

THE PRESIDENT'S BODYGUARD: EMPLOYMENT NOTICE

Last/Closing Date for Receipt of Application at The President's Bodyguard, Rashtrapati Bhawan, New Delhi – 110 004 is 21st day from the date of publication of this advertisement including the day of publication.

1. Applications are invited for the following posts from citizens of India, who are fulfilling the requisite qualifications/specifications as mentioned below on prescribed format, as a Defence Civilian Employee:-

S.No	Designation	SC	ST	OBC	UR	Total	Group
1.	Groom	02	-	01	-	03	C

2. Applications duly completed in all respects alongwith all the requisite documents duly attested by a Gazetted Officer or self-attested, should be addressed to The President's Bodyguard, Rashtrapati Bhawan, New Delhi - 110004 and the envelope containing application be marked on TOP as "FOR THE POST_____ CATAGORY _____ UNDER CIVILIAN DIRECT RECRUITMENT" and sent through Registered Post only.

3. Application not accompanied by filled copy of Admit Card in duplicate separately attached as per format given below, attested photograph, attested copies of civil educational certificates or incomplete application form/mandatory forms/certificate, **a self-address envelope with postage stamp affixed as required** and or not conforming to the above requirements will be summarily rejected without any intimation to the candidate and applicants will have no claim whatsoever.

Note: The Commandant, The President's Bodyguard has the right to reject any application without assigning any reason.

4. Selection Process:-

(a) Where the number of applications received in response to an advertisement is large and it will not be convenient or possible for the Deptt to call all the candidates for written test, the Deptt at its discretion may restrict the number of candidates, to a reasonable limit on the basis of marks obtained in the examination for essential qualification given. In case of grading system, the candidates must furnish conversion formula duly approved by the respective Board/Institute.

(b) Selection process will comprise of Written Test & Skill Test. Candidates who pass Written Exam will be issued with Call Up letter to appear in Skill Test for all categories. Merely fulfilling the basic selection criterion does not automatically entitle a person to be called for skill test. THE NUMBER OF CANDIDATES CALLED FOR SKILL TEST MAY BE RESTRICTED TO 10 TIMES OF NUMBER OF VACANCIES based on the merit/marks obtained in the written test.

(c) Skill Test/Trade Test will be qualifying in nature and over all merit will be based on marks of written test only.

NOTE : No queries regarding rejection of application form, failing in written test/Skill test, not coming up in merit or any other information will be entertained.

5. Age limit:-

(a) 18-25 for General Candidates (UR).28 years for OBC and 30 Years for SC/ST.

(b) The crucial date for determining the age limit shall be the last/closing date of receipt of application which will be twenty one day from the publication of this advertisement considering the day of publication as 1st day, for e.g. if published in Employment News (which is a weekly) for the week 17 Jul 2017 to 22 Jul 2017 then the last date of application & crucial date for determining the age will be 06 Aug 2017 by 2359 hrs,

(c) The age relaxation will be applied only in case of candidates who produce the valid certificates of caste/category. OBC candidates should also produce non-creamy layer certificate.

(d) Candidates should note that the Date of Birth as recorded in the Matriculation /Secondary Examination Certificate or equivalent certificate available on the date of submission of application only will be accepted by The President's Bodyguard for determining the age, eligibility and no subsequent request for its change will be considered or granted.

6. **Admit Card.** Candidates must bring their Admit Card issued by The President's Bodyguard to appear for written test and skill test otherwise they will Not be permitted to appear for these tests.

7. GENERAL INSTRUCTIONS TO BE COMPLIED BY THE CANDIDATES FOR DIRECT RECRUITMENT OF DEFENCE CIVILIAN EMPLOYEES BY SELECTION AT THE PRESIDENT'S BODYGUARD

(a) HOW TO APPLY:-

(i) Candidates must apply in the application as per the format published in this advertisement and fill up the columns in their own hand writing in BLOCK capital letters.

(ii) Applications on formats other than the one indicated will be summarily rejected.

(iii) If wrong entries are made by the candidates in the application form, their application will be rejected and The President's Bodyguard will not be responsible for such rejection. No representations against such rejection will be entertained.

