

RECRUITMENT NOTIFICATION



BLACK BERETS COMBAT SERVICES

RECRUITMENT FOR BLACK BERETS COMMANDO MILITARY ACADEMY (GRADE/CLASS II, III & IV)

Central Zonal Office, New Delhi

BLACK BERETS COMBAT SERVICES (BBCS) invites offline applications from eligible candidates, who must be Indian Citizens for selection and appointment of various ranks in Black Berets Commando Military Academy in the jurisdiction of the various Training Center Residential Staff under Central Zonal Office, Delhi. Candidates should apply through the link given on our website- www.militaryaffairs.org No other means/mode of application shall be accepted.

1. VACANCIES:

Reservations for Various Quota is as under :

SR.NO.	RANK	SALARY	AGE LIMIT	ELIGIBILITY
01)	INSTRUCTOR 01 MALE	18,000/-	21 TO 35	EX ARMY
02)	INSTRUCTOR 02 FEMALE	18,000/-	21 TO 35	EX ARMY
03)	INSTRUCTOR03 MALE	18,000/-	21 TO 35	EX C.D.S.
04)	INSTRUCTOR 04 FEMALE	18,000/-	21 TO 35	EX C.D.S.
05)	MANAGER (INCHARGE) ANY	16,000/-	21 TO 35	B.COM. OR MBA
06)	ASST. MANAGER ANY	12,000/-	21 TO 35	B.COM. OR MBA
07)	ACCOUNTANT ANY	16,000/-	21 TO 35	B.COM. OR MBA
08)	ASST. ACCOUNTANT ANY	12,000/-	21 TO 35	B.COM. OR MBA
09)	COOK 01 MALE	12,000/-	18 TO 55	10 TH PASS
10)	COOK 02 FEMALE	12,000/-	18 TO 55	10 TH PASS
11)	COOK 03 FEMALE	12,000/-	18 TO 55	10 TH PASS
12)	SECURITY 01 MALE	12,000/-	18 TO 35	12 TH PASS
13)	SECURITY 02 MALE	12,000/-	18 TO 35	12 TH PASS
14)	SECURITY 03 MALE	12,000/-	18 TO 35	12 TH PASS
15)	SIPAHI 01 MALE	08,000/-	18 TO 35	10 TH PASS
16)	SIPAHI 02 MALE	08,000/-	18 TO 35	10 TH PASS
17)	LABOUR (SWEEPER) 01 ANY	07,000/-	18 TO 45	10 TH PASS
18)	LABOUR (SWEEPER) 02 ANY	07,000/-	18 TO 45	10 TH PASS
19)	NSDC TRAINER ANY	18,000/-	21 TO 35	NSDC PASS
20)	NCC TRAINER ANY	12,000/-	21 TO 35	NCC 'C' CERTIFICATE
21)	COMBAT TRAINER ANY	12,000/-	21 TO 35	KRAV MAGA DEGREE
22)	ENGLISH PROFESSOR MALE	18,000/-	21 TO 45	M.A. IN ENGLISH
23)	LIFE GUARD MALE	12,000/-	18 TO 35	LIFE GUARD DIPLOMA
24)	LIFE GUARD FEMALE	12,000/-	18 TO 35	LIFE GUARD DIPLOMA
25)	PHYSICIAN (MALE) ANY STREAM (2 YEARS EXPERIENCE MANDATORY)	16,000/-	21 TO 35	MBBS/BAMS/BHMS DEGREE PASS
26)	PHYSICIAN (FEMALE) ANY STREAM (2 YEARS EXPERIENCE MANDATORY)	16,000/-	21 TO 35	MBBS/BAMS/BHMS DEGREE PASS

Note : Candidate applying for above mentioned state can be posted in any region as per the vacancies and requirements decided by BBCS.

(All above Vacant Postings are for BBCMA, Wardha Training Center).

2. SCHEDULE OF PROGRAM :

Candidates can log in for Registration of Application on the dates given below:

Opening date of Off-Line Registration of Application.	14 th September 2023
Last date of Off-Line Registration of Application.	21 th September 2023
Download of Call letter for On-Line (Tentative Date)	27 th September 2023
Joining Date with Shifting & Reporting in Nagpur Division	30 th September 2023

Note : Final Selection Schedule will be informed to qualified candidates through Email/SMS/Call. BBCS reserves rights to modify the schedule of the programs in case of any exigencies.

Candidates are advised to check the BBCS website – www.militaryaffairs.org regularly for details and updates.

3. JOB REQUIREMENT:

It is primarily a sales job that involves considerable mobility by way of tours covering the entire area allotted to the selected candidate. They will be required to sponsor candidates for appointment in security services, train them properly and guide them accordingly for the BBCS.

The recruitment as an Probationary Regional Development Officer is for Urban and Rural Areas and the selected candidates will have to work in these areas.

