the questions on the portion of English Language subject will be in English only. The syllabus will be based on Intermediate for LDC and Matriculation for other posts/trades.

**Important Instructions to the candidates/applicants:-**

- (i) Date of examinations will be intimated to the eligible candidates later on.
- (ii) Candidates before applying must ensure that they meet all the requisite qualification as on last date of application form. Date of examinations will be intimated to those eligible candidates later if they are called on the basis of numbers. Application forms of all other candidates will be automatically rejected.
- (iii) Persons working in Central/State Govt/PSU must apply through proper channel along with certificate from their establishment that no disciplinary action is contemplated/ pending against them and they have no objection in releasing them in case of selection.
- (iv) New entrants to Govt Service, entering on or after 01 Jan 2004 are governed by the New Defined Contribution Pension Scheme (known as New Pension Scheme).
- (v) The Commandant, Indian Military Academy shall not be responsible for any postal delay or failure.
- (vi) The Commandant, Indian Military Academy reserves the right to change the number of vacancies if necessary.
- (vii) Only 50 candidates per post will be called for written examination based on percentage of marks obtained in the minimum education qualification required for the respective post. Similarly, 10 candidates per post will be called for skill test. The candidates are advised to mention all the qualifications over and above the minimum qualification and should attach attested copies of certificates in support thereof. No extra marks will be given for the higher educational qualification.
- (viii) The candidates must clearly super scribe "Application for the post of \_\_\_\_\_" on top of the envelope in capital letters. The reserved category candidate including ex-servicemen and PH should also write their category on the left hand corner of the envelope.
- (ix) Ex-servicemen Certificate and Discharge Certificate issued by the Competent Authorities should also be enclosed.
- (x) The Ex-servicemen candidate applying for the post under ex-servicemen category should also have to give an undertaking in the format given below as Annex -I.
- (xi) The OBC candidate applying for the post under OBC category should also have to give an undertaking in the format given below as Annex -II.
- (xii) Candidates applying against a reserved post must enclose self attested supportive documents viz, caste certificate, disability certificate, non creamy layer certificate in case of OBC etc. in support of their claim belonging to the reserved category.
- (xiii) Incomplete or unsigned application and without Left/Right Thumb impression or application not accompanied by attested copies of certificates or application received at Indian Military Academy 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.

(xiv) The applications should be filled by the candidates themselves either in Hindi or English and signed.

**Caution to all Applicants**

Some unscrupulous elements may approach you with the assurance of procuring appointments for you in the Indian Military Academy 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.

Annexure-I

**FORM OF UNDERTAKING TO BE GIVEN BY CANDIDATE 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 that I have been duly released/retired/discharged from the Armed Force and that I am entitled to the benefits admissible to Ex-Servicemen in term of the Ex-Servicemen (Re-employment in Central Civil Services and Posts) Rule, 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-Serviceman in regard to the recruitment covered by this examination, if I have at any time prior to such appointment secured and 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 the Candidate)  
Date : ..... Name : .....

Annex-II

**Declaration of OBC Candidate only**

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

I, ..... Son/Daughter of Shri .....  
Resident ..... of Village/Town/City .....  
District ..... State ..... hereby declared that I belong to the ..... community which is recognized as a backward class applicable to the concerned State. It is also declared that I do not belong to person/sections/(Creamy Layer).

Place : ..... (Signature of the Candidate)  
Date : ..... Name : .....

**PROFORMA OF APPLICATION**

Application for the post of ..... Dated .....  
Ref: Newspaper ..... Advertisement No. .... Dated .....

1. Name of the candidate (in Block Letters) : .....  
(As written in SSC(Matriculation) Certificate)
2. Father's/Husband's Name (in Block Letters) : .....  
(As written in SSC (Matriculation) Certificate)
3. Mother's / Wife name : .....
4. Name of employment office, Registration : .....  
Number, date and validity date/Year
5. Date of Birth (As written in SSC Certificate) : .....
6. Age as on last date of receipt of application: ..... Years ..... Months ..... Days
7. Write category to which you belong (SC/ST/OBC/EWS) : .....  
(Enclose certificate in prescribed format)
8. Whether ex-serviceman, if Yes, then furnish : .....  
details i.e. length of service along with discharge certificate
9. Whether Physically Handicapped : .....  
(also indicate the type of disability)
10. Nationality: ..... Religion : .....
11. Permanent Address with pin code : .....  
House No. .... Vill/City/Street/Lane .....
- Post Office ..... Tehsil ..... Distt ..... Pin .....
- State ..... Email ..... Mobile number .....
12. Address for correspondence and Pin Code:  
House No. .... Vill/City/Street/Lane .....
- Post Office ..... Tehsil ..... Distt ..... Pin .....
- State ..... Email ..... Mobile number .....
13. Details of Academic/Technical & Professional Qualification:-

Passport size photograph  
3.5 x 4.5 cm

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

(Self attested copies of certificates in support of above are to be enclosed)

14. Experience/ if any (please attach certificate(s)) : .....  
(Enclose self attested copy of experience certificate)
15. Whether Govt Servant if yes, give details of : .....  
post held, pay scale and date of entry in Govt service
16. Aadhar Card Number : .....

**DECLARATION**

1. I declare that I accept all the terms and conditions given in the advertisement.  
2. 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 and I will be responsible for that.

Signature of the candidate  
Name : .....

**Encil:**

1. Two self attested Photographs.
  2. Postal Order No. .... dated ..... for Rs. 50 only.
  3. Attested copies of certificate(s): ( ) Sheets.
- davp 10628/11/0001/2122