

FORMAT OF APPLICATION
APPLICATION FOR THE POST OF : CSBO (CIVILIAN SWITCH BOARD OPERATOR) GRADE-II
(HEADQUARTERS MADHYA BHARAT AREA SIGNAL COMPANY, PIN-901124)

Ref News paper _____ Advertisement No _____ Dated _____

NOTE : ALL THE COLUMNS TO BE FILLED IN BLOCK LETTER ONLY

Affix latest passport size photograph duly self attested (not more than 3 months old)

1. Name of candidate (Block Letters) :
(As written in Matric/SSC Certificate)
2. Father's/Husband's Name :
3. Mother Name :
4. Sex (Male / Female) :
5. Date of birth :
(As per Matric certificate)
6. Age as on closing date of receipt of application : _____ Years _____ Months _____ Days
7. Category (UR/ST/OBC/ESM) :
(Enclose Caste Certificate on prescribed format for reserved category as applicable. For ESM category copy of discharge certificate be enclosed).
8. Nationality/Religion :
9. Postal address for communication (in Block letters):
with PIN Code
10. Mobile No/ Land Line No with STD Code :
11. Experience certificate :
12. Whether Govt Servant if yes, details of post held :
(Enclose cert showing pay scale and date of entry in Govt Service)
13. Details of Academic/Technical & Professional Qualifications :

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

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

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 intelligibility being detected before or after the written test/skill test, my candidature will stand automatically cancelled.



(Signature of candidate)

* Thumb impression

* Left Thumb impression in case of male candidate and Right Thumb Impression in case of female candidate.

Enclosures : List of documents attached with application form :-

- (a) Admit cards.
- (b) Self attested copies of Birth certificate (Matriculation Certificate/Mark Sheet can be produced in lieu).
- (c) Educational Qualification/Technical Qualification.
- (d) Experience certificate.
- (e) Residential certificate.
- (f) Caste certificates in prescribed format in support off their claim of belonging to the reserve category. Discharge certificate for ESM category. Certificate by Central/State/Govt/PSU candidates from controlling authority.
- (g) Two self addressed envelopes duly affixed postage stamp of Rs 17/- on each envelope must be enclosed with the application.

GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
HEADQUARTERS CENTRAL COMMAND (SIGNALS BRANCH),
LUCKNOW - 226002

DETAILED EMPLOYMENT NOTICE

Applications in the prescribed format are invited for the following post(s) from citizen of India, who are fulfilling the requisite qualifications:-

Name of the post & Pay and Pay Matrix	GP	No of posts	Category wise distribution (vertical/Horizontal Reservation)			
			UR	OBC	SC	ST
Cook (7 th CPC Level -2) Pay Matrix Rs 19900-63200	'C'	03	03	-	-	-
S/Wala (7 th CPC Level -1) Pay Matrix Rs18000-56900	'C'	05	05	-	-	-
Messenger (7 th CPC Level -1) Pay Matrix Rs 18000-56900	'C'	02	02	-	-	-
Washerman (7 th CPC Level -1) Pay Matrix Rs 18000-56900	'C'	01	01	-	-	-
Chowkidar (7 th CPC Level -1) Pay Matrix Rs 18000-56900	'C'	02	-	01	-	01
Total		13	11	01	-	01

Abbreviations used :UR - Unreserved, OBC - Other Backward Castes, SC - Schedule Caste, ST - Schedule Tribe.

1. The number of vacancies mentioned above is provisional. The Chief Signal Officer, Headquarters Central Command (Signals Branch), Lucknow, reserves the right to change the number of vacancies, if necessary.

S.No	Particulars	Details
(a)	Qualification.	<p>Cook: Essential. (i) Matriculation or equivalent, and (ii) Must have knowledge of Indian Cooking and proficiency in trade.</p> <p>S/Wala : Essential. Matriculation pass or equivalent from recognized Board. Desirable. Conversant with the duties of the respective trades with one year's experience in the trade.</p> <p>Messenger: Essential. Matriculation pass or equivalent from recognized Board. Desirable. Conversant with the duties of the respective trades with one year's experience in the trade.</p> <p>Washerman: Essential. (i) Matriculation pass or equivalent from recognized Board. (ii) Must be able to the wash military/Civilian clothes thoroughly well.</p> <p>Chowkidar : Essential. Matriculation pass or equivalent from recognized Board. Desirable. Conversant with the duties of the respective trades with one year's experience in the trade.</p>
(b)	Age Limit	<p>(i) 18-25 year : For UR/Gen (ii) Relaxation In Age Limit:</p> <ul style="list-style-type: none"> • For ST: Five years. • For OBC (Non Creamy Layer) : Three Years. • Relaxable for Government servant upto 35 years as per orders/instructions issued by the Central Government. • The age relaxation will be applied only in case of candidates who produce the valid certificates of caste/category. • The ST/OBC candidates who apply against unreserved post will not be given age and other concessions meant for ST/OBC.
(c)	Photographs	Three recent passport size photograph (not more than three months old) is to be pasted on the space earmarked in the application form and admit cards.
(d)	Crucial date	The crucial date of determining the age limit shall be the last date of receipt of application.

