DEFENCE SERVICES STAFF COLLEGE
WELLINGTON (NILGIRIS) – 643 231, TAMIL NADU

1. The Commandant, Defence Services Staff College, Wellington invites applications from eligible Indian citizens for the following Group 'C' Civilian posts:-

Ser No	Name of Posts	Pay Level (as per 7th CPC Pay Matrix)	No of Vacancies & Reservations *(Subject to change)*						Age
			Total	**UR**	**OBC**	**SC**	**ST**	**EWS**	
1.1.	Lower Division Clerk	**Level 2** Rs 19900 –63200/-	**09***	04	02	01	01	01	18 – 27 years
1.2.	Civilian Motor Driver (Ordinary Grade)	**Level 2** Rs 19900 -63200/-	**13#**	05	04	02	01	01	18 – 27 years
1.3.	Multi Tasking Staff (Office & Training)	**Level 1** Rs 18000 -56900/-	**38$**	13	10	07	03	05	18 – 25 years
1.4.	Stenographer Grade II	**Level 4** Rs 25500 -81100/-	**05**	03	01	-	-	01	18 – 27 years
1.5.	Supervisor (Networking)	**Level 5** Rs 29200 - 92300/-	**01**	01	-	-	-	-	18 – 27 years
1.6.	Network Administrator	**Level 5** Rs 29200 -92300/-	**04**	03	01	-	-	-	18 – 27 years
1.7.	Hardware Administrator	**Level 5** Rs 29200 -92300/-	**04**	03	01	-	-	-	18 – 27 years
1.8.	Lineman	**Level 4** Rs 25500 -81100/-	**02**	02	-	-	-	-	18 – 27 years
1.9.	Boat Builder	**Level 2** Rs 19900 -63200/-	**01**	01	-	-	-	-	18 – 27 years
1.10.	Technical Attendant – Printing Machine Operator	**Level 1** Rs 18000 -56900/-	**01**	01	-	-	-	-	18 – 25 years

* **Two** vacancies earmarked for ESM.

Three vacancies earmarked for ESM.

$ **Five** vacancies earmarked for ESM and **Three** vacancies *[01 x Hearing Handicapped (HH), 01 x Orthopedically Handicapped (OH) and 01 x Autism / Intellectual Disability/ Specific Learning Disability/ Mental Illness / Multiple Disability including deaf-blindness]* earmarked for PwBDs.

Abbreviation Used: UR – Unreserved. OBC – Other Backward Classes, SC- Scheduled Castes, ST – Scheduled Tribes, EWS- Economically Weaker Sections, ESM- Ex-Servicemen, PwBD – Persons with Benchmark Disabilities.

2. **Educational Qualification & Experience for the above posts:-**

2.1.	Lower Division Clerk	(a) 12th Class pass from a recognized Board or University; and (b) **Skill Test**: A typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer (Time allowed - 10 minutes).
2.2.	Civilian Motor Driver (Ordinary Grade)	(i) 12th Class pass or equivalent from a recognized Board or University; (ii) Must possess the civilian driving license for heavy vehicles. (iii) Two years experience from a recognized Organisation or Undertaking in driving heavy vehicles.

