

Rashtriya Indian Military College, Dehradun (UK)

Employment Notice

1. Applications are invited for the following post(s) from citizens of India, who are fulfilling the requisite qualifications/specifications as mentioned below on plain paper duly typed or neatly handwritten in the prescribed format only. Applications complete in all respect along with all the requisite documents, duly self attested, should be addressed to the Commandant RIMC, Dehradun (UK).

Name of the post & Pay Scale	Group	No. of Posts	Categories-wise distribution (wherever applicable)					Remarks
			UR	SC	ST	OBC	EWS	
Post : Lab Assistant Pay : 21700, Level : 03	C	01	01	-	-	-	-	
Post: LDC Pay: 19900/-, Level : 02	C	01	01	-	-	-	-	Reserved for ESM
Post: Cook Pay: 19900/-, Level : 02	C	01	01	-	-	-	-	
Post: Groundsman Pay: 18000/-, Level : 01	C	04	03	01	-	-	-	
Post: Dormitory Bearer Pay: 18000/-, Level : 01	C	03	*01	-	-	01	01	+01 Reserved for ESM
Post: Mess Waiter Pay: 18000/-, Level : 01	C	02	02	-	-	-	-	
Post: Masalchi Pay : 18000/-, Level : 01	C	01	01	-	-	-	-	Reserved for Hearing Handicap (H-H)
Total		13	10	01	-	01	01	

(a) The number of vacancies mentioned above is provisional. The Commandant RIMC, reserves the right to change the number of vacancies, if necessary.

(b) Reservation for ex-servicemen fall under category of horizontal reservation which cut across vertical reservation i.e. reservation for SC/ST/OBC (in what is called interlocking reservation). The person selected against the Ex-serviceman/PH quota has to be placed in the appropriate category of General (Unreserved), SC/ST/OBC as the case may be.

Ser No.	Particulars	Details
(a)	Qualification	<p>Laboratory Assistant : Higher Secondary or equivalent from a recognized Board with Physics and Chemistry as Principal Subject</p> <p>Lower Division Clerk : (i) 12th class pass for a recognized Board or University. (ii) Typing speed of 35 words per minute in English on computer or a typing speed of 30 words per minute in Hindi on computer (35 words per minute and 30 words per minute correspond to 10500/9000 key depressions per hour on the average of 5 key depressions for each word)</p> <p>Cook : (i) Matriculation or equivalent; and (ii) must have knowledge of Indian Cooking and proficiency in trade</p> <p>Dormitory Bearer: (i) Matriculation pass or equivalent from a recognized Board or Institution; and one year experience as Bearer or Waiter in a Hotel or Restaurant</p> <p>Mess Waiter: (i) Matriculation pass or equivalent from recognized Board Desirable : One year experience in the trade.</p> <p>Masalchi : (i) Matriculation pass or equivalent from recognized Board. (ii) Must be conversant with the duties of Masalchi.</p> <p>Groundsman : (i) Matriculation pass or equivalent from recognized Board and should be conversant with the duties of Groundsman.</p>
(b)	Age limit	<p>For Lab Asst : Between 18 to 25 years For LDC : Between 18 to 25 years For Cook : Between 18 to 25 years For Groundsman : Between 18 to 25 years of ages. For Mess Waiter : Between 18 to 25 years of ages. For Dormitory Bearer : Between 18 to 27 years of ages. For Masalchi : Between 18 to 25 years of ages</p> <p>Relaxation for age limit (i) The upper age limit relaxable for Govt servants and ex-servicemen candidates as per existing Govt rules in this regard. (ii) For SC/ST candidates five years. (iii) For OBC candidates three years (on production of non creamy layer certificate). (iv) For Handicap candidates ten years.</p>
(c)	Fees	Crossed Indian Postal Order (IPO) of value of Rs 50/- (Rupees fifty only) in favour of Commandant RIMC. Candidates belonging to SC/ST/OBC/Handicap and Ex-serviceman are exempted from application fee. The Postal Order should be issued on or after the date of publication of this advertisement. The application fee is not refundable.
(d)	Photographs	One recent passport size photograph (not more than three months old) is to be pasted on the space earmarked in the application format. Besides, two additional photographs duly self attested (on front side) are to be enclosed separately with the application.
(e)	Crucial date	The crucial date for determining the age limit shall be the last date of receipt of application.
(f)	Closing date	The closing date will be 45 days from the date of publication of the advertisement in Employment News/Rozgar Samachar/Local Daily Newspaper. In respect of North East region, i.e Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lehaul and Spiti Division of Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep will be 52 days.

