



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



Date of publication of Advt: 09 Mar 2024

Last date for receipt of application: 30 Mar 2024

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

Sl No	Name of Post	Pay Level (as per 7 th CPC Pay Matrix)	No of Vacancies & Reservations (Subject to change)						Age
			Total	UR	OBC	SC	ST	EWS	
(a)	Multi Tasking Staff – (Office and Training)	Level 1 Rs 18000- 56900/-	06	03	01	01	01	--	18 – 25 yrs

2. **Educational Qualification & Experience for the above post:-**

(a)	Multi Tasking Staff – Office & Training	Matriculation pass or equivalent from a recognized Board/Institute. <i>[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].</i>
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General Instructions for applicants

3. **Age limit:** Age for the post is mentioned in the above table. The crucial date for determining age limit is the last date of application (i.e. 30 Mar 2024).

4. **Age Relaxation.**

(a) Relaxable by three years for OBC and five years for SC and ST candidates, ten years for Persons with Benchmark Disabilities (PwBD) (*15 years for SCs/STs and 13 years for OBCs*) and Ex-Servicemen 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 general categories and 45 years for SC/ST.

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

5. **Reservation (SC/ST/OBC).**

(a) SC/ST/OBC candidates who have applied against reserve categories are required to submit a valid certificate.

(b) OBC candidates are required to submit a valid certificate regarding his/her having **Non-creamy Layer** status issued by the Competent Authority. Reservation will be applicable to such OBC candidates who do not fall under the Creamy Layer.

6. **Last Date for Receipt of Application is 30 Mar 2024.**

7. **How to apply:**

- (a) Eligible candidates can apply to the above post subject to vacancies and qualifications.
- (b) No Objection Certificate is required for persons working in Central Government as permanent employee with minimum three years of regular service.
- (c) In case of Ex-Serviceman, self-attested photocopy of discharge book is to be submitted alongwith the application.
- (d) 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 latest self attested photograph. The photograph should be taken within last three months.
 - (ii) Acknowledgment Cards to be filled and affixed latest self attested photograph. The photograph should be taken within last three months and should be the same as affixed on the application form.
 - (iii) Self-attested copies of Aadhaar Card, 10th Standard/ Matriculation Mark Sheet.
 - (iv) Self attested copies of OBC/SC/ST certificate/PwBD certificate/Discharge Book, as applicable.
 - (v) Self addressed envelope of 10x22 cms with Rs 26/- postage stamp pasted.
- (e) Applicants to mention clearly on the envelope “**APPLICATION FOR THE POST OF MULTI TASKING STAFF - OFFICE AND TRAINING**” and addressed to **The Commandant, Defence Services Staff College, Wellington (Nilgiris) – 643 231. Tamil Nadu.**

8. **Mode of Selection:**

- (a) All applications will be scrutinised 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 educational qualification.
- (c) The written test consists of (i) General Intelligence and Reasoning (ii) Numerical Aptitude (iii) General English (iv) General Awareness.
- (d) The question cum answer paper will be in 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.

9. **Other Instructions:**

- (a) Bio-metric verification of the candidates with their Aadhaar Card will be carried out at the time of written examination.
- (b) Application received after due date will not be considered. DSSC will not be responsible for any kind of postal delay.
- (c) 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.

(d) Candidates appearance at the time of examination to be the same as the latest photograph affixed in the admit card.

(e) The venue for written test / skill test is DSSC, Wellington.

(f) No TA/DA will be paid to attend written test/skill test.

(g) Selected candidates will be required to serve anywhere in India.

(h) 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.

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

11. The Commandant reserves the right to cancel the recruitment and increase/decrease the number of vacancies without assigning any reasons. The decision of Appointing Authority (Commandant, DSSC) will be final and no appeal will be entertained.

Date : 09 Mar 2024

Place : Wellington

Colonel Adjutant

DSSC, Wellington

ACKNOWLEDGMENT / ADMISSION CARD

(Serial No 1 to 6 to be filled by the applicant) (Serial No 7 & 8 to be filled by DSSC)

1. Post applied for **Multi Tasking Staff – Office & Training**

2. Name : _____

3. Date of Birth : _____

4. Aadhaar Card No: _____

5. Mobile No 1: _____ No 2 _____

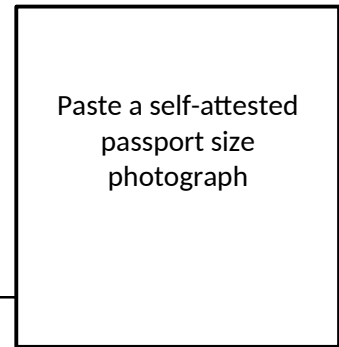
6. E-mail address: _____

7. Roll No : _____.

8. Date and Time of Written Test: _____

9. Venue of Written Test: **DSSC, WELLINGTON.**

10. Instructions for written test will be forwarded alongwith this admission card.



Signature of Controlling Officer



ACKNOWLEDGMENT / ADMISSION CARD

(Serial No 1 to 6 to be filled by the applicant) (Serial No 7 & 8 to be filled by DSSC)

1. Post applied for **Multi Tasking Staff – Office & Training**

2. Name : _____

3. Date of Birth : _____

4. Aadhaar Card No: _____

5. Mobile No 1 : _____ No 2 _____

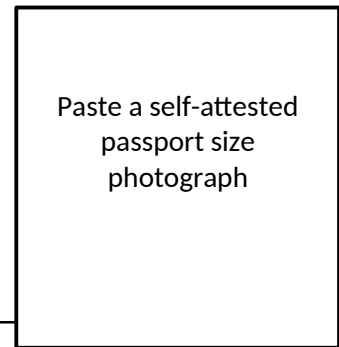
6. E-mail address : _____

7. Roll No : _____.

8. Date and Time of Written Test : _____

9. Venue of Written Test: **DSSC, WELLINGTON.**

10. Instructions for written test will be forwarded alongwith this admission card.



Signature of Controlling Officer

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 MULTI TASKING STAFF – OFFICE & TRAINING

1. Name : _____
[To be filled in Capital letters as per Matriculation/ 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: _____ Years _____ Months _____ Days

5. Category for which applied : UR /OBC/SC/ST (Tick one or more wherever applicable)
[Enclose respective certificate copies]

6. Whether Ex-Servicemen : Yes/No (If yes, copy of ESM discharge certificate to be attached)

7. Whether PwBD : Yes/No (If yes, copy of PwBD certificate to be attached)

8. Educational qualification : _____
[Enclose respective certificate copies]



<u>Class</u>	<u>Year of passing</u>	<u>Marks obtained</u>	<u>Total Marks</u>	<u>Percentage</u>	<u>Remarks</u>
10 th / SSLC / Matriculation					

9. Experience (if any) : _____
[Enclose proof]

10. In case, You are employed in Central Government 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: _____

11. Mobile No or Contact Tele No: _____

12. Aadhaar Card No : _____
[Copy should be enclosed]

13. Identification Marks : 1. _____
2. _____

14. Address for Correspondence (**IN CAPITAL LETTERS**):-

Address Line1 : _____

Address Line2 : _____

Taluk: _____ District: _____

Pin Code: _____ State: _____

15. Permanent Home Address (**IN CAPITAL LETTERS**)

(if different from Ser 13 above):- Same as above

Address Line1 : _____

Address Line2 : _____

Taluk: _____ District: _____

Pin Code: _____ State: _____

16. 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: Mar 2024

(Signature of the candidate)