

Government of India
Ministry of Defence
HQ, The Infantry School, Mhow
Employment Notice

Applications are invited for the following post(s) from citizen 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 duly completed in all respect along with a self-addressed registered envelope duly affixed with appropriate postal stamp with all the requisite documents, duly self-attested should be addressed to **The Presiding Officer, Civilian Direct Recruitment, Application Scrutiny Board, The Infantry School, Mhow (MP) - 453441 for Table 1 Recruitment Post at Infantry School, Mhow Station and Applications duly completed in all respect for Table 2 Post at JL Wing, The Infantry School, Belgaum (Karnataka) Station should be addressed to The Presiding Officer, Civilian Direct Recruitment, Application Scrutiny Board, Junior Leaders Wing, The Infantry School, Belgaum (Karnataka).**

(a) Table 1: Recruitment Post at Infantry School, Mhow Station

Sr. No.	Name of the Post & Pay Level in Pay Matrix	Group	No. of posts	Category-wise distribution (wherever applicable)					Earmarked out of total No. of posts ESM/PWD
				UR	EWS	SC	ST	OBC	
a.	Accountant, Pay Level - 4 (Rs. 25500-81100)	'C'	02	01	-	-	-	01	
b.	Draughtsman, Pay Level - 4 (Rs. 25500-81100)	'C'	03	01	-	01	01	-	
c.	Lower Division Clerk, Pay Level - 2 (Rs. 19900-63200)	'C'	04	01	01	01	-	01	@ including 01 vacancy reserved for Ex-serviceman
d.	Carpenter, Pay Level - 2 (Rs. 19900-63200)	'C'	01	-	01	-	-	-	
e.	Translator, Pay Level - 2 (Rs. 19900-63200)	'C'	01	01	-	-	-	-	
f.	Storekeeper, Pay Level - 2 (Rs. 19900-63200)	'C'	01	-	-	-	-	01	
g.	Bootmaker, Pay Level - 2 (Rs. 19900-63200)	'C'	01	01	-	-	-	-	
h.	Painter, Pay Level - 2 (Rs. 19900-63200)	'C'	02	01	-	01	-	-	
j.	Civilian Motor Driver (OG), Pay Level-2 (Rs. 19900-63200)	'C'	02	-	-	01	-	01	@ including 01 vacancy reserved for Ex-serviceman
k.	Cook, Pay Level - 2 (Rs. 19900-63200)	'C'	04	02	-	-	01	01	
l.	Supervisor, Pay Level - 1 (Rs. 18000-56900)	'C' (Erstwhile Group 'D')	01	-	-	-	-	01	
m.	Artist or Model Maker, Pay Level - 1 (Rs. 18000-56900)	'C' (Erstwhile Group 'D')	01	-	-	-	-	01	
n.	Fatiguman, Pay Level - 1 (Rs. 18000-56900)	'C' (Erstwhile Group 'D')	21	04	02	02	06	07	@ including 04 vacancy reserved for Ex-serviceman
o.	MTS (Watchman), Pay Level - 1 (Rs. 18000-56900)	'C' (Erstwhile Group 'D')	02	01	-	-	-	01	@ including 01 vacancy reserved for Ex-serviceman
p.	MTS (Chowkidar), Pay Level - 1 (Rs. 18000-56900)	'C' (Erstwhile Group 'D')	01	-	-	-	01	-	@ including 01 vacancy reserved for Ex-serviceman
q.	MTS (Messenger), Pay Level - 1 (Rs. 18000-56900)	'C' (Erstwhile Group 'D')	01	-	-	01	-	-	@ vacancy reserved for PWDs
r.	Washerman, Pay Level - 1 (Rs. 18000-56900)	'C' (Erstwhile Group 'D')	01	-	-	-	01	-	
s.	Barber, Pay Level - 1 (Rs. 18000-56900)	'C' (Erstwhile Group 'D')	03	01	-	-	01	01	@ including 01 vacancy reserved for Ex-serviceman
t.	Cycle Repairer, Pay Level - 1 (Rs. 18000-56900)	'C' (Erstwhile Group 'D')	01	01	-	-	-	-	
TOTAL			53	15	04	07	11	16	

