

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

The Commandant, Defence Services Staff College, Wellington invites applications from eligible Indian citizens for the following posts:-

<u>Category</u>	<u>Qualification/ Experience</u>	<u>No of Posts</u> (Subject to change)	<u>Pay Band + Grade Pay</u>	<u>Age</u>
Steno Grade II	(a) 12 th Class or equivalent from a recognized Board or University; and (b) Skill Test: Dictation 10 Minutes @ 80 words per minute and time allowed for transcription - 50 Minutes (English), 65 minutes (Hindi) on Computer.	Other Backward Class - 01	Rs 5200 - 20200 + 2400 Grade Pay plus allowances.	18 – 27 yrs
Proof Reader-Printing Press	(a) 12 th Class or equivalent from a recognized Board or University; and (b) Two years experience from a recognized Organization or Undertaking in the trade.	Unreserved - 01	Rs 5200 - 20200 + 2400 Grade Pay plus allowances.	18 – 25 yrs
Lower Division Clerk	(a) 12 th Class or equivalent from a recognized Board or University and (b) Skill Test: Typing speed of 35 words in English or 30 words in Hindi per minute on Computer (Time allowed 10 minutes)	Unreserved - 02	Rs 5200 - 20200 + 1900 Grade Pay plus allowances.	18 – 27 yrs
Gestetner Operator	(a) 12 th Class or equivalent from a recognized Board or University; and (b) Two years experience from a recognized Organization or Undertaking in the trade.	01 vacancy earmarked for Low-Vision candidates only	Rs 5200 - 20200 + 1900 Grade Pay plus allowances.	18 – 35 yrs
Civilian Motor Driver (Ordinary Grade)	(a) 12 th Class or equivalent from a recognized Board or University; and (b) Must possess the civilian driving license for heavy vehicles with two years experience from a recognized Organization or Undertaking in driving heavy vehicles.	Other Backward Class - 01 Scheduled Tribe - 01	Rs 5200 - 20200 + 1900 Grade Pay plus allowances.	18 – 27 yrs
Painter	(a) 12 th Class or equivalent from a recognized Board or University; and (b) Two years experience from a recognized Organization or Undertaking in the trade or (a) ITI Pass Certificate as Painter from recognized institute and (b) Two years experience from a recognized Organization or Undertaking in the trade	Other Backward Class - 01	Rs 5200 - 20200 + 1900 Grade Pay plus allowances.	18 – 25 Yrs

Notes :-

1. Last Date for Receipt of Application(s) is 1630 hours on 20 Nov 14.

2. Age Concession. Relaxable by three and five years for OBC and ST candidates respectively. For Ex-Servicemen, age minus Armed Forces Service plus three years. Government servants will be given age concession as per orders in force subject to submission of applications through proper channels. Age to be determined as on 20 Nov 14.

3. Mere submission of application(s) does not entitle candidates to be called for test/interview. Depending on the number of applications received, the number of candidates will be restricted for the test/interview based on the marks obtained in the minimum qualifying exam prescribed for the post(s).

General Instructions

1. Interested candidates may forward separate applications for each post, in the prescribed format alongwith self-attested copies of 10th & 12th Std Mark Sheet, ST certificate/Non-Creamy Layer certificate (OBC)/Discharge book, experience certificate, as applicable and 10 x 22 cms self addressed envelope with Rs 5/- postage. Low-Vision candidates are required to submit visual acuity certificate issued by the Govt Medical Board alongwith the above documents. One additional passport size photograph is required to be affixed on the Acknowledgement Card and forwarded alongwith the application. **Last date for receipt of applications is 1630 hours on 20 Nov 14** and are to be addressed to **The Commandant, Defence Services Staff College, Wellington (Nilgiris) – 643 231, Tamil Nadu.** The department will not be held responsible for any postal delay.

2. The recruitment process can be cancelled/ suspended/ terminated without assigning any reasons. The decision of Appointing Authority will be final and no appeal will be entertained.

3. Candidates are required to carry proof of photo identity card in original at the time of test/interview issued by Central/State Government.

4. The envelop of the application must be superscribed 'APPLICATION FOR THE POST OF -----'

5. All candidates called for test/interview for the above posts will be subjected to skill test in the respective trade. Only on qualifying in the skill test they will be admitted to the next stage of test/interview. The written test will be of higher secondary level with more emphasis in the respective trade. The written exam will be for a duration of one hour. Skill test will precede the written exam and Interview will be conducted after the written exam.

6. Incomplete, illegible, unsigned applications, applications not in the prescribed format, without photograph, requisite certificates/documents duly self-attested, and applications received after the last date will be summarily rejected.

