

JOB VACANCY CARD

Ser No	Appointment	Nature of Duty/ Job Function	Qualification required	Age Range	Salary Range
1.	Manager	Soft spoken with pleasing personality with excellent managing, administrative and communication skill to manage an officers institute. Should have knowledge of computer including excel, powerpoint presentation, internet/ intranet and e mail. Practical knowledge of management of events and manpower in institute.	MBA / Hotel Mgt	45 yrs to 50 yrs	Negotiable
2.	Admin Supvr	Well versed with office procedure including staff duties. Knowledge of EPF & ESI documentations. Knowledge of computers including excel, power point presentation, internet/ intranet and email. Should be able to read & write Hindi & English language & have communication skill. Probably preferred to ESM. In case ESM are not avl for the above posts, civilian candidates may be considered for emp.	Graduate/ 12 th pass	Below 60 yrs of age	Negotiable
3.	Bar & Catering Supvr	Soft spoken with pleasing personality. To assist members as guide & make them aware about Rules & Bye laws of RSAMI. Should be able to read & write Hindi & English language and have communication skill. Practical experience of Bar & catering supvr. Can handle Bar stores, ledger entries & acctg procedure. Probably preferred to ESM, .In case ESM are not avl for the above posts, civilian candidates may be considered for emp..	Graduate/ 12 th pass	Below 60 yrs of age	Negotiable
4.	Senior Accountant	Well versed with office procedure including staff duties. Knowledge of EPF & ESI documentations. Knowledge of computers including excel, power point presentation, internet/ intranet and email. Should be able to read & write Hindi & English language & have communication skill. Probably preferred to ESM. In case ESM are not avl for the above posts, civilian candidates may be considered for emp.	Graduate/ Account handling experience of minimum 5 yrs	Below 60 yrs of age	Negotiable
5.	Clerk Admin, Clerk Project, Clerk Membership, Clerk Accounts	Well versed with office procedure including staff duties. Knowledge of EPF & ESI documentations. Knowledge of computers including excel, power point presentation, internet/ intranet and email. Should be able to read & write Hindi & English language & have communication skill. Probably preferred to ESM. In case ESM are not avl for the above posts, civilian candidates may be considered for emp.	Graduate/ 12 th pass & experience of 3 yrs	Below 60 yrs of age	Negotiable

6.	System Admin	IT Qualified. Well knowledgeable in handling of software and hardware. Probably preferred to ESM. In case ESM are not avl for the above posts, civilian candidates may be considered for emp.	IT Diploma in Computer Science/ Networking with min 03 yrs of experience	Below 60 yrs of age	Negotiable
7.	IT Qualified cinema incharge	IT Qualified. Well knowledgeable in handling of software and hardware. In case of ESM he should be in a posn to be handle Bar/Catering supvsr duty if offered on shift basis.	IT Diploma in Computer Science/ Networking with min 03 yrs of experience	Below 55 yrs of age	Negotiable
8.	Gym facility Incharge, Swimming pool facility Incharge, Party hall facility Incharge	Soft spoken with pleasing personality. To assist members as guide. Should be able to read & write Hindi & English language and have communication skill. Practical knowledge of managing booking facility (like Marriage Hall, Sports Complex, Party Halls and Gym Complex) & past experience will be required. In case ESM are not avl for the above posts, civilian candidates may be considered for emp.	12 th pass with 02 yrs experience	Below 55 yrs of age	Negotiable
9.	Electrician	Practical knowledge of trade & past experience will be required. In case ESM are not avl for the above posts, civilian candidates may be considered for emp.	ITI/ Diploma with min 02 yrs of experience	Below 45 yrs of age	Negotiable
10.	Barman	Practice experience of stewards. Can handle Bar stores, ledger entries & acctg procedure. Minimum 10 th pass should be able to read & write Hindi & English language and have communication skill. In case ESM are not avl for the above posts, civilian candidates may be considered for emp.	8 th pass with min 1 yr experience as bar man at offr instt	Below 45 yrs of age	Negotiable
11.	Swimming Lifeguard	Practical knowledge of trade & past experience will be required. Soft spoken with pleasing personality. To assist members as guide Necessary certificate of the subject job also reqd	8 th pass with min 1 yr experience as life guard	Below 45 yrs of age	Negotiable
12.	Room Boy	Practical knowledge of trade & past experience will be required. In case ESM are not avl for the above posts, civilian candidates may be considered for emp	8 th pass with min 1 yr experience as guest room boy	Below 45 yrs of age	Negotiable

- Note 1 – Candidates are required to submit application form along with educational qualification/ necessary experience certificate issued by reputed establishments/ Organizations .
- Note 2 – The format for application form is as attached.

