

GOVERNMENT OF INDIA
Ministry of Defence

HEADQUARTERS 2 SIGNAL TRAINING CENTRE, PANAJI (GOA)
EMPLOYMENT NOTICE

Notice No :1303/CIV/RV-2020

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. Applications duly completed in all respect alongwith all the requisite documents, duly self attested, should be addressed to **The Commandant, Headquarters, 2 Signal Training Centre, Panaji (Goa)-403001** and sent by Regd Post/Speed Post.

Name of the Post & Pay Level in Pay Matrix	No of Posts	Category wise distribution (vertical)					
		UR	SC	ST	OBC	EWS	ESM
Civilian Technical Instructor Pay Level - 5 (Rs 29200 - 92300)	02	-	01	-	01	-	-
Stenographer Grade II Pay Level- 4 (Rs 25500 - 81100)	01	-	-	-	01	-	-
Lower Division Clerk Pay Level- 2 (Rs19900 - 63200)	17	06	03	01	04	02	01
Draughtsman Grade III Pay Level- 2 (Rs19900 - 63200)	01	01	-	-	-	-	-
Civilian Motor Driver (Ordinary Grade) Pay Level- 2 (Rs 19900-63200)	12	06	01	-	03	01	01
MTS (Chowkidar) Pay Level- 1 (Rs18000-56900)	01	01	-	-	-	-	-
MTS (Messenger) Pay Level- 1 (Rs18000-56900)	07	01	01	-	03	02	-
Fatiguan Pay Level- 1 (Rs18000-56900)	05	02	-	-	02	01	-
Total	46	17	06	01	14	06	02

Note. The number of vacancies mentioned above are provisional. The Commandant, HQ 2 STC, Panaji (Goa), reserves all the right to change number of vacancies, if necessary.

2. The above posts are subject to all India Service Liability including field service.
3. Applications should reach the Office of Commandant, Headquarters 2 Signal Training Centre, Panaji (Goa) within (twenty one) 21 days from the date of publication of this advertisement.
4. The preference may be given to Army widows.
5. The crucial date for determining the age limit shall be the last date of receipt of application.
6. **Qualification.**

Trade	Criteria
Civilian Technical Instructor (CTI)	BSc with Physics and Maths or equivalent from recognised Board/University with previous teaching experience
Stenographer Grade II	(i) 12 th pass or equivalent from recognized Board or university. (ii) Skill Test Norms - Dictation : 10 minutes @ 80 w.p.m. Transcription - 50 minutes (English) (on computer), 65 minutes (Hindi) (on computer)
Lower Division Clerk (LDC)	(i) 12th pass or equivalent from a recognised Board or University. (ii) Typing speed (computer) - @ 35 w.p.m in English on computer or a typing speed of 30 w.p.m. in Hindi on computer (35 w.p.m. and 30 w.p.m correspond to 10500/9000 key depressions per hour on an average of 5 key depressions for each word).
Draughtsman Grade III	(i) Matric or equivalent from recognised board. (ii) Diploma/certificate in Draughtsmanship. (iii) Some experience in map/chart drawing.
Civilian Motor Driver (Ordinary Grade)	(i) Matric pass or equivalent from recognised Board. (ii) Must posses the Civilian Driving licence for heavy vehicles and have two years experience of driving such vehicles.
MTS (Chowkidar)	(i) Matric pass or equivalent from recognised Board. (ii) Must be conversant with the duties of the respective trade with one year experience in the trade.
MTS (Messenger)	(i) Matric pass or equivalent from recognised Board. (ii) Must be conversant with the duties of the respective trade with one year experience in the trade.
Fatiguan	(i) Matric pass or equivalent from recognised Board. (ii) Must be conversant with the duties of the trade with one year experience in the trade

7. **Age Limit.**

- (a) 18 to 25 years for UR Category.
(b) 18 to 27 years for the post of Civil Motor Driver (Ordinary Grade).
(c) **Relaxation for age limit.**
(i) For SC/ST candidates applying for their category by five years.
(ii) For OBC candidates (Non creamy layer only) applying in their category by three years.
(iii) For Govt servants and ex-servicemen (ESM) as per exiting rules in this regard.
(d) The age relaxation will be applied only in case of those candidates who produce valid certificates of caste/category.

8. **Scheme of Examination.**

(a) **For the post of Stenographer Grade-II**

(i) The examination will be consisting of Tier-1 (Written Test) and Tier-2 (Descriptive, Shorthand & Typing Test). The Commandant 2 STC has the right to add an additional Tier in the scheme of Examination.

