

**HEADQUARTERS SOUTHERN COMMAND (SIGNALS)**  
(Central Government Department under Ministry of Defence)  
**Employment Notice No : 444365/Rect Civs/2023**

1. Applications on prescribed format are invited for the post of **CSBO (Civilian Switch Board Operator) Grade-II**, Group 'C' from citizens of India on probation for a period of two years followed by permanent absorption subject to found suitable during the probation period, with all India service liability (including field service). Applications completed in all respects along with all the requisite documents, duly attested be forwarded to 'The Officer-in-Charge, Southern Command Signal Regiment, Pune (Maharashtra), PIN-411001'.

2. **Pay Band.** Rs 21,700/- + allowances (Level-3, Cell-1) as per new pay matrix of 7<sup>th</sup> CPC.

3. **Details of Vacancies.**

| SC | ST | OBC | UR | UR  |     |     | Total | Remarks   |
|----|----|-----|----|-----|-----|-----|-------|---|
|    |    |     |    | EWS | PwD | ESM |       |   |
| 09 | 05 | 11  | 15 | 06  | 02  | 05  | 53    | Appointing authority reserves all the rights for change in number of vacancies. |

4. **Qualifications.**

(a) **Essential.**

- (i) Matric or equivalent from recognized Board.
- (ii) Proficiency in handling Private Branch Exchange (PBX) board.  
(Experience Certificate to be provided)

(b) **Desirable.** Fluency in spoken English and Hindi.

5. **Terms of Engagement.**

(a) New entrants to Government service, entering on or after 01 Jan 2004 are governed by National Pension System.

(b) The appointment will be on probation for a period of two years followed by permanent absorption subject to found suitable during the probation period.

(c) As per the Government orders, retention of Government servant beyond 55 years of age/ 30 years of qualifying service (whichever is applicable) will be carried out by screening committee, if found suitable. Government servants whose integrity is doubtful will not be retained. If found suitable for retention, the Government servant will retire from service on attaining age of 60 years.

(d) The candidate will disqualify for the Government Service in case he or she has entered into or contracted a marriage with a person having a spouse living **OR** who having a spouse living, has entered into or contracted another marriage.

6. **18 to 25 years** as on the prescribed **LAST DATE** for receipt of application. However, age relaxation will be applicable as per Govt instructions as under:

- (a) 03 years for the candidates belonging to **OBC** cat.
- (b) 05 years for the candidates of **SC/ST** category.
- (c) 10 years for the candidates belonging to **Persons with Disabilities (PwD)** category (Additional 05 years in case of PwD candidate belonging to SC,ST & 03 yrs for OBC).
- (d) **Ex-Servicemen** who have rendered service in Army, Navy and Air Force plus three years.
- (e) 40 years of age (45 years for SC/ ST candidates) for **Departmental candidates** with 3 years continuous service.

7. **Photographs.** One recent passport size photograph without headgear/ cap (not more than three months old) is to be pasted on the space earmarked in the application duly self-attested. Two additional photographs duly self-attested (on front side) are to be attached separately with application.

8. **Closing Date for Receipt of Applications. 30 days from the date of publication of this advertisement.**

9. **Scheme of Examination.** The selection will be made strictly on the basis of merit which will be decided as per marks obtained in Written Test comprising of 100 Marks. Applicants shortlisted for written test will also have to undergo a skill test which will be of qualifying in nature and carries no separate marks.

(a) **Written Test.** The written Test will comprise of four parts as given below:

- Part-I General Intelligence & Reasoning (Objective Multiple Choice Type)
- Part - II General Awareness (Objective Multiple Choice Type)
- Part - III General English (Objective Multiple Choice Type)
- Part - IV Numerical Aptitude (Objective Multiple Choice Type)

**Note :-** The question paper will be bilingual i.e. English and Hindi. However, the question of English Language subject will be in English only. No extra weightage will be given for additional/ extra/ higher qualification for recruitment.

(b) **Skill Test.** Skill test will be conducted to check candidate's proficiency in handling exchange operation and this will be conducted for qualifying purpose only. Selection will be made strictly on the basis of merit of written test subject to candidate qualifying in the skill test.

(c) If the number of applications received in response to the advertisement are large and it is not convenient or possible to arrange the examination for all the candidates, the selection board reserves the right to restrict the number of candidates to a reasonable limit on the basis of percentage of marks obtained in the prescribed minimum essential qualification i.e Matric or equivalent.

10. **Important Instructions for the Applicants.**

(a) Merely fulfilling the basic selection criteria does not automatically entitle a person to be called for test.

(b) Shortlisted candidates would be intimated the date, time and venue for conduct of written examination, skill test by the selection board. **Only candidates who receive the call letter are required to appear for the examination along with the call letter received.** This department is not responsible for any postal delay that may occur.

