

PBG : EMPLOYMENT NOTICE

Last/Closing Date for Receipt of Application at PBG, Rashtrapati Bhawan, New Delhi – 110 004 is 30th day from the date of publication of this advertisement including the day of publication.

1. Applications are invited for the following posts from citizens of India, who are fulfilling the requisite qualifications/specifications as mentioned below on prescribed format, as a Defence Civilian Employee: -

S.No	Designation	Category					Total	Group
		Gen	EWS	OBC	SC	ST		
(a)	Groom	01	05	02	-	02	10	C

2. Application Forms (**Annexure I**) duly completed in all respects alongwith all the requisite documents duly attested by a Gazetted Officer or self-attested, should be addressed to PBG, Rashtrapati Bhawan, New Delhi - 110 004 and the envelope containing application be marked on TOP as "FOR THE POST OF GROOM UNDER _____ CATEGORY" and sent through Registered Post/ Speed Post only.

3. Application Form not accompanied by filled copy of Admit Card (**Annexure II**) in duplicate separately attached as per format given below, attested photograph, attested copies of civil educational certificates or incomplete application form/ mandatory forms/ certificate, **a self-address envelope with postage stamp affixed as required** and or not conforming to the above requirements will be summarily rejected without any intimation to the candidate and applicants will have no claim whatsoever.

Note. The Commandant, PBG has the right to reject any application.

4. **Selection Process:** -

(a) Where the number of applications received in response to an advertisement is large and it will not be convenient or possible for the Department to call all the candidates for written test, the Department at its discretion may restrict the number of candidates, to a reasonable limit on the basis of marks obtained in the examination for essential qualification given. In case of grading system, the candidates must furnish conversion formula duly approved by the respective Board/Institute.

(b) **Selection process will comprise of Written Test & Skill Test.** Candidates who pass Written Exam will be issued Call Up letter to appear in Skill Test for all categories. Merely fulfilling the basic selection criterion does not automatically entitle a person to be called for skill test. THE NUMBER OF CANDIDATES CALLED FOR SKILL TEST MAY BE RESTRICTED TO 10 TIMES OF NUMBER OF VACANCIES based on the merit/marks obtained in the written test.

(c) Skill Test will be qualifying in nature and over all merit will be based on marks of written test only.

Note. No queries regarding rejection of application form, failing in written test/Skill test, not coming up in merit or any other information will be entertained.

5. **Age Limit:** -

(a) 18-25 for General Candidates (UR). 28 years for OBC and 30 Years for SC/ST.

(b) The crucial date for determining the age limit shall be the last/closing date of receipt of application which will be 30th day from the publication of this advertisement considering the day of publication as 1st day, for e.g. if published in Employment News (which is a weekly) for the week 14 Jun 2015 to 13 Jul 2015, then the last date of application & crucial date for determining the age will be 13 Jul 2015 by 2359 hrs,

(c) The age relaxation will be applied only in case of candidates who produce the valid certificates of caste/category. OBC candidates should also produce non-creamy layer certificate.

(d) Candidates should note that the Date of Birth as recorded in the Matriculation /Secondary Examination Certificate or equivalent certificate available on the date of submission of application only will be accepted by PBG for determining the age, eligibility and no subsequent request for its change will be considered or granted.

6. **Admit Card.** Candidates must bring their Admit Card (**Annexure II**) issued by PBG to appear for written test and skill test otherwise they will not be permitted to appear for these tests.

7. GENERAL INSTRUCTIONS TO BE COMPLIED BY THE CANDIDATES FOR DIRECT RECRUITMENT OF DEFENCE CIVILIAN EMPLOYEES BY SELECTION AT PBG.

(a) **How to Apply:** -

(i) Candidates must apply in the application as per the format published in this advertisement and fill up the columns in their own hand writing in BLOCK capital letters.

(ii) Applications on formats other than the one indicated will be summarily rejected.

(iii) If wrong entries are made by the candidates in the application form, their application will be rejected and PBG will not be responsible for such rejection. No representations against such rejection will be entertained.

(iv) No appointments can be made unless the candidate in all respects is eligible for appointment to the post applied for. Educational qualification or experience should also conform to those prescribed under the Recruitment Rules applicable to the post, except to the extent to which relaxations thereof have been permitted in respect of a class/category of persons to which the applicant belongs.

8. **Probation.** The person selected for appointment will be on probation for a period of two years, which may further be extended at the discretion of Appointing Authority i.e, Commandant, PBG, New Delhi.

9. **Certificates to be Attached**. Candidates should ensure that they should attach following documents with their application duly attested by Gazetted Officer or self-attested: -

- (a) Matriculation or Equivalent certificate in support of the declaration of age.
- (b) All Educational/technical qualification certificates.
- (c) If the qualification or Diploma possessed by the candidate is equivalent, then the authority (whichever is applicable) under which it has been so treated must be indicated.
- (d) An attested copy of a certificate in support of any claim/relaxation (whichever is applicable) in the prescribed form issued by the competent authority (Original to be produced at the time of Interview/Skill Test).
- (e) Cast Certificate for the reserved category for which candidate has applied.
- (f) Domicile Certificate of the candidate.
- (g) Affidavit duly authenticated for the candidate seeking relaxation under Economic Weaker Section (EWS) (**Annexure III**).

