



सत्यमेव जयते

भारत सरकार, रक्षा मंत्रालय,
प्रधान निदेशालय, रक्षा संपदा, दक्षिण कमान, कोंढवा मार्ग, पुणे : 411040

Government of India, Ministry of Defence,
Principal Directorate, Defence Estates, Southern Command,
Kondhwa Road, Pune : 411040



Applications in prescribed format (as below) are invited from eligible candidates for appointment to the post of Sub Divisional Officer Grade-II in offices of Defence Estates Department, Govt. of India, Ministry of Defence.

Name of the Post and Pay Scale	Total No. Of Vacancies	Vertical Vacancies					Horizontal vacancies		Age as on 31.08.2019
		Composition of Vacancy					ESM (Ex-Service men)	PH (Physically handicapped)	
		UR	OBC	EWS#	SC	ST			
Sub Divisional Officer, Grade-II Group 'C' (Level-4 of Pay Matrix as per 7 th CPC)	13	04	05	02	0	02	03	02 [PH *(HH)]	18-27 Years

(*) Nature of Physical Disabilities:

S.No.	Nature of Disability	Physical requirement which a candidate with 40% or more disability need to fulfil	Categories of person with disability
1.	Hearing Impaired	S, ST, W, MF, RW, SE, C	Hard of Hearing (HH) Person should be able to communicate after fitment of aids and appliances.

Abbreviation used:

- Nature of Physical Disabilities : HH- Hearing Handicapped
- Physical Requirements: S- Sitting, ST-Standing, W-Walking, MF-Manipulation by Fingers, RW- Reading and Writing, SE-Seeing, C-Communication.

INSTRUCTIONS TO APPLY

(1) Educational Qualification for Sub Divisional Officer Grade-II

- Matriculation or Equivalent &
- Diploma/Certificate of a registered/recognized institute in Surveying/Draftsman ship(Civil) not less than 2 years.

(2) Exam pattern

There will be written test of 150 marks. The test paper will be bilingual (Hindi and English). The components of written test will be of technical knowledge (100 marks), General Knowledge/General Aptitude (25 marks) and General English (25 marks). Short listed candidates will have to appear in skill test to test their handling capability of Electronic Total Station and other practical aspects of Land survey . The duration of the written exam shall be of 2 hours. **The skill test shall be of qualifying nature.** The skill test shall be held next day of the written test only for the short-listed candidates who qualify the written test.

Continued..*2*

(3) Age relaxation for various categories is as under :-

01	OBC	3 Years
02	SC/ST	5 Years
03	PH	10 Years
04	PH+OBC	13 Years
05	PH+SC/ST	15 Years
06	Ex-Servicemen (Unreserved/General)	03 Years after deduction of the military service rendered from the actual age as on the closing date for receipt of application
07	Ex-Servicemen (OBC)	06 Years (03 years+03 years) after deduction of the military service rendered from the actual age as on the closing date for receipt of application
08	Ex-Servicemen (SC / ST)	08 Years (3 years + 5 years) after deduction of the military service rendered from the actual age as on the closing date for receipt of application
09	Central Govt. Civilian Employees (General/Unreserved) who have rendered not less than 03 years regular and continuous service as on closing date for receipt of application	Age Up to 40 years
10	Central Govt. Civilian Employees (OBC) who have rendered not less than 03 years regular and continuous service as on closing date for receipt of application	Age Up to 43 years
11	Central Govt. Civilian Employees (SC/ST) who have rendered not less than 03 years regular and continuous service as on closing date for receipt of application	Age Up to 45 years
12	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir	In this connection, DoPT letter dated 09 th February, 2018 shall be applicable.

Note : Regarding age relaxation for various categories, the latest DOPT rules shall be applicable.

- (4) The post carries ***All India Service Liability (AISL)***. Thus, the candidates selected for appointment are liable to serve anywhere in **INDIA**.
- (5) Eligible candidates working in Central/State Government, etc must submit their applications through proper channel and have to produce “No Objection Certificate” on demand.
- (6) The application should be filled in prescribed proforma given below and sent by “**Ordinary Post**” in an envelope as “**APPLICATION FOR THE POST OF SUB DIVISIONAL OFFICER, GRADE-II** and should be addressed to the “**Principal Director, Defence Estates, Southern Command, Near ECHS Polyclinic, Kondhwa Road, Pune (Maharashtra)-411040**”. Candidates should send the application form along with admit card duly filled (Sl. No. 1, 2, 3 & 4 of admit card only)affixing recent photographs duly self attested.

