

## ASC Centre (South) - 2 ATC 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 complete 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 Board, CHQ, ASC Centre (South) - 2 ATC, Agram post, Bangalore -07.**

Name of the Post & Pay Level in Pay Matrix	Pay Matrix Level	No. of Posts	Category-wise distribution (Wherever applicable)							
			UR	SC	ST	OBC	EWS	PWDs	MSP	ESM
<b>Civil Motor Driver</b> (Rs. 19900 + 3% Annual Increment & Dearness Allowance as admissible)	2	42	12	06	03	11	04	-	02	04
<b>Cleaner</b> (Rs. 18000 + 3% Annual Increment & Dearness Allowance as admissible)	1	40	11	06	03	10	04	-	02	04
<b>Cook</b> (Rs. 19900 + 3% Annual Increment & Dearness Allowance as admissible)	2	15	07	02	01	04	-	-	-	01
<b>Civilian Catering Instructor</b> (Rs. 19900 + 3% Annual Increment & Dearness Allowance as admissible)	2	03	02	-	-	01	-	-	-	-
<b>Total</b>		<b>100</b>	<b>32</b>	<b>14</b>	<b>07</b>	<b>26</b>	<b>08</b>	<b>-</b>	<b>04</b>	<b>09</b>

2. The number of vacancies mentioned above is provisional. The Commandant, ASC Centre (South) - 2 ATC, Post - Agram, Bangalore-07 reserves the right to change the number of vacancies, if necessary. The location wise vacancies are as under for information of applicants :-

S.No.	Name of Post	No. of vacancies	Name of Station
(a)	<b>Civilian Motor Driver</b>	20	Khapralls
		22	Missanari
	<b>Total</b>	<b>42</b>	
(b)	<b>Cleaner</b>	02	BD Bari
		08	Bhatinda
		01	Chennai
		02	Jalandhar
		02	Jodhpur
		10	Kalka
		04	Khapralls
		01	Mathura
		10	Pathankot
	<b>Total</b>	<b>40</b>	
(c)	<b>Cook</b>	2	Pune
		1	Bengdubi
		2	Bhatinda
		1	Chandimandir
		1	Mumbai
		1	New Delhi
		1	Pathankot
	<b>Total</b>	<b>15</b>	
(d)	<b>Civilian Catering Instructor</b>	3	Bangalore
		<b>Total</b>	<b>03</b>
		<b>Grand Total</b>	<b>100</b>

3. The eligibility conditions are as appended below :-

S. No.	Particulars	Details
(a)	<b>Civil Motor Driver</b>	(i) 10th Standard pass or equivalent from a recognised Board. (ii) Must possess valid driving license for both heavy and light Motor Vehicles. (iii) Should have at least two years experience in driving Motor vehicles. (iv) Knowledge of motor mechanism (should be able to remove minor defects in vehicles).
(b)	<b>Cleaner</b>	(i) 10th Standard pass or equivalent from a recognised Board. (ii) Should be proficient in trade.
(c)	<b>Qualification</b>	<b>Cook</b> (i) Matriculation or equivalent. (ii) Must have knowledge of Indian Cooking and proficiency in trade. (iii) Desirable to have one year experience in trade
(d)	<b>Civilian Catering Instructor</b>	(i) 10th Standard pass or equivalent from a recognised Board. (ii) Diploma or Certificate in catering from any recognised institution. (iii) Desirable to have one year working experience in Catering Instructor.
(e)	<b>Age limit</b>	Between 18 to 25 years of age. <b>Relaxation for age limit.</b> (i) The upper age limit is relaxable for Govt servant and Ex-Servicemen candidates as per existing Govt 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 up to 3 years.

S. No.	Particulars	Details
		(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.
(f)	<b>Photographs</b>	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.
(g)	<b>Crucial date</b>	The crucial date for determining the age limit shall be the last date of receipt of application.
(h)	<b>Closing date</b>	The closing date will be 30 days from the date of publication of the advertisement in Employment News/Rozgar Samachar.

4. **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
<b>Paper-I</b>	General Intelligence & Reasoning (Objective Multiple Choice Type)	25	25	<b>2 hours</b>
<b>Paper-II</b>	General Awareness (Objective Multiple Choice Type)	50	50	
<b>Paper-III</b>	General English (Objective Multiple Choice Type)	50	50	
<b>Paper-IV</b>	Numerical Aptitude (Objective Multiple Choice Type)	25	25	

The question papers of Written Test will be bilingual i.e English & Hindi. However, the question 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 10th 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 10th 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 observations and experience in their scientific aspects as may be expected of 10th 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 10th 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 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 later on.
- (b) No TA/DA is admissible. Schedule of Physical Test and Written Test as applicable will be indicated in the call Letter. Candidates will make their own arrangement for lodging/boardng during the test.

Continued

(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. 38039/1/2019-Estt (Res) dated 31-01-2019 in the format given below as **Appendix-I**.

(d) 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.

(e) 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).

