



**DEFENCE SERVICES STAFF COLLEGE  
WELLINGTON (NILGIRIS) – 643 231, TAMIL NADU**



Date of publication of Advt: 01 May 21

Last date for receipt of application: 22 May 21.

1. The Commandant, Defence Services Staff College, Wellington invites applications from eligible Indian citizens for the following Group 'C' Civilian posts:-

Sl No	Name of Posts	Pay Level (as per 7 <sup>th</sup> CPC Pay Matrix)	No of Vacancies & Reservations (Subject to change)						Adjust in reserved categories	Age
			Total	UR	OBC	SC	ST	EWS		
(a)	Stenographer Grade II	Level 4 ₹ 25500-81100/-	04	03	01	--	--	--	--	18 – 27 yrs
(b)	Lower Division Clerk	Level 2 ₹ 19900-63200/-	10	04	04	--	01	01	01 x ESM	18 – 27 yrs
(c)	Civilian Motor Driver (Ordinary Grade)	Level 2 ₹ 19900-63200/-	07	04	03	--	--	--	01 x ESM	18 – 27 yrs
(d)	Sukhani	Level 2 ₹ 19900-63200/-	01	01	--	--	--	--	--	18 – 25 yrs
(e)	Carpenter	Level 2 ₹ 19900-63200/-	01	--	01	--	--	--	--	18 – 25 yrs
(f)	Multi Tasking Staff – (Office and Training)	Level 1 ₹ 18000-56900/-	60	25	21	07	02	05	06 x ESM *06 x PwBD	18 – 25 yrs
*06 x PwBD (01 x Visually Handicapped, 02 x Hearing Handicapped, 02 x Orthopedically Handicapped and 01 x autism, intellectual disability, mental illness, multiple disabilities)										

**2. Education Qualification & Experience for the above posts:-**

(a)	Stenographer Grade II	(i) 12 <sup>th</sup> Class or equivalent from a recognized Board or University. (ii) Skill Test Norms : Dictation : 10 minutes @ 80 words per minute Transcription : 50 minutes (English), 65 minutes (Hindi) (On Computer)
(b)	Lower Division Clerk	(a) 12 <sup>th</sup> Class pass from a recognized Board or University; and (b) Skill Test: A typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer (Time allowed - 10 minutes).
(c)	Civilian Motor Driver (Ordinary Grade)	(i) 12 <sup>th</sup> Class or equivalent from a recognized Board or University. (ii) Must possess the civilian driving license for heavy vehicles. (iii) Two years experience from a recognized Organisation or Undertaking in driving heavy vehicles.
(d)	Sukhani	(i) 12 <sup>th</sup> Class or equivalent from a recognized Board or University; (ii) Certificate in swimming from a recognized Organisation or Undertaking. (iii) Good sailing knowledge and two years experience of small boats. (iv) Proficient in handling out Board Motors. OR Ex-Sailors of the rank of leading Seaman and above of the Indian Navy.
(e)	Carpenter	(i) 12 <sup>th</sup> Class or equivalent from a recognized Board or University and (ii) Two years experience from a recognized Organisation or Undertaking in the trade. OR (i) Industrial Training Institute Pass Certificate as Carpenter from a recognised institute. (ii) Two years experience from a recognized Organisation or Undertaking in the trade.
(f)	Multi Tasking Staff – Office and Training	Matriculation pass or equivalent from a recognized Board/Institute.  [MTS trade involves all fatigue nature of duties, few of which are cleaning, sweeping of toilets/work area, loading, un-loading, shifting of goods, gardening, feeding and cleaning of horses, night watchman, etc].

## **General Instructions for applicants**

4. **Age limit:** Age for all posts mentioned in above table. The crucial date for determining age limit is the last date (22 May 2021) of application.

### 5. **Age Relaxation:-**

(a) Relaxable by three years for OBC candidates, five years for SC and ST candidates, ten years for Persons with Benchmark Disabilities (PwBD) (*addition five years in case of PwBD belonging to SC/ST category and three years for OBC category*) and Ex-ServiceMan who have rendered not less than 06 months of continuous service in the Armed Forces shall be allowed to deduct the full period of such service from their actual age and if the resultant age does not exceed the prescribed maximum age by more than three years, they shall be deemed to be within age limits.

