

## ADVERTISEMENT NOTICE

### ADVERTISEMENT NOTICE FOR RECRUITMENT

#### GOVERNMENT OF INDIA, MINISTRY OF DEFENCE HEADQUARTERS 111 SUB AREA, BENG DUBI MILITARY STATION (WEST BENGAL)

**LAST DATE OF RECEIPT OF APPLICATION: 02 SEP 2023 (1700 HRS)**  
**FOR CANDIDATES BELONGING TO ASSAM, MEGHALAYA, ARUNACHAL PRADESH,**  
**MIZORAM, MANIPUR, NAGALAND, TRIPURA, SIKKIM, LAHAUL AND SPITI DISTRICT AND**  
**PANGI SUB DIVISION OF CHAMBA DISTRICT OF HIMACHAL PRADESH UNION TERRITORY**  
**OF JAMMU AND KASHMIR, LADAKH, ANDAMAN AND NICOBAR ISLANDS AND**  
**LAKSHADWEEP IS BY 09 SEP 2023 (1700 HRS)**

1. Applications are invited in the prescribed format attached as **Appendix 'A'** from eligible candidates of Indian Nationality for the under mentioned Group 'C' post to reach **Colonel (General Staff), Headquarters 111 Sub Area, Bengdubi Military Station, (West Bengal) PIN - 734424 through Registered post / Speed post. No application will be accepted by hand.** Applications are required to reach within 21 days from the date of publication (excluding the date of publication) of the Advertisement in the Employment News. Applications in respect of candidates belonging to states of Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Lahaul and Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh Union Territory of Jammu and Kashmir, Ladakh, Andaman and Nicobar Islands and Lakshadweep are required to reach within 28 days from the date of publication of this advertisement (excluding the date of publication). This office will not be responsible for any delay by Postal Department. The following is the category of vacancy for which application is invited:-

Post	Total	Location	Categories				7 <sup>th</sup> Pay Commission Scale of Pay and New Basic Pay	Educational Qualification
			UR	SC	ST	OBC		
Stenographer Grade-II	01	Headquarter 111 Sub Area Bengdubi	01	-	-	-	Level – 04 (Rs 25,500 - 81,100) Rs 25,500/-	12 <sup>th</sup> Class pass or equivalent from the recognized University/Board

**Note:-**

- (a) Above vacancy is provisional and subject to change at later stage without prior intimation.
- (b) UR = Un-Reserved.
- (c) SC = Scheduled Caste.
- (d) ST = Scheduled Tribe.
- (e) OBC = Other Backward Class.
- (f) The post carries All India Service Liability (AISL) i.e the candidate on selection may be asked to serve anywhere in the country.

2. **Date for Skill tests and Written Examination.** Skill / Practical tests and written examination will be conducted on date which will be intimated to candidate meeting the criteria for recruitment after scrutiny of application, through call letter.

3. **Nationality / Citizenship.** Applicant should be an Indian Citizen.

4. **Age Limit.** Age limit and its relaxation for Stenographer Grade-II will be determined as under:-

Ser No	Category	Age Limit	Remarks
(a)	UR	18 Years upto 25 Years	
<b><u>CENTRAL GOVT CIVILIAN EMPLOYEES</u></b>			
Ser No	Category	Age Limit	Remarks
(b)	UR	Central Government civilian employees who have rendered not less than 03 years regular and continuous service as on closing date. (Age limit upto 35 Years)	

**Note:-**

(a) Age calculation for **ALL CANDIDATES** will be as on last date prescribed for receipt of application in open advertisement which will be considered as 21 days from the date of publication (excluding the date of publication) of advertisement in the Employment news. In case of candidates belonging to Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Lahaul and Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh Union Territory of Jammu and Kashmir, Ladakh, Andaman and Nicobar Islands and Lakshadweep, the time limit of **28 days shall only be the closing date for receipt of applications i.e 28 days** from the date of publications (excluding the date of publication) of advertisement in the Employment News.

5. **Minimum Essential Education Qualification.**

Qualification
(a) 12 <sup>th</sup> Class pass or equivalent from the recognized University/ Board.
(b) <u>Skill Test Norms</u> Dictation : 10 minutes @ 80 words per minute Transcription: 50 minutes (English) or 65 minutes (Hindi) (On Computer)

6. All candidates are required to enclose the copies of the relevant educational / qualification certificate with the application. Application **NOT** conforming to the format given in website will **NOT** be accepted.

**Note.** Due to administrative constraints, in case of large number of applications received for the post, screening of applications will be carried out on the basis of percentage of marks obtained in the exam for essential qualification for that the post and **a ratio of 1:50 for the post will be maintained.** A benchmark percentage may be fixed by Board depending upon number of applications received. No weightage will be given for additional / higher qualification (other than prescribed minimum qualification).