DEFENCE SERVICES STAFF COLLEGE, WELLINGTON

APPLICATION FORM FOR THE POST OF STENOGRAPHER GRADE II

1. Name : -----
[Block Letters]
2. Father's / Husband's Name : -----
3. Date of Birth : -----
[Enclose proof – X Std mark sheet]
4. Category : OBC
[Enclose OBC Non-Creamy Layer Certificate]
5. Belonging to Minority Community : Yes/No
[Muslims/Sikhs/Christians/Zoroastrians/Neo- Buddhists]
6. Educational qualifications (Academic & Technical) : -----
[Enclose 12th Std or equivalent certificates]
7. Experience, if any :
[Enclose proof]
8. Mobile No or Contact Tele No : -----
9. Permanent Home Address : -----

Pin Code :
10. Correspondence Address : -----
(if different from Ser 9 above)

Pin Code :
11. 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)

ACKNOWLEDGEMENT/ADMISSION CARD
[To be produced at the time of test/interview]

1. Post applied for	Stenographer Grade II
2. Name of the Candidate	
3. Signature of the Candidate	

(please affix recent
passport size photo)

(FOR OFFICE USE ONLY)

Roll No :

1. In response to your application for the post of **Stenographer Grade II**, you are hereby advised to report at this College at 0730 hours on ----- alongwith all the required certificates/testimonials and a photo identify card in original issued by Central/State Government. You will NOT be allowed to participate in the test after the specified time.
2. You will be subjected to skill test in the trade. Only on qualifying in the skill test you will be admitted to the next stage of test/interview. The written test will be of higher secondary level. Writing materials and other gadgets for the written/trade test will not be issued.
3. Your admission at all stages of test/interview will be provisional, subject to verification of documents. If on verification, at any time before or after the written examination/test/interview, it is found that you do not fulfill any of the eligibility conditions your candidature will be cancelled.
4. **Venue : DSSC Campus, Wellington – 643 231, The Nilgiris** which is well connected by bus from Coonoor. No request for change of date of test/interview/venue will be entertained.
5. Please note that this call letter does not constitute an offer of employment.
6. Use of calculators, mobiles and other electronic gadgets are not allowed during the exam and will be debarred from further tests/interview for use of any unfair means.
7. The decision of the Commandant, Defence Services Staff College, in all matters as regards test/interview/selection would be final and binding on the candidates.

DSSC/Est/1502/A/DR/2014
Defence Services Staff Collage
Wellington (Nilgiris) 643 231
Tamil Nadu
Dec 14

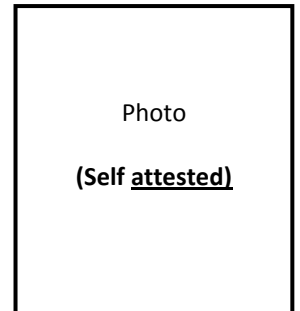
DEFENCE SERVICES STAFF COLLEGE, WELLINGTON

APPLICATION FORM FOR THE POST OF PROOF READER – PRINTING PRESS

1. Name : -----
[Block Letters]
2. Father's / Husband's Name : -----
3. Date of Birth : -----
[Enclose X Std mark sheet as proof]
4. Category : UR
5. Belonging to Minority Community : Yes/No
[Muslims/Sikhs/Christians/Zoroastrians/Neo- Buddhists]
6. Educational qualifications (Academic & Technical) : -----
[Enclose 12th Std or equivalent certificates]
7. Experience :
[Enclose proof]
8. Mobile No or Contact Tele No: -----
9. Permanent Home Address : -----

Pin Code :
10. Correspondence Address : -----
(if different from Ser 9 above)

Pin Code :
11. 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)

ACKNOWLEDGEMENT/ADMISSION CARD
[To be produced at the time of test/interview]

1. Post applied for	Proof Reader - Printing Press
2. Name of the Candidate	
3. Signature of the Candidate	

(please affix recent
passport size photo)

(FOR OFFICE USE ONLY)

Roll No :

1. In response to your application for the post of **Proof Reader - Printing Press**, you are hereby advised to report at this College at 0730 hours on ----- alongwith all the required certificates/testimonials and a photo identify card in original issued by Central/State Government. You will NOT be allowed to participate in the test after the specified time.
2. You will be subjected to skill test in the trade. Only on qualifying in the skill test you will be admitted to the next stage of test/interview. The written test will be of higher secondary level. Writing materials and other gadgets for the written/trade test will not be issued.
3. Your admission at all stages of test/interview will be provisional, subject to verification of documents. If on verification, at any time before or after the written examination/test/interview, it is found that you do not fulfill any of the eligibility conditions your candidature will be cancelled.
4. **Venue : DSSC Campus, Wellington – 643 231, The Nilgiris** which is well connected by bus from Coonoor. No request for change of date of test/interview/venue will be entertained.
5. Please note that this call letter does not constitute an offer of employment.
6. Use of calculators, mobiles and other electronic gadgets are not allowed during the exam and will be debarred from further tests/interview for use of any unfair means.
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DEFENCE SERVICES STAFF COLLEGE, WELLINGTON