(b) Table 2: Recruitment Post at JL Wing, The Infantry School, Belgaum (Karnataka) Station

Sr. No.	Name of the Post & Pay Level in Pay Matrix	Group	No. of posts	Category-wise distribution (wherever applicable)					Earmarked out of total No. of posts ESM/PWD
				UR	EWS	SC	ST	OBC	
a.	Draughtsman, Pay Level - 4 (Rs. 25500-81100)	'C'	01	01	-	-	-	-	
b.	Stenographer Grade-II Level - 4 (Rs. 25500-81100)	'C'	01	-	-	01	-	-	
c.	Lower Division Clerk, Pay Level - 2 (Rs. 19900-63200)	'C'	02	-	-	-	01	01	
d.	Carpenter, Pay Level - 2 (Rs. 19900-63200)	'C'	01	-	-	01	-	-	
e.	Painter, Pay Level - 2 (Rs. 19900-63200)	'C'	01	-	-	-	01	-	
f.	Civilian Motor Driver (OG), Pay Level - 2 (Rs. 19900-63200)	'C'	01	-	01	-	-	-	
g.	Overseer, Pay Level - 1 (Rs. 18000-56900)	'C' (Erstwhile Group 'D')	01	-	-	-	01	-	
h.	Cook, Pay Level - 2 (Rs. 19900-63200)	'C'	04	01	-	01	01	01	@ including 01 vacancy reserved for Ex-serviceman
j.	Artist or Model Maker, Pay Level - 1 (Rs. 18000-56900)	'C' (Erstwhile Group 'D')	01	-	-	-	01	-	
k.	Fatiguman, Pay Level - 1 (Rs. 18000-56900)	'C' (Erstwhile Group 'D')	06	03	01	02	-	-	@ including 01 vacancy reserved for Ex-serviceman
l.	MTS (Chowkidar), Pay Level - 1 (Rs. 18000-56900)	'C' (Erstwhile Group 'D')	01	01	-	-	-	-	
m.	MTS (Safaiwala), Pay Level - 1 (Rs. 18000-56900)	'C' (Erstwhile Group 'D')	02	01	-	-	-	01	@ including 01 vacancy reserved for Ex-serviceman
n.	Barber, Pay Level - 1 (Rs. 18000-56900)	'C' (Erstwhile Group 'D')	01	01	-	-	-	-	
o.	Cycle Repairer, Pay Level - 1 (Rs. 18000-56900)	'C' (Erstwhile Group 'D')	01	-	-	-	01	-	
TOTAL			24	08	02	05	06	03	Continued

2. The number of vacancies mentioned above is provisional. The Commandant, Infantry School, Mhow (MP), reserves the right to change the number of vacancies, if necessary.

