

**EMPLOYMENT NOTICE**  
**Government of India, Ministry of Defence**  
**Army Air Defence Centre**

1. Commandant, Army AD Centre, Golabandha, Ganjam (Odisha) PIN – 761052 invites application from the eligible candidates liable to serve anywhere in India for the following posts :-

| S No | Name of the Post | Reservation |    | Total | ESM | Scale of Pay (as per 7 <sup>th</sup> CPC) | Age Limit      | Essential qualifications  |
|------|------------------|-------------|----|-------|-----|---|----------------|---|
|      |                  | UR          | ST |       |     |   |                |   |
| (a)  | LDC              | 1           | 1  | 2     | 1   | Level - 2 (Rs 19900-63200)                | 18 to 25 years | (i) 12 <sup>th</sup> Class pass from a recognized Board or University.<br>(ii) Should pass typing test with minimum speed of 35 wpm in English or 30 wpm in Hindi on computer. (corresponding to 10500/9000 KDPH on an average of 5 key depressions for each word). |

**Note :** Selected candidates will remain on probation for a period of two years from recruitment.

2. **Age Relaxation :** The crucial date for reckoning the age limit and essential qualification is the last date of receipt of application. However, age relaxation will be applicable as per Govt Instructions - (a) 05 years for ST candidates (b) Ex-Serviceman(ESM) : ESM rendered not less than 6 months continuous service after attestation in Armed Forces shall be allowed to deduct the full period of such service from their actual age and additional 03 years of age relaxation if required (c) For Government servants who have rendered three years of continuous service in the same line or allied cadres relaxation upto 40 years of age (45 years of age for SC/ST) is admissible.

3. **Last Date of Receipt of Application :** Upto 45 days from the publication of recruitment notification in the Newspaper.

4. **Issue of call letters :** Call letters intimating the date & time of written examination will be issued only to those eligible candidates whose applications are received within prescribed time & found complete in all aspects.

5. **Mode of Selection :** Selection will be made on the basis of (a) Competitive written examination (b) Typing test of qualifying nature. Written Exam will consist of multiple choice questions on General Intelligence & Reasoning, Numerical Aptitude, General English and General Awareness for a duration of two hours for General candidates and two hours and twenty minutes for visually handicapped candidates only. Candidates, who qualify the written examination will be called for typing test. Typing test will be carried out on computer in English or Hindi as per the preference made by the candidate in the application.

6. **Declaration of results :** Dates of declaration of results will be intimated to the candidates on the relevant days of examinations / typing test.

7. **How to Apply :** The envelope enclosing the application form is to be boldly enclosed on top "APPLICATION FOR THE POST OF LDC" and category as the case may in capital letters only addressed to "The Commandant, Army AD Centre, Ganjam (Odisha) PIN – 761052". Self-attested copies of relevant certificates (as listed below) will be attached with the application, original certificates will be produced by the candidates at the time of typing test :-

- Proof of Date of Birth (Class X pass certificate from a recognized University or Board).
- 12<sup>th</sup> pass Certificate from any recognized Board/Council/University.
- ST Caste certificate as per latest government rules from Competent Authority for candidates seeking age relaxation under ST category.
- Valid Nativity Certificate issued by the ADM or Tehsildar.
- Character Certificate issued by the Sarpanch / Gazetted Officer.
- No Objection Certificate from employer (in case of Govt servant).
- Army Discharge Certificate (for Ex-Servicemen candidates only).
- One self-addressed envelope duly affixed with postal stamp of Rs 25/- in which call letters for written test will be issued intimating the dates of the examination, if candidate is found eligible in all respect.
- Two passport size photographs self-attested at the front, one photo to be pasted in the application form and another to be pasted on the call letter to be issued.
- Aadhaar Card & PAN Card.

8. **General Instructions :**

- Dates of test & Number of vacancies may change due to unforeseen circumstances at the discretion of the Commandant Army AD Centre. Applications received after due date will not be considered and this establishment will not be responsible for any kind of postal delay.
- Applications should be forwarded only through Registered/Ordinary Post only. No applications will be received by hand or by courier.
- Commandant, Army AD Centre reserves right of screening of application on the basis of percentage of marks obtained in the examination for essential qualification to reduce the number of candidates for one category of post for written examination.
- The department reserves right to reject the candidature of a candidate whose application is incomplete/incorrect/ overwriting/illigible. Any inquiry or correspondence for non-receipt of call letters will not be entertained.
- No TA/DA will be paid for attending the written and typing test.
- ST candidates who have submitted ST caste certificate as per latest government rules can only be considered against the reserved ST quota.

**Caution to all Applicants**

Some unscrupulous elements may approach you with the assurance of procuring appointments for you 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 assured that the selection test and exercise will be done on merit only in a transparent manner.

**APPLICATION FOR THE POST OF LOWER DIVISION  
CLERK(LDC)  
PART 'A'**

- Post applied for : \_\_\_\_\_
- Name in Full (Block letters) : \_\_\_\_\_
- Sex (Male/Female) : \_\_\_\_\_
- Father's/Husband's Name : \_\_\_\_\_
- Date of Birth (DD/MM/YYYY) : \_\_\_\_\_
- Age as on last date of receiving application: \_\_\_ Years \_\_\_ Month \_\_\_ Days
- Permanent address : \_\_\_\_\_
- Present address with mobile No & Email ID : \_\_\_\_\_
- Educational Qualifications :

| Name of Exam passed | Year of Passing | Name of recognized Board/University | % of Marks obtained | Division | Remarks |
|---------------------|-----------------|-------------------------------------|---------------------|----------|---------|
|                     |                 |                                     |                     |          |         |
|                     |                 |                                     |                     |          |         |

- Experience in the subject field of section : \_\_\_\_\_
- Category to which the candidate belongs : General/SC/ST/OBC
- Category to which applied : UR (applicable for all)/ST (applicable only for ST candidates)
- Whether Ex-Serviceman : Yes/No
- Religion : \_\_\_\_\_
- Nationality : \_\_\_\_\_
- Whether you were ever debarred or disqualified by any Public Service Commission/ Recruitment Board Commission/Recruitment Board from any of their Examination/Selection : \_\_\_\_\_
- Whether you have been ever convicted by court for any offence : \_\_\_\_\_
- Do you have any close relative working in Army Air Defence, if yes give name and official address : \_\_\_\_\_
- Preferred language for typing test : English / Hindi

**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 without notice.

Date : \_\_\_\_\_ Signature of Candidate

**PART 'B'  
CALL LETTER FOR WRITTEN EXAMINATION  
FOR THE POST OF LOWER DIVISION CLERK(LDC)**

To \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(Self address of the candidate)

**FOR OFFICIAL USE**

- Roll No. \_\_\_\_\_
- Date and time of written examination \_\_\_\_\_ (\_\_\_\_ Hrs)
- Venue of Written examination \_\_\_\_\_

Date : 2022 (Signature of Exam Officer)

**Note:-**

- Candidate should reach at least one hour before the schedule time at **TCP-1 of Gopalpur Military Station** on aforementioned date alongwith this call letter and an Identity Proof viz. Aadhaar Card/PAN Card/Voter ID/Driving License etc. No candidate will be allowed for examination after scheduled time.
- The candidates should bring their pen, pencil and clip board for written examination.
- The candidate should not keep Mobile Phone, Calculator, Electronic item, paper and other material, otherwise he/she will not be allowed for examination and his / her candidature will automatically deemed to be rejected.
- Candidates are expected to wear mask, keep social distancing and strictly follow Covid-19 protocol.