

RECRUITMENT : LOWER DIVISION CLERK (LDC) (GPC)
FOR 921 DSC PLATOON

1. Applications in prescribed format are invited from eligible Indian citizens for filling up the following vacancy of Group 'C' (Non Gazette) for **921 DSC Platoon**, att to ELSEC, Vignyanancha, Raviryala Road, Hyderabad-500 069.

Ser No	Name of the Post	No of Vacancy	Pay scale	Eligibility criteria	Vacancy reserved for	Age limit
01	LDC	01	19,000 - 63,200/-	Minimum 12 th class pass, Typing speed 35words/minute	Un-reserved	18-25 yrs

2. Age limit (as on last date of receipt of application)

- (a) For unreserved category 18 to 25 yrs
- (b) For SC/ST category -
- (c) For OBC -
- (d) No age relaxation will be given for SC/ST/OBC categories who are applying against unreserved vacancy.

3. Application in the prescribed format (on A4 size paper) should be sent by **Registered Post** only in sealed envelope superscripting "APPLICATION FOR THE POST OF LDC" to the following address:-

The OC Troops
DLRL, Chandrayangutta Lines,
Keshogiri Post
Hyderabad (TS)
Pin – 500 005

4. The following documents should be attached with the application:-

- (a) Two copies of recent colour Passport size photographs in separate envelope. One photograph should be pasted and self attested on the application.
- (b) Self attested copies of certificates and testimonials in proof of age/date of birth, educational qualification and work experience (if any).
- (c) One self addressed envelope duly affixed with Rs.25/- Postal Stamp.
- (d) Those candidates who are employed in Govt/Semi-Govt/Autonomous bodies etc, should send their application through proper channel.

5. The candidates who fulfill the eligibility criteria will be called for written test on scrutiny of the applications. No application will be accepted by hand/courier.

6. **Scheme of Examination**: Common written test consisting of the following tests will be conducted:-

(a)	General Intelligence and Clerical Aptitude	- 25	} 100 marks
(b)	English Language	- 25	
(c)	Numerical Aptitude	- 25	
(d)	General Awareness	- 25	

Note: Candidates are required to qualify in each of the four tests separately. Minimum qualifying marks in each of the four tests will be 09 (Nine) having aggregate of 40 (Forty) marks in overall test.

7. **Typing test** : The typing test will be a qualifying test only. Only those candidates who qualify in written test and acquire minimum qualifying marks will be eligible for typing test. The typing test will consist of one paper on running matters of 10 minutes duration. Qualifying speed for typing test is not less than 35 words per minute in English or not less than 30 words per minute in Hindi typing. The candidates who qualify in typing test will be eligible for consideration for appointment as LDC.

8. Closing date of receipt of application will be **within 30 days** from the date of publication of this advertisement. This office will not be responsible for any postal delays. Incomplete applications will be summarily rejected without any communication to the candidates. The date, time and venue of the examination shall be informed later.

9. No TA/DA will be paid to the candidates.

10. Submission of application does not vest in the candidates any right to be called for written or other related tests.

11. The appointment is purely temporary and likely to be permanent after successful completion of probationary period of two years. The appointment will be at 921 DSC Platoon, ELSEC, Vignyanancha, Raviryala Road, Hyderabad-500 069.

APPLICATION FOR THE POST OF LOWER DIVISION CLERK
(GROUP 'C')

1. Full Name of Candidate :
(In Capital Letters)
2. Father/Husband's Name :
3. Sex :
4. Date of Birth :
5. Age as on _____ : ___ years ___ months ___ days
6. Nationality :
7. Permanent Address with PIN code :
8. Mailing Address with PIN code :
9. Marital status :
10. Religion/Cast :
11. Category for which applied :
12. Educational Qualifications:

Affix recent colored
passport size
photograph duly
Self attested

<u>Examination</u>	<u>Year</u>	<u>Board/University</u>	<u>Marks/Grade</u>
--------------------	-------------	-------------------------	--------------------

13. Technical Qualifications :
14. Experience :
15. Tele/Mobile No :
16. Email Address :
17. If you are Government Employee, give particulars of:
 - (a) Name of organization where :
Employed
 - (b) Employed from (date) :
 - (c) Designation :
 - (d) Address of employers :

I hereby declare that the all statements made in the application are true and correct to the best of my knowledge and brief. In the event of any information being found false/incorrect or ineligibility being detected at any stage, my candidature/appointment liable to be cancelled/terminated without any notice or compensation.

Place :

(Signature of Candidate)

Date :

Davp/10301/11/0256/1718