10. **Economic Weaker Section (EWS)**.

(a) **Criteria of Income & Assets:** -

(i) Persons who are not covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below **Rs 8.00 lakh** (Rupees eight lakh only) are to be identified as EWSs for benefit of reservation. Income shall also include income from all sources i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of application.

(ii) Also, persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income: -

(aa) 5 acres of agricultural land and above;

(ab) Residential flat of 1000 sq ft and above;

(ac) Residential plot of 100 sq yards and above in notified municipalities;

(ad) Residential, plot of 200 sq yards and above in areas other than the notified municipalities.

(iii) The property held by a "Family" in different locations or different places/cities would be clubbed while applying the land. or property holding test to determine EWS status.

(iv) The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

(b) **Income and Asset Certificate Issuing Authority and Verification of Certificate for EWS.** The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given in **Annexure-III** shall only be accepted as proof of candidate's claim as belonging to EWS: -

(i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officer not below the rank of Tehsildar and Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

(iv) Sub – Divisional Officer or the area where the candidate and/ or his family normally resides.

(c) The Officer who issues the certificate would do the same after carefully verifying all relevant documents following due process as prescribed by the respective State/UT.

(d) The crucial date for submitting income and asset certificate by the candidate may be treated as the closing date for receipt of application for the post, except in cases where crucial date is fixed otherwise.

(e) The appointing authorities should, in the offer of appointment to the candidates claiming to be belonging to EWS, include the following clause: -

*"The appointment is provisional and is subject to the Income and asset certificate being verified through the proper channels and if the **verification** reveals that the claim to belong to EWS is fake/false the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate."*

(f) The appointing authority should verify the veracity of the Income and asset certificate submitted by the candidate through the certificate issuing authority.

(g) Instructions referred to above should be strictly followed so that it may not be possible for an unscrupulous person to secure employment on the basis of a false claim and if any person gets an appointment on the basis of such false claim, her/his services shall be terminated invoking the conditions contained in the offer of appointment

11. **Important Instructions to the Candidates/Applicants:** -

(a) Date of examination will be intimated to the eligible candidates later on through call letter/Admit Card.

(b) Candidates will endorse the category/caste under which reservation sought in bold letters.

(c) Candidates whose application are found to be complete in all respect alongwith all necessary documents and found eligible only be called for Written Test through Call Up Letter and Admit Card.

(d) Application received after last date due to postal delay or any other reason will be summarily rejected. PBG will not be responsible for any postal delay in respect of any communication.

(e) Candidates should note that only one date of birth as recorded in the Matriculation, Higher Secondary examination certificate will be accepted.

(f) Application not accompanied by Admit Card in duplicate, attested photograph, attested copies of civil education certificates or incomplete application form and or not conforming to the above requirements will be summarily rejected without any intimation to the candidate and applicants will have no claim whatsoever.

(g) Original certificates should not be sent with the application. These should be produced at the time of Skill Test alongwith one set of attested photocopies for depositing with PBG.

(h) The Commandant, PBG, New Delhi reserves the right to change the number of vacancies and reject application on his discretion if necessary, as and when required.

(j) Two recent passport size photographs of 4 Cms x 5 Cms will be attached separately alongwith application. One recent passport size photograph of 4 Cms x 5 Cms will be pasted on the application form in the space provided duly attested by a Gazetted Officer. Signature and Stamp of Gazetted Officer should NOT be affixed on the face of the candidate's photo.

(k) Candidates applying against a reserved post must enclose supportive documents in support of their claim belonging to the reserved category. Only attested copies of certificates (from Gazetted Officer or self-attested) in support of Educational Qualification/Technical Qualifications/Experience, Caste, Date of Birth to be enclosed with the application.

(l) Incomplete and unsigned applications not accompanied by attested copies of certificates or applications received at PBG after the last date for receipt of applications or without two additional photographs will be summarily rejected without any intimation to the candidate and no correspondence in this regard will be entertained.

(m) The applications will be filled by the candidates in English only.

(n) **CLOSING DATE**. The applications duly completed in all respects alongwith its concerned documents should be sent by registered post to reach within 30 days from the date of publication in the employment newspaper including the day of publication.

APPLICATION RECEIVED LATE WILL NOT BE ENTERTAINED

12. **Skill Test.** Candidates who pass in Written Exam will be issued with Call Up letter to appear in Skill Test. THE NUMBER OF CANDIDATES CALLED FOR SKILLED TEST MAY BE RESTRICTED TO 10 TIMES OF NUMBER OF VACANCIES based on the merit/marks obtained in the written test. Candidates will bring their Admit Card issued by PBG to appear for written test and skill test. Candidates NOT found in possession of Admit Card will NOT be permitted.

13. Any other documents supporting their candidature i.e. Sports/Cultural activities duly attested by the Gazetted Officer or self-attested will also be attached alongwith application form.