APPLICATION FORM
(To be sent neatly/ typed or hand written)

(DAVP Advertisement No _____)

Recent Passport size
photograph of the
applicant

To,

(Unit Address as mentioned

at para 1 of advertisement)

1. Post applied for (along with Unit as mentioned at para 1 of advertisement) : _____ Unit: _____
2. Name of the candidate (In Block letters) : _____
3. (a) Father's /Husband's Name : _____
(b) Mother's Name : _____
4. Date of Birth (DD/MM/YYYY) :

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5. Age as on last date of receipt of application : Years _____ Months _____ Days _____
6. Nationality : _____
7. Religion : _____

<p>8. Correspondence address</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Pin- _____ State _____</p> <p>Contact/Mobile No _____</p> <p>Email ID _____</p>	<p>9. Permanent home address :</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Pin- _____ State _____</p> <p>Contact/Mobile No _____</p> <p>Email ID _____</p>
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10. Category (UR/ SC/ ST/ OBC/ EWS(UR)/ ESM): _____
(Please enclose photocopy of relevant certificate)
Abbreviations used: UR- Un-reserved, SC- Schedule Caste, ST- Schedule Tribe, OBC- Other Backward Class, EWS- Economically Weaker Section, PwBD- Person with Benchmark Disability, ESM- Ex-Serviceman

11. If applied for the post in "Physically Handicapped" category:

Type of disability (B, LV, D, HH, OA, OL, OAL, CP, LC, Dw, AAV, ASD (M, MoD), SLD (M), MI(M))	Percentage of disability (40 % and above)

(Please enclose photocopy of disability certificate issued by CMO/Civil Surgeon of Government hospital certifying the disability duly self attested)

Abbreviations used: B- Blindness, LV- Low Vision, D- Deaf, HH- Hard of Hearing, OL- One leg, OA- One Arm, OAL- One Arm and One Leg, CP- Cerebral Palsy, Dw- Dwarfism, AAV- Acid Attack Victim, LC- Leprosy Cured, ASD(M, MoD)- Autism Spectrum Disorder (M-Mild, MoD- Moderate), SLD(M)- Specific Learning Disability(M-Mild), MI(M)- Mental Illness (Mild), MD- Multiple Disability

12. Length of Combatant Service (applicable for ESM only):Years_____Months_____Days_____
- Date of enrolment (In Army/Navy/Air Force):_____ Date of retirement:_____
- (Please enclose photocopy of discharge certificate)

13. Details of age relaxation required _____
- (Applicable as per Central Govt Policy)

14. Qualifications:

(i) Educational:

Name of examination	Year	Board/University/Institution	Percentage of marks obtained	Grade/Division

(Please enclose photocopy of educational/qualification certificate)

(ii) Experience:

Organization	Whether Govt/PSU/Private	Post/Appointment	From	To

(Please enclose photocopy of experience certificate)

15. List of enclosures:-

Ser	Enclosures
(a)	
(b)	
(c)	
(d)	
(e)	

16. Details of any Identity proof (Enclose copy):-

Aadhar Card No :	PAN Card No :
Driving Licence No :	Passport No :

DECLARATION

I hereby certify that above particulars mentioned in the application are correct and true to the best of my knowledge and belief. There is no criminal proceeding pending/ contemplated/ held against me. I understand that in the event of my information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the advertisement, my candidature/ appointment is liable to be cancelled/ terminated. I am willing to serve anywhere in India. I agree that Department has the right to transfer me anywhere in India.

Place :

Date:

(Signature of the applicant)

Note: Candidate to ensure the following are enclosed:-

- (i) One self-addressed envelope duly affixed with Rs 5/- postal stamp.
- (ii) Self-attested photocopies of certificates (_____) sheets.
- (iii) Two self –attested Photographs (Name and Mother's/Father's name on the back side of photo)
- (iv) Acknowledgement/ Admit card

ACKNOWLEDGEMENT / ADMIT CARD

1. Post applied for _____
2. Unit applied for _____
3. Name of candidate _____
(IN BLOCK LETTERS)
4. Date of Birth _____
5. Mother's Name _____
6. Father's/ Husband's Name _____
7. Category applied for _____
8. Correspondence address
House No./Street /Village _____
Post Office _____ Tehsil _____
District _____ State _____ Pin Code _____
9. Tele/Mob No _____ E Mail ID _____

Recent Passport size
photograph of the
applicant

FOR OFFICE USE ONLY

Your application is hereby accepted

10. Index No _____
11. Written test (a) Date _____ (b) Reporting Time _____
(c) Place _____

Date: _____

(Signature of controlling officer) _____

Note:- (i) Candidates will report for written test along with original documents / certificates i.e. Educational, Caste, Domicile, Birth, Discharge certificate/NOC. Only after verification of original documents and Biometric Attendance, candidates will be allowed to appear for written test. The safe custody of the documents is the responsibility of the individual.

(ii) Candidates should reach at least one hour before the scheduled time at Rajendra Sinhji Army Mess and Institute on aforementioned date. No candidate will be allowed for examination after scheduled time.

(iii) The candidates should bring their pen, pencil and clipboard for **Written Examination**. Candidates will also carry any two proof of identity (Aadhar Card/PAN card/Passport/Driving Licence)

(iv) The candidate should not keep Mobile, 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.

TO WHOM SO EVER IT MAY CONCERN

EXPERIENCE CERTIFICATE

1. It is certified that **Mr/Ms**_____ has served with _____ from _____ to _____ as a clerk/Safaiwala/Waiter/Washerman etc.
2. During her tenure with _____ we found her honest, hardworking & responsible. He /She has developed adequate knowledge of his trade / work. He / She can handle the office work/ work independently with the instructions of her superior Officers.
3. He / She has done an exemplary job while working with us and has always maintained professional relations with the team and colleagues.
4. This certificate has been issued to her entirely for the purpose of experience certificate. We wish all the best in her future endeavours.

Station :

(Sig of Head of Deptt)

Date :