

GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
PRINCIPAL DIRECTORATE, DEFENCE ESTATES, NORTHERN COMMAND,
JAMMU CANTT-180003-

Applications are invited in prescribed format (given below) from Indian nationals only for 08 post of Sub Divisional Officer Grade-I and 05 posts of Sub Divisional Officer Grade-III in various offices of Defence Estates Department. The eligibility conditions, vacancy position and other details are as follows:-

Name of the Post and Pay Scale	Gen	OBC	SC	ST	Physically Handicapped /Ex-serviceman	Age as on 30.01.2016	Essential Educational Qualifications
Sub-Divisional Officer, Grade-I (Group 'C') Non gazetted) Rs. 9300-34,800/-+Grade Pay 4200/-	04	01	01	01	01 PH (HH)	Must have attained age of 18 years and must not have attained age of 32 years.	(i)Degree in Civil Engineering Or (ii)Diploma in Civil Engineering and atleast 03 years experience in the respective field.
Sub-Divisional Officer, Grade-III, (Group 'C') Non gazetted) Rs. 5200-20200/- + Grade Pay 2400/-	01	0	0	0	02 PH (HH) & 02 for Ex-Serviceman (ESM)	Must have attained age of 18 years and must not have attained age of 27 years.	(i)Matriculation or Equivalent (ii) Diploma or Certificate of a registered/re-recognized institute in surveying/Draftsmanship (Civil) of not less than 02 years.

Note: Gen-General, OBC-Other Backward Classes, SC-Scheduled Caste, ST-Scheduled Tribe, PH-Physically Handicapped (HH-Hearing Handicapped), ESM-Ex-Serviceman.

2. AGE RELAXATION

- (i) Upper age limit is relaxable by 05 years for SC & ST, 03 years for OBC and 10 years for physically handicapped candidates.
- (ii) Departmental Candidates with 03 years continuous service can apply up to age of 40 years. Additional relaxation as per (i) above will be available to Candidates belonging to SC/ST/OBC.
- (iii) The relaxation in upper age limit of 05 years shall be admissible to all persons who had ordinarily been domiciled in the State of J&K
- (iv) Persons claiming relaxation under (iii) to produce a certificate from District Magistrate that they have domiciled in J&K from 1st Jan 1980 to 31st Dec. 1989.
- (v) Age relaxation for any other category of persons will be governed as per the orders issued by the Government from time to time.

3. The candidates selected for appointment are liable to serve anywhere in India.

4. There will be a written test/skill test totaling 150 marks. The test paper will be bilingual i.e. Hindi and English. The components of written test will be as under:-

i)	Technical Knowledge	-	110 Marks
ii)	General Knowledge/General aptitude	-	15 Marks
iii)	General English	-	15 Marks

5. Shortlisted candidates will be given skill test in handling (Electronic Total Station) ETS and other practical aspects of Land Survey of 10 marks.

6. The written test and skill test will be held at Jammu.

7. Last date for receipt of application form is 30.01.2016. Candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Nagaland, Tripura, Sikkim, Laddakh, Sub Division of Jammu and Kashmir State, Lahaul and Spiti, District of Pangi Sub Division of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep are given two weeks extra time to submit the applications i.e. till 15.02.2016.

8. Eligible candidates will be called to appear for written test/skill test and Date, time and venue of the written test will be separately intimated to the candidates. No TA/DA will be paid.

9. A reserve panel of 3 candidates will be drawn against each category and the said panel will be valid as per extant Govt. instructions in this regard. It is specified that being on the panel does not bestow any right for appointment.

10. The application in prescribed proforma be sent by ordinary post only at the address given below. A Self addressed post card with Rs. 5/- postage stamp affixed should be sent for sending acknowledgement of application.

EXAMINATION FEE AND MODE OF PAYMENT:

11. Candidates are advised to remit Rs. 100/- by Demand Draft in favour of Principal Director, Defence Estates, Northern Command, Jammu Cantt. payable at State Bank of India, Satwari Branch, Jammu . Fee is exempted for SC/ST & Women Candidates.
12. Two self addressed envelopes of size 10 cms X 22cms affixed with Rs. 5/- postal stamp each are required to be attached alongwith the application.
13. Two passport size photographs duly self attested (One is to be affixed on the form and other to be enclosed with the application).
14. Incomplete application without relevant documents, fee (if applicable) signature or received after due date will be summarily rejected. **Demand Draft of rejected applications will not be returned).**
15. Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
16. A candidate desirous to apply for both the posts should invariably submit separate forms and fees.
17. Application form is printed below. Application form can also be downloaded from the websites of the following offices:-

Director General, Defence Estates, New Delhi:
Cantonment Board, Jammu

www.dgde.gov.in
www.cbjammu.org

No 15/60/Appointment/ADM/DE/NC/
Dated: Dec, 2015

Principal Director
Defence Estates, Min. of Defence
Northern Command, Narwal Pain,
P.O. Satwari, Jammu Cantt.
Pin-180003.

APPLICATION FORM
(to be printed in A-4 size only)

APPLICATION FOR THE POST OF: Sub-Divisional Officer, Grade-I
(Please tick [V])

Sub-Divisional Officer, Grade-III

1. Name in Full :
(Block Letters)

2. Father's/Husband's Name :

3. Permanent Address :
(with PIN Code)

4. Present Postal Address :
(with PIN Code, contact & Mobile No./e.mail)

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5. Date of Birth

Date	Month	Year

6. Age as on 30.01.2016

Days	Months	Years

7. Sex (please tick) [V] :

Male	Female

8. Marital Status (please tick) [V]

Married	Unmarried

9. Category (please tick) [V]:

GEN	OBC	SC	ST	PH (HH)	Ex-Serviceman	
					Gen	OBC
(Attach photocopy of certificate issued by competent authority in case of SC, ST, OBC, PH (HH), Ex-Serviceman)						

10. Details of Demand Draft:

DD No. & Date	Bank:	Branch	
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11. Educational Qualifications:

Sl. No.	Name of qualification	University/College/School/Institute	Year of Passing	Class/Division/Grade	% of Marks
1	Matriculation or equivalent				
For SDO Gr-I 2(a)	(i) Degree in Civil Engineering OR (ii) Diploma in Civil Engineering and atleast 03 years experience in the respective field.				
For SDO Gr-III 2(b)	Diploma or certificate of a registered/recognized institute in surveying/Draftsmanship (Civil) of not less than 2 years.				
3.	Additional Qualifications (add rows if necessary)				
a.	10+2 (Intermediate)				
b.	Graduation				

(Note: Photo copies of Sl. No. 1+2 (as applicable) duly self attested are to be attached with the application)

12. Particulars of present employment if any:

13. Experience (if any)

Sl. No.	Name of the Organization	From (Date)	To	Designation	Nature of Duties

14. DECLARATION

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information found false or incorrect or ineligibility being detected before or after the written test/skill test, my candidature for the above post will stand cancelled and my claims for the recruitment forfeited.

Place:
Date:

Signature of Candidate
(Name of the Candidate)