7. **Conduct of Skill Test.**

Tests Parameters / Sequence
<u>Skill Test Norms</u> <b>Dictation</b> : 10 minutes @ 80 words per minute. <b>Transcription</b> : 50 minutes (Eng) or 65 minutes (Hindi) (On Computer)

## 8. **Scheme of Examination and Syllabus.**

Written test will be held at Headquarters 111 Sub Area, Bengdubi Military Station (West Bengal) and the question papers of written test (objective type) will be bilingual i.e English and Hindi as under:-

Subject	No of Questions	Maximum Marks	Duration	Remarks
General Intelligence and Reasoning	50	50	2 Hours	1. The standard of questions will be as per 12 <sup>th</sup> Class basis.  2. Minimum passing percentage of exam is 40%.
General Awareness	50	50		
English Language & Comprehension	100	100		

9. Canvassing / Imposters in any form shall disqualify the candidate. No inquiry or correspondence will be entertained. Any candidate found cheating / using unauthorized / unfair means in the exam will be disqualified.

10. Dates for Skill Test / Written examination will be intimated in the **Call Letter by Colonel (General Staff), Headquarters 111 Sub Area**, only to those individuals, whose application received through Registered post / Speed post and are found correct in all respects after scrutiny by **Board of Officers**.

11. The application should be addressed to **Colonel (General Staff), Headquarters 111 Sub Area, Bengdubi Military Station, Post Office – Bengdubi, District- Darjeeling, PIN-734424**, through Registered post / Speed Post only. **No application will be accepted by hand**. As per the format attached as **Appendix 'A'**. Board will not be responsible for loss of any application in transit and for postal delay. No TA (Traveling Allowance) / DA (Daily Allowance) will be paid for skill test / written examination. The candidates themselves have to make arrangement for boarding, lodging and transportation. No application will be entertained after the due date. While forwarding the application the envelope should be clearly marked, "**APPLICATION FOR THE POST OF STENOGRAPHER GRADE-II (UR)**", (Quoting of Postal Index Number (PIN)).

12. Candidates have to attach **self attested** copies of **following documents** as applicable along with (**SIZE 12 X 18 CM**) one x self addressed registered envelope with **Rs. 25/-** postage stamps. Please **DO NOT FORWARD ORIGINAL CERTIFICATES** with the application:-

- (a) Birth Certificate.
- (b) Medical certificate from a Registered Medical Practitioner for physical fitness.
- (c) Willingness Certificate as per **Appendix 'B'**.
- (d) Self attested copy of any ID proof issued by Government of India / State Government (voter card / driving license / passport) or Copy of Aadhaar Card.
- (e) Education Certificates along with the marks sheets (Matriculation onwards).
- (f) Domicile certificate (for residents of Jammu Union Territory, Kashmir UT and Laddakh Union Territory availing age relaxation, as applicable).
- (g) Three additional passport size photographs.

**Note:** Central Govt civilian employees must furnish **No Objection Certificate** from their employer / office with application else their candidature will be cancelled.

13. The candidate should be in possession of all original documents / certificates as given / applicable in Para 12 above and should carry on the day of exam along with call letter.

14. Incomplete / ineligible application like without affixing photographs mismatching photographs, applicants found overage / underage on last date of receipt of application as indicated above will be deemed invalid and rejected without intimation to the candidate. Only eligible candidates will be called for the examination.

15. In case of large number of applications received for the post, screening of applications on the basis of percentage of marks obtained in the exam of essential qualification for the post will be carried out to reduce the number of candidates to a reasonable limit as mentioned in Para 6, (Note).

16. Headquarters 111 Sub Area will not be responsible to pay any compensation in case of injury / death of a candidate during and after skill test and also reserves the right to reschedule the date of Skill test / Written examination due to strike / bandh / curfew / bad weather / any other administrative reasons.

17. SC/ST/OBC candidates have a right to compete with general candidates against general vacancies. In such cases, no concession / relaxation will be provided to the SC/ST/OBC candidates.

18. No extra weightage is to be given for any additional / extra / higher qualification.

19. Vacancy may increase or decrease without prior notice, if additional vacancy is released or reduced by Competent Authority.

20. **Rejection.** The following acts / omission would render a candidate / application disqualified:-

- (a) Furnishing of false, inaccurate and tempered information / documents.
- (b) Obtaining support for his / her candidature through unfair means.
- (c) Impersonation by any person.
- (d) Submitting fabricated documents.
- (e) Making statements, which are incorrect / false / suppressing material information.
- (f) Resorting to any other irregular / improper means in connection with his / her candidature for the selection.
- (g) Improper filling of applications.
- (h) Any other reason as observed by the Board of Officers.

21. Selected candidates will be given an Appointment Letter by the Appointing / Concerned Authority for mentioned trade / post in this advertisement subject to receipt of verification of character and antecedents from concerned District Magistrates, Educational Documents Verification from concerned authorities and Medical Fitness Certificate from medical authorities.

