

**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 Vacancies (Subject to change)</u>	<u>Pay Band + Grade Pay</u>	<u>Age</u>
Draughtsman	(i) 12 th Class or equivalent from a recognized Board or University and (ii) Diploma in Draughtsman-ship of a minimum duration of two years from a recognized institute. OR (i) Industrial Training Institute Pass Certificate as Draughtsman from a recognized institute. (ii) Two years experience from a recognized Organisation or Undertaking in the trade.	Unreserved – 02 (one earmarked for Ex – Servicemen)	Rs 5200 - 20200 + 2400 Grade Pay plus allowances.	18 – 27 yrs
Lower Division Clerk	(a) 12 th 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)	Unreserved - 02 Other Backward Class – 01 Scheduled Caste – 01	Rs 5200 - 20200 + 1900 Grade Pay plus allowances.	18 – 27 yrs
Civilian Motor Driver (Ordinary Grade)	(a) 12 th Class or equivalent from a recognized Board or University. (b) Must possess the civilian driving license for heavy vehicles. (c) Two years experience from a recognized Organization or Undertaking in driving heavy vehicles.	Unreserved - 02	Rs 5200 - 20200 + 1900 Grade Pay plus allowances.	18 – 27 yrs
Multi Tasking Staff (MTS) – Office and 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>	Other Backward Class – 01 (earmarked for Ex – Servicemen)	Rs 5200 - 20200 + 1800 Grade Pay plus allowances.	18 – 25 yrs

Age relaxation as applicable will be extended only for the posts reserved for OBC/SC/ST/Ex-Servicemen.

Notes :-

1. Last Date for Receipt of Application(s) is 21 days from the date of publication of this advertisement (both days inclusive).

2. Age Concession .Relaxable by three years for OBC and five years for SC and ST candidates. For Ex-Servicemen, age minus Armed Forces Service minus 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 the last date for submission of application.

3. 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 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&12thStd Mark Sheet, SC/ST certificate/Non-Creamy Layer certificate (OBC)/Discharge book, experience certificate, as applicable and 10 x 22 cms self addressed envelope with Rs 22/- postage (Registered Post). Three passport size photographs need to be affixed, ie, one on the Application Form duly self attested and two on Acknowledgement Cards(to be submitted in duplicate). **Last date for receipt of applications is 21 days from the date of publication of this advertisement (both days inclusive)** 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, issued by Central/State Government, at the time of test.

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

5. 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.

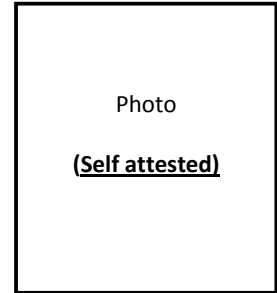
DEFENCE SERVICES STAFF COLLEGE, WELLINGTON

APPLICATION FORM FOR THE POST OF DRAUGHTSMAN

1. Name :-----
[Block Letters]
2. Father's / Husband's Name :-----
3. Date of Birth :-----
[Enclose X Std mark sheet as proof]
4. Category : UR/Ex-Servicemen
[Enclose Ex-Servicemen Certificates]
5. Belonging to Minority Community : Yes/No
[Muslims/Sikhs/Christians/Zoroastrians/Neo- Buddhists]
6. Educational qualifications :
(a) Academic**[Enclose copy of certificates]**:-----
(b) Technical**[Enclose copy of 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 Ser9 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]

Candidate Copy

1. Post applied for	DRAUGHTSMAN
2. Name of the Candidate	
3. Signature of the Candidate	

(Please affix recent
passport size photo)

Roll No :

1. In response to your application for the post of **Draughtsman**, you are hereby advised to report at this College at **0700 hours on** along with 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 and that you will be allowed to leave the examination hall only after 45 minutes of commencement of written exam.

2. You will be subjected to written test initially. Only on qualifying in the written test you will be admitted to the next stage of skill test. The written test will be of higher secondary level, comprising of General Awareness, General Intelligence, Mathematics, General English & Trade Specific. Candidates will answer the questions in the answer sheets provided. Other writing materials will be brought by the candidates themselves including writing pad.

3. Your admission at all stages of test will be provisional, subject to verification of documents. If on verification, at any time before, during or after the written examination/test, it is found that you do not fulfill any of the eligibility conditions your candidature will be cancelled.

4. Please note that this call letter does not constitute an offer of employment.

5. Use of calculators, mobiles and other electronic gadgets are not allowed inside the exam hall. Candidates found to be in possession of the same inside the exam hall will be debarred from further participation in the test for use of unfair means.

6. **Venue :DSSC Campus, Wellington– 643 231, The Nilgiris** which is well connected by bus from Coonoor. No request for change of date and time of test/venue will be entertained.

7. The decision of the Commandant, Defence Services Staff College, in all matters as regards test/selection would be final and binding on the candidates.