(ii) **Tier-1 (Written Test).** The written test will be comprised of three parts as given below as per the standard of Educational Qualification. The question paper other than General English will be bilingual i.e. English and Hindi. Candidates can answer in either language except for the General English paper. The duration of written papers will be of 120 minutes.

<u>Parts</u>	<u>Subject</u> <u>(Objective Multiple Choice Type)</u>	<u>No of</u> <u>Questions</u>	<u>Marks</u>
Part-I	General Intelligence & Reasoning	50	50
Part-II	General Awareness	50	50
Part-III	English Language and Comprehension	100	100

0.25 marks will be deducted for each wrong answer.

(iii) **Tier-2 (Descriptive Paper, Shorthand/Typing Test).** Tier-2 Test will be conducted for those candidates who qualify in the Tier-1 (Written Test). Tier-2 will be consist of two parts as follows :-

(aa) **Descriptive Paper.** Descriptive paper of 100 Marks in Pen and Paper Mode. The duration of the paper would be for 60 minutes. The paper would comprise writing of an Essay of 200-250 words and Letter/ Application writing of approximately 150-200 words. The minimum qualifying marks in Tier-2 would be 33 per cent. The performance in Tier-2 would be included for preparing merit. The paper will have to be written either in Hindi or in English. Part paper written in Hindi and Part in English will not be evaluated.

(ab) **Shorthand/Typing Test.** Shorthand/Typing Test will be conducted in English. The Test will be of qualifying in nature. Dictation test will be of 10 minutes @ 80 w.p.m. Transcription Test – 50 minutes (English) and 65 minutes (Hindi) on computer.

(iv) The final merit of the successful candidates would be determined on the basis of total score obtained by them in Tier-1 and Tier-2 Tests. Only those candidates who qualify in Skill Tests will be eligible for recommendation of appointment as per their position in the merit list.

(b) **For the post of Civil Technical Instructor (CTI).**

(i) **Tier-1 (Written Test).** The written test will comprise of three parts as given below. The question paper other than General English will be bilingual i.e. English and Hindi. Candidates can answer in either language except for the General English paper. The duration of written papers will be of 120 minutes.

<u>Parts</u>	<u>Subject</u> <u>(Objective Multiple Choice Type)</u>	<u>No of</u> <u>Questions</u>	<u>Marks</u>
Part-I	General Intelligence & Reasoning	50	50
Part-II	General Awareness	50	50
Part-III	English Language and Comprehension	100	100

0.25 marks will be deducted for each wrong answer.

(ii) **Tier-2 (Descriptive/ Typing Paper & Practical Test).** Candidates who obtained the qualifying marks in the Tier-1 examination as may be prescribed by the Commandant 2, STC will only be called for Tier-2 exam. Tier-2 paper will be of three parts as follows :-

(aa) **Descriptive Test.** Descriptive paper of 100 Marks in Pen and Paper Mode based on the syllabus. The duration of the paper would be of 60 minutes. The paper would comprise writing of an Essay of 200-250 words and Letter/ Application writing of approximately 150 – 200 words. The minimum qualifying marks in Tier-2 Test would be 33 per cent. The performance in Tier-2 Test would be included for preparing merit list. The paper will have to be written either in Hindi or English. Part paper written in Hindi and Part in English will not be evaluated.

(ab) **Typing Test.** Typing Test will be conducted in English or Hindi consisting of PPT and Excel. The duration of the test would be for 60 minutes.

(ac) **Practical Test.** Only those candidates who secure at least the minimum qualifying marks in Tier-2 exams as may be fixed by the Commandant 2 STC, as its discretion will be called for Practical Tests. The Commandant, 2 STC may also prescribe qualifying marks in each part of Examination. The test will be of qualifying nature and the Commandant, 2 STC will fix the qualifying standards in the skill tests for different categories of candidates.

(iii) The final merit of the successful candidates would be determined on the basis of total score obtained by them in Tier-1 and Tier-2. Only such candidates who qualify will be eligible for being recommended for appointment as per their position in the merit list.

(c) **For the post of LDC.**

(i) The examination will consist of Tier-1 (Written Test), Type-2 (Descriptive Paper & Typing Test).

(ii) **Tier-1 (Written Test).** The written test will be comprised of four parts as given below as per the standard of Educational Qualification. The question paper other than General English will be bilingual i.e. English and Hindi. Candidates can answer in either language except for the General English paper. The duration of written papers will be 75 minutes.