S. No.	Particulars	Details
(a)	Qualification	<p>Accountant (i) Degree or equivalent from Recognised University with Accountancy or (ii) Mathematics as one of the subjects.</p> <p>Draughtsman (i) Matriculation pass or equivalent from a recognized Board or Institution and (ii) Diploma in draughtsmanship of a minimum duration of two years from a recognized Institute.</p> <p>Stenographer Grade-II (i) 12th pass or equivalent from a recognized Board or University. (ii) Skill Test Norms:- Dictation : 10 minutes @ 80 w.p.m. Transcription : 50 minutes (Eng), 65 minutes (Hindi) (on computer)</p> <p>Lower Division Clerk:- (i) 12th class or equivalent qualification from a recognized Board or University. (ii) English Typing @ 35 words per minute on computer or Hindi typing @ 30 words per minute on computer (35 words per minute and 30 words per minute corresponding to 10500/9000 key depressions per hour on an average of 5 key depressions for each word).</p> <p>Civilian Motor Driver (Ordinary Grade) (i) Matriculation. (ii) Must possess the Civilian Driving Licence for heavy vehicles and have two years experience of driving such vehicles.</p> <p>Carpenter (i) Matriculation pass or equivalent from a recognized Board or Institution : and (ii) Certificate from Industrial Training Institute or National Council of Vocational Training in the trade. Or Three years' experience as a Carpenter.</p> <p>Painter (i) Matriculation pass or equivalent from a recognized board or Institution : and (ii) Certificate from Industrial Training Institute or National Council of Vocational Training in the trade. Or Three years experience as a Painter.</p> <p>Translator (i) 12th pass or equivalent from a recognized Board or University. (ii) Proficiency in Hindi Certificate equivalent to Vishard / Bhusan/Kovid. (iii) Diploma in Computer Application from a recognized Institution. Desirable : (i) Previous experience as Translator in military units.</p> <p>Storekeeper (i) Matriculation pass or equivalent from a recognized board or Institution and (ii) Three years' experience in handling of stores.</p> <p>Artist or Model Maker (i) Matriculation from a recognized board or Institution : and (ii) Certificate in Drawing from a recognized Institute.</p> <p>Bootmaker (i) Matriculation pass or equivalent from a recognized Board or Institution. (ii) Should be able to carryout all canvas, textile and leather repair and replacement of the Equipment and Boots.</p> <p>Cook:- (i) Matriculation or equivalent; and (ii) Must have knowledge of Indian Cooking and proficiency in trade.</p> <p>Fatiguesman Essential (i) Matriculation pass or equivalent from recognized Board. (ii) Must be conversant with the duties of Fatiguesman with one year's experience.</p> <p>MTS (Watchman), MTS (Chowkidar), (Safaiwala), MTS (Messenger) Essential (i) Matriculation pass or equivalent from a recognized Board. Desirable (ii) Conversant with the duties of their respective trades with one year's experience in the trade.</p> <p>Barber Essential:- Matriculation pass or equivalent from recognized Board with proficiency in Barber's trade job. Desirable:- One year's experience in the trade.</p> <p>Washerman Essential (i) Matriculation pass or equivalent from a recognized Board.</p>

S. No.	Particulars	Details
		<p>(ii) Must be able to the wash Military/Civilian cloths thoroughly well.</p> <p>Cycle Repairer Essential (i) Matriculation pass or equivalent from recognized Board and fully conversant with his trade with atleast two years experience in the trade.</p> <p>Supervisor Matriculation from a recognized Board or Institution.</p> <p>Overseer Matriculation or equivalent from a recognized Board or Institution.</p>
(b)	Age limit	<p>(i) 18-25 yrs: for the post of Lower Division Clerk, Stenographer Grade-II, Bootmaker, Cook, Translator, Fatiguesman, (MTS) Watchman, MTS (Chowkidar), MTS (Messenger), MTS (Watchman), MTS (Safaiwala), Washerman, Barber, Cycle Repairer.</p> <p>(ii) 18-27 yrs: for the post of Accountant, Carpenter, Storekeeper, Supervisor, Overseer, Artist or Model Maker, Painter, Civilian Motor Driver (Ordinary Grade), Draughtsman.</p> <p>Relaxation for age limit. (i) The upper age limit is relaxable for Govt servant and Ex-Servicemen (ESM) candidates as per existing Govt rules in this regard. (ii) For SC/ST candidates applying for their reserved post will be given age relaxation upto 5 years. OBC (Non-creamy layer) candidates will be given age relaxation upto 3 years. (iii) For Persons with Disability under UR category 10 years, OBC (Non creamy layer) category 13 years & SC/ST category 15 years. (iv) The SC/ST/OBC candidates who apply against unreserved post will not be given age and other concessions meant for SC/ST/OBC.</p>
(c)	Fees	<p>Crossed Indian Postal Order (IPO) or Demand Draft worth Rs. 50/- (Rupees Fifty only) in favour of the Commandant, The Infantry School, Mhow, for the post mentioned in Table 1 and for the post mentioned in Table 2 in favour of the Commander, Junior Leaders Wing, The Infantry School, Belgaum. Postal Order/ Demand Draft should be issued on or after the date of publication of the advertisement. The application fee is non-refundable. Candidates belonging to SC/ST, if they are applying for reserved category are exempted from application fee and Persons with Disability and Ex-Servicemen are also exempted from application fee.</p>
(d)	Photographs	<p>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.</p>
(e)	Crucial date	<p>The crucial date for determining the age limit shall be the last date of receipt of application.</p>
(f)	Closing date	<p>The closing date of receipt of application will be 12 Sep 2021. In respect of North East region i.e. Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District of Pangi Sub-division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep closing date of receipt of application will be 22 Sep 2021.</p>

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/physical/ practical/typing test wherever necessary. The selection to all Group 'C' and erstwhile Group 'D' posts will be made solely based on marks obtained by the applicants in the written test only subject to qualifying in the skill/physical/ practical/typing test, as may be the case.

