

MILITARY COLLEGE OF ELECTRONICS AND MECHANICAL ENGINEERING (MCEME) PIN 900453 C/O 56 APO

www.enev

Direct Recruitment of Group 'C' vacancies in the Corps of Electronics and Mechanical Engineers

1. Applications are invited for direct recruitment from Military College of EME for the undermentioned posts at the address mentioned against each post: -

Address	Place of work	Posts	Total Vac	Vacancies					
				Un-reserved		SC	ST	OBC	Including Reservation for
				UR	EWS (UR)				
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
Military College of EME, Pin- 900453 c/o 56 APO	Tirumulgherry, Secunderabad, Telangana	Lower Division Clerk	05	01	02	-	-	02	-
		Stenographer Gde-II	02	02	-	-	-	-	-
		Laboratory Assistant	03	01	01	-	-	01	-
		Civilian Motor Driver (OG)	01	-	01	-	-	-	-
		Bootmaker Equipment Repairer	02	02	-	-	-	-	-
		Barber	01	-	-	-	-	01	-
		Multi-tasking Staff	25	13	02	02	01	07	01 x PH(HH), 02 x ESM
		Tradesmen Mate	10	05	01	-	01	03	01 x ESM
		Total	49	24	07	02	02	14	-

Abbreviations used : UR- Un-reserved, SC-Schedule Caste, ST-Schedule Tribe, OBC - Other Backward Class, EWS - Economically Weaker Section, PH-Physically Handicapped, ESM - Ex-Serviceman, HH - Hard of Hearing, OG - Ordinary Grade.

Note : Examination Centre - MCEME, Tirumulgherry, Secunderabad.

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

Eligibility Criteria

2. Minimum /Essential "Educational Qualification" and "Desirable Qualification/Experience" for the posts are as under: -

S.No	Posts	Qualification
2.1.	Lower Division Clerk	2.1.1. Pass in 12th class from a recognized Board or University. 2.1.2. Typing speed of 35 words per minute in English on computer or a typing speed of 30 words per minute in Hindi on computer (35 words per minute correspond to 10500/9000 key depressions per hour on an average of 5 key depression for each word).
2.2.	Stenographer Grade - II	2.2.1. Pass in 12th class or equivalent from a recognized Board or University. 2.2.2. Skill Test Norms :- (a) Dictation : 10mts @ 80 words per minute (b) Transcription : 50 minutes (English), 65 minutes (Hindi) (on computer)
2.3.	Laboratory Assistant	2.3.1. Essential:- Graduate in Science with Physics, Chemistry and Mathematics from a recognized University. OR Diploma in Electrical or Mechanical or Electronics Engineering from a recognized Institution. 2.3.2. Desirable :- Two years experience in a Government or Private concern.
2.4.	Civilian Motor Driver (OG)	2.4.1. Matriculation 2.4.2. Must possess the Civilian Driving license for heavy vehicles and have two years experience of driving such vehicles.
2.5.	Bootmaker Equipment Repairer	2.5.1. Matriculation or equivalent. 2.5.2. Should be able to carry out all canvas, textile and leather repair and replacement of the equipment and boots.
2.6.	Barber	Essential: Matriculation or equivalent from recognized Board with proficiency in Barber's trade job. Desirable :- One year experience in the trade.
2.7.	Multi-tasking Staff (Daftry, Messenger, Chowkidar, Gardner & Safaiwala, Book Binder)	Essential:- Matriculation or equivalent from recognized Board. Desirable :- Conversant with the duties of respective trades with one year's experience in the trade.
2.8.	Tradesman Mate	Matriculation pass from recognized Board or equivalent.

