

Junior Leader's Academy

Filling Up of Vacant Posts in Group 'C'

1. Application Forms for the following posts are to be obtained by the suitable candidates possessing the requisite qualifications. The candidates are advised to submit their application forms as per the format published and submit it to the Junior Leaders Academy (JLA), Bareilly Cantt-243001, Bareilly (UP). The last date of receiving the application form is **21 days** from the date of publication of this advertisement.

Name of the Post	No. of posts	No. of vacancies				Pay Scale	Essential Qualification	Desirable Qualification	Age as on
		UR	SC	ST	OBC				
Lower Division Clerk	02	01	01	-	-	PB 5200-20,200 Grade Pay Rs 1900	Matriculation or equivalent examination of 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.	Computer Course qualified from recognized Institute	Not exceeding 25 years and not less than 18 years. Relaxation for age limit. i) Relaxable for Govt servant upto 45 yrs in accordance with orders/instructions issued by the Central Govt.) ii) For SC candidates five years.

**Commandant
Junior Leaders Academy
Bareilly Cantt**

Application Form for the Post of Lower Division Clerk (Defence Civilian)

1. Name of Candidate : _____
2. Father's Name : _____
3. Date of Birth : _____
4. Age as on last date of receipt of application :
Yrs _____ Months _____ days _____
5. Religion/Caste : SC (Yes/No) _____ Gen (Yes/No) _____
6. Education Qualification : _____
7. Computer Qualification : _____
8. Name of Employment Exchange with Registration Number and date with CTC of the same : _____
9. Correspondence address : _____
10. Permanent home address : _____
11. Contact No : _____

Recent passport size photograph duly attested by a Gazetted Officer to be pasted here.

12. Married/Unmarried if married, number of living spouses : _____
- I hereby declare that all statements made in the 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 at a later date my candidature for the examination is liable to be rejected or cancelled.
- Dated: _____

Signature of Candidate _____

Instructions

1. Application on prescribed format along with the enclosures may be submitted to the Commandant, Junior Leaders Academy, Bareilly Cantt-243001, Bareilly (UP). The closing date for receipt of application is **21 days** from the date of publication of the advertisement.
2. Legible Photostat copy of Educational Qualification Certificates (10th class certificate and mark sheet) and Caste Certificate duly attested by Gazetted Officer to be enclosed with the application.
3. Educational certificate of higher qualifications duly attested by the Gazetted Officer will also be attached with the application.
4. Photostat copy of documents duly attested by Gazetted Officer for proof of age shall also be submitted with the application.
5. One photograph also duly attested by the Gazetted Officer to be pasted on the application form. One more photograph attested by Gazetted Officer must be enclosed with the application.
6. The applicants are required to send one self-address envelope duly affixed along with postal stamp of Rs 25/- only.
7. Any application form which is incomplete or received after the due date will be summarily rejected. Non-forwarding of any connected documents will also lead to the rejection of the application. Canvassing will be treated as a disqualification for the post.

8. Mere fulfilling of minimum prescribed qualification will not vest any right in a candidate for being called for selection. Applications received by due date and fulfilling all prescribed norms will be screened and only a limited number of applicants as commensurate with numbers of vacancies will be called for selection.
9. The competent authority reserves the right to alter/modify any condition at any stage or to fix any higher qualification/Cut off marks and percentage to screen applications.
10. Date of written test may be changed/cancelled by the appointing authority without any notice. No correspondence will be entertained in this regard.
11. The above vacancy is released provisionally. Any candidate selected after the test/interview will not claim for the appointment as the vacancies will be filled only after confirmation from the higher headquarters.
12. For candidates located in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Nagaland, Tripura, Sikkim, Ladakh Sub-division of Jammu and Kashmir State, Lahaul and Spiti District of Pangi Sub-division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep, the last date of receipt of application will be 30 days from the date of publication of the advertisement. However, age limit will be as on 21 days from the date of publication of the advertisement.
13. No TA/DA will be paid.

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