

Recruitment of Civilian Group 'C' Posts

PARA Records, JC Nagar, Bangalore- 560006
(Central Government Department under
Ministry of Defence)

Notification No.: 186/1/LA

- Applications are invited on the prescribed format on A4 size paper for the following posts :-
(a) Lower Division Clerk (LDC) - 01 (Gen - 01)
(b) MTS (Peon) - 01 (OBC)
- Pay Scale : LDC Basic Pay Rs. 19900/-
MTS Basic Pay Rs. 18000/-
- Educational Qualification :-**
(a) LDC
(i) 12th pass or equivalent examination from a recognised Board/University.
(ii) English Typing @ 35 w.p.m on computer. OR 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.
Desirable : Basic knowledge of Computers.
(b) MTS : 10th class pass.
Desirable : Conversant with the duties of MTS (Peon).
- Age Limit** : 18 years to 25 years for General relaxable upto 28 years for OBC as on 01 Oct, 2017.
- Selected candidates will be on two years of probation period.

General Instructions :

- Mere submission of application does not guarantee for being called for written test/ selections.
- The competent authority reserves the right to put a cut-off percentage of marks for acceptance of application for written test and later typing test for LDC.
- Competent authority may change any condition/cancel recruitment due to organisation interest.
- Applications duly completed in all respect should reach **PARA Records, JC Nagar, Bangalore-560006 within 21 days** of the publication of this advertisement. The envelope containing the application should be superscribed in bold capital 'APPLICATION FOR THE POST OF LOWER DIVISION CLERK/ MTS.
- All tests will be held at PARA Records, JC Nagar, Bangalore - 06.
- No candidate will be paid any TA/DA for their test/journey. Candidates have to make their own arrangements for stay in Bangalore.
- Incomplete applications and applications received after the due date will be rejected.
- Central Government Civilian employees must furnish "No Objection Certificate" from their Employer/Office at the time of the typing test that in the event of their final selection for the relevant posts, they would be relieved by their office for joining the new post/service else their candidature will be cancelled.
- The selected candidates are to be referred/asked to get his/her medical examination done from the competent authority/prescribed medical authorities.
- Selection will be based on written test and skill test. Skill test for LDC (Typing) and MTS will be of qualifying nature only.
- Written test will consists of General Intelligence, Reasoning, Numerical Aptitude, General English and General Awareness. Wrong answer will attract 0.25 minus marks.

Warning. All candidates are warned to be careful from agents and touts.

Commanding Officer
PARA Records

APPLICATION FOR THE POST OF LOWER DIVISION
CLERK IN PARA RECORDS, JC NAGAR
BANGALORE - 560006

- Post applied for
- Name of the candidate (in block letters)
- Father's Name
- Date of Birth
(Copies of Birth Certificate of Board Exam of 10th & 12th standard to be attached).
- Age as on 01 Oct, 2017.
_____ Years _____ Months _____ Days
- Permanent home address
House No./Street/Village
Post Office Distt
State PIN Code
- Address for Correspondence
House No./Street/Village
Post Office Distt
State PIN Code

Passport
size
photograph
duly attested

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8. Caste (Gen/OBC/SC/ST).....
(Attach latest copy of the certificate/relevant documents issued by the Tehsildar or appropriate civil auth. only. (Original will be brought by hand on receipt of call up letter).
9. Educational Qualification :
(Attach education certificate duly attested by self/ Gazetted Officer)
10. Any other qualification/Experience
(Attach copy of experience certificate duly attested by self/ Gazetted Officer)
11. Category for which applied(Gen (UR)/OBC)
12. Domicile
(Attach copy duly attested by self/ Gazetted Officer).
13. Whether registered with any Employment Exchange :
Yes/No
(If yes mention Registration No. and Name of Employment Exchange.
14. List of documents, enclosed
15. Any other relevant information
16. Contact No.- Mobile No
E-mail ID
17. Aadhaar No.:

Declaration : I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or ineligibility being detected before or after written & typing test, my candidature/appointment is liable to be rejected/terminated.

Place :

Dated : **Signature of the Applicant**

(Left thumb impression)

Note : 1. The copy of photograph will be affixed on the box on the right side of the application. One extra copy will be attached duly written name of candidate and attested by Gazetted Officer.

2. A self addressed postal envelope (4" x 10") would be attached alongwith the application duly affixed postal stamp worth of Rs. 20/- (Twenty).

**26/72/Defence/Recruitment/Other/Other/Permanent/
Other than Delhi**