(b) **Departmental Employees:-** 40 years for UR, 43 years for OBC and 45 years for SC/ST.

(c) SC/ST/OBC candidate applying against UNRESERVED POST are not entitled to any relaxation in age limit, experiences etc.

### 6. **Last Date for Receipt of Application is 22 May 2021.**

### 7. **How to apply:**

(a) Eligible candidates can apply to any of the above posts subject vacancies and qualifications.

(b) All documents in support of Education Qualification, Age, Technical Qualification, Physically Handicapped, Experience Certificate & Caste Certificate (issued by the competent civil authorities in case of SC/ST/OBC candidates) etc to be accompanied with the application should be self-attested.

(c) In case of appointment of OBC candidates against their reserved quota their caste should be listed under Central List of OBCs as candidate belonging to castes listed under Central list only are eligible for appointment to Central Services. The latest rules with regard to creamy layer in OBCs are to be followed. Candidates seeking reservation as OBC is required to submit alongwith application a certificate to the effect that he does not belong to any of the creamy layer.

(d) No Objection Certificate is required for persons employed in Central/State Govt/PSU/Statutory body as permanent employee with minimum three years regular service.

(e) In case of Ex-Serviceman self-attested photocopy of discharge book is to be submitted alongwith the application.

(f) The following documents should be attached with the application form and should be arranged in the following order:-

(i) Application form to be filled in English duly signed and affixed photograph to be self-attested.

(ii) Acknowledgement Cards to be filled and affixed photograph to be self-attested.

(ii) Self-attested copies of 10th, 12th Std Mark Sheet & Diploma/ITI Certificates, SC/ST certificate/OBC Non-Creamy Layer certificate/Discharge book, experience certificate, EWS certificate, as applicable.

(iii) Self addressed envelope of 10 x 22 cms with Rs 22/- postage stamp(s) to be pasted.

(g) Applicants to mention clearly on the envelope "APPLICATION FOR THE POST OF \_\_\_\_\_" and addressed to **The Commandant, Defence Services Staff College, Wellington (Nilgiris) – 643 231. Tamil Nadu.**

**8. Mode of Selection**

- (a) All application will be scrutinized in terms of age limits, minimum qualification, documents and certificates. Thereafter, eligible candidates will be issued call letters for written test.
- (b) The eligible candidates will be required to appear for written test. The written test will be based on minimum education qualification.
- (c) The written test will consist of (i) General Intelligence and Reasoning (ii) Numerical Aptitude (iii) General English (iv) General Awareness (v) Trade Specific.
- (d) The question cum answer paper will be English and Hindi.
- (e) The requisite number of candidates will be shortlisted and called for skill/physical test wherever applicable based on merit/category in the written test
- (f) Shortlisted candidates are to bring original certificates, copies of annexure attached with application.

**9. Other Instructions:-**

- (a) Application received after due date will not be considered. DSSC will not be responsible for any kind of postal delay.
- (b) Pre-scrutiny of the application in terms of age limit, minimum qualifications, documents and certificates will be carried out by the DSSC before calling the suitable candidates for the written test/skill test.
- (c) The venue for written test / skill test is DSSC, Wellington.
- (d) No TA/DA will be paid to attend written test/skill test.
- (e) Selected candidate will be subject to All India service liability.
- (f) Mere submission of application(s) does not entitle candidates to be called for test. Depending on the number of applications received, the number of candidates will be restricted for the test based on the marks obtained in the minimum essential qualification of exam prescribed for the post(s).
- (g) Separate applications should be submitted for each post.

**10. COVID-19 INSTRUCTIONS:**

- (a) To avoid risk of COVID-19, candidates are advised to follow all instruction/guideline issued by the Central / State Government for preventive of COVID-19 from time to time.
- (b) At the entrance any candidate showing complaints of influence like illness (ILI) may not be allowed to for the written/skill test considering the safety of other persons.

11. No interim correspondence with regard to the status of application(s) will be entertained.

12. The recruitment process can be cancelled / suspended / terminated without assigning any reasons. The decision of Appointing Authority (Commandant, DSSC) will be final and no appeal will be entertained.