APPLICATION FORM FOR THE POST OF LOWER DIVISION CLERK

1. Name : -----
[Block Letters]
2. Father's / Husband's Name : -----
3. Date of Birth : -----
[Enclose X Std mark sheet as proof]
4. Category : UR
5. Belonging to Minority Community : Yes/No
[Muslims/Sikhs/Christians/Zoroastrians/Neo- Buddhists]
6. Educational qualifications (Academic & Technical) : -----
[Enclose 12th Std or equivalent certificates]
7. Experience, if any :
[Enclose proof]
8. Mobile No or Contact Tele No:
9. Permanent Home Address : -----

Pin Code :
10. Correspondence Address : -----
(if different from Ser 9 above)

Pin Code :
11. 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)

ACKNOWLEDGEMENT/ADMISSION CARD
[To be produced at the time of test/interview]

1. Post applied for	<u>LOWER DIVISION CLERK</u>
2. Name of the Candidate	
3. Signature of the Candidate	

(please affix recent
passport size photo)

(FOR OFFICE USE ONLY)

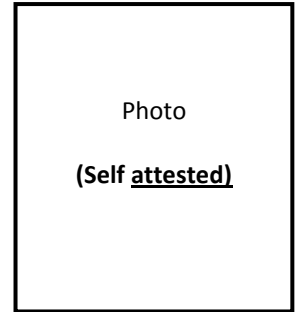
Roll No :

1. In response to your application for the post of **Lower Division Clerk**, you are hereby advised to report at this College at 0730 hours on ----- alongwith all the required certificates/testimonials and a photo identify card in original issued by Central/State Government. You will NOT be allowed to participate in the test after the specified time.
2. You will be subjected to skill test in the trade. Only on qualifying in the skill test you will be admitted to the next stage of test/interview. The written test will be of higher secondary level. Writing materials and other gadgets for the written/trade test will not be issued.
3. Your admission at all stages of test/interview will be provisional, subject to verification of documents. If on verification, at any time before or after the written examination/test/interview, it is found that you do not fulfill any of the eligibility conditions your candidature will be cancelled.
4. **Venue : DSSC Campus, Wellington – 643 231, The Nilgiris** which is well connected by bus from Coonoor. No request for change of date of test/interview/venue will be entertained.
5. Please note that this call letter does not constitute an offer of employment.
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DEFENCE SERVICES STAFF COLLEGE, WELLINGTON

APPLICATION FORM FOR THE POST OF GESTETNER OPERATOR
(Low-Vision Candidates only)



1. Name :-----
[Block Letters]
2. Father's / Husband's Name :-----
3. Date of Birth :-----
[Enclose X Std mark sheet as proof]
4. Nature of Disability :
[Enclose -Visual Acuity Certificate]
5. Belonging to Minority Community : Yes/No
[Muslims/Sikhs/Christians/Zoroastrians/Neo- Buddhists]
6. Educational qualifications (Academic & Technical) :-----
[Enclose 12th Std or equivalent certificates]
7. Experience :
[Enclose proof]
8. Mobile No or Contact Tele No:
9. Permanent Home Address :-----

Pin Code :
10. Correspondence Address :-----
(if different from Ser 9 above)

Pin Code :
11. 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)

ACKNOWLEDGEMENT/ADMISSION CARD
[To be produced at the time of test/interview]

1. Post applied for	<u>GESTETNER OPERATOR</u>
2. Name of the Candidate	
3. Signature of the Candidate	

(please affix recent
passport size photo)

(FOR OFFICE USE ONLY)

Roll No :

1. In response to your application for the post of **Gestetner Operator**, you are hereby advised to report at this College at 0730 hours on ----- alongwith all the required certificates/testimonials and a photo identify card in original issued by Central/State Government. You will NOT be allowed to participate in the test after the specified time.
2. You will be subjected to skill test in the trade. Only on qualifying in the skill test you will be admitted to the next stage of test/interview. The written test will be of higher secondary level. Writing materials and other gadgets for the written/trade test will not be issued.
3. Your admission at all stages of test/interview will be provisional, subject to verification of documents. If on verification, at any time before or after the written examination/test/interview, it is found that you do not fulfill any of the eligibility conditions your candidature will be cancelled.
4. **Venue : DSSC Campus, Wellington – 643 231, The Nilgiris** which is well connected by bus from Coonoor. No request for change of date of test/interview/venue will be entertained.
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DEFENCE SERVICES STAFF COLLEGE, WELLINGTON