It is, however, likely that some of the selected candidates may be posted in the jurisdiction of nearby Divisional Office/s within the jurisdiction of the Zone.

It is clarified that appointment as an Probationary Regional Development Officer does not by itself confer any right on the candidate to be appointed as a Regional Development Officer.

4. STIPEND & REMUNERATION:

During the probationary period, the candidate selected as per the posing grade in the BBCMA Training center will be paid on temporary based amount per month as **stipend**, as per the rules of BBCS.

At present, the amount of stipend will be approximately figure as per the uppercase chart per month.

The candidate should accommodate at Training center with Food and Stay according to the post and grade rule of BBCS & BBCMA system.

5. PROBATION:

The period of probation shall be for one year which may be extended up to two years. The confirmation to the post of a uppercase chart of different Ranks & Quota will be subject to performance appraisal.

6. ELIGIBILITY CONDITIONS AS ON 14.09.2023:

The candidates eligible for recruitment are classified into various uppercase categories with related post and ranks wise documentary proofs of verified Govt. Approvals is to be mandatory.

a) Educational Qualification:

(i) An applicant from Others category (General) for recruitment as an grade II & III various ranks, in BBCMA training center, should possess a 10th /12th & Special Certification as per the post and work from a recognized School, College, Institution & University in India.

The Certification, Diploma, degree as mentioned here should be from a University/Institute/ Board recognized by Govt. of India / approved by the Government Regulatory bodies and the result should have been declared on or before 14.09.2023. Proper documents from the Board / University for having declared the result on or before 14.09.2023 have to be submitted at the time of the interview. The date of passing the examination which is recognized for eligibility will be the date of passing, appearing on the mark sheet /provisional certificate.

b) Age:

(i) The applicant shall have completed **18 years of age (in completed years)** and not more than **40 years of age (in completed years)** as on 01.03.2023

a) Experience:

First preference will be given to those with experience of minimum 2 years of related post, ranks and grade.

The knowledge of understanding the local / native language of the place, the candidate is applying for, is desirable.

7. SELECTION PROCEDURE:

Selection will be made on the basis of interview of the candidates who qualify in the medical test & fitness examination.

BBCS reserves the right to modify the structure of the examination which will be intimated through its website. Other detailed information regarding the examination will be given in BBCS website www.militaryaffairs.org

Candidate **MUST** obtain minimum qualifying marks in each Section and should also obtain minimum marks in the aggregate to qualify for the examination of interview. The minimum marks to be obtained in interview and in the aggregate shall be decided by BBCS. BBCS reserves the right to fix the minimum qualifying marks in order to restrict the number of candidates to be called for the On-line Test and/or Interview, commensurate with the number of vacancies. The decision of BBCS in this regard shall be final and binding on the candidates. No correspondence will be entertained in this regard.

The responses (answers) of individual candidates, with other candidates, would be analyzed to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, BBCS reserves the right to cancel the candidature of the concerned candidate and the result of such candidates (disqualified) will be withheld.

The Scores of Examination are obtained by adopting the following procedure:

(I) Interview:

considered for shortlisting candidate for the interview. The marks obtained in interview, will be considered for the final selection listing of the candidates.

I. Commensurate to the number of vacancies, BBCS reserves the right to fix the eligibility standards and the minimum marks to qualify in the interview, in order to restrict the number candidates to be called for the interview. The maximum marks for the interview are 50.

II. In case of similar marks of two or more candidates, the merit order of such group of candidates shall be as per the aggregate marks in the written, physical examination and the interview and further as per their post-graduation qualification (i.e. the person with any additional higher educational qualification will be placed higher in the merit order) and in case of further similarity in such educational qualification the merit order will be decided on the basis of age, (i.e. the senior in age will be placed higher in the merit order).

III. There will be no contingency/waiting list for candidates not declared successful in the examination.

(II) Pre-Recruitment Medical Examination:

Selected candidate will be appointed as an Apprentice Regional Development Officer subject to him/her

being found medically fit by the authorized Medical Examiner.

9 GURANTEE BOND:

Before joining as an Apprentice class II & III Graded candidate will be required to give an undertaking to serve BBCS for a minimum period of Three years from the date of joining (including apprenticeship period) failing which he/she or his/her heirs, executors, administrators will be liable to pay liquidated damages of ₹ 1,00,000/- (Rupees Three lakh only) to BBCS. The candidate will have to submit an Indemnity Bond of ₹ 1,00,000/- (Rupees Three lakh only) duly stamped and executed by a Surety of sound financial standing and not related to the candidate. The stamp value of the Bond will be as applicable to the State in which the bond is executed.