3. Pay Scale (As per 7th Central Pay Commission).

3.1. Posts at Serial No. 2.1. & 2.4. - Pay Matrix Level 2 (Pay Band-1 Rs 5200-20200 (Grade Pay Rs. 1900/-))

3.2. Post at Serial No. 2.2. & 2.3 - Pay Matrix Level 4 (Pay Band-1 Rs 5200-20200 (Grade Pay Rs. 2400/-))

3.3. Post at Serial No. 2.5. to 2.8. - Pay Matrix Level 1 (Pay Band-1 Rs 5200-20200 (Grade Pay Rs. 1800/-))

4. Age limit. 18 to 25 Years (for all categories at para 2.1 to 2.8).

5. Age Relaxation. In accordance with the orders issued by Central Government from time to time including ESM:

Schedule Caste and Schedule Tribes (SC/ST)	05 (Five) years of age concession is admissible to Schedule Caste and Schedule Tribes.
Other Backward Class (OBC (Non-creamy layer))	03 (Three) years of age concession is admissible to Other Backward Class (Non-Creamy layer)
Person with Benchmark Disability	Age relaxation of 10 years (15 years for SC/ST and 13 years for OBC candidates) in upper age limit shall be allowed to persons with disabilities.
Ex-Servicemen (ESM)	For ESM, resultant age after deducting period of service from actual age should not exceed prescribed age limit by more than 3 years. Calculation of age shall be as per the category for which the application has been made.
Departmental Candidates	Departmental candidate with three years continuous service in Central Govt will be given age relaxation up to 40 years of age (45 years for SC/ST)

- 7.1 Candidates to forward application as per prescribed format given in the advertisement alongwith a self addressed envelope (size- 10.5 cm x 25 cm) with postal stamp of Rs 10/- properly sealed in an envelope to the address mentioned against the post applied for through ORDINARY POST. Candidates are requested to superscribe the words "APPLICATION FOR THE POST OF _____" on the top of the envelope while sending the application.
- 7.2 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 and 28 days (including Sundays and holidays) for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti Districts and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep. First date of this advertisement in the Employment Newspaper will be taken into account for calculating 21/28 days. If closing date falls on holidays, then next working day will be taken as closing date for receipt of application.
8. Candidates are allowed to apply only for one trade and applications once submitted cannot be modified under any circumstance. No application will be received by hand.
9. Persons working in Central Govt/State Govt/PSUs must provide the "NOC" document obtained through the competent authority of his/her present organization to Recruitment Agency at the time of selection.

Important Aspects

10. Application(s) will be shortlisted on the basis of percentage of marks obtained in the Essential Qualification referred at Para 2 and Admit cards will be issued accordingly. No weightage will be given for additional/ higher qualification.
11. Merely fulfilling the essential qualification does not automatically entitle a person to be called for test.
12. No admit card will be issued in case of rejection/late receipt of applications. Candidate will not be intimated in case of rejection of their application and no correspondence in this regard will be entertained.
13. Incomplete/ illegible application will be deemed invalid and rejected without intimation to the candidate.
14. Application(s) without DAVP advertisement reference number will not be accepted.
15. No man who has more than one wife living and no women who has more than one husband living, shall be eligible for appointment.
16. Canvassing in any form shall disqualify the candidature. No enquiry or correspondence will be entertained.
17. The selection board shall not be responsible for any lapse on the part of the candidate in this regard. Candidate is responsible for providing all factually correct data and correct certificates/documents. Providing factually incorrect data, fake certificates/documents for providing incomplete certificates/documents by the candidates will result in automatic rejection of his/her candidature.
18. Date of Documents Verification, Written Examination, Physical Test (where applicable) and Skill Test for each trade as applicable will be intimated via admit card sent through ORDINARY POST in the envelope or email ID, provided by the candidates alongwith the application and it should remain valid for the future communication.

Examination

19. Written test will be offline (Optical Mark Recognition (OMR) based) and "Objective Type" for 150 marks with Negative Marking of 0.25 mark for each wrong answer. Duration of examination is two hours. Question paper will be in bilingual i.e., English and Hindi and the syllabus will be in accordance to minimum qualification prescribed for each post at Para 2. Question paper will be "Multiple Choice Question" as under:-

- 19.1. Question paper for the posts of Lower Division Clerk, Stenographer Grade-II, Lab Asst and CMD(OG) will be as under :-

Paper	Subject	No. of Questions	Max Marks
Part - I	General Intelligence & Reasoning	25	25
Part - II	General Awareness	25	25
Part - III	General English	50	50
Part - IV	Numerical Aptitude	50	50
		150	150

- 19.2. Question paper for the posts of Bootmaker Equipment Repairer, Barber, Multi-tasking Staff and Tradesman Mate will be as under:-