(vi) No appointments can be made unless the candidate is, in all respects, eligible for appointment to the post applied for. Educational qualification or experience should also conform to those prescribed under the Recruitment Rules applicable to the post, except to the extent to which relaxations thereof have been permitted in respect of a class/category of persons to which the applicant belongs.

8. **Probation:** The person selected for appointment will be on probation for a period of two years, which may further be extended at the discretion of Appointing Authority i.e, Commandant, The President's Bodyguard, New Delhi.

9. **Certificate to be attached.** Candidates should ensure that they should attach with their application following documents duly attested by Gazetted Officer or self-attested.

- (a) Matriculation or Equivalent certificate in support of the declaration of age.
- (b) All Educational/technical qualification certificates.
- (c) If the qualification or Diploma possessed by the candidate is equivalent, then the authority (whichever is applicable) under which it has been so treated must be indicated.
- (d) An attested copy of a certificate in support of any claim/relaxation (whichever is applicable) in the prescribed form issued by the competent authority (Original to be produced at the time of Interview/Skill Test).

10. **Important instructions to the candidates/applicants:-**

- (a) Dates of examination will be intimated to the eligible candidates later on through call letter/Admit Card.
- (b) Candidates will endorse the category/caste under which reservation sought in bold letters.
- (c) Candidates whose application are found to be complete in all respect alongwith all necessary documents and found eligible only be called for Written Test through Call Up Letter and Admit Card.
- (d) Application received after last date due to postal delay or any other reason will be summarily rejected. The President's Bodyguard will not be responsible for any postal delay in respect of any communication.
- (e) Candidates should note that only one date of birth as recorded in the Matriculation, Higher Secondary examination certificate will be accepted.
- (f) Application not accompanied by Admit Card in duplicate, attested photograph, attested copies of civil education certificates or incomplete application form and or not conforming to the above requirements will be summarily rejected without any intimation to the candidate and applicants will have no claim whatsoever.
- (g) Original certificates should not be sent with the application. These should be produced at the time of Skill Test alongwith one set of attested photocopies for depositing with The President's Bodyguard.
- (h) The Commandant, The President's Bodyguard, New Delhi reserves the right to change the number of vacancies and reject application on his discretion if necessary as and when required.
- (j) Two recent passport size photographs of 4cms x 5cms will be attached separately alongwith application. One recent passport size photograph of 4cms x 5cms will be pasted on the application form in the space provided duly attested by a Gazetted Officer. Signature and Stamp of Gazetted Officer should NOT be affixed on the face of the candidate's photo.

(k) Candidates applying against a reserved post must enclose 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. Only attested copies of certificates (from Gazetted Officer or self-attested) in support of Educational Qualification/Technical Qualifications/Experience, Caste, Date of Birth to be enclosed with the application.

(p) Incomplete and unsigned applications not accompanied by attested copies of certificates or applications received at The President's Bodyguard after the last date for receipt of applications or without two additional photographs will be summarily rejected without any intimation to the candidate and no correspondence with this regards will be entertained.

(q) The applications will be filled by the candidates in English only.

(r) **CLOSING DATE** The applications duly completed in all respects along with its concerned documents should be sent by registered post to reach within 21 days from the date of publication in the daily newspaper including the day of publication.

APPLICATION RECEIVED LATE WILL NOT BE ENTERTAINED.

11. **Skill Test** : Candidates who pass in Written Exam will be issued with Call Up letter to appear in Skill Test. THE NUMBER OF CANDIDATES CALLED FOR SKILLED TEST MAY BE RESTRICTED TO 10 TIMES OF NUMBER OF VACANCIES based on the merit/marks obtained in the written test. Candidates will bring their Admit Card issued by The President's Bodyguard to appear for written test and skill test. Candidates NOT found in possession of Admit Card will NOT be permitted.

12. Any other documents supporting their candidature i.e, Sports/Cultural activities duly attested by the Gazetted Officer or self-attested will also be attached alongwith application form.

13. **GENERAL INFORMATION TO THE CANDIDATES:-**

(a) Venue, date and time of the Written Examination will be intimated to the eligible candidates later on through Call Up letters and Admit Cards.

