

**GOVERNMENT OF INDIA**  
**MINISTRY OF DEFENCE**  
**HQ, THE INFANTRY SCHOOL, MHOW**  
**EMPLOYMENT NOTICE**

1. 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 minimum Rs 25/- 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.	Draughtsman, Pay Level – 4 (Rs. 25500-81100)	'C'	01	-	-	-	01	-	
b.	Lower Division Clerk, Pay Level – 2 (Rs. 19900-63200)	'C'	10	03	01	01	02	03	Including 01 vacancy reserved for Ex-serviceman & 01 vacancy reserved for Person with Disability
c.	Stenographer Grade-II Level – 4 (Rs. 25500-81100)	'C'	02	01	-	-	-	01	
d.	Civilian Motor Driver (OG), Pay Level-2 (Rs. 19900-63200)	'C'	19	05	02	03	04	05	including 03 vacancy reserved for Ex-serviceman
e.	Cook, Pay Level – 2 (Rs. 19900-63200)	'C'	31	07	04	04	06	10	including 02 vacancy reserved for Ex-serviceman & 01 vacancy reserved for Person with Disability
f.	Translator, Pay Level – 2 (Rs. 19900-63200)	'C'	01	01	-	-	-	-	
g.	Barber, Pay Level – 1 (Rs. 18000-56900)	'C' (Erstwhile Group 'D')	01	-	-	-	01	-	
	<b>TOTAL</b>		<b>65</b>	<b>17</b>	<b>7</b>	<b>8</b>	<b>14</b>	<b>19</b>	

(b) **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.	Lower Division Clerk, Pay Level – 2 (Rs. 19900-63200)	'C'	08	01	01	02	02	02	including 01 vacancy reserved for Ex-serviceman
b.	Stenographer Grade-II Level – 4 (Rs. 25500-81100)	'C'	02	01	-	-	01	-	
c.	Civilian Motor Driver (OG), Pay Level-2 (Rs. 19900-63200)	'C'	13	04	01	02	02	04	including 01 vacancy reserved for Ex-serviceman
d.	Cook, Pay Level – 2 (Rs. 19900-63200)	'C'	12	03	01	03	02	03	including 02 vacancy reserved for Ex-serviceman & 01 vacancy reserved for Person with Disability
j.	Artist or Model Maker, Pay Level – 1 (Rs. 18000-56900)	'C' (Erstwhile Group 'D')	01	-	-	-	01	-	
	<b>TOTAL</b>		<b>36</b>	<b>9</b>	<b>3</b>	<b>7</b>	<b>8</b>	<b>9</b>	