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 & Hindi. However, the questions on the portion of English Language subject will be in English only.

3. Syllabus for Examination.

(a) General Intelligence & Reasoning. The questions will be of 10th / 12th 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.

(b) General Awareness. The questions will be of 10th / 12th 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 neighboring countries especially pertaining to Sports, History, Culture, Geography, Economic Scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that, they do not require a special study of any discipline.

(c) English Language. The questions will be of 10th/12th standard. Candidates 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.

(d) 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 & loss, Discount, use of Table and Graphs, Mensuration, Time and Distance, Ratio and time, Time and Work etc.

4. Important Instructions to the Candidates/Applicants.

- (a)** Dates of examinations will be intimated to the eligible candidates later on.
 - (b)** Candidates belonging to Economically Weaker Section (EWS) category are required to submit an Income & Asset Certificate issued by Competent Authority prescribed under Point No. 5 of the Department of Personnel & Training's O.M. No. 36039/1/2019-Estt (Res) dated 31.01.2019, in the format given below as **Appendix-I**.
 - (c)** 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. **NOC** covering above aspects must be issued on or after the date of publication of the advertisement.
 - (d)** New entrants to Govt. Service, entering on or after 01 January 2004 are governed by the New Defined Contribution Pension System (known as New Pension Scheme).
 - (e)** The Commandant, The Infantry School, Mhow shall not be responsible for any postal delay or failure.
 - (f)** The Commandant, Infantry School, Mhow reserves the right to change the number of vacancies, if necessary.
 - (g)** 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 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 qualification 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.
 - (h)** The candidates must clearly superscribe "**Application for the post of** _____" on the top of the envelope in Capital letters. The reserved category candidate including Ex-servicemen and Persons with Disability should also write their category on the left hand corner of the envelope.
 - (i)** Ex-servicemen certificate should have been issued by the Competent Authority. A self attested copy of Discharge Certificate should also be enclosed.
 - (k)** The Ex-Servicemen candidate applying for the posts under ex-servicemen category should also have to give an Undertaking in the format given below as **Appendix-II**.
 - (l)** 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. Only self-attested copies of certificates in support of Educational Qualification/Technical Qualification, Experience, Caste, Date of Birth, Person with Disability and Ex-servicemen are to be enclosed with the application.
 - (m) Reasons for rejection/cancellation of application.** Incomplete or unsigned application and without Left/Right Hand Thumb Impression or applications not accompanied by self-attested copies of certificates or application received at The Infantry School, Mhow and HQ Junior Leaders Wing, The Infantry School, Belgaum after the last date of receipt of application or without two additional photographs duly self-attested will be summarily rejected and no correspondence in this regard will be entertained.
 - (n)** The application can be filled by the candidates either in English or Hindi.
 - (o)** The OBC candidates applying for the above posts should also have to give an Undertaking in the format given below as **Appendix -III**.
 - (q)** Soldiers of Army/Navy/Air Force, who are in service and applying for above posts must enclose "**No Objection Certificate**" (**NOC**) issued by their Record Office duly sanctioned by Officer-in-Charge Records.
 - (r)** The SC/ST and OBC candidates who apply against unreserved post will not be given age and other concessions meant for SC/ST and OBC.
 - (s)** Interview for the above mentioned posts will not be conducted; Skill/ Physical/Practical/Typing test will be conducted later for those candidates who qualify in the Written Examination. The final selection will be made solely based on marks obtained by the candidate in the Written Examination only subject to qualifying in the Skill/ Physical/Practical/Typing tests, as may be the case. If the candidates applying for Lower Division Clerk & Stenographer Grade-II do not indicate medium of typing test at the relevant place in the Application Form, the School will consider English as the medium of typing test for such candidates and the candidates will not be allowed to change the medium at a subsequent stage.
 - (t)** All India service liability will be applicable for candidates who are applying for above posts.
 - (u)** Merely fulfilling the basic selection criteria does not automatically entitle a person to be called for the test
 - (v)** Centre for written examination will be in Mhow (MP) and Belgaum (Karnataka) only.
 - (w) Proof of age.** The date of Birth as recorded in the Matriculation/Secondary School Examination Certificate will be accepted by The Infantry School, Mhow for determining the age and no subsequent request for change will be considered.
 - (x) Documents to be attached with the application.** Applicants must submit self-attested legible copies of all Certificates/Documents, alongwith their applications and proof in support of their information given in their Application Forms about their Educational Qualification and Experience like Percentage of Marks obtained (Marks Obtained/Max marks x 100) or for CGPA (CGPA x 9.5%) or for grading A = 90-100% (minimum % will be counted), proof of caste/category [SC/ST/OBC/PH (PWD)/ESM/EWS] from the competent authorities, otherwise their candidature is liable to be rejected summarily or at any stage of the recruitment process.
- 5. Special Instruction for the PH (PWD) Candidates in case they are called for the written examination**
- (a)** Persons with visual disability of less than forty percent will not be considered as