2. Scheme of Examination. The selection will be made strictly on the basis of merit. The selection process will comprise of written test and skill test wherever necessary. Final merit will be decided on the basis of marks obtained in the written test and skill tests wherever applicable.

Paper	Subject	No. of Questions	Marks	Duration of Examination
Paper-I	General Intelligence & Reasoning (Objective Multiple Choice Type)	25	25	2 Hours
Paper-II	General Awareness (Objective Multiple Choice Type)	50	50	
Paper-III	General English (Objective Multiple Choice Type)	50	50	
Paper-IV	Numerical Aptitude (Objective Multiple Choice Type)	25	25	

The question papers of Written Test will be bilingual i.e. English and Hindi. However, the questions on the portion of English Language subject will be in English only.

Syllabus for Examination.

3. General Intelligence. The question will be of 10th standard and would include questions of non-verbal type. The test may include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, figure classification arithmetical number series, non-verbal series. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

4. General Awareness. The questions will be of 10th standard. The questions will be designed to test the ability of candidate's general awareness of the environment around him/her and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of 10th standard educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic Science, General Policy including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

5. Numerical Aptitude. This paper will include questions on problems relating to Number systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental Arithmetical Operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, use of Table and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and work etc.

6. English Language. The questions will be of 10th standard. Candidate's understanding the Basics of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc his/her writing ability would also be tested.

Important Instructions to the Candidates/Applicants

7. Dates of examinations will be intimated to the eligible candidates later on.

8. Candidates appearing for written test and skill test will travel on their own expenses. However, SC/ST candidates will be paid traveling allowance of second class (2nd Class) railway/bus fare as per rules for onward and return journey performed by shortest route provided the distance traveled is more than 30 Kms on production of journey details as well as railway receipt/bus fare tickets.

9. Persons working in Central/State Govt/PSU must apply through proper channel along with the certificate from their establishment that no disciplinary action is contemplated/pending against them and that they have no objection in releasing them in case of selection.

10. New entrants to Government Service, entering on or after 01 Jan 2004 are governed by the New Defined Contribution Pension System (known as New Pension Scheme).

11. The Commandant, RIMC shall not be responsible for any postal delay or failure.

12. The Commandant, RIMC reserves the right to change the number of vacancies and decide on the percentage of minimum qualifying marks to be obtained in written test of each trade which will qualify the candidate for appearing for the concerned trade test in which he had applied for. "

13. If the number of applications received in response to the advertisement is large and it will not be convenient or possible to arrange the examination for all the candidates, The Commandant, RIMC reserves the right to restrict the number of candidates to a reasonable limit on the basis of either percentage of marks obtained in the prescribed minimum essential qualifications or desirable qualifications or qualifications higher than the minimum prescribed in the advertisement or experience. Therefore, the candidates should mention all the qualifications over and above the minimum qualification and should attach self attested copies of the certificates in support thereof.

14. The candidates must clearly super scribe "Application for the post of _____" on the top of the envelope in Capital letters. The reserved category candidate including ex-servicemen and PH should also write their category on the left hand corner of the envelope.

15. Ex-servicemen certificate should have been issued by the Competent Authorities. A copy of Discharge Certificate should also be enclosed.

16. The Ex-servicemen candidate applying for the post under ex-servicemen category should also have to give an Undertaking in the format given below as Appendix-I.

