

**GOVT. OF INDIA**  
**MINISTRY OF DEFENCE**  
**OFFICE OF THE PRINCIPAL DIRECTOR, DEFENCE ESTATES, SOUTHERN COMMAND**

Application in prescribed format (as below) are invited from eligible candidates for appointment to the following posts in various offices under Directorate of Defence Estates, Min. of Defence, Govt. of India, Southern Command, Pune.

Name of the Post and Pay Scale	No. of Vacancies					Age as on 28/5/2012	Qualification
	Gen	SC	ST	OBC	PH		
Upper Division Clerk (UDC) Pay Scale Rs.5200-20200 + Grade Pay Rs.2400/-	12	-	-	06	01 (HH)	Between 18 to 27 years	<b>Essential</b> Degree from a recognized University or equivalent  <b>Desirable</b> Should have independent computer working skills of MS Word/Ms Office/Excel

Note: Gen-General, SC-Schedule Caste, ST-Scheduled Tribe, OBC-Other Backward Classes, PH-Physically Handicapped (HH-Handicapped)

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) Upto 40 years for Departmental candidates in case of General candidates and 45 years in case of Schedule Caste and Schedule Tribe candidates who have rendered three years regular service under the Central Government. Additional relaxation as per (i) above will be available to the candidates belonging to SC/ST/OBC.
- (iii) Age relaxation for any other category of persons will be governed as per the orders issued by the Govt. from time to time.

3. The post carries **All-India Service Liability (AISL)**. Thus, the candidates selected for appointment are liable to serve anywhere in India.

4. **Last date of receipt of completed application form is 28/5/2012.** The application form is printed below.

5. Eligible candidates will have to appear for written test/skill test/interview at any one of the following centres of their choice: i) Secunderabad ii) Chennai iii) Ahmedabad iv) Kolkata.

Date, time and venue of the written test/interview will be separately intimated to the eligible candidates. No TA/DA will be paid.

6. The application in prescribed proforma be sent to Principal Director with stamped and self addressed envelope at the following address superscribed as "APPLICATION FOR THE POST OF UDC".

7. Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.

8. Application forms can be downloaded from website of the following websites and the formats is also available in the Employment News VOL XXXVII No.3 New Delhi 21-27 APRIL 2012:-

Pune : [www.punecantonmentboard.com](http://www.punecantonmentboard.com)  
 Kirkee : [www.cbkirkee.org.in](http://www.cbkirkee.org.in)  
 Jhansi : [www.jcb.org.in](http://www.jcb.org.in)  
 St. Th. Mount : [www.cbstm.org.in](http://www.cbstm.org.in)  
 Belgaum : [www.cbbelgaum.org.in](http://www.cbbelgaum.org.in)  
 Deolali : [www.cbdeolali.org.in](http://www.cbdeolali.org.in)

Principal Director  
 Defence Estates, Southern Command  
 Ministry of Defence, Manekji Mehta Road  
 Pune – 411 001, Maharashtra

# APPLICATION FORM

---

1. Application for the post of : \_\_\_\_\_  
(See note below)
2. Name in full (in block letters) : \_\_\_\_\_
3. Father/Husband Name : \_\_\_\_\_
4. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_
5. Present Postal Address : \_\_\_\_\_  
\_\_\_\_\_

Affix your  
photograph  
here signed &  
attested

6. Date of Birth :

DD	MM	YYYY

7. Age as on: 05/06/2012 :

Day	Month	Year

8. Nationality : \_\_\_\_\_

9. Sex :

Male	Female

10. Marital Status :

Married	Unmarried

11. Category :

GEN	OBC	SC	ST	PH(RR)

(Attach Xerox copies of certificate in prescribed format duly attested in case of SC, ST, OBC, PH)

12. **Education Qualification** (Attach self attested photocopies of certificate as proof)

Name of the Exam	University/College/School	Year of Passing	Class/Division/Grade	% of Marks	Subject taken
Matric					
10+2					
Graduation					
Professional Qualification					

Attach Xerox copies duly attested by Gazetted Officer in case of private institution it is to be mentioned whether the course is recognized/affiliated by Government etc.

13. Particulars of present employment if any.

14. **Experience (if any)** (Documents to be enclosed)

Sl.No.	Name of the Orgn.	From	To	Designation	Gross Annual Salary	Nature of Duties

15. Knowledge of Computers and MS Word/MS Office/Excel : Y/N

16. Centre opted for written test/interview  (Secunderabad/Chennai/Ahmedabad/Kolkata)

17. **DECLARATION:** I hereby declare that all statements made in the 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 test and interview, my candidature will stand cancelled and my claims for the recruitment forfeited.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Candidate

\*Note:-

a) Enclosures – Two passport size photographs duly attested by a Gazetted Officer (One to be attested on the form and other enclosed with the application.

b) One self addressed envelope of size 10cms x 22cms affixed with Rs.5/- postal stamp is required to be attached along with the application.