Paper	Subject	No. of Questions	Max Marks
Part - I	General Intelligence & Reasoning	50	50
Part - II	General Awareness	50	50
Part - III	General English	25	25
Part - IV	Numerical Aptitude	25	25
		150	150

20. Date & Place of Written Examination for each trade will be intimated through admit card.
21. Written test will be conducted for all Trades. The selection committee has discretion to fix minimum qualifying marks in any or all parts of papers. Skill test and Physical test (wherever applicable) will be conducted for candidates who pass the written test and come in merit. Skill test and Physical test (wherever applicable) will be qualifying in nature and the candidates who fail to qualify Skill/Physical test shall not be eligible for selection.
22. No Transportation Allowance/Dearness Allowance will be admissible. Examination including written / skill test / physical test (where applicable) will be for TWO (02) to FIVE (05) days or more days and may spread across different dates. Candidates will have to make their own arrangement for Lodging/Boarding during conduct of all types of examination.
23. Candidates are required to carry "Admit Card" along with identity proof (either Passport, Aadhaar card, PAN Card, Driving License) for confirmation while reporting for the document verification, physical test (where applicable), written test and skill test. Aadhaar Card prepared more than 10 years ago will not be accepted and identity proof should have same name as given in the application.
24. Capturing of Bio-metric details will be done on first day and subsequent days of reporting of the candidate for the documents verification and written test /Skill Test/ Physical Test (where applicable). Bio-metrics of selected candidate for the documents will again be taken on reporting to Units.
25. There shall be no provision for re-evaluation and re-checking of the scores. No correspondence in this regard will be entertained. The decision of appointing authority regarding selection/rejection will be final.
26. The recruitment process including any part of examination can be cancelled/ postponed/ suspended/ terminated without any prior notice/assigning any reasons at any stage.
27. Provisionally selected candidates have to produce original and photocopy of the following documents/ certificates duly self attested by a candidate on the date and time intimated by the recruiting establishment :-
- 27.1. Matriculation certificate/ Municipality Birth certificate in support for date of birth.
- 27.2. Aadhaar Card.
- 27.3. Mark Sheet of the educational qualification mentioned against the post applied for.
- 27.4. Any certificate for the desirable qualification.
- 27.5. SC/ST/OBC (Non creamy layer for OBC)/EWS or any other reservation certificate, if applicable.
- 27.6. Physically handicapped certificate showing 40% and above disability issued by SMO of the District/Govt Hospital.
- 27.7. Discharge certificate and copy of PPO in case of Ex-serviceman.
- 27.8. NOC in original from their present employer/competent authority in case of Government servant including serving Armed Forces Personnel if applicable.
- 27.9. Address proof (Passport/ Ration Card/ Voter Card/ Driving License).
- 27.10. In case of widows, divorced women and women judicially separated from their husband, a certificated copy of Judgment/Decree of appropriate court to prove the fact of divorce or the judicial separation, as the case may be.
28. Candidates on selection are liable to be transferred anywhere across India including field services liability and not necessarily at the choice of location given at the time of application.
29. Any representation for redressal of grievances with regard to the recruitment will be subject to the jurisdiction of the District Court Secunderabad, Telangana State.
30. The unit will not be liable/ responsible for paying any compensation in case of any injury/ death suffered by the candidate during the recruitment process.

Format of Certificate(s) for support of Claim(s)

31. A candidate who claims to belong to one of the Schedule Caste or the Schedule Tribe or the Other Backward Class or Economically Weaker Section should submit in support of his/her claim an attested/certified copy of a certificate in the form given below from the District Officer or the Sub-Divisional Officer or any other Officer of the District (who has been designated by the State Government concerned as competent to issue such a certificate and as indicated below) in which his/her parents (or surviving parent) ordinarily reside. If both his/her parents are dead, the officer signing the certificate should be of the district in which the candidates himself/herself ordinarily resides otherwise than for the purpose of his/her own education. Wherever photograph is an integral part of the certificate, only attested photocopies of such certificates would be accepted and not any other attested or true copy :-