APPLICATION FORM FOR THE POST OF CIVILIAN MOTOR DRIVER (OG)



1. Name : -----
[Block Letters]
2. Father's / Husband's Name : -----
3. Date of Birth : -----
[Enclose X Std mark sheet as proof]
4. Category : OBC/ST
[Enclose OBC Non-Creamy Layer/ST Certificate]
5. Belonging to Minority Community : Yes/No
[Muslims/Sikhs/Christians/Zoroastrians/Neo- Buddhists]
6. Educational qualifications (Academic & Technical) : -----
[Enclose 12th Std or equivalent certificates]
7. Experience :
[Enclose proof]
8. Driving License (Heavy) No and date:
[Enclose proof]
9. Mobile No or Contact Tele No:
10. Permanent Home Address : -----

Pin Code :
11. Correspondence Address : -----
(if different from Ser 10 above)

Pin Code :
12. 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)

ACKNOWLEDGEMENT/ADMISSION CARD
[To be produced at the time of test/interview]

1. Post applied for	<u>CIVILIAN MOTOR DRIVER (OG)</u>
2. Name of the Candidate	
3. Signature of the Candidate	

(please affix recent passport size photo)
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(FOR OFFICE USE ONLY)

Roll No :

1. In response to your application for the post of **Civilian Motor Driver (Ordinary Grade)**, you are hereby advised to report at this College at 0730 hours on ----- alongwith all the required certificates/testimonials and a photo identify card in original issued by Central/State Government. You will NOT be allowed to participate in the test after the specified time.
2. You will be subjected to skill test in the trade. Only on qualifying in the skill test you will be admitted to the next stage of test/interview. The written test will be of higher secondary level. Writing materials and other gadgets for the written/trade test will not be issued.
3. Your admission at all stages of test/interview will be provisional, subject to verification of documents. If on verification, at any time before or after the written examination/test/interview, it is found that you do not fulfill any of the eligibility conditions your candidature will be cancelled.
4. **Venue : DSSC Campus, Wellington – 643 231, The Nilgiris** which is well connected by bus from Coonoor. No request for change of date of test/interview/venue will be entertained.
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DEFENCE SERVICES STAFF COLLEGE, WELLINGTON

APPLICATION FORM FOR THE POST OF PAINTER



1. Name :-----
[Block Letters]
2. Father's / Husband's Name :-----
3. Date of Birth :-----
[Enclose X Std mark sheet as proof]
4. Category : OBC
[Enclose OBC Non-Creamy Layer Certificate]
5. Belonging to Minority Community : Yes/No
[Muslims/Sikhs/Christians/Zoroastrians/Neo- Buddhists]
6. Educational qualifications (Academic & Technical) :-----
[Enclose 12th Std or equivalent certificates]
7. Experience :
[Enclose proof]
8. Mobile No or Contact Tele No:
9. Permanent Home Address :-----

Pin Code :
10. Correspondence Address :-----
(if different from Ser 9 above)

Pin Code :
11. 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)

ACKNOWLEDGEMENT/ADMISSION CARD
[To be produced at the time of test/interview]

1. Post applied for	<u>PAINTER</u>
2. Name of the Candidate	
3. Signature of the Candidate	

(please affix recent
passport size photo)

(FOR OFFICE USE ONLY)

Roll No :

1. In response to your application for the post of **PAINTER**, you are hereby advised to report at this College at 0730 hours on ----- alongwith all your certificates/testimonials and a photo identify card in original issued by Central/State Government. You will NOT be allowed to participate in the test after the specified time.
2. You will be subjected to skill test in the trade. Only on qualifying in the skill test you will be admitted to the next stage of test/interview. The written test will be of higher secondary level. Writing materials and other gadgets for the written/trade test will not be issued.
3. Your admission at all stages of test/interview will be provisional, subject to verification of documents. If on verification, at any time before or after the written examination/test/interview, it is found that you do not fulfill any of the eligibility conditions your candidature will be cancelled.
4. **Venue :** **DSSC Campus, Wellington – 643 231, The Nilgiris** which is well connected by bus from Coonoor. No request for change of date of test/interview/venue will be entertained.
5. Please note that this call letter does not constitute an offer of employment.
6. Use of calculators, mobiles and other electronic gadgets are not allowed during the exam and will be debarred from further tests/interview for use of any unfair means.
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