(b) Venue, date and time of the Skill Test will be intimated to the candidates who pass in Written Examination later on through Call Up letters.

(c) Written Examination Centre for all the above posts/vacancies will be The President's Bodyguard, Rashtrapati Bhawan, New Delhi - 110004. However, the same is subject to change as per discretion of the appointing authority.

(d) Candidates will have to attend all the tests/selection pertaining to the above recruitment process at their own cost. No TA/DA will be paid to them for Written Test and Skill Test.

(e) The President's Bodyguard will not be responsible for non-receipt of applications due to any postal delay. Application recd after the due date will not be considered for any reasons and will be rejected without any intimation.

(f) The President's Bodyguard reserves the rights to cancel or modify this notification without assigning any reasons thereof.

(g) Candidates who are in possession of call up letter and admit card affixed with Roll No issued by The President's Bodyguard will only be permitted to appear in written examination.

(h) Reporting time of the candidate is 0830 hrs at The President's Bodyguard ,Near Gate No - 23 ,Rashtrapati Bhawan, New Delhi – 110004.

Roll No _____

(To be allotted by PBG)

APPLICATION FOR THE POST OF -----

**PLACE OF EXAM : The President's Bodyguard, Near Gate No-23, Rashtrapati Bhawan,
New Delhi-110004**

TO,

**The Presiding Officer
The President's Bodyguard
Rashtrapati Bhawan
New Delhi - 110004**

**Paste here firmly
yours recent
photographs
(4 cms x 5 cms)
Gazetted officer**

(1) Post applied for : -----

(2) Name of Candidate: -----(In Block letters)

(3) Father's Name : -----

(4) Date of Birth : ----/----/----- (attach copy of Birth Certificate self attested)

(5) Age as on the last date : Years ----- Months----- Days-----prescribed for receipt of application

(6) Address for correspondence

House No/Street/Village ----- Post Office ----- Distt-----
State ----- Pin Code -----

(7) Permanent Address

House No/Street/Village ----- Post Office ----- Distt-----
State ----- Pin Code -----

(8) **Caste:** OBC/SC: ----- (attach self attested certificate in case of SC/OBC)

(9) Educational Qualification: ----- (attach education certificate self attested)

(10) Any other qualification/Experience: -----

(11) Category for which applied : _____ OBC/SC (attach self attested copy)

(12) Technical Training/Experience : -----

(13) Domicile : ----- (attach self attested copy)

(14) Contact Number _____

I hereby certify that above particulars mentioned in the application are correct and true to the best of my knowledge and belief, if particulars mentioned by me are found false at any stage then I shall be liable to be terminated without any notice.

Date:

Signature of candidate

THE PRESIDENT 'S BODYGUARD, RASHTRAPATI BHAWAN, NEW DELHI - 110004
ADMIT CARD FOR WRITTEN EXAM FOR THE POST OF (GROOM)

To be filled by the Candidate in duplicate		To be filled by the Department	
<div style="border: 1px solid black; padding: 5px; width: 150px;"> Paste here firmly your recent photograph (4 cms x 5 cms) duly attested by a Gazetted Officer Signature and stamp should NOT be on the face. Do not staple the photo </div>	Name of the Candidate :	Category	GROOM
	Father/Husband's Name :	Roll No	
	Date of Birth :	Date of Examination	2017
	Sex :	Centre of Examination	THE PRESIDENT'S BODYGUARD RASHTRAPATI BHAWAN NEW DELHI - 110004
	Address :-	Timings	
House No/Village :	<div style="border: 1px solid black; height: 100px; display: flex; align-items: center; justify-content: center;"> Round Stamp </div>		
Post/Street :			
Location/Taluk :			
City/Town/Distt :			
State :			
Pin Code :			
(Delete whichever not required) Choice of language for question paper (English / Hindi)			
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> (Left Thumb Impression of male candidate) </div> <div style="width: 45%;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> (Signature of the Candidate) </div> </div>		<div style="border-bottom: 1px solid black; width: 100%;"></div> Signature of Presiding Officer	