visually disabled persons. One eyed candidates and partially blind candidates who are able to read the normal Question Paper set for all the candidates with or without magnifying glass and who wish to write/indicate the answer with the help of Magnifying Glass will be allowed to use the Magnifying Glass in the Examination Hall and will not be entitled to a Scribe. Such candidates will have to bring their own Magnifying Glass to the Examination Hall.

(b) IDENTIFIED POSTS FOR PH (PWD)

S. No.	Designation	Physical Requirements	Categories of Disabled suitable for jobs
1.	MTS (Messenger)	S,STW,F, PP, L,KC,B,SE, H, RW	OA, OL, HH, LV/B

ABBREVIATIONS USED: S= Sitting, BN= Bending, SE= Seeing, RW= Reading and Writing, MF = Manipulation by Fingers, PP= Pulling and Pushing, L= Lifting, KC= Kneeling and Crouching, ST= Standing, W= Walking, OA= One Arm, OAL = One Arm & One Leg, OL= One Leg, BB= Blind, BL= Both Leg, LV= Low Vision, HH= Hearing Handicapped, PH- Physically Handicapped, VH- Visually Handicapped.

Caution to all Applicants

Some unscrupulous elements may approach you with the assurance of procuring appointment for you in the The Infantry School, Mhow 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.

Commandant, The Infantry School

PROFORMA OF APPLICATION

Application for the post of
 (If applying for Stenographer Grade-II and Lower Division Clerk indicate medium of Typing test (English/Hindi)
 Ref: Newspaper Advertisement No Dated

To,		
(for post mentioned in Table 1)	For Post mentioned in Table 2	Recent Passport size photo duly self-attested
The Commandant	The Commander	
The Infantry School	HQ Junior Leaders Wing	
Mhow (MP)	The Infantry School	
	Belgaum (Karnataka)	

- 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 10th Class Marksheet):
- 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-servicemen, if yes give details i.e. length of service along with self attested copy of service discharge certificate
- 7. Whether Person with Disability (also indicate the type of disability).....
- 8. Nationality:
- 9. Religion:
- 10. Address and Pin Code in full for communication with nearest Railway Station
- 11. Important information to be furnished by the applicant :-
 (a) Mobile No.
 (b) Email Address
 (c) Aadhaar No.
 (d) PAN No.
- 12. 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

- (Attested copies of certificate in support of above are to be enclosed)
- 13. Experience/If any (please attach certificate) :
- 14. Whether Govt. Servant. If yes, give details of post held, Pay Scale/Level 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.

Full signature of the candidate:
 Name:.....

Enclosures: -

- (i)** Two Self-Attested Photographs (Name & father's name on the back side of photo).
- (ii)** One self-addressed registered envelope duly affixed with appropriate postal stamps.
- (iii)** Postal Order/DD No. & Date for Rs. 50/-.
- (iv)** Self-Attested copies of certificates () sheets.



Left hand thumb impression of male candidate and (Right hand thumb impression in case of female candidate)

Appendix-I

Government of
(Name & Address of the authority issuing the certificate)
INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. Date :

VALID FOR THE YEAR

1. This is to certify that Shri/Smt/Kumari son/daughter/wife of permanent resident of Village/Street