2.3.	Multi Tasking Staff – Office and Training	Matriculation pass or equivalent from a recognized Board/Institute. *[MTS trade involves all fatigue nature of duties, few of which are cleaning, sweeping of toilets/work area, loading, un-loading, shifting of goods, gardening, feeding and cleaning of horses, night watchman, etc].*
2.4.	Stenographer Grade II	(a) 12th Class pass or equivalent from a recognized Board or University; and (b) **Skill Test Norms**: **Dictation**: 10 Minutes @ 80 words per minute **Transcription**: 50 minutes (English) or 65 minutes (Hindi) (On Computer)
2.5.	Supervisor (Networking)	(i) Bachelor degree in Engineering or Technology or Master Degree in Computer Application or Computer Science or Information Technology from a recognized University or Institutes; and (ii) Two years experience in Network and Management of Servers. **Desirable.** (i) Working in Linux Environment; (ii) Previous experience with Network and Servers administration; (iii) Knowledge of Information and Communication Technology solutions like networking, security, data center, cloud, virtualization, IP technology, voice video, etc; (iv) Experience with host security. (v) Good experience with the following technologies Linux, Workstation, Routers or Switches, Firewall Management, System Admin, Audit Network and Security or Network Attached Storage, and (vi) Knowledge in Python, Hypertext Markup Language, Hypertext Preprocessor, My Bulletin Board, Group office, Own cloud, Moodle, virtual Machine ware, Gestionnaire Libre de Parc Informatique.
2.6.	Network Administrator	(i) 12th Class pass from recognized Board with Diploma in Networking or Bachelor Degree in Computer Application. (ii) Certificate in Cisco Certified Network Associate and Cisco Certified Network professional; and (iii) Two years of experience in Network Administration. **Desirable.** (i) Working in Linux Environment; (ii) Configuration, maintenance and monitoring of core distribution, access switches of all types; (iii) Management of Network Monitoring system; and (iv) Previous experience with Server, Network switches and routers.
2.7.	Hardware Administrator	(i) 12th Class pass from recognized Board with Advance Diploma in Computer Hardware or Bachelor degree in Computer Application. (ii) Certification in Very Large Scale Integration; and (iii) Two years of experience in Hardware administration. **Desirable.** Previous experience in hardware maintenance of Personal Computers, servers, printers and computer peripherals.
2.8.	Lineman	(i) 12th Class pass from recognized Board; (ii) Diploma in Optical Fiber Cable Line Management; and (iii) Two years of experience in related field. **Desirable.** (i) Knowledge about splicing machine, Optical time-Domain Reflectometer, Sleeve cutter, etc., (ii) Knowledge and experience of splicing and jointing.

2.9.	Boat Builder	(i) 12th Class pass from a recognized Board; and (ii) Two years of experience in repair of Fiberglass Reinforced Plastic boats with a public sector undertaking shipyard or private shipyard or an independent private limited or public company registered under the Companies Act, 2013 (18 of 2013). or (iii) Successfully completed apprenticeship training at designated centres recognized by the Directorate General of Training, New Delhi, and in possession of the National Apprenticeship Certificate in trade of marine fitter; or (iv) Ex-sailors of Indian navy and Indian Coast Guard from the Shipwright or Hull Artificer trade.
2.10	Technical Attendant – Printing Machine Operator	Industrial Training Institute Pass Certificate in Printing Machine Operator from a recognised institute. (OR) (i) Matriculation pass or equivalent examination from a recognised Board / Institute. (ii) At least one year experience of working as Printing Machine Operator from a recognised Organization.

General Instructions for applicants

3. **Age limit.** Age for all posts is mentioned in the table 1. The crucial date for determining age limit shall be the **last date of application.**

4. **Age Relaxation.**

4.1. Relaxable by three years for OBC and five years for SC and ST candidates, ten years for Persons with Benchmark Disabilities (PwBD) *(15 years for SCs/STs and 13 years for OBCs)* and Ex-Serviceman who have rendered not less than 06 months of continuous service in the Armed Forces shall be allowed to deduct the full period of such service from their actual age and if the resultant age does not exceed the prescribed maximum age by more than three years, they shall be deemed to be within age limits.

4.2. **Central Govt Employees.** Central Govt employees with three years continuous service - 40 years for general categories and 45 years for SC/ST.

4.3. OBC/SC/ST candidates applying against UNRESERVED POST are not entitled to any relaxation in age limit.

5. **Reservation (SC/ST/OBC/EWS/PwBD/ESM)**.

5.1. SC/ST/OBC/EWS/PwBD/ESM candidates who have applied against reserve categories are required to submit a valid certificate.

5.2. **OBC** candidates should have a valid **Non-Creamy Layer Certificate** issued on/after 01 Apr 2025.

5.3. The candidates applying against the vacancies reserved for **EWS** must have a valid **EWS Certificate** issued on/after 01 Apr 2025.

5.4. The candidates applying against the vacancies reserved for **Persons with Benchmark Disabilities (PwBD) category** must have a valid certificate**,** the candidates relevant disability should be permanent in nature and not less than 40%.

5.5. The candidates applying against the vacancies reserved for **Ex-Servicemen category** must be attached copy of ESM discharge certificate.

6. **Last Date for Receipt of Application is 21 days (including Sundays and holidays) from the date of publication of the advertisement in the Employment News Paper. If closing date falls on holidays, then next working day will be taken as closing date for receipt of application.**

7. **How to apply.**

7.1. Eligible candidates can apply to any of the above posts subject to vacancies and qualifications.

7.2. No Objection Certificate is required for persons working in Central Government/State Government/ Public Sector Undertakings/ Autonomous bodies as permanent employee.