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><b>Stenographer Grade-II</b> (i) 12<sup>th</sup> 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><b>Lower Division Clerk:-</b> (i) 12<sup>th</sup> 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><b>Civilian Motor Driver (Ordinary Grade)</b> (i) Matriculation. (ii) Must possess the Civilian Driving licence for heavy vehicles and have two years experience of driving such vehicles.</p> <p><b>Cook:-</b> (i) Matriculation or equivalent; and (ii) Must have knowledge of Indian Cooking and proficiency in trade.</p> <p><b>Translator</b> (i) 12<sup>th</sup> pass or equivalent from a recognized Board or University (ii) Proficiency in Hindi, Certificate equivalent to Visharad / Bhusan/Kovid (iii) Diploma in Computer Application from a recognized Institution.</p> <p><b>Desirable</b> (i) Previous experience as Translator in military units.</p> <p><b>Barber</b> <b>Essential:-</b> Matriculation pass or equivalent from recognized Board with proficiency in Barber's trade job. <b>Desirable:-</b> One year's experience in the trade.</p> <p><b>Draughtsman</b> (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><b>Artist or Model Maker</b> (i) Matriculation from a recognized board or Institution : and (ii) Certificate in Drawing from a recognized Institute.</p>								
(b)	Trade Test / Skill Test	Trade/Skill Test will be carried out as decided by The Board of Officers for all trades. No separate marks will be allowed for the trade/skill tests as these will be only of Qualifying nature. <b>Selection to all posts will be made solely based on marks obtained by the applicants in the written test subject to qualifying in the trade/skilltest, as applicable.</b>								
(c)	Age limit	<p><b>Note : Cut off age as on 25 Jul 2022</b> (i) <b>18-25 yrs:</b> for the post of Lower Division Clerk, Translator, Stenographer Grade-II, Barber and Cook. (ii) <b>18-27 yrs:</b> for the post of Civilian Motor Driver (Ordinary Grade), Artist or Model Maker and Draughtsman. <b>Relaxation for age limit.</b></p> <table border="1"> <tr> <td>Ex-Serviceman (ESM)</td> <td>For Ex-Serviceman category applying for their reserved post, resultant age after deducting period of service from actual age should not exceed prescribed age limit by more than 3 years. Calculation of age shall be as per the category for which the application has been made.</td> </tr> <tr> <td>SC/ST</td> <td>SC/ST candidates applying for their reserved post will be given age relaxation up to 5 years.</td> </tr> <tr> <td>OBC (Non-creamy layer)</td> <td>OBC (Non-creamy layer) candidates will be given age relaxation upto 3 years.</td> </tr> <tr> <td>Persons with Disability</td> <td>For Persons with Disability applying for their reserved post, relaxation under UR category 10 years, OBC (Non creamy layer) category 13 years &amp; SC/ST category 15 years.</td> </tr> </table> <p><b>Note: The SC/ST/OBC candidates who apply against unreserved post will not be given age and other concessions meant for SC/ST/OBC.</b></p>	Ex-Serviceman (ESM)	For Ex-Serviceman category applying for their reserved post, resultant age after deducting period of service from actual age should not exceed prescribed age limit by more than 3 years. Calculation of age shall be as per the category for which the application has been made.	SC/ST	SC/ST candidates applying for their reserved post will be given age relaxation up to 5 years.	OBC (Non-creamy layer)	OBC (Non-creamy layer) candidates will be given age relaxation upto 3 years.	Persons with Disability	For Persons with Disability applying for their reserved post, relaxation under UR category 10 years, OBC (Non creamy layer) category 13 years & SC/ST category 15 years.
Ex-Serviceman (ESM)	For Ex-Serviceman category applying for their reserved post, resultant age after deducting period of service from actual age should not exceed prescribed age limit by more than 3 years. Calculation of age shall be as per the category for which the application has been made.									
SC/ST	SC/ST candidates applying for their reserved post will be given age relaxation up to 5 years.									
OBC (Non-creamy layer)	OBC (Non-creamy layer) candidates will be given age relaxation upto 3 years.									
Persons with Disability	For Persons with Disability applying for their reserved post, relaxation under UR category 10 years, OBC (Non creamy layer) category 13 years & SC/ST category 15 years.									
(c)	Fees	Crossed Indian Postal Order (IPO) or Demand Draft worth Rs.50/- (Rupees Fifty only) in favour of the <b>Commandant, The Infantry School, Mhow.</b> for the Post mentioned in Table 1 and for the post mentioned in Table 2 in favour of the <b>Commander, Junior Leaders Wing, The Infantry School, Belgaum.</b> 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, if applying for their respective reserved categories.								

(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. <b>Besides, two photographs should be pasted duly self-attested in the space provided in the Admit Card Form. These three photos are mandatory for the application to be considered valid.</b>
(e)	Crucial date	The crucial date for determining the age limit shall be the last date of receipt of application <b>25 Jul 2022.</b>
(f)	Closing date	The closing date of receipt of application will be <b>25 Jul 2022.</b> In respect of North East region i.e. Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahual 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 <b>05 Aug 2022.</b>

3. **Scheme of Examination.** The selection will be made strictly on the basis of merit. The selection process will comprise of written test and skill/tradetest 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/trade 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	

4. 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.

