

# HQ Technical Group EME Delhi Cantt -10 & MAG 18

1. Applications are invited from Indian Citizens as per the format given below for recruitment of following **Reserved** post in this HQ :-

| Name of the post & category   | No,of post | Pay scale                                | Minimum qualifications  |
|---|------------|--|---|
| Lower Division Clerk<br>(Reserved for SC Category) for HQ Tech GP EME | 01         | PB-1 Rs. 5200-20200, Grade Pay Rs., 1900 | Matriculation or equivalent examination passed from recognized University/Board. Speed of not less than 30 words per minute in typewriting in English or 25 words per minute in typewriting in Hindi. |
| Lower Division Clerk<br>(Reserved for ST Category) for MAG 18         | 01         | -do-                                     | -do-  |

## 2. General Instructions :-

(a) **Age Limit** : 18 to 25 years (Age relaxation 05 yrs for SC / ST) also relaxable for Govt servants belonging to SC category upto 45 years in accordance with the instructions or orders issued by Central Govt. Ex-serviceman – After deducting service rendered in Armed Forces plus 3 yrs from actual age should not be more than 25 yrs on date of publication of this advertisement.

(b) **Documents to be enclosed** – Attested copies of educational qualifications (SSC Certificate, SSC marks sheet, School leaving certificate etc), Caste Certificate belonging to SC / ST category, self-addressed envelope duly affixing postal stamp of Rs 5/- and two passport size photographs along with application form as per format to reach HQ Tech Group EME, Delhi Cantt, **within three weeks** from publication of this advt. by post.

(c) Applications received after due date will not be considered including postal delay.

(d) The above vacancy is as at point Nos 25 & 27 of cycle X in reservation roster for person with disabilities and hence the same has not been reserved for persons with disabilities.

(e) Persons with disabilities and Ex- Serviceman meeting the criteria / category may also apply. Category of disabilities suitable for this job is \*BL, OL, B, LV & HH.

\* Abbreviations used: BL=Both Leg, OL=One Leg, B=Blind, LV=Low Vision, HH=Hearing Handicapped.

(f) Incomplete/illegible applications received after due date will be invalid. No correspondence will be entertained.

(g) Candidates applying for this post, must bring typewriters with them at the time of typing test.

(h) No TA/DA, lodging / boarding is admissible.

(i) Candidate will be short-listed for written test / interview based on marks obtained in the minimum educational qualifications.

(RN Arora)  
CGO (PS)  
Est Officer

**Application Form**  
**Application for the post of**

1. Full name of the candidate (in block letters) : \_\_\_\_\_
2. Father's/Husband's name : \_\_\_\_\_
3. Date of birth : \_\_\_\_\_
4. Present age \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days
5. Correspondence address : \_\_\_\_\_
6. Educational qualifications : \_\_\_\_\_
7. Experience if any : \_\_\_\_\_
8. Nationality & religion : \_\_\_\_\_

photograph  
duly attested  
by a Gazetted  
Officer along  
with seal

**Declaration :** I hereby certify that I am not involved in any criminal-case/criminal proceedings and statements made in the above application are true and correct to the best of my knowledge.

Place :

(Signature of applicant)

Date :

**Admission Card**  
**(should be attached with application)**

1. Full name of the candidate (in block letters) : \_\_\_\_\_
2. Father's/Husband's name : \_\_\_\_\_
3. Name of the post applied along with category : \_\_\_\_\_

Dated:

Passport size  
photograph  
duly attested  
by a Gazetted  
Officer along  
with seal

(Signature of applicant)

**To be filled by HQ Tech Group EME, Delhi Cantt-10**

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

(a) Index No : \_\_\_\_\_

(a) Date & Time of exam at HQ Tech Group EME : \_\_\_\_\_

(d) Please bring Clip-Board, Writing material for the written test.

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