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**RECRUITMENT NOTICE : CIVILIANS, GOVT OF INDIA, MIN OF DEFENCE  
RECORD 58 GR, SHILLONG (MEGHALAYA) – 793007**

**(PUBLIC NOTICE/ADVERTISEMENT IN LOCAL NEWS PAPER/EMPLOYMENT  
EXCHANGE/ ZILA SAINIK WELFARE OFFICE)**

1. Applications are invited in the prescribed form given below from the persons (Indian Nationals) for filling up the direct recruitment Group 'C' (LDC) and MTS (Peon) (Erstwhile Gp 'D') vacancies at Records 58 GR, Happy Valley, Shillong who fulfills the following terms and conditions :-

Ser No	Name of the post	Classification and Pay Scale	Details of	Total vacancies
			vacancies UR	
(a)	Lower Division Clerk (LDC) (Gp 'C')	General Central Service Group 'C' Non Gazetted Ministerial, Basic Pay Rs 19900/-	02	02
(b)	Peon (MTS) (Erstwhile Gp 'D')	General Central Service Group 'D' Non Gazetted Ministerial, Basic Pay Rs 18000/-	01	01

2. **AGE LIMIT AS ON THE LAST DT OF SUBMISSION OF APPLICATION**

- (a) General Candidates and Pers With Disability (PWD) - 18 to 25 years.  
(b) SC/ST/OBC candidates will not be given any concession of reserved category, as they will be considered in the un-reserved category

3. **ESSENTIAL EDUCATION QUALIFICATION FOR LDC**

- (a) 12<sup>th</sup> class or equivalent qualification from a recognized Board and University.  
(b) Skill test for recruitment for the post of LDC shall be conducted only on computer. A typing speed 35 w.p.m in English on computer (35 w.p.m correspond to 10500 KDPH/ 9000 KDPH on an average of 5 key depressions for each word).

4. **ESSENTIAL EDUCATION QUALIFICATION FOR MTS**

- (a) Matriculation pass or equivalent from recognized Board.

5. **DOCUMENTS TO BE ATTACHED WITH THE APPLICATION**

- (a) One copy of recent passport size colored photograph  
(b) Photocopies of educational certificates and other related documents, duly attested by a Gazetted Officer.  
(c) Two self addressed envelopes bearing postal of Rs 25/- on each envelope

6. Written test will be held on \_\_\_\_\_ - 2017. Calling for written examination for eligible candidates whose applications are found correct will be sent through SMS/email.

7. **LAST DATE OF RECEIPT OF APPLICATION.** Application form will be accepted by Registered/Speed Post only on or before 15 Feb, 2017 on the following address :-

Chief Record Officer  
Records 58 Gorkha Rifles  
Happy Valley, East Khasi Hills, Shillong - 793007

**NOTE :-**

- (a) The application would be rejected, in case :-  
(i) Not made on prescribed format.  
(ii) Self addressed envelopes not found attached.  
(iii) Additional photographs not found attached.  
(iv) Candidates not fulfilling prescribed educational qualifications.  
(v) Incomplete application in terms of documents/certificate with regard to claiming/age relaxation.  
(b) The department shall not be responsible for any postal delay/loss.  
(c) Eligible candidates working in Centre/State Government etc, must submit their application through proper channel and should produce "No objection Certificate" from their present employer at the time of interview.  
(d) The department reserves the right of cancelling the candidates of any candidate found indulging in any malpractices i.e. hiding any material information or misrepresentation of facts. All such candidates are liable to be debarred from the recruitment.  
(e) Candidates must clearly write on top of the envelope either "**APPLICATION FOR THE POST OF LDC**" or "**APPLICATION FOR THE POST OF MTS**"

Station : Happy Valley

Dated : ~~Nov 2016~~

(Birendra Kumar Singh)  
Lt Col.  
Chief Record Officer

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**APPLICATION FORM**

**APPLICATION FOR THE POST OF LDC/ MTS (PEON)**

To,

OIC Records  
Records 58 GR  
Happy Valley, Shillong - 07

Regn No \_\_\_\_\_  
(for official use only)

Passport  
size  
photograph  
duly attested  
by a Gazette  
Officer

1. Name in full (Capital)

Surname	Name	Father/Husband name

2. Date of birth (Proof attached)

Date	Month	Year

3. Age as on 15 Feb 2017 \_\_\_\_\_ Years \_\_\_\_\_ Months

4. Permanent Address

\_\_\_\_\_

5. Local Address

\_\_\_\_\_

6. Cast (CTC of cert issued by competent auth to be att) \_\_\_\_\_

7. Education Qualification : (Xerox copy duly attested)

Exam passed	School/Board/ University	Subject	Total marks obtained	Percentage of marks	Division
(a)	(b)	(c)	(d)	(e)	(f)

8. Experience, if any \_\_\_\_\_  
(Xerox copy duly attested attached)

9. Have you been convicted in criminal case : Yes/No

10. Contact No (Telephone/Mobile No) \_\_\_\_\_

11. Email ID \_\_\_\_\_

**DECLARATION**

I, hereby, declare that all statements made in the application are true and correct to the best of my knowledge and belief.

I, understand that in the event of particulars or information given hereby being found false or incorrect my candidature for the examination is liable to be rejected or cancelled and on the event of my mis-statement/discrepancy in the particulars being detected after my appointment my services are liable to be terminated without notice to me.

Date

(Signature of Candidate)

day 10622/11/0062/1617