

**RECRUITMENT OF CIVILIAN GROUP 'C' POSTS**  
**SIGNALS RECORDS, POST BAG NO - 5,**  
**JABALPUR (MP) - 482001**  
(Central Government Department under Ministry of Defence)

**Employment Notice**

1. Applications are invited for recruitment to the following posts from citizens of India, who are willing to serve anywhere in India and fulfilling the requisite qualifications as mentioned below on prescribed format. Applications complete in all respect along with all the requisite documents, duly attested by a Gazetted Officer be forwarded to **Signals Records, Post Bag No - 5, Jabalpur (MP), PIN - 482001.**

2. **Post & Pay Band** : Lower Division Clerk (LDC), Group 'C', Rs 19,900/- + allowances (Level-2/Cell-1) as per matrix of 7<sup>th</sup> Central Pay Commission.

3. **Details of Vacancies** (Number of posts likely to change)

UR	PHC	OBC	ESM	Total	Remarks
02	01	01	01	05	<b>Appointing Authority reserves all the rights for change in No of Vacancies</b>

4. **Qualification** :-

- (a) **Essential** (i) 12<sup>th</sup> Class from recognised Board or University.  
(ii) English Typing @ 35 w.p.m on computer.  
**OR**  
(iii) Hindi Typing @ 30 w.p.m on computer.

5. **Age Limit** :-

- (a) 18-25 years (Last date of receipt of application)  
(b) **Relaxation In Age Limit** – Following age relaxation will be given to categories mentioned below :-  
(i) PHC – Ten years (40 years for SCs/STs and 38 years for OBCs)  
(ii) OBC – Three years  
(iii) ESM – Age minus Armed Forces Services plus 03 years  
(c) The age relaxation will be applied only in case of candidates who produce valid certificate of caste/category.

6. **Photographs:-**

One recent passport size photograph (not more than three months old) is to be pasted on the space earmarked in the application format duly attested. Two additional photographs duly self attested (on front side) are to be attached separately with the application

7. **Closing date for receipt of applications** : – **30 days from the date of publication of this advertisement.**

8. **Scheme of Examination** :-

- (a) The selection will be made strictly on the basis of merit. The selection will comprise of Written Test and Typing Test. Final merit will be decided on the basis of marks obtained in the written Test and conduct of **Typing Test will be for qualifying purpose only.**  
(b) Typing speed of 35 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.  
(c) **Written Test** – 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.

Paper	Subject	Maximum Marks	Total Duration/Timing
I	General Intelligence	50	2 Hours
II	General Awareness	50	
III	General English	50	
IV	Numerical Aptitude	50	

Contd.....2/-

- (d) No extra weightage will be given for additional/extra/higher qualification for recruitment.
- (e) Merely fulfilling the basic selection criteria does not automatically entitle a person to be called for test.
- (f) 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, **OIC, Signals Records 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 qualification.**
- (g) Only shortlisted candidates based on performance in written examination (Top ten times of number of vacancies in each category) will be called for typing test by the selection board.

9. Important Instructions to the Applicants :-

- (a) **Dates of examination will be intimated to the eligible candidates later on through call letter.**
- (b) Persons working in Central/State Govt/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.
- (c) New entrants to Government Service, entering on or after 01 Jan 2004 are governed by New Pension Scheme.
- (d) OIC, Signals Records shall not be responsible for any postal delay or failure.
- (e) The Candidates will enclose two self-addressed envelopes, with requisite postage stamps and must clearly subscribe "**APPLICATION FOR THE POST OF LDC**" on the top of the envelope in Capital letters. The candidates should also write their category to which they belong on the left hand corner of the envelope.
- (f) Candidates applying against a reserved post must enclose supporting documents viz caste certificates, in support of their claim of belonging to the reserved category. Only attested copies of certificates from Gazetted officer in support of educational qualification, date of birth, caste, experience, physically handicapped certificate from prescribed Medical Board and disch certificate for Ex-Servicemen category are to be enclosed.
- (g) Applications with following deficiencies will be rejected summarily and no correspondence in this regard will be entertained :-
- (i) Incomplete or unsigned application and without Left/Right Thumb impression on application form.
  - (ii) Late receipt of application i.e. after closing date.
  - (iii) Submission of supporting documents without attested.
  - (iv) Non submission of two additional photographs duly self attested and mismatch of submitted photographs.
  - (v) Non submission of two self addressed 12 X 24 cms envelopes duly affixed postal stamp of Rs 10/- on each.
  - (vi) Mismatch of information filled in application with regards to their supporting documents.
- (h) The application can be filled by the candidates either in English or Hindi.
- (j) No TA/DA Written/Typing Test will be paid. Candidates will make their own boarding/lodging arrangement for test.
- (k) The recruitment process can be cancelled/suspended/terminated by the OIC, Signals Records, Jabalpur (MP) at any stage and his decision in this regard will be final and no appeal will be entertained.

OIC Records  
Signals Records  
Jabalpur (MP)

Contd.....3/-

**Perfoma of Application**

Application for the post of \_\_\_\_\_

Ref :Newspaper \_\_\_\_\_ dated \_\_\_\_\_

To,

OIC, Signals Records  
Post Bag No-5  
Jabalpur (MP)  
PIN - 482001

Latest  
photograph (Not  
more than 3  
months old) to  
be pasted duly  
attested

**Note :** All the fields to be filled in Block Letters only

1. Full Name :.....  
(As written in 10<sup>th</sup>/SSC Certificate)
2. Father's/Husband Name :.....
3. Mother's Name :.....
4. Date of birth(as per Matric Certificate):.....
5. Age on last date of receipt of application .....Years.....months.....day
6. Category (PHC/OBC/UR): .....(enclose certificate on prescribed format)
7. Specify if Ex-servicemen.....
8. Nationality.....
9. Religion.....
10. Address and PIN Code in full for communication (Block Letters)

House No \_\_\_\_\_ Vill \_\_\_\_\_ Post \_\_\_\_\_ Tehsil \_\_\_\_\_

Distt \_\_\_\_\_ State \_\_\_\_\_ PIN Code No \_\_\_\_\_

11. Mobile No/Land line No with STD Code :.....
12. Details of Academic/Technical & Professional Qualifications :

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

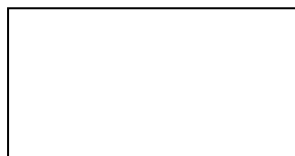
(Attested copies of certificate in support of above to be enclosed)

13. Experience/if any (please attach certificate)
14. 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 concealed/false/incorrect or intelligibility being detected before or after the written test/skill test my candidature will stand automatically cancelled.

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



Left Thumb Impression of male candidate  
(Right thumb impression in case of female candidate)

**ADMIT CARD**

Application for the post of \_\_\_\_\_

Latest  
photograph (Not  
more than 3  
months old) to  
be pasted duly  
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. Address for Correspondence (To be filled same as per Column 10  
of application form)

\_\_\_\_\_  
\_\_\_\_\_

**(FOR OFFICE USE ONLY)**

4. Index Number \_\_\_\_\_

5. Date & Time of Written Test \_\_\_\_\_

6. Venue of Written Test \_\_\_\_\_

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