

**HEADQUARTER BENGAL SUB AREA**  
**246 AJC BOSE ROAD, ALIPORE, KOLKATA-700 027**

**Last date of receipt of application is 21 days from the date of publication of this advertisement**

1. Applications are invited from Indian citizens for the following posts in HQ Bengal Sub Area and HQ Eastern Command. Number of posts likely to change. The details are as furnished below :-

Ser No	Name of Post	No of Post	Reserved For	Vacancy For	Edn Qualification	Age Limit	Pay Scale	
(a)	Steno Grapher Gde II	08	Gen-03	HQ Bengal Sub Area (HQ BSA) -01 HQ Eastern Command (EC)-02	12 <sup>th</sup> Pass or equivalent from recognized board/universities + Skill Test Norms Dictation 10 mts @ 80 w.p.m Transcription : 50 Mts (Eng), 65 mts (Hindi) on computer	Between 18-25 yrs. (Relaxable for Govt Servants upto 40 yrs for Steno and LDC and upto 35 yrs for Messenger, Daftry, Safaiwala and Gardener in accordance with the orders or instructions issued by the Central Govt). Age will be reckoned on the last date prescribed for receipt of applications. Relaxations for ESM as per Govt Orders) - Age limit for SC/ST/OBC is as per Govt Orders. No age relaxation to SC/ST/ OBC candidates will be given for Gen cat vacancy as per existing Govt Orders	Pay Matrix Level-4	
			EWS-01	HQ EC -01				
			SC-01	HQ EC -01				
			OBC-03	HQ EC -03				
(b)	LDC	08	Gen-01	HQ EC-08	12 <sup>th</sup> Pass or equivalent + English typing @ 35 w.p.m or Hindi Typing @ 30 w.p.m on Cmptr		Pay Matrix level-2	
			Gen(EWS)-02					
			OBC-02					
			OBC(ESM)-01					
			ST-01					
(c)	Messenger	15	Gen-04	HQ EC-15	Matriculation pass or equivalent from recognized board. Desirable- conversant with the duties of the respective trade with one year's experience in the trade.		Pay Matrix level-1	
(d)	Daftry	01	Gen-01					HQ BSA - 01
			Gen(EWS)-03					
			OBC-06					
			OBC(ESM)-01					
(e)	Safaiwala	03	Gen[PWD (HH)] - 01	HQ EC-01				
(f)	Gardener	02	OBC(ESM)-01	HQ EC-01				
			OBC-01	HQ BSA-01				
			Gen-01	HQ EC-02				
			OBC-01					

2. Interested candidates will submit only typed applications on A4 size paper by ordinary post only to HQ Bengal Sub Area, 246 AJC Bose Road, Alipore, Kolkata-700 027. Last date of receipt of applications is 21 days from the date of publication of this advertisement. Application received after due date will not be entertained. This office will not be responsible for any postal delay. Hand written application, Incomplete/illegible applications or those not fulfilling any of the criteria will be rejected outright. The eligible candidates will be informed through call letter for written test and interview. Tests will be conducted at Ballygunge Maidan Camp.

3. Written test will include question on General Intelligence & Reasoning, Numerical Aptitude, General English and General Awareness.

4. Merely fulfilling the basic selection criterion does not automatically entitle a person to be called for test/interview.

5. Service liability of a candidate is anywhere in India. Field service liability is also applicable.

6. Two self addressed envelopes affixed with stamp for registered post to be enclosed along with application form.

7. In addition to photos pasted on application, two Passport size photographs (not older than two months) without wearing cap, goggles & mask will be enclosed with name and father's name written on reverse. Do not put any mark or signature on the photograph.

8. The candidate will have to attend written test/skill test for selection at their own cost and no Travelling/Daily allowance is admissible.

9. Copy of Employment Exchange Registration Card, if held, will also be enclosed along with application.

10. Application will be forwarded by post in an envelop endorsed with "APPLICATION FOR THE POST OF \_\_\_\_\_" (Post applied for), category \_\_\_\_\_ (Gen/SC/ST/OBC/ESM/EWS etc) in top of the envelop. No by hand application will be entertained.

11. In case of SC/ST/OBC/ESM/EWS etc a supporting certificate to be submitted with the application.

12. Candidates working in Government Service/PSU must submit their application through proper channel along with the certificate from their Head of Office/Establishment that no vigilance or disciplinary case is pending or contemplated against him and that they have no objection in releasing him in case of selection. Application not accompanied with 'NOC' will be summarily rejected.

13. Extra weightage will not be given for additional/extra or higher qualification for recruitment.

14. Screening of applications on the basis of percentage of marks obtained in the examination for essential qualification of applicant may be carried out based on Number of applicants.

**HEADQUARTERS BENGAL SUB AREA**  
**APPLICATION FORM FOR THE POST OF \_\_\_\_\_**  
**CATEGORY \_\_\_\_\_ (GEN/SC/ST/OBC/EWS/ESM)**

1.	Post for which applied (Single entry only)		Passport size photograph to be affixed
2.	Name of the Applicant (in BLOCK letters)		
3.	Father's Name		
4.	Sex		
5.	Date of Birth, Age as on last date of application (attach DOB proof certificate)		
6.	Full Postal Address		
7.	Mobile/Contact Number		
8.	Permanent Address		
9.	Nationality & Religion		
10.	Caste/EWS/ESM (attach certificates as applicable)		
11.	Educational qualification, (Photocopy of mark sheet and certificates to be attached)		
12.	Employment Exchange Registration Card Number, if any		
13.	Identification Mark		
14.	Aadhar Card No		

Certified that the Particulars mentioned in the application are correct and true to the best of my knowledge and belief. If particulars mentioned by me are found false at any stage then I shall be liable to be terminated without any notice.

Date:

(Signature of applicant)

Enclosures :-

**FOR OFFICIAL RECORDS ONLY**

1.	Received on		2.	Accepted/Rejected	
3.	Reason for rejection	Underage/Overage/Incomplete Documents/Any other reason to be specified			
4.	Index No		5.	Date of Test/I interview	

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