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 / trade test wherever necessary. The selection to all Group 'C' posts will be made solely based on marks obtained by the applicants in the written test, subject to qualifying the skill/trade test, as may be the case. The written test and skill test will be conducted at Jabalpur and candidates must be prepared to come to Jabalpur for a stay of 4-5 days under own arrangements.

Note : The question papers of Written Test will be bilingual i.e, English & Hindi. However, the question on the portion of English Language subject will be in English only. The written exam will be of 2 hours and questions will be of matriculation equivalent standard.

3. **Important Instructions to the Candidates/ Applicants.**

- (a) Application must be on plain paper as per enclosed format. It may be typed or neatly handwritten.
- (b) Applications must be sent to **Headquarters Madhya Bharat Area (Signals), PIN - 901124.**
- (c) The candidates must clearly super scribe “**Application for the post of _____**” on the top of the envelope in Capital letters. The reserved category including Ex-servicemen/ Persons working in Central/ State Govt/ PSU and Persons with Disability should also write their category on the left hand corner of the envelope.
- (d) Application must be accompanied with a self-addressed registered envelope duly affixed with appropriate postal stamp and photocopy of all the requisite documents, duly self-attested.
- (e) 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 Chief Signal Officer 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. A benchmark percentage may be fixed depending on the number of applications. No weightage can be given for additional qualification other than prescribed in the Recruitment Rules. All candidates meeting the benchmark are to be allowed to appear in the written examination.
- (f) Dates of examination and skill test will be intimated to the eligible candidates later.
- (g) Candidates appearing for written test and skill test will travel on their own expenses.
- (h) Persons working in Central/State Govt, /PSU must apply through proper channel alongwith the certificate from their cadre controlling authority that no disciplinary action is contemplated/pending against them and that they have no objection in releasing them in case of selection. NOC covering these aspects by the cadre controlling authority, must be issued on or after the date of publication of the advertisement failing which, the indl candidature is likely to be cancelled. Physical copy of NOC to be produced on the day of Examination/ Test.
- (j) 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).
- (k) Ex-servicemen candidate should have been issued with Discharge Certificate/ PPO by the Competent Authority. A self-attested copy of Discharge Certificate/ PPO should also be enclosed.
- (l) Candidates applying against a reserved post must enclose supporting documents viz caste certificate and non-creamy layer certificate in case of OBC in support of their claim of belonging to the reserved category. Original certificates/ discharge not to be sent. Only self-attested photocopies of certificates in support of Educational Qualification/Technical Qualification, Experience, Caste, Date of Birth, and Ex-Servicemen are to be enclosed with the application.
- (m) The Chief Signal Officer Headquarters Central Command, Lucknow shall not be responsible for any postal delay or failure.
- (n) The Chief Signal Officer Headquarters Central Command, Lucknow reserves the right to change the number of vacancies, if necessary.
- (o) Application must be superscribed as “**Application for the post of _____**” on the top of the envelope in Capital letters.

(p) **Acceptance of Application.** Following is mandatory for acceptance of applications:-

- (i) Complete signatures.
- (ii) Left/Right thumb impression.
- (iii) Self-attestation of all certificates.
- (iv) Receipt of application before due date.
- (v) Age criteria.
- (vi) No cutting/over writing in application form.
- (vii) Mobile number.
- (viii) One self-addressed envelope duly affixed with appropriate postal stamps of Rs 17/-.
- (ix) No Objection Certificate in case of Govt servants.
- (x) Correct format of application with photographs pasted.

(q) The application will be summarily rejected in case it doesn't fulfill mandatory requirements as above. No representation in this regard will be accepted. The candidates are advised to download the form from the website www.indianarmy.nic.in and complete in all respects before submitting.

(r) The application can be filled by the candidates either in English or Hindi.

(s) Soldiers of Army/Navy/Air Force, who are in service and applying for above posts must enclose "**No Objection Certificate**" issued by their Record Office duly sanctioned by Officer-in-Charge Records.

(t) The ST and OBC candidates who apply against unreserved post will not be given age and other concessions meant for ST and OBC.

