

**ARMY POSTAL SERVICE RECORDS
KAMPTEE, MAHARASHTRA – 441 001**

1. Applications are invited for following posts of Gp 'C' category (Civilian Defence Employee) under Ministry of Defence (MoD), Govt of India:-

Ser	Posts	No of Post	Cat	Scale of Pay	Educational & other Qualification required	Age Limit	Vacancies
a	LDC	02	UR	Level in pay matrix level- 2 (Rs 19900-63200)	Essential: (i) 12 th Class or equivalent qualification from recognized board (ii) A typing speed 35 wpm in English or 30 wpm in Hindi on Computer	Between 18 to 27 years of age. The crucial date for determining the age limit shall be the closing date for receipt of application.	Army Postal Service Records, Kamptee
b	MTS	01	UR	Level in pay matrix level-1 (Rs 18000-56900)	Essential: Matriculation pass or equivalent from recognized board	Between 18 to 25 years of age. The crucial date for determining the age limit shall be the closing date for receipt of application.	

Note:-1. The selection will be made on the basis of Written & Typing Test for LDC and Written Test for MTS.

2. Service liability of the candidate is anywhere in India including field service liability.
3. Merely fulfilling the basic selection criterion does not automatically entitle a person to be called for Written/ Typing Test.
4. Application filled in prescribed format as attached duly mentioned with Post for which applied on top of the application along with 2 x latest passport size photograph (One affixed on the right hand corner of the application) and photocopies of requisite certificates (Birth Certificate or School Leaving Certificate, Domicile Certificate, Caste, Educational Qualification and Experience Certificate duly self-attested) be submitted in an envelope to **APS Records, Kamptee PO, Kamptee, Dist-Nagpur, Maharashtra – 441001 by Registered Post/ Speed post only. No application will be accepted in person. Application must reach within three weeks from date of publication of advertisement.** Applications received thereafter will not be entertained. **Candidates must send self-addressed envelope along with duly filled application.** Application with incomplete information & without signature of applicant will be rejected straightway and no request/petition will be entertained.
5. Call letters will be issued separately to the eligible candidates. Location of tests is Kamptee, Dist –Nagpur, Maharashtra- 441001.
6. No TA/DA will be paid by this office for journey to attend the Written/Typing Test.