31.1.4 Sub-Divisional Officer of the area where the candidate and/or his/her family resides.

31.2. Format certificate to be produced by Scheduled Caste/Scheduled Tribes applying for appointment to posts under the Government of India :-

1. This is to certify that Shri/Shrimati/Kumar* son/daughter* of _____ of Village/Town* _____ in District/Division* _____ of the State/Union Territory* _____ belongs to the _____ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe under :-

*The Constitution (Scheduled Caste) Order, 1950

*The Constitution (Scheduled Tribes) Order, 1950

*The Constitution (Scheduled Caste) (Union Territories) Order, 1951

*The Constitution (Scheduled Tribes) (Union Territories) Order, 1951

(As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order), 1956, the Bombay Re-organization Act, 1960, The Punjab Re-organization Act 1966, the State of Himachal Pradesh Act, 1970, The North Eastern Areas (Re-organization) Act 1971 and Scheduled Castes and Scheduled Tribes Order (Amendment Act 1976).

*The constitution (Jammu and Kashmir) Scheduled Castes Order, 1956

*The constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amended Act), 1976

*The constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962

*The constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962

*The constitution (Pondicherry) Scheduled Tribes Order, 1964

*The constitution (Uttar Pradesh) Scheduled Tribes Order, 1967

*The constitution (Goa Daman and Diu) Scheduled Caste Order, 1968

*The constitution (Goa Daman and Diu) Scheduled Tribes Order, 1968

*The constitution (Nagaland) Scheduled Tribes Order, 1970

*The constitution (Sikkim) Scheduled Caste Order, 1978

*The constitution (Sikkim) Scheduled Tribes Order, 1978

*The constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989

*The constitution (Scheduled Caste) Orders (Amended Act), 1990

*The constitution (Scheduled Tribes) Orders (Amended Act), 1991

*The constitution (Scheduled Tribes) Orders (Second Amended Act), 1991

2. **This certificate is issued on the basis of the Scheduled Caste/Scheduled Tribes Certificate issued to Shri/Shrimati* father/mother* of Shri/Shrimati*/Kumar* _____ of Village/Town* _____ in District/Division* _____ of the State/Union Territory* _____ who belongs to the Caste/Tribes* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory _____ issued by the _____ dated _____

3. Shri/Shrimati*/Kumar* _____ and/or his/her family ordinarily reside(s) in Village/Town* _____ of _____ District/Division* of the State/Union Territory* of _____

Signature _____

Designation _____

(with Office Seal)

Place _____

State/Union Territory _____

Recent Passport
size attested
photograph of the
applicant

Note: The term 'Ordinarily resides' used will have the same meaning as in Section 20 of Representation of the Peoples Act, 1950.

(c) Format of certificate to be produced by Other Backward Classes applying for appointment to posts under Government of India (Department of Personnel & Training Office Memorandum No. 36033/28/94-Estt (Res), dated 02 Jul 1997).

This is to certify that Shri/Shrimati/Kumar* son/daughter of _____ Village _____ District/Division _____ in the _____ State _____ belongs to the community which is recognized as a Backward Class under -

(i) Government of India, Ministry of Welfare, Resolution No. 12011/68/93-BCC (C), dated 10th September 1993, published in the Gazette of India Extraordinary, Part-I Section I, No. 186, dated 13th September 1993.

(ii) Government of India, Ministry of Welfare, Resolution No. 12011/09/94-BCC (C), dated 19th October 1994, published in the Gazette of India Extraordinary, Part-I Section I, No. 163, dated 20th October 1994.

(iii) Government of India, Ministry of Welfare, Resolution No. 12011/07/95-BCC (C), dated 24th May 1995, published in the Gazette of India Extraordinary, Part-I, Section I, No. 88, dated 25th May 1995.

(iv) Government of India, Ministry of Welfare, Resolution No. 12011/04/96-BCC (C), dated 06th December 1996, published in the Gazette of India Extraordinary, Part-I Section I, No. 210, dated 11th December 1996.

Shri _____ and/or his family ordinarily reside(s) in the District/Division of the _____ State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 03 of the Scheduled to the Government of India, Department of Personnel and Training OM No. 36012/22/93-Estt. (SCT) dated 08 September 1993.