(c) Persons working in Central/ State Govt/ PSU must apply through proper channel along with the certificate from their establishment that no disciplinary action is contemplated/ pending against them and that they have no objection to release them in case of selection.

(d) The written test and skill test would be held at **Pune, Maharashtra**. Candidates should come prepared to stay for two-three days for completion of the recruitment process. Candidates have to make their own arrangements for boarding/ lodging during the period of stay. No travelling allowance/ dearness allowance would be paid to the candidates called for the examination.

(e) Application will be forwarded by post/ speed post/ registered post only in an envelope. The candidates must clearly super-scribe “APPLICATION FOR THE POST OF CSBO GRADE-II” on the top of the envelope in capital letters. The reserved category candidates should also write their category on the left hand corner of the envelope. **No application submitted by hand will be entertained.**

(f) Candidates applying for the post must enclose following supporting documents:

- (i) Self attested Birth Certificate (Matriculation Certificate/ Mark Sheet can be produced in lieu).
- (ii) Educational Certificate (Matriculation Passing Certificate and Marksheet).
- (iii) Experience Certificate.
- (iv) Residential Certificate.
- (v) Domicile Certificate.
- (vi) Aadhar Card.
- (vii) Certificate in prescribed format in support of their claim of belonging to the reserve category. For Ex-servicemen category copy of discharge certificate.
- (viii) No Objection Certificate from present employer (if the applicant is already a Government servant).
- (ix) Two self-addressed envelopes (minimum 12 x 24 cms) duly affixed with postage stamp of Rs 25/- on each envelope for intimation of written test without which application will not be accepted.

**Note :** Candidates must carry the originals of all above documents for verification while appearing for examination. **DO NOT FORWARD ORIGINAL CERTIFICATES WITH APPLICATION.**

(g) Applications with following deficiencies will be rejected summarily and no correspondence in this regard will be entertained:

- (i) Incomplete or unsigned application and without thumb Impression on application form.
- (ii) Late receipt of application i.e after closing date.
- (iii) Submission of supporting documents without attestation.
- (iv) Non-submission of two additional photographs duly self-attested and mismatch of submitted photographs.
- (v) Non-submission of self-addressed 12 x 24 cms envelopes duly affixed postal stamp of Rs 25/- on each.
- (vi) Mismatch of information filled in application with regards to their supporting documents.
- (h) Only shortlisted candidates based on performance in written and skill examination will further be directed to undergo medical test as per extant Government orders.
- (j) The application can be filled by the candidates either in English or Hindi.

**FORMAT OF APPLICATION**

**APPLICATION FOR THE POST OF CSBO GRADE-II HEADQUARTERS SOUTHERN COMMAND (SIGNALS)**

Ref Newspaper : \_\_\_\_\_  
 Employment Notice No. : \_\_\_\_\_  
 Date : \_\_\_\_\_

Affix latest (not older than 3 months) passport size photograph duly self-attested

**NOTE: ALL COLUMNS TO BE FILLED IN BLOCK LETTER ONLY**

1. Name of the candidate (As written in Matric / SSC Certificate):
2. Father's/Husband's Name:
3. Mother Name:
4. Sex (Male/Female):
5. Date of Birth (As per matric certificate):
6. Age as on closing date of receipt of application: \_\_\_\_ Years \_\_\_\_Months \_\_\_\_Days
7. Category (UR/OBC/SC/ST/PwD/EWS/ESM) (Enclose caste / category certificate on prescribed format/ Discharge certificate for ESM):
8. Nationality / Religion:
9. Postal address for communication (in Block letters) with PIN Code:
10. Mobile No/Land Line No with STD Code (Mandatory):
11. Experience (Enclose experience certificate):
12. Whether Govt Servant if yes, details of post held (Enclose NOC and certificate showing pay scale and date of entry in Govt Service):
13. Details of Academic / Technical & Professional Qualification:

| Name of the exam passed | Year | Name of Recognized University / Board of Examination | Percentage of Marks Obtained | Division | Remarks |
|-------------------------|------|--|------------------------------|----------|---------|
|                         |      |  |                              |          |         |

(Self-attested copies of certificates in support of above to be enclosed)

14. Details of Documents Enclosed: (Specify list of documents attached with the application form)

**DECLARATION**

15. I hereby certify that:
  - (a) I am not involved in any criminal case and no criminal /civil proceedings are pending / contemplated against me in the court of law.
  - (b) The information filled in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information benign found false/incorrect or ineligibility being detected before or after the written test/skill test, my selection /appointment is liable to be terminated without notice.

Thumb Impression

Date: \_\_\_\_\_  
 Place: \_\_\_\_\_ (Signature of Applicant)

- (a) Thumb impression
- (b) Left Thumb impression in case of male candidate and Right Thumb Impression in case of female candidate.