(u) Skill/Trade test will be conducted 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 subject to qualifying in the Skill/Trade test. No interview will be conducted for the above mentioned posts.

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

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

(x) Centre for written examination and Skill/ Trade Test will be in Jabalpur (MP) only and possession of Aadhar Card will be mandatory.

(y) **Proof of Age.** The date of Birth as recorded in the Matriculation/ Secondary School Examination Certificate will be accepted for determining the age of the candidate and no subsequent request for change will be considered.

(z) **Documents to be attached with the application.** Applicants must submit self-attested legible copies of all Certificate/ Documents, and Mark sheet/ proof in support of information given in their Application Forms about their Educational Qualification and Experience. Proof of caste/category (SC/ST/OBC/ PH(PWD)/ESM/Govt Service) from the competent Authorities, must also be submitted. In case of incomplete documents, their candidature is liable to be rejected summarily or at any stage of the recruitment process.

Caution to all Applicant

Some unscrupulous elements may approach you with the assurance of procuring appointment for you 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 only on merit and in a transparent manner.

Any attempt to influence recruitment process will result in instant disqualification.

PERFORMA OF APPLICATION

Application for the post of (Mention only one post) _____
(Mentioning Multiple posts will result in **REJECTION** of application)/



Ref: Newspaper _____ dated _____
To

Chief Signal Officer
HQ Madhya Bharat Area (Sigs)
PIN – 901124

1. Full Name (**in Block Letters**) _____
(As written in Matriculation or equivalent certificate)
2. Father's/Husband Name _____
(**in Block Letters**)
3. Date of Birth _____
(as per the Matriculation or equivalent certificate)
4. Age on _____ Years _____ months _____ day _____
(As on _____)
5. Write category to which you **belong** (UR/OBC/SC/ST) _____
(enclose certificate)
6. Category of post for which **applied**.
 - (a) Post applied _____
 - (b) Category applied _____
7. Whether Ex-serviceman/ Govt servant, if yes give details ie length of service alongwith self-attested copy of service discharge certificate/ PPO

8. Whether Person with Disability (Also indicate the type of disability)
9. Nationality _____
10. Religion _____
11. (a) Address and Pin Code in full for communication (Block letters)

(b) Permanent Address(Block letters)

12. (a) Mobile No : _____
(b) Land line No with STD Code : _____
13. E-mail address _____
14. Aadhar Card No _____

15. Details of Academic/Technical & Professional Qualifications:

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

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

16. Experience, if any (please attach certificate) _____

14. Whether Govt Servant, if yes give details of post held, Pay Scale/level 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.

Signature of the candidate _____

Name: _____

Enclosures :

- (i) Office and candidate copy of admit card with self-attested photographs.
- (ii) One self addressed registered envelope duly affixed with appropriate postal stamp.
- (iii) Self-Attested copies of certificate () Sheets.
- (vi) Self-Attested copy of Aadhar Card.



Left hand thumb impression of Male candidate and Right hand thumb impression in case of Female candidate.

ADMIT CARD

Index No :

OFFICE'S COPY

Post applied for _____

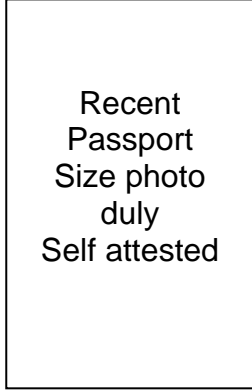
1. Full Name (**in Block Letters**) _____
(As written in 10th /SSC Certificate)

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

3. Mobile No _____

4. Aadhar Card No _____

5. Address for Correspondence (**in Block letters**) _____



(Details below this line NOT TO BE FILLED BY CANDIDATE)

6. Date & Time of Written Test : _____

7. Venue of Written Test : _____

(Signature of Controlling Authority)

Note :- Possession of Aadhar Card/ Govt ID Proof is mandatory for entry to written examination centre.

ADMIT CARD

Index No :

CANDIDATE'S COPY

Post applied for _____

Recent
Passport
Size photo
duly
Self-attested

1. Full Name (**in Block Letters**) _____
(As written in 10th /SSC Certificate)

2. Father's/Husband Name _____
(**in Block Letters**)

3. Mobile No _____

4. Aadhar card No _____

5. Address for Correspondence (**in Block letters**) _____

(Details below this line NOT TO BE FILLED BY CANDIDATE)

6. Date & time of Written Test ; _____

7. Venue of Written Test : _____

(Signature of Controlling Authority)

Note :- Possession of Aadhar Card/ Govt ID Proof is mandatory for entry to written examination centre.

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 :

Name _____