Parts	Subject (Objective Multiple Choice Type)	No of Questions	Marks
Part-I	General Intelligence & Reasoning	25	50
Part-II	English Language	25	50
Part-III	Quantitative Aptitude	25	50
Part-IV	General Awareness	25	50

0.50 marks will be deducted for each wrong answer.

(iii) **Tier-2 (Descriptive Paper & Typing Test).** Tier-2 Paper will be a descriptive paper of 100 Marks in Pen and Paper Mode. The duration of the paper would be for one hour. The paper would comprise writing of an Essay of 200-250 words and Letter/ Application writing of approximately 150 – 200 words. The minimum qualifying marks in Tier-2 would be 33 per cent. The performance in Tier-2 would be included for preparing merit. The paper will have to be written either in Hindi or English. Part paper written in Hindi and Part in English will not be evaluated.

(iv) **Typing Test.** Typing test will be conducted for those candidates who qualify in the Tier-1 (Written Examination) and Tier-2 (Descriptive Paper). Such Typing Test will be conducted in English or Hindi. Typing Test will be of qualifying in nature. Candidates opting for English medium should have typing speed of 35 w.p.m. and those opting for Hindi medium should have typing speed of 30 w.p.m. The speed will be adjudged on the accuracy of typing on the Computer of a given text passage in 10 minutes.

(v) Only those candidates who secure at least the minimum qualifying marks in the Tier-1 (Written Examination) and Tier-2 (Descriptive Paper), as may fixed by the Commandant, 2 STC at its discretion, will be called for Typing test. Commandant 2 STC may also at its discretion, fix qualifying marks in each component of the written examination.

(vi) The final merit of the successful candidates would be determined on the basis of total score obtained by them in Tier-1 and Tier-2. Only such employees who qualify in the Skill Test will be eligible for being recommended for appointment as per their position in the merit list.

(d) **For the post of Draughtsman Gde-III, Civilian Motor Driver (Ordinary Grade), MTS (Chowkidar), MTS (Messenger) and Fatigueman.**

(i) The selection of candidates will be based on Tier-1 (Written Test) and Tier-2 (Practical/Skill Test) (Qualify/ Disqualify).

(ii) **Tier-1 (Written Test)**. The written test will comprise of four parts as given below as per the standard of Education Qualification. The question paper other than General English will be bilingual i.e. English and Hindi. Candidates can answer in either language except for the General English paper. The duration of written papers will be 90 minutes.

<u>Parts</u>	<u>Subject</u> <u>(Objective Multiple Choice Type)</u>	<u>No of</u> <u>Questions</u>	<u>Marks</u>
Part-I	General Intelligence & Reasoning	25	25
Part-II	Numerical Aptitude	25	25
Part-III	General English	25	25
Part-IV	General Awareness	25	25

0.25 marks will be deducted for each wrong answer.

(iii) **Tier-2 (Practical/Skill Test)**. Practical/Skill test will be conducted later for those candidates who qualify in the Written Examination. The final selection will be made solely based on marks obtained by the candidate in the Written Examination only subject to qualifying in the Practical/Skill test.

(iv) The final merit of the successful candidates would be determined on the basis of total score obtained by the candidate. Only such candidates who qualify will be eligible for being recommended for appointment as per their position in the merit list.

9. **Fixing of Bench Mark**. If the number of applications received in any category in any category in response to the advertisement is large, Commandant, 2 STC Panaji reserves the right to restrict the number of candidates by fixing benchmark percentage of marks obtained in the prescribed essential qualification.

10. **Important Instructions to the Applicant.**

- (a) In case, a candidate wishes to apply for more than one posts, separate application should be filled for every post applied by the candidate.
- (b) All the documents being attached with applicant should be self-attested by the candidate.
- (c) **MultiTasking Staff (MTS)**- In addition to the charter of duties of their respective posts, MTS posts are subjected to charter of duties of MTS also and their tasks are interchangeable.
- (d) Dates of examinations will be intimated to the eligible candidates after scrutiny of their applications.
- (e) Candidates appearing for written test and practical/skill test will travel on their own expenses.
- (f) Representation for non-receipt of application or call letter due to postal delay or any other reason will not be entertained.
- (g) Each application will be clearly subscribed "**APPLICATION FOR THE POST OF**" with Category (UR/EWS/SC/ST/OBC), if any including ESM on the left hand corner of the envelope in Capital letters. Each application will be in separate envelope.
- (h) Self-attested photocopy of complete discharge book alongwith undertaking in the format as given with this application be enclosed by the Ex-servicemen candidates.
- (j) Candidates belonging to Economically Weaker Section (EWS) are required to provide income / asset certificate from the competent authority.

