

GOVERNMENT OF INDIA, MINISTRY OF DEFENCE
HQ, ARMY WAR COLLEGE, MHOW (MP)

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 (Scrutiny of Applications) Board, Junior Command Wing, Army War College, Mhow (MP) - 453441.**

Name of the Post & Pay Level in Pay Matrix	Group	Total No of Posts	Category-wise distribution (Wherever applicable)			
			UR	EWS	SC	ST
Lower Division Clerk Pay Level - 2 (Rs. 19900-63200)	'C'	05	01	01	01	02

1. The number of vacancies mentioned above is provisional. The Commandant, Army War College, Mhow (MP), reserves the right to change the number of vacancies, if necessary.

S No	Particulars	Details
(a)	Qualification	(i) 12 th class pass from 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 an average of 5 key depressions for each word).
(b)	Age limit	Between 18 to 25 years. <u>Relaxation for age limit.</u> (i) The upper age limit is relaxable for Government servant and Ex-Servicemen candidates as per existing Government rules in this regard. (ii) For SC/ST candidates applying for their reserved post will be given age relaxation up to 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.
(c)	Fees	Crossed Indian Postal Order (IPO) or Demand Draft worth Rs.50/- (Rupees Fifty only) in favour of the Commandant, Army War College, Mhow. The 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-Serviceman are also exempted from application fee.

(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)	The Crucial date for determining the age limit	The crucial date for determining the age limit shall be the closing date for receipt of applications from the candidates.
(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 Newspapers. In respect of candidates of Assam, Meghalaya, Arunachal Pradesh, Mizoram, Nagaland, Tripura, Sikkim, Ladakh Sub-Division of Jammu and Kashmir State, Lahaul and Spiti District of Pangi Sub-division of Chamba District of Himachal Pradesh, Andaman and Nicobar Island 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/physical/practical/typing test wherever necessary. The selection to all Group 'C' 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.** It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgement, decision making, visual memory, discriminating, observation, relationship concepts, verbal and figure classification, arithmetical number series, non-verbal series etc. 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.** Questions will be designed to test the ability of the 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 an educated person. The test will also include questions relating to India and its neighbouring 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) **General English.** Candidates understanding the basics of the 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 Tables 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 appearing for written test and skill test will travel on their own expenses. However, SC/ ST candidates (if they are applying for reserved category) will be paid travelling allowance of second class (II Class) railway/ bus fare, chargeable by the shortest route from Railway Station/Bus Stand nearest to their normal place of residence or from which they actually perform the journey, whichever is nearer to the place of written/skill test and back to the same station, provided that the fare of the first 30 Kms in both cases (rail and road), is borne by the candidates and the reimbursement is restricted to the fare in respect of the balance of distance exceeding 30 Kms both ways on production of journey details as well as railway receipt/bus fare tickets. No extra charges, if any, incurred for reserving seat/sleeping berth in the train will, however, be reimbursed to the candidates. Bank details for Electronic Fund Transfer (ECS) is required to be submitted for payment of travel expenses in the format given below as **Appendix-I**.

(c) 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-II**.

(d) Persons working in Central/State Government /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.

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

(f) The Commandant, Army War College shall not be responsible for any postal delay or failure.

(g) The Commandant, Army War College reserves the right to change the number of vacancies, if necessary.

(h) 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, Army War College 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.

- (j) 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.
- (k) Ex-servicemen certificate should have been issued by the Competent Authority. A self-attested copy of Discharge Certificate should also be enclosed.
- (l) 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-III**.
- (m) 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.
- (n) **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 applications received at Army War College, Mhow after the last date of receipt of applications or without two additional photographs duly self-attested will be summarily rejected and no correspondence in this regard will be entertained.
- (o) The application can be filled by the candidates either in English or Hindi.
- (p) The OBC candidates applying for the above posts should also have to give an Undertaking in the format given below as **Appendix –IV**.
- (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 candidate do not indicate medium of typing test at the relevant place in the Application Form, the College 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) only.
- (w) **Proof of age.** The date of Birth as recorded in the Matriculation/Secondary School Examination Certificate will be accepted by Army War College 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/PWD/ESM/EWS] from the competent Authorities, otherwise their candidature is liable to be rejected summarily or at any stage of the recruitment process.

Caution to all Applicants

Some unscrupulous elements may approach you with the assurance of procuring appointment for you in the Army War College, 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, Army War College