DSSC/Est/1502/A/DR/2016
Defence Services Staff College
Wellington (Nilgiris) 643 231
Tamil Nadu

ACKNOWLEDGEMENT/ADMISSION CARD

[To be produced at the time of test]

Duplicate Copy

1. Post applied for	DRAUGHTSMAN
2. Name of the Candidate	
3. Signature of the Candidate	

(Please affix recent
passport size photo)

Roll No :

1. In response to your application for the post of **Draughtsman**, you are hereby advised to report at this College at **0700 hours on** along with 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 and that you will be allowed to leave the examination hall only after 45 minutes of commencement of written exam.
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Tamil Nadu

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/OBC/SC
[Enclose OBC Non-Creamy Layer/SC/Ex-Servicemen Certificates]
5. Belonging to Minority Community : Yes/No
[Muslims/Sikhs/Christians/Zoroastrians/Neo- Buddhists]
6. Educational qualifications :
 - (a) Academic**[Enclose copy of certificates]**:-----
 - (b) Technical**[Enclose copy of 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 Ser9 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]

Candidate Copy

1. Post applied for	LOWER DIVISION CLERK
2. Name of the Candidate	
3. Signature of the Candidate	

(Please affix recent
passport size photo)

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 **0700 hours on** along with 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 and that you will be allowed to leave the examination hall only after 45 minutes of commencement of written exam.

2. You will be subjected to written test of two hours duration initially and shortlisted for the skill test in typing on the basis of your performance in the written examination. The written test will be of higher secondary level, comprising of General Intelligence & Reasoning, General Awareness, English Language and Comprehension. Candidates will answer the questions in the answer sheets provided. Other writing material will be brought by the candidates themselves including writing pad.

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Defence Services Staff College
Wellington (Nilgiris) 643 231
Tamil Nadu

ACKNOWLEDGEMENT/ADMISSION CARD

[To be produced at the time of test]

Duplicate Copy

1. Post applied for	LOWER DIVISION CLERK
2. Name of the Candidate	
3. Signature of the Candidate	

(Please affix recent
passport size photo)

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 **0700 hours on** along with 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 and that you will be allowed to leave the examination hall only after 45 minutes of commencement of written exam.
2. You will be subjected to written test of two hours duration initially and shortlisted for the skill test in typing on the basis of your performance in the written examination. The written test will be of higher secondary level, comprising of General Intelligence & Reasoning, General Awareness, English Language and Comprehension. Candidates will answer the questions in the answer sheets provided. Other writing material will be brought by the candidates themselves including writing pad.
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Defence Services Staff College
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Tamil Nadu

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 : UR
5. Belonging to Minority Community : Yes/No
[Muslims/Sikhs/Christians/Zoroastrians/Neo- Buddhists]
6. Educational qualifications :
 - (a) Academic**[Enclose copy of certificates]:**-----
 - (b) Technical**[Enclose copy of 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 Ser10 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]

Candidate Copy

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

(Please affix recent
passport size photo)

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 **0700 hours on** along with 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 and that you will be allowed to leave the examination hall only after 45 minutes of commencement of written exam.

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Tamil Nadu

ACKNOWLEDGEMENT/ADMISSION CARD

[To be produced at the time of test]

Duplicate Copy

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

(Please affix recent
passport size photo)

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 **0700 hours** alongwith 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 and that you will be allowed to leave the examination hall only after 45 minutes of commencement of written exam.

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Tamil Nadu

DEFENCE SERVICES STAFF COLLEGE, WELLINGTON

**APPLICATION FORM FOR THE POST OF MULTI TASKING STAFF (MTS) –
OFFICE AND TRAINING**

1. Name :-----
[Block Letters]
2. Father's / Husband's Name :-----
3. Date of Birth :-----
[Enclose X Std or equivalent mark sheet]
4. Category : OBC
[Enclose OBC Non-Creamy Layer&Ex-Servicemen Certificates]
5. Belonging to Minority Community : Yes/No
[Muslims/Sikhs/Christians/Zoroastrians/Neo- Buddhists]
6. Educational qualifications :
 - (a) Academic**[Enclose copy of certificates]:**-----
 - (b) Technical**[Enclose copy of 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]

Candidate Copy

1. Post applied for	Multi Tasking Staff (MTS) – Office and Training
2. Name of the Candidate	
3. Signature of the Candidate	

(Please affix recent
passport size photo)

Roll No :

1. In response to your application for the post of **Multi Tasking Staff – Office & Training**, you are hereby advised to report at this College at **0700 hours on** along with 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 and that you will be allowed to leave the examination hall only after 45 minutes of commencement of written exam.

2. You will be subjected to written test initially. Only on qualifying in the written test you will be admitted to the next stage of skill test. The written test will be of matriculation standard, comprising of General Awareness, General Intelligence, Numerical Ability & English Language. Candidates will answer the questions in the answer sheets provided. Other writing materials will be brought by the candidates themselves including writing pad.

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6. **Venue :DSSC Campus, Wellington– 643 231, The Nilgiris** which is well connected by bus from Coonoor. No request for change of date and time of test/venue will be entertained.

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Tamil Nadu

ACKNOWLEDGEMENT/ADMISSION CARD

[To be produced at the time of test]

Duplicate Copy

1. Post applied for	Multi Tasking Staff (MTS) – Office and Training
2. Name of the Candidate	
3. Signature of the Candidate	

(Please affix recent
passport size photo)

Roll No :

1. In response to your application for the post of **Multi Tasking Staff – Office & Training**, you are hereby advised to report at this College at **0700 hours on** along with 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 and that you will be allowed to leave the examination hall only after 45 minutes of commencement of written exam.

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