10 ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS:

- Candidates are advised in their own interest not to furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting the online application.
- **Use / Possession of Mobile phone, calculator, electronic calculator, smart watch, head phones or any other electronic device is not allowed inside the premises where the examination / interview is being conducted.** Candidates are advised not to bring any of such prohibited items including mobile phones to the venue of examination, as arrangement for safekeeping cannot be assured.
- At any stage of recruitment, if a candidate is or has been found guilty of –
 - (ii) using unfair means during examination or interview **or**
 - (iii) impersonating or procuring impersonation by any person **or**
 - (iv) misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose **or**
 - (v) resorting to any irregular or improper means in connection with his/ her candidature **or**
 - (vi) obtaining support for his/ her candidature by unfair means,

Such candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:

- (a) to be disqualified from the examination for which he/ she is a candidate;
- (b) to be debarred either permanently or for a specified period from any examination conducted by BBCS;
- (c) for termination of service, if he/ she has already joined BBCS.

15. HOW TO APPLY:

Detailed guidelines/procedures for –

A. Offline Application registration.

B. Document scan and upload.

Candidates can apply only offline from **21.03.2023 to 26.09.2023** and no other mode of application will be accepted. (Circle locations of recruitment notification in BBCMA Wardha – I.e. Himachal Pradesh, Delhi, Haryana, Rajasthan, Madhya Pradesh, Gujarat & Maharashtra only.)

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying offline, candidates should scan the following documents and ensure that all these scanned documents adhere to the required specifications as given under point 'C', viz. the guidelines for document scan and upload.

- 1] photograph (4.5cm × 3.5cm)
- 2] signature (in black ink)
- 3] left thumb impression (on white paper in black or blue ink)

4] a hand written declaration (on a white paper in black ink) (text given below).

- (i) **Signature in CAPITAL LETTERS will NOT be accepted.**
- (ii) **The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)**
- (iii) The text for the hand written declaration is as follows -
“I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”
- (iv) The above mentioned hand written declaration has to be in the candidate’s hand writing and only in English. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid.
- (v) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/intimation charges.
- (vi) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. BCS may send intimation to download call letters for the examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/sheshould create his/her new e-mail ID and mobile number **before** applying on-line and must maintain that email account and mobile number.

A. Application Registration:

Candidates are necessarily required to apply Off-line through BCS state circle (SDO) with the available form for DOWNLOAD in respected website www.militaryaffairs.org **No other means/mode of applications will be accepted.**

16. IDENTITY VERIFICATION FOR OFFLINE INTERVIEW EXAMINATION:

In the examination hall, the call letter along with original and a photocopy of the candidate’s currently valid photo identity proof such as PAN Card/ Passport/valid Driving License/ Voter’s Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazette Officer on official letterhead/ valid recent Identity Card issued by a recognized College/ University/ Aadhar card with a photograph/should be submitted to the invigilator for verification. The candidate’s identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is doubtful the candidate may not be allowed to appear for the examination.

E-Aadhar Card and Ration Card are not valid id proofs for this purpose.

Note: Candidates have to produce the photo identity proof in original and submit photocopy of the photo identity proof along with Examination call letter while attending the examination, without which they will not be allowed to take up the examination. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post-marriage must take special note of this. If there is any mismatch between the name, photograph and signature, the candidate may not be allowed to appear for the examination. In case of the candidates who have changed their names, they will be allowed only on production of original Gazette Notification/ original marriage certificate/original affidavit.

16. CANDIDATES REPORTING LATE:

Candidates reporting late i.e. after the reporting time specified on the call letter for Examination will not be permitted to appear for the examination. The reporting time mentioned on the call letter is prior to the Start time of the test, to include the time required for completion of various formalities such as verification and collection of various requisite documents, biometric data capturing, logging in, giving of instructions, etc.

The duration of written examination will be one hour , but the candidates will be required to be at the venue for about three hours including the time required for completing various formalities such as verification and collection of various requisite documents, logging in, giving instructions etc.

17. The possibility for occurrences of some problem in administration of the examination cannot be ruled out completely which may impact test delivery and/or the result from being generated. In that event, every effort will be made to rectify the problem, which may include shifting the candidates to other centers, delay in test or conducting another examination, if considered necessary. Decision of BBCS in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for this exam.

18. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of the different test batteries used across sessions. More than one session is required if the node's capacity is less or some technical disruption takes place at any Centre or for any candidate.