- (7) **Written and Skill test shall be held at three locations Pune Cantonment/Delhi Cantonment and Barrackpore Cantonment. The candidate should choose any one of the above examination centres and it should be clearly mentioned in his/her application form.**

EWS # (Economically Weaker Section)

- (8) The candidates belonging to **Economically Weaker Section (EWS)** have to submit Income and Assets Certificate issued by Competent Authority as per Government rule. (DoPT letter No. 36039/1/2019-Estt(Res) dated 31st January, 2019.

(9) Documents required from Ex-servicemen

- (i) Copy of Ex-servicemen Identity Card (ii) Copy of Discharge Certificate from Service and (iii) copy of Pension PPO.
- (10) Candidates belonging to the OBC and Non Creamy Layer category should submit certificate issued by the Competent Authority which should be valid for current year.
- (11) Eligible candidates will have to appear for written/skill test for which date, time and venue shall be intimated to each candidate separately. **No TA/DA shall be paid for appearing in the above exams.** The candidates should bring their admit cards along with them for appearing in the written test.
- (12) **No interview shall be conducted.**
- (13) The Department reserves the rights of cancelling the candidature of any candidate found indulging in any malpractice i.e. hiding any material information or misrepresentation of facts. All such candidates shall be liable to be debarred from the present recruitment as well as future recruitment conducted by the Defence Estates Department and criminal proceeding may also be initiated against them.
- (14) Being successful in test merely, does not entitle a candidate for appointment until the Government, after completion of such investigation, as it may consider necessary, has satisfied itself that the candidate is suitable in all respects for appointment.
- (15) Decision of Appointing Authority would be final with regard to all matters connected with the appointment.
- (16) Two self addressed envelopes of size 10 cm x 22cm affixed with Rs. 10/- postal stamp each are required to be attached along with the application.
- (17) Two passport size photographs duly self attested (one is to be affixed on application form and other to be enclosed with the application) are required.
- (18) Department shall not be responsible for any postal delay/loss.
- (19) Photocopy of self attested documents relating to Date of Birth, Educational Qualification, Category Certificate (if applicable) and Disability Certificate (if applicable) specifying percentage of disability should be attached.
- (20) Incomplete applications without relevant documents, signatures and applications received after due date shall be summarily rejected.
- (21) Government strives to a work force which reflects gender balance and women candidates are encouraged to apply.
- (22) **Last date for receipt of the application form is 20-10-2019 upto 17:00 Hrs.** For candidates residing in Assam, Meghalaya, Manipur, Arunachal Pradesh, Mizoram, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul & Spiti, Districts and Pangi, (Sub-Division of Chamba district of Himachal Pradesh), Andaman Nicobar and Lakshadweep islands last date to submit the application form is **05-11-2019 (17:00 Hrs).**

(23) A reserve panel of four (04) candidates will be drawn against each category and the said panel will be valid as per instant Govt. instructions in this regard. It is specified that being on, such panel does not bestow any right for appointment.

(24) **Resolution of Tie Cases:**

If two or more candidates secure equal total marks, the merit will be decided by applying following criteria, one after another, till the tie is resolved.

- (i) Total marks in technical knowledge section
- (ii) Date of Birth, with older candidate placed higher
- (iii) Alphabetic order in which the first names of candidates appears.

