

MINISTRY OF DEFENCE ARMY AIR DEFENCE COLLEGE
EMPLOYMENT NOTICE

1. Applications are invited from eligible Indian nationals for direct recruitment for the following posts at **Army Air Defence College, Golabandha (PO), Ganjam (District), Odisha - 761052** with all India service liability in the pay scales and educational qualifications as specified below :-

Sl. No.	Name of Post	No. of Vacancies	Pay Scale	Educational and other qualifications required	Category to which reserved
(a)	Library Assistant (Group 'C')	01 (One)	Pay Band - 1, Rs. 5200-20200 with Grade Pay 2800/-	(a) Degree of a recognized University or equivalent. (b) Degree in Library Science from a recognized University or Institution equivalent.	01 x General Category

- Age Limit : Upto 25 Years.**
- Age relaxation :** (a) **Government Servant:** Upto 40 years in accordance with the instructions or orders issued by the Central Government. (b) **Ex-serviceman :** Age limit will be present age minus period of service rendered in Armed Forces plus three years not to exceed to 25 years.
- Crucial date for calculation of age limit will be as on last date prescribed for receipt of applications at this establishment.**
- Last Date of receipt of Application. Upto 45 days** from the publication of advertisement in the Employment Newspaper/ National Newspaper/Local Newspaper.
- The application should be addressed to **Commandant, Army Air Defence College, Golabandha (PO), Ganjam (District), Odisha - 761052.** The envelope containing application should be superscribed "APPLICATION FOR THE POST OF LIBRARY ASSISTANT".
- Issue of Call letters.** Candidates are required to enclose self addressed envelope duly affixed with Rupees Twenty five postal stamp along with the application on which call letters for written test will be issued intimating the dates of examination, if candidate is found eligible in all respect.
- Syllabus of Written Examination.** Written Examination will consist of questions on General knowledge, Reasoning, Numerical Aptitude, Vocabulary and grammar.
- SUBMISSION OF APPLICATION.**
(a) A copy of all relevant certificates/documents (as listed below) **duly attested by Gazetted Officer** will be attached with the application. The original certificates/documents will be produced by the individual at the time of Written Test for :- (i) Proof of Date of Birth (Class X pass certificate from a recognized University or Board) / Birth Certificate issued by Birth Registration Office. (ii) Marks Sheet of minimum educational qualifications prescribed for the post. (iii) Nativity Certificate duly signed by the ADM/DM or Tehsildar. (iv) Army Discharge Certificate (for Ex-Servicemen Candidates only). (v) Experience Certificate as applicable to the post concerned. (vi) Character Certificate issued by the Sarpanch/Gazetted Officer. (vii) No Objection Certificate from the employer (in case of Government Servant). (viii) Two passport size recent photographs attested at the front by a Gazetted Officer, one to be pasted in the application form and another to be pasted on the call letter to be issued. (ix) Overwriting/Erasing/Incorrect/Incomplete information in the application will render the application invalid and rejected.
- GENERAL INSTRUCTIONS :** (a) The Application and Call letter will be submitted on the prescribed format given below. (b) Date & Time of Written Examination will be intimated by post separately to the eligible candidates whose application is found in order. (c) No Travelling allowance will be admissible for test/interview. Candidates will make their own boarding/lodging arrangement for test/interview. (d) Candidates will bring original certificates in educational & other qualifications, experience & other documents etc on the date of written examination. (e) Please note that incomplete applications without affixing photographs/without signature or without enclosing attested copies of all required certificate will be rejected without any notice. (f) Dates of test & No of vacancies may change due to unforeseen circumstances at the discretion of the Commandant, Army Air Defence College. This establishment will not be responsible for not receiving of application forms and non receipt of callers by candidates. (g) No application will be accepted in person by hand or through any representative. The application must be posted to the addressee. This establishment will not responsible for any kind of postal delay. (h) This establishment will not be held responsible for lost delayed/misplaced or wrongly delivered mail. (i) **Place of works :** Army Air Defence College, c/o 99 APO with all India service liability.

APPLICATION FORM

- Post applied for : **LIBRARY ASSISTANT**
- Category for which applied : General Category
- Full Name (in Block Letters) :
- Sex :
- Father's /Husband Name :
- Date of Birth :
- Age as on last date of application : ____ Years ____ Month ____ Days
- Nationality :
- Religion :
- Marital Status : Married / Unmarried
- Educational qualifications :
- Experience in the subject field of selection :
- Correspondence Address with Telephone No. :
- Permanent Address with Telephone No. :
- Whether you are ever debarred or disqualified by any Public Service Commission / Recruitment Board from any of their Examination/Selection :
- Whether you have been ever convicted by any Court for any offence :
- Do you have any close relative working in Army Air Defence College, if yes, give name and official address :

(Affix Passport size attested photograph)

DECLARATION

I, _____ hereby declare that the particulars filled by me in this form are true to the best of my knowledge and belief and in case they are found false, my candidature shall be liable to be rejected.

Place : _____ Signature of Candidate
 Date : _____ (Name of candidate in Capital letters)

CALL LETTER FOR WRITTEN EXAMINATION

(To be issued to eligible candidates)

- Post applied for : **LIBRARY ASSISTANT**
- Full Name (in Block Letters) :
- Father's/husband's Name :
- Full address for communication with telephone No. :

(Affix Passport size attested photograph)

FOR OFFICIAL USE

- Index / Roll No : _____
- Date of Written Examination : _____
- Time of Written Examination : _____
- Venue of Written Examination : _____

Place : _____ Signature of Candidate
 Date : _____ (Name of candidate in Capital letters)