

Government of India, Ministry of Defence
EME Records, Trimulgherry, Secunderabad (TS) – 500 015
Employment Notice

1. Applications on the prescribed format for the following posts in EME Records are invited.

S. No	Name of the Post	No. of Vacancies							Category & Percentage of Disability Suitable for the job	Pay Band / Pay Scale
		UR	OBC	SC	ST	Total	Including Reservation for			
							ESM	PH (HH)		
01	MTS (Peon)	08	04	02	01	15	02	01	HH (Hearing Handicapped) Not less than 40%	Rs. 5200 – 20200 + Grade Pay Rs. 1800

2. **Educational Qualification:** Matriculation pass or equivalent from recognized Board.
 3. **Desirable Qualification:** Conversant with the duties.
 4. **Age Limit:** - 18 to 25 years.
 5. **Age Relaxation for:-**
 - (a) **Govt Servant** – 35 years.
 - (b) **Ex-Servicemen** – Service rendered in Army, Navy and Air Force plus three years.
 - (c) **Scheduled Caste and Scheduled Tribe** – Five years.
 - (d) **Other Backward Class** – Three years.
 - (e) **Physically Handicapped** – Ten years (15 years for SC/ST and 13 years for OBC) for the vacancies reserved for this category.
 6. Posts mentioned above are subject to all India transfer liability and field service liability Rules.
 7. Candidates will forward application alongwith two self addressed envelopes affixed with stamp of Rs 5/- and two self attested passport size photographs, properly sealed in an envelope to the address mentioned in format of application **BY POST only**. Applications in person will not be accepted. Candidates are requested to super-scribe the words **"APPLICATION FOR THE POST OF MTS (PEON)"** on the top of the envelope.
 8. **Last date for receipt of application is 28 days from the date of publication of advertisement inclusive of date of publication of advertisement and receipt of application.**
 9. **The crucial date for determining the age limit** shall be the closing date of receipt of application.
 10. Self attested photocopies of the following documents/ certificates to be attached alongwith application:-
 - (a) Mark sheet of the educational qualification.
 - (b) Matriculation certificate/ Municipality Birth Certificate in support of the date of birth.
 - (c) ST/SC/OBC (Non creamy layer) Certificate if applicable issued by Mandal Revenue Officer/ Tehsildar.
 - (d) Physically handicapped certificate showing 40% and above of relevant disability issued by competent authority in Govt prescribed Proforma.
 - (e) Discharge certificate in case of ex-servicemen.
 - (f) NOC in original from their present employer in case of Govt Servant.
- Note:** Original certificates should not be sent with the application. These should be produced only at the time of interview.
11. **Incomplete/illegible/ineligible(cutting/over writing) applications will be deemed invalid and rejected** without intimation to the candidate. Only the eligible candidates will be called for the written examination.
 12. It is made clear that merely fulfilling the basic qualification requirements does not automatically entitle a person to be called for Written Test. The selection will be made strictly on the merit basis. The decision of Appointing Authority regarding Selection/Rejection will be final.
 13. Application will be shortlisted on the basis of percentage of marks obtained in the examination for essential qualification and only shortlisted candidates will be called for written test.
 14. The number of vacancies is subjected to change. Further the employer has the right to cancel or modify this notification without assigning any reason thereof.

16. Canvassing in any form shall disqualify the candidate. No enquiry or correspondence will be entertained.
17. Syllabus for written test will be under four categories namely General Intelligence & Reasoning, Numerical Aptitude, General English & General Awareness as per essential qualification.
18. No TA/DA is admissible. Candidates will make their own arrangement for lodging/Boarding during the test.
19. The recruitment process can be cancelled/postponed/suspended/terminated without any prior notice/ assigning any reasons at any stage.

NOTE: CANCELLATION OF EARLIER ADVERTISEMENT: Process of recruitment initiated on the notice of employment published vide davn No 10103/11/0069/1314 on 01 Feb 2014 has been scrapped by the competent authority under clause 19 of the said advertisement.

*** Abbreviations are given below:-**

UR	-	Un-Reserved
OBC	-	Other Backward Class
SC	-	Scheduled Caste
ST	-	Scheduled Tribe
PH	-	Physically Handicapped
ESM	-	Ex-Servicemen
HH	-	Hearing Handicapped
MTS	-	Multi Tasking Staff

FORM OF APPLICATION

APPLICATION FOR THE POST OF 'MULTI TASKING STAFF (PEON)'

Applications should be addressed to THE COMMANDING OFFICER, EME RECORDS, TRIMULGHERRY, SECUNDERABAD (Telagana) – 500 015

- (01) Full Name of the Candidate (IN CAPITALS): -
- (02) Father's Name/ Husband's Name: -
- (03) Date of Birth: -
- (04) Present age as on crucial date: - ____ Years, ____ Months & ____ Days
Date of receipt of application (for office use): -
- (05) Permanent Address along with Contact Number: -
- (06) Correspondence Address along with Contact Number: -
- (07) Educational Qualification (Attach copies of Education Certificates): -
- (08) Experience, if any: -
- (09) Nationality:-
- (10) Religion: -
- (11) Category (UR/OBC/SC/ST)*: -
- (12) Whether belongs to (PH/ESM)*:-
- (13) Employment Regd.Card No & Date with District if any: -

Affix self attested
recent passport size
photograph

Declaration: - I, hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false / incorrect my candidature / application may be cancelled / terminated without any further notice. Also there are no criminal cases pending against me.

Place: -

(Signature of applicant)

Date: -

davn 10103/11/0004/1617