

**HEADQUARTERS 1 SIGNAL TRAINING CENTRE**  
**JABALPUR (MP) – 482001**

**Employment Notice**

1. Applications are invited from eligible Indian National candidates by 1 Signal Training Centre, Jabalpur (MP) for the following civil posts (Group 'C', Non-Industrial, Non-Ministerial, Non-Gazetted). The distribution of reserved vacancies among various categories is as under:-

Name of the post	Pay Scale	Total No of Posts	Category wise distribution		Eligibility Criteria
			OBC	ST	
Lower Division Clerk	Rs 19900/- Level 2 in the Pay Matrix	03	01	02	(a) 12 <sup>th</sup> Class from recognized Board or University. (b) English Typing @35 w.p.m. on computer <b>OR</b> Hindi Typing @ 30 w.p.m. on computer

**Abbreviations used :** ST- Scheduled Tribe , OBC- Other Backward Classes, w.p.m. – Word Per Minute.

**Note :-** Number of vacancies are subject to change at the discretion of Competent Authority without intimation and without assigning any reasons thereof, at any time during the course of recruitment.

1. The age-limit, as on the closing date should be as under:-

- |                            |   |                |
|----------------------------|---|----------------|
| (a) Other Backward Classes | - | 18 to 28 Years |
| (b) Scheduled Tribe        | - | 18 to 30 Years |

2. **How to Apply** Candidates fulfilling above conditions may submit their application as per the format given below and attach the following documents alongwith the application:-

- (a) Affixing two passport size photographs (taken on or after 01 March 2017) duly self -attested, one on right hand corner of the application and another on the Admit Card.
- (b) Self attested copies of the following documents:-
- Education Qualification Certificate.
  - Caste Certificate issued from Competent Authority

3. The candidates applying for the vacancies should ensure that they fulfill all the eligibility conditions for the post. Their admission at all stages of the selection will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after written examination, it is found that they do not fulfill any of the eligibility conditions, their candidature for the selection will be cancelled forthwith.

4. The applications complete in all respects should be sent by registered post only to "**The Commandant, 1 Signal Training Centre, Jabalpur (M.P.) – 482001**". The envelope should be marked with "**APPLICATION FOR THE POST OF \_\_\_\_\_**". No application will be entertained after closing date is 21 days from the date of publication of this advertisement notice in Newspaper. Candidates will enclose a self-addressed envelope, affixing postal stamps of Rs 25/- required for sending of Admit Card.

5. Applicants who are working in Central Govt/State Govt./PSUs/Autonomous Body should apply through proper channel provided candidate has not less than three years regular service; 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.

6. The candidates should be in possession of Admit Card sent by this office and all original documents for verification at the time of written test and trade test. Candidates who are not in possession of Admit Card and other relevant documents will not be entertained. Admit Card will be posted to only those Candidates whose applications/supporting documents are found complete/correct in terms of age, mandatory Education Qualification and other parameters as mentioned above. No intimation of rejection of applications will be given to the candidates.

7. After reporting, candidates not meeting any of the laid down standards/test or Education Qualification will be rejected at that stage itself and will not be allowed to take part in further test/examinations as all Standards/Test are mandatory.

8. If the number of applications received in response to the advertisement is large and it is not 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 percentage of marks obtained in the prescribed minimum essential qualifications.**

9. **Scheme of Examination & Syllabus.**

(a) The selection will be made strictly on the merit basis. The selection process will comprise of written test.

(b) The written test will comprise of four parts as given below. The question paper will be bilingual i.e. English and Hindi. However, the questions on the portion of English Language subject will be in English only.

Subject	Maximum Marks	Duration
General Intelligence & Reasoning	25	2 Hours
Numerical Aptitude	25	
General English	50	
General Awareness	50	
Negative Marking	0.25 marks for each wrong answer.	

(c) Typing test for the post of Lower Division Clerk will be of qualifying in nature. Typing test will be conducted later for those candidates who qualify in the Written Examination.

11. **Important Instructions to the Candidates.** It is brought to the notice of all candidates that the following specifications are to be strictly followed while submitting the application form:-

(a) Please note that incomplete applications without affixing photograph or without enclosing self-attested copies of educational certificate, caste and experience certificate (where applicable) will be rejected and candidate will not be entertained for test.

(b) Candidate must ensure that no column is left blank or wrongly filled. Applications not filled correctly are liable to be rejected and onus of such rejection would be on the candidate himself/herself. The application format should be typed on full scape paper (A-4 size). Candidates are advised **NOT TO** send applications through private courier services. No application will be accepted in person by hand or through any representative. The application must be posted to the addressee through **REGISTERED POST ONLY**. The department will not take any responsibility for any delay in receipt or loss in postal transit for any application.

(c) Incomplete or unsigned application, not accompanied by attested copies of certificates or application received at 1 Signal Training Centre, Jabalpur after the last date of receipt of application or without self addressed duly stamped envelope will be summarily rejected and no correspondence in this regard will be entertained.

(d) Canvassing in any form and / or bringing in any influence (political or otherwise) will render rejection of applications without notice. No routine queries/correspondence regarding any individual applications will be entertained.

(e) No TA/DA for the Test/Interview will be paid. Candidates will make their own boarding/lodging arrangement for written test/trade test.

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

(g) Place of appointment and employment will be Headquarters 1 Signal Training Centre, Jabalpur with All India Field Service Liability.

(h) Selected candidates will be offered appointment after successful verification of their character and antecedents from concerned District Magistrate, Medical Fitness from authorized Government Medical Doctors and verification of education/caste certificates.

(j) The recruitment process can be cancelled/suspended/terminated by the Commandant, 1 Signal Training Centre, Jabalpur at any stage and his decision in this regard will be final and no appeal will be entertained.

**PERFORMA OF APPLICATION**

To

The Commandant  
1 Signal Training Centre  
Jabalpur (M.P.) – 482001

Recent Passport  
size photo duly  
self-attested

- 1. Full Name (in Block Letters) \_\_\_\_\_  
(As written in 10<sup>th</sup>/SSC certificate)
- 2. Father's/Husband Name \_\_\_\_\_  
(in Block Letters)
- 3. Date of Birth \_\_\_\_\_  
(As per Matriculation or equivalent cert)
- 4. Age \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ days \_\_\_\_\_  
(As on last date)
- 5. Write category to which you belong \_\_\_\_\_  
(OBC /ST)
- 6. Nationality \_\_\_\_\_
- 7. Religion \_\_\_\_\_
- 8. Address and Pin Code in full for communication \_\_\_\_\_

9. Mobile No/Land Line No with STD Code : \_\_\_\_\_

10. Details of Academic/Technical & Professional Qualifications :

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

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

11. Experience, if any \_\_\_\_\_

**DECLARATION**

1. 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 / trade test my candidature will stand automatically cancelled.

2. I shall undergo all tests at my own risk and responsibility.

Signature of the candidate \_\_\_\_\_

Name : \_\_\_\_\_

Enclosures

**\*INDEX NO:**

**ADMIT CARD**

Recent  
Passport size  
photo duly  
self-attested

Post applied for Lower Division Clerk

1. Full Name (in Block Letters) \_\_\_\_\_  
(As written in 10<sup>th</sup>/SSC certificate)

2. Father's/Husband Name \_\_\_\_\_  
(in Block Letters)

3. Address for Correspondence  
\_\_\_\_\_  
\_\_\_\_\_

\*4. Date & Time of Written Test \_\_\_\_\_

\*5. Venue of Written Test \_\_\_\_\_

\_\_\_\_\_  
(Signature of Controlling Authority)

\* FOR OFFICIAL USE ONLY