

Directorate General ITBP

Govt. of India,
Ministry of Home Affairs
Block-2, CGO Complex
Lodhi Road
New Delhi-110003
File No. I-21018/15/2019/
Pers 911
Dated: 25 September, 2019
Deputation to the post of
Senior Administrative
Officer in ITBP

Applications are invited from Indian citizens for filling up 01 (One) post of **Senior Administrative Officer** Group-A Gazetted (Ministerial) post in the **Pay Matrix Level-11 (Rs. 67700-208700)** and other allowances as admissible to Central Government employees in Indo-Tibetan Border Police Force (Ministry of Home Affairs) Govt. of India, New Delhi on deputation basis.

2. The application form along with details of the post, qualification, eligibility criteria etc. required for the above post, can be downloaded from the official website of ITBP www.itbp.nic.in. **The last date for receipt of application is within two months from the date of publication of advertisement in Employment News.** Accordingly, the hard copy of the application duly filled in all respects should reach well before the due date of receipt of applications. The applications should be forwarded through proper channel and addressed to **"Sr. Admn. Officer (Pers), Directorate General, ITBP Block-2, CGO Complex, Lodi Road, New Delhi-110003."**

3. Incomplete applications, advance copy of the application and applications received after due date will not be entertained and will be summarily rejected.

(O.P. Yadav)

Dy. Inspector General (Pers)
davp 19143/11/0017/1920

EN 28/78

DISCLAIMER

The views expressed by the authors in the articles published in the Employment News are their own. They do not necessarily reflect the views of the government or the organisations they work for. The contents of the advertisements published in the Employment News belong to the organisation or their representatives. The Employment News is in no way responsible for any liability arising out of the contents/text of these advertisements.

GOVT OF INDIA (MINISTRY OF DEFENCE)

HEADQUARTERS, ARTILLERY CENTRE, HYDERABAD, PIN-500031

1. Applications are invited from eligible Indian citizens for the following posts as per the format given below. The details of vacant posts are as under:-

| Name of Post | Educational qualification and other qualifications required for direct recruitment | Categories & No. of vacancies | | | | | Total | Pay Matrix | Age limit |
|--|--|-------------------------------|----|----|-----|-----|-------|-------------|-------------------------------|
| | | UR | SC | ST | OBC | ESM | | | |
| Multi Tasking Staff (Safaiwala) | Essential : Matriculation pass or equivalent from a recognized Board. Desirable : Conversant with the duties of the trade with one year's experience in the trade. | 01 | - | - | - | - | 01 | Rs. 18000/- | 18 to 25 years |
| Multi Tasking Staff (Gardener) | Essential : Matriculation pass or equivalent from a recognized Board. Desirable : Conversant with the duties of the trade with one year's experience in the trade. | - | - | - | - | 01* | 01 | Rs. 18000/- | As per extant of Govt. Rules. |
| Lascar | Essential : Matriculation pass or equivalent from a recognized Board. Desirable : Must be physically fit for lifting/ loading/unloading/stacking of load. | - | 1 | - | - | - | 01 | Rs. 18000/- | 18 to 30 yrs. |

Note : * Age relaxation to Ex-servicemen (ESM) is allowed up to the extent of service rendered in Defence forces plus three years provided they have put in minimum six months attested service.

FORMAT OF APPLICATION FOR THE POST OF _____

- (a) Full name of the candidate (in capital) : _____
 (b) Father's/Husband name : _____
 (c) Date of Birth : _____
 (d) Sex (Male/Female) : _____
 (e) Age as on last date of receipt of application : ___ Days ___ Months ___ Years
 (f) **Qualifications:-**
 (i) **Educational** : _____

 (ii) **Technical** : _____

 (g) Experience (Enclose proof of the same) : _____
 (h) Category belongs to (SC/ESM/UR) : _____
(Xerox copies of certificates to be enclosed duly attested by a Gazetted Officer)
 (I) Employment registration Card No. and date with District if any. : _____
 (k) Postal Address (in capital with Pin code) : _____
 (J) Permanent address (in full) with Telephone No. : _____

Date : / /2019

(Signature of the Candidate)

NOTE :

- (a) Service liability of candidate is anywhere in India. Field service liability is also applicable.
 (b) New entrants to Central Govt Service will come under New Contributory Pension Scheme.
 (c) Application form duly completed/filled clearly in all respects alongwith attested copies of certificates and employment registration card if any, two self-addressed envelopes with requisite postal stamps should be sent to **"The Commandant, Artillery Centre, Hyderabad-500 031 by "ORDINARY POST" only. The envelope containing the application form is to be boldly enfaced on top with "POST APPLIED FOR"_____ as the case (post) may be in capital letters only.**
 (d) The crucial date for determining the age limit shall be the closing date for receipt of application from the candidates.
 (e) Written test will be conducted for filling up the post as per the existing rules.
 (f) **Syllabus for Written Examination.** General Intelligence & Reasoning, Numerical Aptitude, General English and General Awareness.
 (g) **Based on the number of applications received for the post, competent authority will fix the bench mark percentage obtained in the examination of essential qualification and call for written examination.**
 (h) **The selected candidates have to sign a bond stating that they will serve in the unit for a minimum period of 07 years.**
 (J) **LAST DATE : The last date for receipt of application at this office is 30 days from the date of publication of this advertisement in Employment News Paper.**
 (k) **Applications received after the due date/incomplete applications will summarily be rejected. No correspondence in this regard will be entertained.**
 (I) No TA/DA will be admissible to the candidates for appearing the written test.

ACKNOWLEDGEMENT CARD/ADMIT CARD

(To be filled in capital letters on A-4 Size paper separately)

1. Name of the post applied for _____
 2. Name of the candidate (in block letters) _____
 3. Fathers name (in Block letters) _____
 4. Complete Postal Address _____
 5. Signature of candidate: _____
(Note : Ser No. 1 to 5 to be filled by candidate)

(FOR OFFICE USE ONLY)

6. Your application is hereby accepted.
 7. Index No. _____
 8. Written test (a) Date _____ (b) Time _____ (c) Place _____

Note : Candidates to bring all original documents in support of information submitted in the application on the date of written examination. Mobile phones and electronics devices are not allowed in Defence area. **Acknowledgement Card/Admit Card to be submitted IN DUPLICATE.**

Case No. : 311002/A4 (Civ)

davp 10622/11/0004/1920

Affix recent
passport size
photograph duly
attested by a
Gazetted Officer

Col
Col Adm
for Commandant
EN 28/74