17. Candidates applying against a reserved post must enclose supportive documents viz caste certificate, disability certificate, non-creamy layer certificate in case of OBC etc in support of their claim of belonging to the reserved category. Self attested copies of certificates in support of Educational Qualification/ Technical Qualification, Experience, caste, date of birth, PH and ex-servicemen are to be enclosed with the application.

18. Incomplete or unsigned application and without Left/Right Thumb Impression or applications not accompanied by attested copies of certificates or application received at RIMC, Dehradun after the last date of receipt of application or without two additional photographs duly self-attested (on front side) will be summarily rejected and no correspondence in this regard will be entertained.

19. The applications can be filled by the candidates either in English or Hindi.

Caution to All Applicants

20. Some unscrupulous elements may approach you with the assurance of procuring appointment for you in RIMC, Dehradun through illegal gratification. You must not fall prey to such false assurance or exploitation and must not entertain or encourage such elements in any way. It is emphasized and reassured that the selection test and exercise will be done on merit only in a transparent manner.

(Adm Officer)

PROFORMA OF APPLICATION

Application for the post of _____

Ref. Newspaper _____ Advertisement No. _____ dated _____

To

The Commandant
RIMC, Dehradun
Uttarakhand
PIN-248003

1. Full Name (in Block Letters): _____

(As written in SSC Certificate)

2. Father's/Husband's Name (in Block Letters): _____

3. Date of Birth (as per the School Certificate): _____

4. Age as on last date of receipt of application: _____ years _____ months _____ days

5. Write category to which you belong (SC/ST/OBC/EWS). _____ (enclose certificate on prescribed format).



6. Whether ex-serviceman, if yes give details i.e length of service along with service discharge certificate

_____ years _____ months _____ days.

7. Whether Physically Handicapped (also indicate the type of disability)_____.

8. Nationality:_____

9. Religion_____.

10. Address and Pin code in full for communication with nearest Railway Station: -

11. Details of Academic/Technical & Professional Qualifications:-

Name of the Exam Passed	Year of Passing	Name of Recognized University/ Board of Examination	% of marks obtained	Division	Remarks
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(Attested copies of certificate in support of above are to be enclosed).

12. Experience/if any (please attach certificate):_____.

13. Whether Govt Servant, if yes give details of post held, Pay Scale and Date of entry in Govt Service:_____

Declaration

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false/incorrect or ineligibility being detected before or after the written test/skill test my candidature will stand automatically cancelled.

Signature of the candidate

Name_____

Encl : 1. Two Self-Attested Photographs

2. One self addressed registered envelop duly affixed with appropriate postal stamps

3. Postal Order/DD No _____ & Date _____ for Rs. 100/-

4. Attested copies of certificate: (_____) Sheets

Left thumb impression of male candidate

(Right thumb impression in case of female candidate)

Declaration by OBC candidates only

(Similar endorsement would be given in the caste certificate from the competent authority)

I, _____ Son/Daughter of Shri _____ Resident of

Village/Town/City/District _____ State _____ hereby

declare that I belong to the _____ community

which is recognized as backward class by the Government of India

for the purpose of reservation in services as per order applicable to

the concerned state. It is also declared that I do not belong to

persons/sections/(Creamy Layer).

Place : _____ (Signature of the candidate)

Date: _____ Name _____

Appendix I

FORM OF UNDERTAKING TO BE GIVEN BY CANDIDATES APPLYING FOR CIVIL

POSTS UNDER EX-SERVICEMEN CATEGORY

I understand that, if selected on the basis of the recruitment/examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the Armed Forces and that I entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-Servicemen in regard to the recruitment covered by this examination, if I have at any time prior to such appointment secured any employment on the Civil side (including Public Sector Undertaking, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc) by availing of the concession of reservation of vacancies admissible to Ex-Servicemen.

Place: _____ (Signature of Candidate)

Date: _____ Name _____