11. **Applications will be rejected in the following cases :**

(a) Application received from candidates working in Central / State Govt / PSU must apply through proper channel and should be accompanied by "No Objection Certificate" (NOC) and disciplinary/vigilance certificate from their establishment. Application without these documents will be rejected.

(b) All applications will be supported by the latest supportive documents of Educational Qualification, Technical Qualification, Experience Certificate, Caste Certificate, Income Certificate for EWS, Disability Certificate, Date of Birth Certificate, Aadhar, ESM Certificate duly self-attested by the candidates. In absence of certificates or enclosing forged certificates, the application will be rejected and no intimation will be given aforesaid.

(c) Incomplete or unsigned application will be rejected. Candidate will not be intimated in case of rejection of their application.

(d) The application can be filled by the candidates either in English or Hindi.

12. **Caution to all Applicants.** Some unscrupulous elements may approach the candidate with the assurance of procuring appointment in 2 STC, Panaji (Goa) through illegal gratification. Candidates must not fall prey to such false assurance or exploitation and must not entertain or encourage such elements in any way. It is emphasized and reassured that the selection will be done on merit only in a transparent manner.

(Commandant, 2 STC)

Contd6/...

PROFORMA OF APPLICATION

FOR OFFICE USE ONLY
REGISTRATION NUMBER
Application for the post of

Ref. Newspaper..... Advertisement No Dated

To,
The Commandant
Headquarters
2 Signal Training Centre
Panaji (Goa) - 403001

Affix recent
Passport Size
Photograph
duly
self-attested

Note : All the fields are mandatory to be filled in Block Letters and numerals only

1. Full Name (in Block letters) : _____
(As written in 10th / SSC Certificate)
2. Father's/Husband's Name (in Block letters) : _____
3. Date of Birth (as per 10th Class Marks Sheet) (dd-mm-yyyy) _____
4. Age as on last date of receipt of application : _____ Years _____ Months _____ Days.
5. Category to which belongs to (UR/SC/ST/OBC/EWS/ESM) : _____
(enclose certificate in prescribed format)
6. Category to which applied for UR/SC/ST/OBC/EWS/ESM) : _____
7. Whether Ex-servicemen, if yes give details i.e. length of service along with self attested copy of service discharge certificate and caste : _____
8. Whether Person with disability (also indicate the type of disability) : _____
9. Nationality: _____
10. Religion : _____
11. Corresponding Address (in block letters) :
House/Flat No _____, Street/Village _____, Taluka/District _____,
Post Office _____, State _____, Pin code _____
12. Whether registered with employment exchange Yes/No : _____
(if yes, mention Registration No and Name of Employment Exchange)
13. Mobile No & land line No with STC code : _____
14. AadharNo : _____
15. Email id : _____

16. Details of Academic / Technical & Professional Qualifications :
(From 10th standard onwards)

Name of Exam Passed	Year of Passing	Name of Recognized Board /University	% of marks obtained	Division	Remarks

(Self attested copies of certificate in support of above are to be enclosed)

Experience, if any (please attach certificate) : _____

Whether Govt. Servant. If yes, give details of post held,
Pay Scale/Level and date of entry in Govt Service : _____

DECLARATION

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

(Signature of candidate)

self-addressed registered envelope duly affixed with appropriate postal stamps.
Attested copies of certificates () sheets.

PROFORMA OF APPLICATION

FOR OFFICE USE ONLY
REGISTRATION NUMBER

Application for the post of

Ref. Newspaper..... Advertisement No Dated

To,

The Commandant
Headquarters
2 Signal Training Centre
Panaji (Goa) - 403001

Affix recent
Passport Size
Photograph
duly
self-attested

Note : All the fields are mandatory to be filled in Block Letters and numerals only

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2. Father's/Husband's Name (in Block letters) : _____
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4. Age as on last date of receipt of application : _____ Years _____ Months _____ Days.
5. Category to which belongs to (UR/SC/ST/OBC/EWS/ESM) : _____
(enclose certificate in prescribed format)
6. Category to which applied for UR/SC/ST/OBC/EWS/ESM) : _____
7. Whether Ex-servicemen, if yes give details i.e. length of service along with self attested copy of service discharge certificate and caste : _____
8. Whether Person with disability (also indicate the type of disability) : _____
9. Nationality: _____
10. Religion : _____
11. Corresponding Address (in block letters) :
House/Flat No _____, Street/Village _____, Taluka/District _____,
Post Office _____, State _____, Pin code _____
12. Whether registered with employment exchange Yes/No : _____
(if yes, mention Registration No and Name of Employment Exchange)
13. Mobile No & land line No with STC code : _____
14. AadharNo : _____
15. Email id : _____
16. Details of Academic / Technical & Professional Qualifications :
(From 10th standard onwards)