Candidates are advised to bring the originals of the following (as applicable) and a set of attested photocopies of each for verification at the time of Interview, if they qualify in the off-line test:

- (1) Bachelor's degree certificate issued by the University
- (2) SSC/HSC Certificate issued by the Board showing the date of birth,
- (3) Certificate of at least 2 years sales/administrative experience OF related ranks and services, if any.
- (4) Relevant Certificate for claiming reservation.
- (5) Nationality Certificate
- (6) Police Verification

IMPORTANT INSTRUCTIONS:

- (i) Before applying, candidates are advised to satisfy themselves that they fulfill all the eligibility conditions as stipulated in the notification especially the age, qualification. Candidate who do not satisfy the eligibility conditions are liable to be disqualified at any stage of recruitment/selection. The fees/intimation charges paid by ineligible candidates shall be forfeited. Decision of BBCS in all matters regarding eligibility of the candidate, selection and any other matters relating to recruitment shall be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by BBCS in this regard.
- (i) Candidates are required to have a valid personal e-mail ID. It should be kept active during the currency of this recruitment project. The recruiting agency may send intimation about call letters for off-line test, interview etc. through the registered e-mail ID. Under no circumstances, he/she should share/mention e-mail ID of any other person. In case a candidate does not have a personal e-mail ID, he/she should create his/her new e-mail ID before applying On-line. Candidates are required to keep the particulars of date of birth, educational qualifications, caste, payment details, other personal details etc. ready as these are required to be entered in the on-line application. BBCS takes no responsibility

for any delay in receipt or loss of any communication.

- (ii) After applying on-line, the candidates should obtain a system generated print-out of the application on A-4 Size Paper and retain it after signing the same. Please do not send this print-out to Black Berets Combat Services.
- (iii) Candidates who are called for interview will have to submit the duly signed system generated printout of the On-line application form, receipt of fees as mentioned above and also produce original and self attested photocopies of all the relevant certificates, failing which their candidature shall be liable to be cancelled.
- (iv) Withdrawal of candidature on account of non-furnishing of any information will not confer any right to carry forward or retain the candidature for future recruitment.
- (v) Application once submitted will not be allowed to be withdrawn and the Application fee once paid will not be refunded under any circumstances nor will it be held in reserve for future recruitment/selection.
- (vi) The eligible candidates will be intimated separately about the exact date & venue of the test.
- (vii) Candidates serving in Government/Public Sector Undertakings should produce "No Objection Certificate" from their employer at the time of interview, failing which, their candidature may not be considered. Candidates shall not be permitted to use calculators, mobile phones, digital watches or any other electronic gadget in the examination hall.
- (viii) Admission to on-line examination is only provisional without verification of age/ qualification/category of candidate with reference to documents. Candidates should not furnish any particulars that are false, tampered, fabricated and/or suppress any material information while filling in the online application form.
- (ix) Any request for change of details submitted during the process of registration will not be entertained whilst the recruitment exercise is in progress.
- (x) Call letters will not be dispatched by post or any other mode. Candidates will be required to download the call letters from the referred website.
- (xi) The examination will be conducted offline at the venues given in the respective call letters. No request for change of centre/venue/date/session for Examination shall be entertained.
- (xii) BBCS however, reserves the right to cancel any of the Examination Centers and/ or add some other Centres, at its discretion, depending upon the number of candidates, administrative feasibility, etc.
- (xiii) BBCS also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- (xiv) Candidate will appear for the examination at an Examination Centre at his/her own risk and expenses and BBCS will not be responsible for any injury or losses etc. of any nature. Candidate should select only one centre and indicate the name of the centre in the application form. Choice of centre once exercised by the candidate will be final.
- (xv) If sufficient number of candidates does not opt for a particular centre for examination, BBCS reserves the right to allot any other adjacent centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, BBCS reserves the right to allot any other centre to the candidate.
- (xvi) Candidates will be informed accordingly in case of any change in the date /centre/venue of examination by e-mail and SMS.
- (xvii) The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.

- (xviii) Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any BBCS recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.
- (xix) The candidate should not conceal or suppress any material fact regarding his/her arrest for any reasons or conviction or commitment to prison or having been subjected to preventive detention or to any penalties by any previous employer or having been adjudicated insolvent. In such instances the candidate shall be liable for disqualification from the selection process as stated above in point (xxii).
- (xx) Appointment of selected candidates is subject to his/ her being declared medically fit as per the requirement of the BBCS.
- (xxi) Interview Call Letters for shortlisted candidates shall be sent to e-mail address given by the candidate at the time of on line application. Requests for sending letters to different address subsequently shall not be entertained.
- (xxii) Candidates are requested to kindly refer to the website periodically and check their e-mail account for updated information pertaining to the recruitment till the conclusion of the recruitment process.
- (xxiii) BBCS reserves the right to cancel the above recruitment process at any stage of the process without assigning any reason thereof.
- (xxiv) In case of any dispute on account of interpretation of this advertisement in version other than English, the English version shall prevail.
- (xxv) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in courts/ tribunals.
- (xxvi) CANVASSING IN ANY FORM WILL LEAD TO DISQUALIFICATION OF CANDIDATURE.

PLACE : NEW DELHI

DATE : 10.03.2023

BY:
CENTRAL COMMAND OFFICER OF (BBCS)
New Delhi – 110001.

