EMBARKATION HEADQUARTERS, FORT ST GEORGE, CHENNAI - 09

RECRUITMENT OF DEFENCE CIVILIAN : EMB HQ CHENNAI/408 MC/MF DET, PORT BLAIR

Applications are invited from eligible Indian Nationals for following posts as per format given below on plain paper:-

Sl. No.	Name of Post	No. of Vacancies #	Category	Scale of Pay/Level in Pay Matrix	Age Limit	Essential Qualification
(a)	**Lower Division Clerk (LDC)**	**02**	01-UR, 01 - EWS (The vacancies are reserved. One for Ex-serviceman and one for Physically Handicapped (Locomotor Disability) person.	Rs. 19,900/- Level - 2	18-25 years	**(i)** 12th/HSc passed or equivalent from a recognized Board or University.
						(ii) Typing speed of 35 words per minute in English (or) a typing speed of 30 words per minute in Hindi (on computer).
(b)	**Tally Clerk**	**01**	01 -UR	Rs. 19,900/- Level - 2	18-25 years	**(i)** 12th /HSc passed or equivalent from a recognized Board or University.
						(ii) Conversant with the duties of shipping with three years experience certificate from recognized Shipping Agency.
(c)	**MTS (Messenger)**	**01**	01 -UR	Rs. 18,000/- Level - 1	18-25 years	**(i)** Matriculation or equivalent passed from a recognized Board.
						(ii) Conversant with the duties as Office Assistant with six months experience certificate from any Civil/Government Office.
						(iii) Willing to perform multiple tasks as MTS other than trade specific.
(d)	**MTS (Safaiwala)**	**01**	01 -UR	Rs. 18,000/- Level - 1	18-25 years	**(i)** Matriculation or equivalent passed from a recognized Board.
						(ii) Conversant with the duties of House Keeping with six months experience certificate from any Civil/Government office.
						(iii) Willing to perform multiple tasks as MTS other than trade specific.

 # Number of Vacancies may change

Terms & Conditions

2. Age Limit & Relaxation : The prescribed age limit for the above posts is between 18-25 yrs for UR category (both date inclusive). The date of birth of candidates should be in between 01 Jul, 1996 and 30 Jun, 2003. Necessary age relaxation as per Govt order for Ex-serviceman & Physically Handicapped persons is applicable.

3. Place of Posting : The posts mentioned at Para 1 (a) to (c) are located at Chennai and post at Para 1 (d) is located at Port Blair. However, all the posts carry all India service liability and selected candidates are liable to be posted to anywhere in India.

4. Screening of the Applications : In case large number of applications are received, the Department reserves the right to screen the applications on the basis of percentage of marks obtained in exam of essential qualification so as to reduce the applicants called for written test. Merely fulfilling the basic criteria does not entitle an individual to be called for written test/skill test wherever applicable. Candidates would be intimated separately for appearing in examination. Only candidates who are intimated are required to appear for exam.

5. Documents Required to Accompany the Application : Self attested photocopies of the following documents should accompany the application form :-

(a) Educational qualification pass certificate.
(b) Birth certificate/10th/Matriculation certificate.
(c) Caste certificate (wherever applicable).
(d) Two self addressed envelopes affixed with Rs. 5/- postal stamp.
(e) Two latest passport size photographs.
(f) NOC from present employer (if the applicant is already a Govt. servant).
(g) Copy of discharge certificate (ESM candidate).
(h) Disability Certificate issued by a competent authority in the prescribed format (physically handicapped candidate).
(j) Candidates must carry the original of all the documents enclosed with the application if called for appearing in the examination/skill test for verification.

6. Scheme of Examination : A written test will be held at Chennai which will have questions of the level of Class 12th for the post of LDC, Tally Clerk and Class 10th for the post of MTS (Messenger), MTS (Safaiwala) followed by practical examination. Candidates appearing for written test would also be subjected to Practical Examination.

7. Last Date of Receipt of Application : The last date for receipt of application will be **21 days from publication of this advertisement**. Applications received after due date will not be entertained. This office will not be responsible for any postal delay that may occur.

8. Submission of Application : Applications completed in all respects as per the profoma given and accompanied by required documents (self attested photocopy only) as stated above should reach to **The Commandant, Embarkation Headquarters, Fort St. George, Chennai - 600009 on or before 21 days of the date of publication of this advertisement** duly quoting on the top of the envelope **'Application for the post of ____'** (name of the post applied) by post only and not by courier or any other means.

9. Place of Written Test, Practical: The written test and practical will be held at Chennai under **Embarkation Headquarters, Fort St George, Chennai-600009.** Candidates called for written test should bring writing pad & writing materials and come prepared to stay for two to three days for completion of the recruitment process. Candidates have to make their own arrangement for boarding/lodging/transport during the period of stay. No TA/DA will be paid to candidates called for the examination.

10. Call Latter for Examination : Shortlisted candidates would be intimated the date, time and venue for conduct of written examination and practical test. Only candidates who receive call letter are required to appear for the examination along with the call letter received. The department is not responsible for any postal delay that may occur. No telephone calls will be entertained at any stage of recruitment process for any clarification.

11. **Application which is incomplete in any respect or not accompanied by requisite documents are liable to be summarily rejected.** No correspondence in this regard would be entertained by the Department.

12. General Conditions:

(a) Appointments are initially on a temporary basis.

(b) Department reserves the right to postpone/cancel/suspend/terminate the entire recruitment process without any prior notice/assigning any reason at any stage. No correspondence would be entertained in this regard.

APPLICATION FORM

Self attested Passport size Photograph

1. Post Applied for : .....
2. Name (in block letters) : .....
3. Father's Name : .....
   Mother's Name : .....
4. Date of Birth : .....
5. Age as on 01 Jul, 2021 ..... Yrs .....Months .....Days
6. Educational Qualification : .....
7. Category (UR/OBC/SC/ST/ESM/PH) : .....
8. **(a)** Correspondence Address : .....
   .....
   .....
   .....
   (b) Permanent Address :- : .....
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   .....
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9. I hereby certify that :-

(a) I am not involved in any criminal case and no proceedings Criminal/Civil are pending/contemplated against me in any court of law.

(b) The above particulars are true and correct to the best of my knowledge and belief. If any particular is found to be incorrect and false at any stage my selection/appointment/service are liable to be terminated without notice.

Date : .....

Place : ....

(Signature of Applicant)

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