

**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) 12th 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. Relaxation for age limit. (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 un-reserved 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-Servicemen 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.
- (i) 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.

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- (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.

PROFORMA OF APPLICATION

Application for the post of.....
 (Indicate medium of Typing test (English/Hindi).....)
 Ref: Newspaper
 Advertisement No Dated
 To,
 The Commandant
 Army War College
 Mhow (MP) - 453441

Recent
Passport size
photo duly
self-attested

1. Full Name (in Block Letters):
 (As per 10th Class Marksheet)
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. Gender: Male Female Transgender
 Write category to which you belong (UR/SC/ST/OBC/EWS/ESM):
6. (Enclose certificate on prescribed format).
7. Whether Ex-servicemen, if yes give details i.e. length of service along with self-attested copy of service discharge certificate
8. Whether Person with Disability (also indicate the type of disability)
9. Nationality:
10. Religion:
11. Address and Pin Code in full for communication with nearest Railway Station

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

13. Experience, if any (please attach certificate):
14. Whether Government Servant. If yes, give details of post held, Pay Scale/Level and date of entry in Government 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..... & Datefor 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
BANK DETAILS OF SC/ST CANDIDATE FOR ELECTRONIC FUND TRANSFER (ECS)

* Name of Account Holder _____
 (In CAPITAL LETTERS as appeared in Cheque/passbook)
 * Name of the Bank and Branch with branch address _____

Bank Account No	Type of Account	11 Digit IFS Code
	Savings/Current	

Note: Please attach a cancelled Cheque or self-attested photocopy of Cheque/Bank Passbook showing details of Account No with IFS Code, Name of Bank & Address.

Place: _____ (Signature of Candidate)
Date: _____ Name of Candidate – Appendix-II

WEAKER SECTIONS
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 _____ Post Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her "family" is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets***:
 - I. 5 acres of agricultural land and above;
 - II. Residential flat of 1000 sq. ft. and above;
 - III. Residential plot of 100 sq. yards and above in notified municipalities;
 - IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
 2. Shri/Smt/Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office _____
 Name _____
 Designation _____

* **Note 1:** Income covered all sources i.e. salary, agriculture, business, profession etc.
 ****Note 2:** The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.
 *****Note 3:** The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

Appendix-III
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 am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Services 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: _____

Appendix-IV
DECLARATION BY OBC CANDIDATES ONLY
 (Similar endorsement should be given in the caste certificate from the competent authority)

"I _____ Son/Daughter/Wife of Shri _____ Residence _____ of Village/Town/City _____ District _____ State _____ hereby declare that I belong to the _____ community which is recognized as a backward class by the Government of India for the purpose of reservation in service as per orders 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 _____

ADMIT CARD (IN DUPLICATE)

1. Name of candidate : _____
2. Father's/Husband's Name : _____
3. Date of Birth : _____
4. Post applied for : _____
5. Category : _____
 (UR/SC/ST/OBC/ESM/EWS/PWD)

Recent
Passport size
photo duly
self-attested

Signature of Candidate

ADMIT CARD (IN DUPLICATE)

1. Name of candidate : _____
2. Father's/Husband's Name : _____
3. Date of Birth : _____
4. Post applied for : _____
5. Category : _____
 (UR/SC/ST/OBC/ESM/EWS/PWD)

Recent
Passport size
photo duly
self-attested

Signature of Candidate
 EN 22/83