14. **General Information to the Candidates.**

(a) Written Examination Centre location for all the above posts/vacancies will be PBG, Rashtrapati Bhawan, New Delhi - 110004. However, the same is subject to change as per discretion of the appointing authority.

(b) Venue, date and time of the Written Examination will be intimated to the eligible candidates later on through Call Up letters and Admit Cards.

(c) Venue, date and time of the Skill Test will be intimated to the candidates who pass in Written Examination later on through Call Up letters.

(d) **Syllabus for Written Examination.**

(i) **Part I - General Intelligence.** It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgement, decision making, visual memory, discriminating observation, relationship concepts, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

(ii) **Part II - English Language:** In addition to the testing of candidates understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc his / her writing ability would also be tested.

(iii) **Part III - Numerical Aptitude.** This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentage, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work etc.

(iv) **Part IV - General Awareness.** Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation. The test will also include questions related to India and its neighbouring countries, Sports, History, Culture, Geography, Economic scene, General

Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

- (e) Candidates will have to attend all the tests/selection pertaining to the above recruitment process at their own cost. No TA/DA or any claim will be paid to them for Written Test and Skill Test.
- (f) PBG will not be responsible for non-receipt of applications due to any postal delay. Application received after the due date will not be considered for any reasons and will be rejected without any intimation.
- (g) PBG reserves the rights to cancel or modify this notification without assigning any reasons thereof.
- (h) Candidates who are in possession of call up letter and admit card affixed with Roll No issued by PBG will only be permitted to appear in written examination.
- (j) Reporting time of the candidate is 0830 hrs at PBG, Near Gate No - 23, Rashtrapati Bhawan, New Delhi – 110004.

Roll No _____
(To be allotted by PBG)

APPLICATION FOR THE POST OF GROOM UNDER _____ CATEGORY
PLACE OF EXAMINATION: PBG, Near Gate No-23, Rashtrapati Bhawan, New Delhi-110004

To,

The Presiding Officer
PBG
Rashtrapati Bhawan
New Delhi - 110004

Paste here firmly
yours recent
photographs
(4 cms x 5 cms)
duly attested by
Gazetted officer

1. Applied for Groom under category (Gen/EWS/OBC/ST) : _____
 2. Name of Candidate (In BLOCK Letters) : _____
 3. Mobile Number (Functional) : _____
 4. Email ID (Optional) : _____
 5. Aadhar Number (attach photocopy) : _____
 6. Father's Name of Candidate : _____
 7. Date of Birth (as per Education Certificate): _____ / _____ / _____
(Attach self-attested copy of Birth Certificate)
 8. Age as on the last date : Years ____ Months ____ Days ____
(As on last date of receipt of application)
 9. **Address for Correspondence:** -
House No/Street/Village : _____
Post Office : _____
District : _____
State : _____
Pin Code : _____
 10. **Permanent Address:** -
House No/Street/Village : _____
Post Office : _____
District : _____
State : _____
Pin Code : _____
 11. Educational Qualification (Attach self-attested copy of certificate)
- | Ser No. | Qualification | Name of School/ College | Name of Board/ University | % of marks obtained |
|---------|---------------|-------------------------|---------------------------|---------------------|
| | | | | |
| | | | | |
| | | | | |
12. Category (UR/ EWS/OBC/SC/ST) (attach self-attested copy) : _____
 13. Any other qualification/Experience : _____
 14. Technical Training/Experience : _____
 15. Domicile (attach self-attested copy) : _____

DECLARATION

I hereby certify that the above particulars mentioned in the application are correct and true to the best of my knowledge and belief. I understand that in the event of any information being found to be incorrect at any stage or not satisfying the eligibility criteria according to the requirement of advertisement, I shall be liable to be terminated without any notice.

Date:

Signature of candidate

PBG, RASHTRAPATI BHAWAN, NEW DELHI – 110004			
ADMIT CARD FOR WRITTEN EXAMINATION FOR THE POST OF GROOM (ORIGINAL/DUPLICATE)			
TO BE FILLED BY THE CANDIDATE IN DUPLICATE		TO BE FILLED BY THE DEPARTMENT	
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> Paste here firmly your recent photograph (4 Cms x 5 Cms) duly attested by Gazetted Officer Signature and stamp should NOT be on the face. Do not staple the photo </div>	Name of the Candidate :	Category	
	Father's/ Husband's Name :	Roll No	
	Date of Birth :	Date of Examination	13 FEB 2022
	Sex :	Centre of Examination	PBG, Rashtrapati Bhavan, New Delhi - 110004
	Category applied for (Gen/EWS/OBC/ST) :	Timings	1000 hrs
	Address :-	Round Stamp	
House No/Village :			
Post/Street :			
Location/Taluk :			
City/Town/Distt :			
State :			
PIN Code :			
Choice of language for question paper (English/ Hindi)			
<hr/> (Left Thumb Impression of male candidate)		<hr/> (Signature of the Candidate)	
		<hr/> (Signature of Presiding Officer)	

Government of

(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her 'family'** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets*** :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office _____

Name _____

Designation _____

Recent Passport size
attested photograph of
the applicant

*Note1:. Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.