

**GOVERNMENT OF INDIA
MINISTRY OF DEFENCE**

PRINCIPAL DIRECTORATE, DEFENCE ESTATES, SOUTHERN COMMAND, PUNE - 411001

Applications are invited in prescribed format (given below) from Indian nationals only for appointment of 01 post of Sub Divisional Officer Grade - I and 24 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	SC	ST	OBC	PH	ESM	Age as on 30.11.2014	Minimum Essential Educational Qualifications
Sub-Divisional Officer Grade-I (Group 'C') Non-gazetted) Rs. 9300-34800/- + Grade Pay 4200/-	-	-	-	01	-	-	Must have attained age of 18 years and must not have attained age of 30 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/-	11	4	02	04	01 (HH)	01- Gen 01- OBC	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 / recognised institute in surveying / Draftsmanship (Civil) of not less than 2 years

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

2 AGE RELAXATION

- 2 (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 upto age of 40 years. Additional relaxation as per (i) above will be available to 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 candidates selected for appointment are liable to serve anywhere in India.
- 4 There will be a written test / skill test / interview 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 - 95 marks
 - ii) General Knowledge / General aptitude - 15 marks
 - iii) General English - 15 marks
- 5 Shortlisted candidates will be given skill test in handling ETS and other practical aspects of Land Survey of 10 marks followed by interview of 15 marks.
- 6 The written test, skill test and interview will be held at **Pune / Kirkee (Maharashtra)** .
- 7 **Last date for receipt of application form is 30.11.2014 . Candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Nagaland, Tripura, Sikkim, Laddakh, Sub Division of Jammu & Kashmir State, Lahaul and Spiti, District of Panaji Sub Division of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep are given two weeks extra time to submit the applications ie 15.12.2014**
- 8 Eligible candidates will be called to appear for written test /skill test & interview and Date, time and venue of the written test will be separately intimated to the candidates. No TA/DA will be paid.
- 9 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 also be sent for sending acknowledge of application .

EXAMINATION FEE AND MODE OF PAYMENT

- 10 Candidates are advised to remit Rs. 100/- by Demand Draft in favour of **Principal Director, Defence Estates, Southern Command, Pune** payable at Corporation Bank , Southern Command Branch, Pune. Fee is exempted for SC/ST & Women Candidates.
- 11 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.
- 12 Two passport size photographs duly self attested (One to be affixed on the form and other is to be enclosed with the application).
- 13 Incomplete application without relevant documents, fee (if applicable) signature or received after due date will summarily be rejected. **Demand Draft of rejected applications will not be returned.**
- 14 Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- 15 A Candidate desirous to apply for both the posts, should invariably submit separate forms & fees.
- 16 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 , Pune
Cantonment Board , Kirkee

: www.dgde.gov.in
: www.punecantonmentboard.org
: www.cbkirkee.org.in

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

File No. 551/XIII/P/23/DE/SDO-III&SDO-I /Rect./Vol.VII
Date : 14 Oct. 2014

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

APPLICATION FOR THE POST OF :
(Please tick [✓])

Sub-Divisional Officer, Grade-I

Sub-Divisional Officer, Grade-III

- 1 Name in Full :
(in BLOCK letters)
- 2 Father's /Husband's Name :
- 3 Permanent Address :
(with PIN Code)
- 4 Present Postal Address :
(with PIN Code, contact & mobile No)

Affix your passport size photograph here
(self attested)

- 5 Date of Birth :

Date	Month	Year

- 6 Age as on - 30.11.2014 :

Days	Months	Years

- 7 Sex (please tick) [✓] :

Male	Female

- 8 Marital status (please tick) [✓] :

Married	Unmarried

- 9 Category (please tick) [✓] :

GEN	OBC	SC	ST	PH	Ex-Serviceman	
					GEN	OBC

(attach photocopy of certificate issued by competent authority in case of SC, ST, OBC, PH, 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. No1 + 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 test and interview, my candidature for the above post will stand cancelled and my claims for the recruitment forfeited.

Place :

Signature of Candidate

Date :

(Name of the Candidate)