22. Post is permanent subject to completion of two years probation period successfully by the individual.

23. Central Government Employees appointed in Government Services on or after 01 Jan 2004 will be governed by new defined National Pension Scheme (NPS).
24. Any dispute with regard to recruitment will be subject to jurisdiction of Siliguri Court only.
25. Registration of application by no means is a guarantee for employment.
26. Unambiguously, it is stated that merit as per spelt out tests and possession of bonafide documents shall be the sole criteria for selection process.
27. The candidature will be cancelled if candidate does not report to this Headquarters (Headquarters 111 Sub Area, Bengdubi) within given timeframe as intimated in Call Letter for exam and if selected, then stipulated time mentioned in Appointment Letter.
28. Imposters will be handed over to police custody.
29. Candidates will not be permitted to appear in the exam if they are not carrying the Call Letter along.
30. Candidate will be responsible for their meals and accommodation arrangement as recruitment / exam may take two to three days time.
31. No relaxation in skill test will be provided to Women Candidates.
32. **Written examination will be conducted on OMR Sheet.** All candidates should acquaint themselves with this process.
33. Skill tests will be conducted under the aegis of Headquarters 111 Sub Area, Bengdubi (West Bengal)
34. Colonel (General Staff), Headquarters 111 Sub Area, Bengdubi Military Station reserves the right not to fill up the post, if it so desires. The number of vacancy indicated above may vary i.e increase or decrease at any stage during the course of recruitment.

Unit: HQ 111 Sub Area

Dated: 18 Jul 2023

Sd/- x x x  
(Prayas Pandey)  
Col  
Col GS  
HQ 111 Sub Area

**WARNING**

**All candidates are warned to be careful against self styled / self appointed agents / touts indulging in any kind of malicious propaganda undermining the transparency and fairness of entire recruitment process. It is also requested to report any malpractice / any such incident seen / observed to Colonel GS, Headquarters 111 Sub Area, Bengdubi Military Station, (West Bengal) PIN – 734424.**

**Advertisement Notice No. :** \_\_\_\_\_

To  
 The Colonel GS  
 HQ 111 Sub Area  
 Bengdubi Military Station  
 P.O. – Bengdubi, Distt. – Darjeeling  
 State – West Bengal  
 PIN - 734424

Affix recent  
 Pass port  
 size  
 photograph  
 duly self  
 attested

1. Post applied for : \_\_\_\_\_

2. Name of Candidate : \_\_\_\_\_  
 (In Block letters)

3. Father's/Husband's Name : \_\_\_\_\_

4. Date of Birth : 

D	D	M	M	Y	Y	Y	Y

5. Aadhaar Card Number : \_\_\_\_\_

6. Mobile No and email ID : \_\_\_\_\_

7. Next of Kin Name and  
 Contact Number : \_\_\_\_\_

8. Correspondence Address:-  
 House No/Street/Village : \_\_\_\_\_  
 Post Office : \_\_\_\_\_  
 Dist : \_\_\_\_\_  
 State : \_\_\_\_\_  
 Pin Code : \_\_\_\_\_  
 Tele/Mob No : \_\_\_\_\_

9. Permanent Address:-  
 House No/Street/Village : \_\_\_\_\_  
 Post Office : \_\_\_\_\_  
 Dist : \_\_\_\_\_  
 State : \_\_\_\_\_  
 Pin Code : \_\_\_\_\_  
 Tele/Mob No : \_\_\_\_\_

10. Education Qualification:-

S.No	Qualification	Name of School/ College	Name of Board/ University	% of Marks Obtained

- 11. Whether registered with any employment exchange: Yes/No  
(If yes, mention registration No. and name of Employment Exchange)

**DECLARATION**

12. I hereby certify that above particulars mentioned in the application are correct and true to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any state or not satisfying the eligibility criteria according to the requirement of the advertisement, my candidature/appointment is liable to be cancelled/terminated. I am willing to serve anywhere. I agree that department has the right to transfer me to anywhere in India.

Left hand thumb impression in r/o Male  
Right hand thumb impression in r/o Female

Dated: \_\_\_\_\_ (Signature of the Candidate)  
Place: \_\_\_\_\_

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**FOR OFFICE RECORD ONLY**

- 1. Application received on .....
- 2. Application accepted/rejected .....
- 3. Reason for rejection. Underage / Overage / Documents incomplete / Photo or document not attested / any other reason to be specified .....
- .....
- 4. Index No .....Date and Time of Test / Interview .....

**ACKNOWLEDGEMENT CARD****Post:** \_\_\_\_\_

1. Name .....
2. Date of Birth.....
3. Father's Name .....
4. Correspondence address :-  
House No/Street/Village .....
- Post Office .....
- District .....State .....
- PIN Code.....
5. Application accepted/rejected and date of test/interview if accepted  
.....
6. Reason for rejection .....
7. Date of reporting for test .....
8. Venue of Test .....

Affix recent Passport size photograph duly self attested
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 Stamp and Signature of Controlling Officer



**POST FOR WHICH APPLIED:** \_\_\_\_\_

**UNDERTAKING**  
**WILLINGNESS CERTIFICATE**

I, Shri/Smt/Kumari \_\_\_\_\_, son/wife/daughter of  
Shri \_\_\_\_\_, resident of \_\_\_\_\_  
is willing to serve at Headquarters 111 Sub Area, Bengdubi (West Bengal) or anywhere in India as  
deemed fit by the Board of Officers for recruitment / Department.

Place:

Signature

Date:

Name