Date: 01 May 2021

Place: Wellington

Colonel Adjutant

DSSC, Wellington

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**DEFENCE SERVICES STAFF COLLEGE, WELLINGTON**

**FOR OFFICE USE ONLY**

1. Index No: \_\_\_\_\_
2. Accepted / Rejected: \_\_\_\_\_
3. Reason for rejection: \_\_\_\_\_
4. ROLL NO: \_\_\_\_\_

**APPLICATION FORM FOR THE POST OF** \_\_\_\_\_

1. Name : \_\_\_\_\_  
[To be filled in Capital letters as per Matriculation (or) X Std mark sheet]
2. Father's / Husband's Name: \_\_\_\_\_
3. Date of Birth : \_\_\_\_\_  
[Enclose Matriculation (or) X Std mark sheet]
4. Age as on last date for receipt of application: \_\_\_\_\_ Yrs \_\_\_\_\_ Months \_\_\_\_\_ Days
5. Caste & Category : \_\_\_\_\_ & UR / SC / ST / OBC / EWS
6. Category for which applied: UR / SC / ST / OBC / EWS / ESM / PwBD  
[Enclose respective certificate copy & for ESM Discharge certificate copy & PwBD certificate copy]

*Paste a self-attested passport size photograph*

7. Educational & Technical qualifications :  
[Enclose respective certificate copies]

Class	Year of passing	Marks obtained	Total Marks	Percentage	Remarks
10 <sup>th</sup> / SSLC / Matriculation					
12 <sup>th</sup> / HSC					
ITI					
Diploma					

8. Experience (if any) : \_\_\_\_\_  
[Enclose proof]  
\_\_\_\_\_

9. In case, You are employed in Central/State Govt/PSU/Statutory body as permanent employee, please provide following details:- **[No Objection Certificate to be enclosed]**

Date of Appointment: \_\_\_\_\_ Name of Post: \_\_\_\_\_

Present post held: \_\_\_\_\_ Present Pay & Level: \_\_\_\_\_

Name & Address of Office: \_\_\_\_\_  
\_\_\_\_\_

10. Mobile No or Contact Tele No: \_\_\_\_\_

11. Aadhaar Card No : \_\_\_\_\_  
**[Copy should be enclosed]**

12. Address for Correspondence:-

Address Line1 : \_\_\_\_\_

Address Line2 : \_\_\_\_\_.

Taluk: \_\_\_\_\_ District: \_\_\_\_\_.

Pin Code: \_\_\_\_\_ State: \_\_\_\_\_.

13. Permanent Home Address (if different from Ser 9 above):- Same as above

Address Line1 : \_\_\_\_\_

Address Line2 : \_\_\_\_\_.

Taluk: \_\_\_\_\_ District: \_\_\_\_\_.

Pin Code: \_\_\_\_\_ State: \_\_\_\_\_.

14. E-mail ID : \_\_\_\_\_

It is certified that the above particulars are correct and true to the best of my knowledge and belief and certificates submitted are genuine, if found false at any stage, my candidature/services may be terminated without notice and I will be liable for legal action/proceedings.

Place:

Date:

(Signature of the candidate)

**Duplicate Copy**

**ACKNOWLEDGEMENT / ADMISSION CARD**

(SI No 1 to 4 to be filled by the applicant) (SI No 5 & 6 to be filled by DSSC)

1. Post applied for \_\_\_\_\_
2. Name : \_\_\_\_\_
3. Date of Birth : \_\_\_\_\_
4. Aadhaar card No: \_\_\_\_\_
5. ROLL NO : \_\_\_\_\_.
6. Date and Time of Written Test: \_\_\_\_\_
7. Venue of Written Test: **DSSC, WELLINGTON.**
8. Instructions for written test will be forwarded alongwith this admission card.

Paste a self-attested  
passport size  
photograph

**Signature of Controlling Officer**

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**Candidate Copy**

**ACKNOWLEDGEMENT / ADMISSION CARD**

(SI No 1 to 4 to be filled by the applicant) (SI No 5 & 6 to be filled by DSSC)

1. Post applied for \_\_\_\_\_
2. Name : \_\_\_\_\_
3. Date of Birth : \_\_\_\_\_
4. Aadhaar card No: \_\_\_\_\_
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Paste a self-attested  
passport size  
photograph

**Signature of Controlling Officer**