5. **Syllabus for Examination.**

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

6. **Important Instructions to the Candidates/Applicants.**

- (a) Dates of examinations will be intimated to the eligible candidates at a later date.
- (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. The certificate issued on or after 25 Sep 2021 will be considered valid.**

(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. The NOC issued on or after the date of publication of advertisement will be considered valid specifying the date of appointment and number of years of service rendered with organization.**

(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) Depending on the number of applications received for a particular post, the competent authority reserves the right to fix a benchmark / cut-off percentage for restriction on the number of candidates to be called for written exam.**

(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 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 should clearly write their reserved category on the left hand corner of the envelope, for which he/she is applying i.e. SC/ST/OBC EWS/ESM/ PWD.

(k) Ex-servicemen certificate should have been issued by the Competent Authority. **A self attested copy of Discharge Certificate is mandatory to be enclosed with the application.**

(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-II**. Character & Antecedents should be Exemplary/Very Good in Service Record.

(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. **Certificate issued on or after 25 September 2019 for OBC category and certificate issued on or after 25 Sep 2021 for EWS Category will only be considered valid.**

(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 application received at The Infantry School, Mhow and HQ Junior Leaders Wing, The Infantry School, Belgaum after the last date of receipt of application will be summarily rejected and no correspondence in this regard will be entertained.** Besides all eligibility criteria has to be met by the applicant for consideration in examination.

(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 –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 **any age relaxation**.

(s) Interview for the above mentioned posts will not be conducted; Skill/Trade 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/trade 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) **Self-Attested Legible Copies of Documents to be attached with the application.**

S. No	Name of the Post	Essential Documents
a.	Draughtsman	CTC of 10 <sup>th</sup> Marksheet, Diploma in draughtsmanship of a minimum duration of two years from a recognized Institute, ST Caste Certificate issued by civil administrative authority.
b.	Lower Division Clerk	CTC of 10 <sup>th</sup> and 12 <sup>th</sup> Marksheets, Caste Certificate as applicable issued by civil administrative authority.
c.	Stenographer Grade-II	CTC of 10 <sup>th</sup> and 12 <sup>th</sup> Marksheets, Caste Certificate as applicable for OBC Category issued by civil administrative authority.
d.	Civilian Motor Driver (OG)	CTC of 10 <sup>th</sup> Marksheet, Driving licence for heavy vehicles and two years' experience of driving such vehicles, Caste Certificate as applicable issued by civil administrative.
e.	Cook	CTC of 10 <sup>th</sup> Marksheet, Caste Certificate as applicable issued by civil administrative authority.
f.	Translator	CTC of 12 <sup>th</sup> Marksheet, Proficiency in Hindi, Certificate equivalent to Visharad / Bhusan/Kovid and Diploma in Computer Application from a recognized Institution
g.	Barber	CTC of 10 <sup>th</sup> Marksheet, ST Caste Certificate issued by civil administrative authority.
h.	Artist or Model Maker	CTC of 10 <sup>th</sup> Marksheet, Certificate in Drawing from a recognized Institute and ST Caste Certificate issued by civil administrative authority.

**7. 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.	Lower Division Clerk	S, ST, W, MF, SE, RW, C	OA, OL, BL, OAL, B, LV, HH
2.	Cook	S, ST, W, MF, SE, RW, H	OL, LV, HH

**ABBREVIATIONS USED:** S= Sitting, ST= Standing, W= Walking, MF = Manipulation with Fingers, SE= Seeing, RW= Reading and Writing, C=Communication, H=Hearing, OA=One Arm, OL= One Leg, BL= Both Leg, OAL- One Arm & One Leg, B=Blind, LV= Low Vision, HH= Hearing Impaired,

**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 promises 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 and in a fully transparent manner.

**Commandant, The Infantry School**