Name of Exam Passed	Year of Passing	Name of Recognized Board /University	% of marks obtained	Division	Remarks

(Self attested copies of certificate in support of above are to be enclosed)

Experience, if any (please attach certificate) : _____

Whether Govt. Servant. If yes, give details of post held,

Pay Scale/Level and date of entry in Govt Service : _____

DECLARATION

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

(Signature of candidate)

Instructions -
One self-addressed registered envelope duly affixed with appropriate postal stamps.
Self-Attested copies of certificates () sheets.

Contd..... 7/...

ADMIT CARD

(To be completed by Candidates)

Roll No _____

For office use only

1. Name of Post applied for _____
2. Name of Candidate _____
3. Father's Name _____
4. Category belongs to : UR/SC/ST/OBC/EWS/ESM _____
5. Category applied for : UR/SC/ST/OBC/EWS/ESM _____
6. Mobile / Tele No with STD Code : _____
7. Communication address with PIN Code No : _____

Affix recent
passport
size photo
duly
self attested

ADMIT CARD

(To be completed by Candidates)

Roll No _____

For office use only

1. Name of Post applied for _____
2. Name of Candidate _____
3. Father's Name _____
4. Category belongs to : UR/SC/ST/OBC/EWS/ESM _____
5. Category applied for : UR/SC/ST/OBC/EWS/ESM _____
6. Mobile / Tele No with STD Code : _____
7. Communication address with PIN Code No : _____

Affix recent
passport
size photo
duly
self attested

Contd..... 8/....

DECLARATION OF OBC CANDIDATES ONLY

(Similar endorsement should be given in the caste certificate from the competent authority)

I, _____ Son/Daughter of Shri _____, Resident of _____ Village/Town/City _____ District _____ State _____, hereby declare that I belong to the community which is recognized as a backward class by the Government of India for the purposed of reservation in services as per orders applicable to the Government of India for the purpose of reservation in services as per orders applicable to the concerned State. It is also declared that I do not belong to privileged sections/Creamy Layer.

Place :
Date :

(Signature of the candidate)
Name _____

FORM OF UNDERTAKING TO BE GIVEN BY CANDIDATES APPLYING FOR CIVIL POSTS UNDER EX-SERVICEMEN CATEGORY

I undersigned state that, if selected on the basis of the recruitment/examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen from time to time.

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-Servicemen in regard to the recruitment covered by this examination, if I have at any time prior to such appointment secured any employment on the civil side (including Public Sector Undertaking, autonomous Bodies/Statutory Bodies, Nationalized Banks, etc) by availing of the concession of reservation of vacancies admissible to Ex-Servicemen.

Place :
Date :

(Signature of the candidate)
Name _____

Contd..... 9/...

GOVERNEMENT OF INDIA
(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No
Date

Valid for the year

1. This is to certify that
Shri/Smt/Kumari
Son/daughter/wife of permanent resident of
Village/Street Pin Code..... Whose photograph is
attested below belongs to economically weaker section, since the gross annual income*
of his/her* family*** is below belongs to (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 1000sq.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 tribe and other backward classes (central list).

Affix recent
passport
size photo
duly
self attested

Signature with seal of office
Name
Designation

Note 1 : 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 reservations, 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 2 : The property held by a "family" in different location of different places/cities have been clubbed while
applying the land or property holding test to determine EWS status.

GOVERNMENT OF INDIA
Ministry of Defence

HEADQUARTERS 2 SIGNAL TRAINING CENTRE, PANAJI (GOA)

EMPLOYMENT NOTICE

Notice No :1303/CIV/RV-2020

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MTS (Messenger) Pay Level- 1 (Rs18000-56900)	07	01	01	-	03	02	-
Fatiguesman Pay Level- 1 (Rs18000-56900)	05	02	-	-	02	01	-
Total	46	17	06	01	14	06	02

2. Last date of receipt of application forms is within twenty one (21) days from the date of publication of advertisement

3. For detailed notification consisting of application form, eligibility, criteria reservation and any other information, please refer to website www.indianarmy.nic.in.

Commandant 2 Signal Training Centre
Panaji (Goa)