(f) The Commandant, ASC Centre (South) - 2 ATC shall not be responsible for any postal delay or failure.

(g) The Commandant, ASC Centre (South) - 2 ATC 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 reserve 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 super scribe "Application for the post of \_\_\_\_\_" on the top of 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 given an Undertaking in the format given below as **Appendix-II**.

(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 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 application received at ASC Centre (South) - 2 ATC after the last date of receipt of application or without two additional photography duly self-attested will be summarily rejected and no correspondence in this regard will be entertained.

(o) The applications can be filed by the candidates either in English or Hindi.

(p) The OBC candidates applying for the above posts should also have to given 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 sanction 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 means 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 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 College will consider English as the medium of typing test for such candidates and the candidates will not be allowed to change 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 and Skill/Physical/ Practical tests, as may be the case will be of Bangalore (Karnataka) Only.**

(w) **Proof of Age** : The date of birth as recorded in the Matriculation/ Secondary School Examination Certificate, will be accepted by ASC Centre (South)-2 ATC 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/ PH(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 ASC Centre (South)-2 ATC, Bangalore 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; Written/physical test will be done in a transparent manner and the selection shall be done purely on merit of applicant.

**Commandant**  
ASC Centre (South) - 2 ATC

**PROFORMA FOR APPLICATION**

Recent  
Passport size  
photo duly self-  
attested

- To,  
**Commandant**  
**ASC Centre (South) - 2 ATC**  
**Post : Agarm**  
**Bangalore - 560007**
- Post applied for
  - Name of the Candidate (Full Name)
  - Mobile Number (Functional)
  - E-mail ID
  - Adhar No.
  - Father's Name
  - Date of Birth (As per education certificate)
  - Correspondance Address :-  
House No/ Street/ Village  
Post Office  
District  
State  
Pin Code
  - Permanent Address :-  
House No/ Street/ Village  
Post Office  
District  
State  
Pin Code
  - Educational Qualification (Metric/ITI/Diploma/12th/ Graduation/Post Graduation)

**11. Educational Qualification**

Ser No.	Qualification	Name of School/ College	Name of Board/ University	% of Marks	Remarks

- Gender (Male/Female/ Other)
- Category (UR/ SC/ ST/ OBC/ EWS/ PH/ ESM/ MSP)
- If applied for the Post of Ex - Servicemen :  
(Date of enrolment in Army/ Navy/ Air Force and date of retirement and attach copy of Discharge Book/ certificate/ NCO)

**15. If applied for the post in PH category :-**

Type of Disability (OH/ HH/ VH/ Mental illness/ Multiple disability)	Percentage of Disability (O Pop-up menu for 40% and above)	Remarks

- Whether registered with any employment exchange (If yes, mention registration No. and Name of employment exchange)
- Whether employed in Central Govt Services (If yes, give details as per following format)

Name of employer	Office Address	Name of Post	Date of Appointment

- Name of ASC Depot/ Units, a candidate wishes to be posted, if selected in the order of preference :-  
(a) 1st Choice  
(b) 2nd Choice  
(c) 3rd Choice

**DECLARATION**

I hereby certify that above particulars mentioned in the application are correct and true to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the advertisement, my candidature/ appointment is liable to be cancelled/ terminated. I am willing to serve anywhere. I agree that department has the right to transfer me to anywhere in India.

**Dated** : ..... **(Signature of the Candidate)**  
**Place** : .....

- 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) Self-Attested copies of certificates ( ) Sheets.

**Appendix - I**

Government of .....  
(Name & Address of the authority issuing the certificate)  
**INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTION**  
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 ..... Pin Code ..... whose photograph is attested below belong to Economically Weaker, 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\*\*:

- 5 acres of agricultural land and above.
- Residential flat of 1000 sq. ft and above.
- Residential plot of 100 sq yards and above in notified municipalities;
- Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

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2. Shri/Smt/Kumari ..... belong to the ..... caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Recent  
Passport size  
attested  
photograph of  
the applicant.

\* **Note 1:** Income covered all sources i.e. salary, agriculture, business, profession etc.  
\*\* **Note 2:** The term "Family" for the purpose includes 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 location or different places/cities have been clubbed while applying the land of property holding test to determine EWS status.

Appendix-II

**FORM OF UNDERTAKING TO BE GIVEN BY CANDIDATES APPLYING FOR CIVIL POSTS UNDER EX-SERVICEMAN 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 am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Services and Posts) Rule, 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 : .....  
Date : .....

(Signature of Candidate)

Appendix-III

**DECLARATION BY OBC CANDIDATES ONLY**

(Similar endorsement should be given 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 order applicable to concerned State. It is also declared that I do not belong to persons/sections (Creamy Layer).

Place : .....  
Date : .....

(Signature of Candidate)  
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/EWS/PH) : .....

Recent  
Passport size  
attested  
photograph of  
the applicant.

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 : .....
6. Category (UR/SC/ST/OBC/EWS/PH) : .....

Recent  
Passport size  
attested  
photograph of  
the applicant.

Signature of Candidate

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