(25) **Application Fee & Mode of Payment:**

- (i) Fee payable Rs.100/- (Rupees One Hundred Only) through Demand Draft in favour of ‘ PRINCIPAL DIRECTORATE DEFENCE ESTATES SOUTHERN COMMAND PUNE’ payable at Corporation Bank, Headquarter Southern Command, Branch Pune
- (ii) Women candidate and candidates belonging to Schedule Caste, Schedule Tribe, Ex-Servicemen & Economically Weaker Sections eligible for reservation are exempted from payment of fee.
- (iii) Applications received without the prescribed fee shall not be considered and summarily rejected. No representation against such rejection will be entertained. Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

(26) Application forms can be downloaded from the websites of the following offices:-

Director General Defence Estates, New Delhi	-	https://www.dgde.gov.in
Cantonment Board, Pune	-	www.punecantonmentboard.org
Delhi Cantt (NIDEM)	-	https://nidem.dgde.gov.in
Cantonment Board, Barrackpore	-	https://cbbarrackpore.org

Note: Candidates are requested to constantly check the above websites for any updates.

Principal Director, Defence Estates
Southern Command, Near ECHS
Polyclinic, Kondhwa Road, Pune-
411040(Maharashtra)

APPLICATION FORM
(TO BE PRINTED IN A-4 SIZE ONLY)

Space for
Passport size
photograph
duly self -
attested

APPLICATION FOR THE POST OF SUB DIVISIONAL OFFICER GRADE-II

Name of Examination Centre* _____

(* Choose any one centre from Pune Cantt/Delhi Cantt. /Barrackpore Cantt)

1. Name of the Candidate in (full) (Only in Capital letters) - _____
2. Father's/Husband's name - _____
3. Permanent Postal Address with Pincode, Mobile Number & E-mail ID - _____

4. Present Postal Address with Pincode, Mobile Number & E-mail ID - _____

5. Date of Birth
- | Date | Month | Year |
|------|-------|------|
| | | |

6. Age as on 31.08.2019
- | Year | Months | Days |
|------|--------|------|
| | | |

7. Sex [Please tick (✓)]
- | Male | Female |
|------|--------|
| | |

8. Marital Status [Please tick (✓)]
- | Married | Unmarried |
|---------|-----------|
| | |

9. Category(**Vertical**) [Please tick (✓)]
- | UR | OBC | SC | ST | EWS |
|----|-----|----|----|-----|
| | | | | |

10. Whether category belong to (**Horizontal**) [Please tick (✓)]
- | ESM | PH | NA |
|-----|----|----|
| | | |

[NOTE :- Attach self attached photocopy of certificates issued by Competent Authority in case of OBC/ST/ EWS/ ESM/ PH]

11. **Educational Qualification**

Sl. No.	Qualifications/Degree acquired	University/College/School/Institute	Year of Passing	Class/Division/Grade	Percentage (%) of marks obtained

12. Particulars of present employment : _____
(if any)

13. Experience (if any) : _____

Sl. No.	Name of Organisation	From (date)	To (date)	Designation	Nature of duties

14. D D No. _____ Date _____

15. **DECLARATION**

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief and no material of information has been concealed or missated. In the event of any information found false, incorrect or ineligibility being detected before or after the Written Test/Skill Test, my candidature will stand cancelled and my claims for the recruitment forfeited.

Place:

Signature of Candidature

Date:

(Full name of the Candidate)

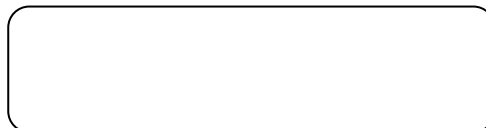
**ADMIT CARD FOR RECRUITMENT TO THE POST OF
SUB DIVISIONAL OFFICER GRADE-II**

1. Name of Candidate(in Block Letters) :

2. Name of Father/Husband :

3. Signature of Candidate :

4. Candidate's left thumb impression :



Space for
Passport size
photograph duly
self attested

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(FOR OFFICE USE ONLY)

5. Roll Number :

6. Date and time of written test :

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7. Place of written test :

.....

(Signature of Presiding Officer)

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IMPORTANT INSTRUCTIONS FOR CANDIDATES :-

- A. Use of Mobile phones or any other calculative device is not permitted in the Examination Hall.
- B. Affix latest passport size photograph duly self-attested.
- C. Candidates are asked to bring Blue/Black Ball pens for the exams.
- D. No candidate will be allowed to enter the Examination Hall without Admit Card.
- E. The candidature is provisional, subject to subsequent verification of all document and certificates.