

~~**DRAFT RECRUITMENT NOTICE**~~

IHQ/MOD (ARMY)/DGEME (DTE OF INDEGENISATION)

**DIRECT RECRUITMENT OF GROUP 'C' VACANCIES IN THE CORPS OF
ELECTRONICS AND MECHANICAL ENGINEERS**

1. Applications are invited for direct recruitment from Indian nationals for the under mentioned posts at the address mentioned against each posts:-

Address	Place of Work	Posts	Vacancies						
			UR	SC	ST	OBC	TOTAL	Incl Reservation for	
								PH	ESM
Officer-in-Charge DSW (EE), C/o CQA (EE), Aundh Camp, Pune- 411027	Pune	Store Keeper (SK)	1	-	-	-	1	-	-
		Civilian Motor Driver (OG)	1	-	-	1	2	-	-
		Steno-II	-	-	-	1	1	-	-
Officer-in-Charge DSW (V), C/o CQA (SV), Dehu Road Pune - 412101	Pune	Civilian Motor Driver (OG)	-	1	-	-	1	-	-
		Steno-II	-	-	-	1	1	-	-

2. Minimum educational qualifications, experience and suitability for persons with disability are as under:-

S No	Posts	Qualifications	Suitable for person with disability
(a)	Store Keeper (SK)	12 th pass or equivalent from a recognised Board or University. <u>Desirable.</u> Certificate course in Material Management from recognised Institution.	The vacancies are at Point No 44, 46, 50 & 51 of cycle XXIV and hence the same have not been reserved for persons with disabilities based on reservation roster for persons with disabilities to be filed up by direct recruitment, maintained in accordance with DOP&T OM No 36035/3/2006-Estt (Res) dated 29 Dec 2005.
(b)	Civilian Motor Driver (OG)	1. Matriculation or equivalent. 2. Must possess the civilian driving licence for heavy vehicles and have two years experience of driving such vehicles.	
(c)	Steno-II	12 th pass or equivalent from a recognised Board or University. <u>Skill Test</u> <u>Dictation.</u> 80 wpm/10 min <u>Transcription.</u> 50 wpm (English) and 65 wpm (Hindi) on computer	

3. **Pay Scale**

Store Keeper (SK)	-	Pay Band 1 - Rs 5200-20200 + Grade Pay Rs 1900
Civilian Motor Driver (CMD)	-	Pay Band 1 - Rs 5200-20200 + Grade Pay Rs 1900
Steno-II	-	Pay Band 1 - Rs 5200-20200 + Grade Pay Rs 2400

4. **Age Limit.** 18 to 25 years (Store Keeper & Steno-II)/18 to 27 years (Civilian Motor Driver)

5. **Age Relaxations**

- (a) Government Servant. Upto 35 years as per order/instructions issued by the Central Government.
- (b) Ex-Servicemen. Service rendered in Army, Navy and Air Force plus three years.
- (c) SC/ST. Five years for the vacancies reserved for the respective category.
- (d) OBCs. Three years for the vacancies reserved for this category.
- (e) Physically Handicapped. Ten years (15 years for SC/ST and 13 years for OBC) for the vacancies reserved for this category.

6. **Liability of Service**. Liable to serve anywhere in India including field as per "Civilian Defence Field Service Liability Rules 1957".

7. Candidates will forward application properly sealed in an envelope to the address mentioned against the post applied for through ordinary post. Registered applications will not be accepted. Candidates are requested to super-scribe the words "APPLICATION FOR THE POST OF _____" on top of the envelope while sending the application form. Separate application is required for each post.

8. Last date for receipt of application is 21 days from the date of publication of the advertisement in the Employment News.

9. The crucial date for determining the age limit shall be the last date for receipt of application.

10. Photocopy of the following documents/certificates to be attached alongwith application duly attested by a Gazetted Officer.

- (a) Matriculation certificate/Municipality Birth certificate in support for date of birth.
- (b) Mark sheet of the educational qualifications mentioned against the post applied.
- (c) ST/ST/OBC (Non creamy layer) certificate, if applicable.
- (d) Copy of Driving Licence for the post of Civilian Motor Driver (Ordinary Grade) along-with Experience Certificate.
- (e) Discharge Certificate in case of ex-servicemen.
- (f) NOC in original from their present employer in case of Government Servant.

11. Incomplete/illegible/ineligible applications will be deemed invalid and rejected without intimation to the candidate. Only the eligible candidates will be called for the written examination provided a self-addressed envelope with postal stamp of Rs 5/- is enclosed with the application form.

12. Merely fulfilling the basic selection criterion does not automatically entitle a person to be called for test/interview.

13. On qualifying the written test only, the candidates will be called for subsequent practical test. Selection of candidates will be restricted on overall merit.

14. The number of vacancies is subject to change. Further, the employer has the right to cancel or modify this notification without assigning any reason thereof.

15. Canvassing in any form shall disqualify the candidate. No enquiry or correspondence will be entertained.

16. Syllabus for written test will be as per essential qualifications mentioned against each posts.

17. No TA/DA is admissible. Duration of the test can be 02 to 03 days or more. Candidates will make their own arrangement for lodging/boarding during the test/interview.

18. The decision of appointing authority regarding selection/rejection will be final.

19. The recruitment process can be cancelled/postponed/suspended/terminated without any prior notice/assigning any reasons at any stage.

20. In case of receipt of large of number of applications, short listing would be done based on marks obtained in essential qualification.

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APPLICATION FORM

1. Post applied for
2. Name of the candidate
3. Father's/Husband's Name
4. Date of Birth (with proof)
3. Address for Correspondence
4. Permanent Home Address
5. Category (SC/ST/OBC/Gen/ESM/PH)
7. Nationality
8. Educational Qualifications (Proof enclosed)

Affix
Passport
Size Photo
Duly
Attested

Certified that the particulars mentioned in the application form are correct and true to the best of my knowledge and belief. If found false at any stage my services may be terminated without notice.

Date :

(Signature of the Applicant)

List of documents attached

1.
2.
3.
4.

ACKNOWLEDGEMENT/ADMISSION CARD

1. Post applied for,
2. Name of the candidate
3. Signature of the Candidate

Affix
Passport
Size Photo
Duly Attested

(For Official Use only)

3. Your application is hereby accepted.
4. Index No _____
5. Written Test (a) Date/ (b) Time
- (c) Place

Note : Candidate to bring original documents on the date of written examination.

day 10/03/11 / 0019/1617

[Signature]