7.3. In case of Ex-Serviceman, self-attested photocopy of discharge certificate/ book is to be submitted alongwith the application.

7.4. The following documents should be attached with the **application form** and should be arranged in the following order:-

7.4.1 **Application Form has to be typed in block letters only. Handwritten forms will NOT be accepted.**

7.4.2. The colour photograph with white background to be uploaded in Application Form which should be taken within last three months. **Application without photograph will NOT be accepted.**

7.4.3. Signature of the Candidate should be uploaded in Application Form. **Application without signature of the candidate will NOT be accepted.**

7.4.4. Self-attested copies of Aadhaar Card, 10th, 12th Std Mark Sheet, UG/PG Mark Sheets & Diploma/ITI Certificates, Driving License, Experience Certificate, Computer Course Certificate, as applicable.

7.4.5. Self-attested copies of valid OBC/SC/ST/EWS Certificate/ PwBD Certificate/ Discharge Certificate, as applicable.

7.4.6. An A/C payee Demand Draft of Rs 100/- (Non-refundable) drawn in favour of "DSSC Direct Recruitment 2026" payable at Canara Bank, DSSC Branch (Code 16239) to be enclosed.

7.4.7. Self addressed envelope of 10x22 cms with Rs 56/- postage stamp to be pasted.

7.5. Applicants to mention clearly on the envelope "APPLICATION FOR THE POST OF _____" and addressed to **The Commandant, Defence Services Staff College, Wellington (Nilgiris) – 643 231, Tamil Nadu.**

8. **Mode of Selection**.

8.1. All applications will be scrutinised in terms of age limits, minimum qualification, documents and certificates. Thereafter, eligible candidates will be issued call letters for written test.

8.2. The eligible candidates will be required to appear for written test. The written test will be based on minimum educational qualification.

8.3. The written test consists of (i) General Intelligence and Reasoning (ii) Numerical Aptitude (iii) General English (iv) General Awareness (v) Trade Specific.

8.4. The question cum answer paper will be English and Hindi.

8.5. The requisite number of candidates will be shortlisted and called for skill/physical test wherever applicable based on merit/category in the written test.

9. **Other Instructions**.

9.1. **Bio-metric verification of the candidates with their Aadhaar Card will be carried out at the time of written examination/skill test.**

9.2. Application received after due date will not be considered. DSSC will not be responsible for any kind of postal delay.

9.3. Pre-scrutiny of the application in terms of age limit, minimum qualifications, experience, documents and certificates will be carried out by the DSSC before calling the suitable candidates for the written test/skill test.

9.4. Candidates appearance at the time of examination to be the same as the photograph in the Application Form.

9.5. The venue for written test / skill test is DSSC, Wellington.

9.6. No TA/DA will be paid to attend written examination/skill test.

9.7. Selected candidates will be required to serve anywhere in India.

9.8. The use of any mobile phone (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc., or camera or Bluetooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination is strictly prohibited. Any infringement of these instructions shall entail disciplinary action including ban from future examinations.

9.9. Candidates are advised in their own interest not to bring any of the banned items including pagers or any valuable/costly items to the venue of the examination. DSSC, Wellington will not be responsible for any loss in this regard.

9.10. **Mere submission of application(s) does not entitle candidates to be called for examination/test. Depending on the number of applications received, the number of candidates will be restricted for the written examination based on the marks obtained in the minimum essential qualification of exam prescribed for the post(s).**

9.11. **Application form fee is Rs 100/- (Rupees one hundred only) for all categories. Application must be forwarded alongwith an A/C payee Demand Draft of Rs 100/- (Non-refundable) drawn in favour of 'DSSC Direct Recruitment 2026" payable at Canara Bank, DSSC Branch (Code 16239). Applications without application fee will not be accepted.**

9.12. **Separate applications should be submitted for each post alongwith requisite documents including Demand Draft.**

10. This establishment will not be liable/ responsible for paying any compensation in case of any injury/ death suffered by the candidate during the recruitment process.

11. No interim correspondence with regard to the status of application(s) will be entertained.

12. **Application form to be opened/filled in Adobe Reader only. Application Form has to be typed in block letters only and should be taken colour printout. Handwritten forms will NOT be accepted.**

13. The Commandant reserves the right to cancel/postpone the recruitment process and increase/decrease the number of vacancies without assigning any reasons. The decision of Appointing Authority (Commandant, DSSC) will be final and no appeal will be entertained.

Colonel Adjutant
DSSC, Wellington

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