Recent Passport
size attested
photograph of the
applicant

District Magistrate

Deputy Commissioner etc.

Date : _____

Seal

(d) Format of Income & Assets certificate to be produced by Economically Weaker Sections applying for appointment to posts under Government of India (Department of Personnel & Training OM No. 36039/1/2019-Estt(Res) dated 31 Jan 2019)

Government of _____

(Name & Address of the authority issuing the certificate)

INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____ Date: _____

VALID FOR THE YEAR _____

1. This is to certify that Shri/Smt./Kumar _____ son/daughter/wife of _____ permanent resident of _____ Village/Street _____ Post Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose

photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her family*** is below Rupees 8 lakh (Rupees Eight Lakh only) for the financial year _____

His/her family does not own or possess any of the following assets***:

(i) 5 acres of agriculture land and above;

(ii) Residential flat of 1000 sq. ft. and above;

(iii) Residential plot of 100 sq. yards and above in notified municipalities;

(iv) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumar _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribes and Other Backward Classes (Central List).

Recent Passport
size attested
photograph of the
applicant

Signature with seal of Office _____

Name _____

Designation _____

*Note 1. Income covered all sources i.e. salary, agriculture, business, profession etc.

***Note 2. The term 'Family' for this purpose include the person, who seeks benefits of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

***Note 3. The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

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APPLICATION FORM
(To be sent neatly/ typed or hand written)
(DAVP Advertisement No. _____)

To, _____
(Unit Address as mentioned at para 1 of advertisement)

1. Post applied for (along with Unit as : _____ Unit: _____ mentioned at para 1 of advertisement)

2. Name of the candidate : _____
(In Block letters)

3. (a) Father's /Husband's Name : _____
(b) Mother's Name : _____

4. Date of Birth (DD/MM/YYYY) :

5. Age as on last date of receipt : Years _____ Months _____ Days _____ of application

6. Nationality : _____

7. Religion : _____

8. Correspondence address _____ _____ Pin _____ State _____ Contact/Mobile No. _____ Email ID _____	9. Permanent address : _____ _____ Pin _____ State _____ Contact/Mobile No. _____ Email ID _____
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Recent Passport size photograph of the applicant

15. List of enclosures:-

S. No.	Enclosures
(a)	
(b)	
(c)	
(d)	

16. Details of any Identity proof (Enclose copy):-

Aadhaar Card No : _____	PAN Card No: _____
Driving Licence No : _____	Passport No: _____

DECLARATION

I hereby certify that above particulars mentioned in the application are correct and true to the best of my knowledge and belief. There is no criminal proceeding pending/ contemplated/ held against me. I understand that in the event of my information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the agree that Department has the right to transfer me anywhere in India.

Place : _____

Date: _____

(Signature of the applicant)

Note: Candidate to ensure the following are enclosed:-

- One self-addressed envelope duly affixed with Rs. 10/- postal stamp.
- Self-attested photocopies of certificates (_____) sheets.
- Two self-attested Photographs (Name and Mother's/Father's name on the back side of photo)
- Acknowledgement/ Admit card

ACKNOWLEDGEMENT / ADMIT CARD

1. Post applied for _____

2. Unit applied for _____

3. Name of candidate _____
(IN BLOCK LETTERS)

4. Date of Birth _____

5. Mother's Name _____

6. Father's/ Husband's Name _____

7. Category applied for _____

8. Correspondence address
House No./Street /Village _____
Post Office _____ Tehsil _____
District _____ State _____ Pin Code _____

9. Tele/Mob No. _____ E Mail ID _____

FOR OFFICE USE ONLY

Your application is hereby accepted

10. Index No. _____

11. Written test (a) Date _____ (b) Reporting Time _____
(c) Place _____

Recent Passport size photograph of the applicant

Date: _____

(Signature of controlling officer)

Note:-

- Candidates will report for written test along with original documents / certificates i.e. Educational, Caste, Domicile, Birth, Discharge certificate/NOC and Physically Handicapped certificate. Only after verification of original documents and Biometric Attendance, candidates will be allowed to appear for written test. The safe custody of the documents is the responsibility of the individual.
- Candidates should reach at least one hour before the scheduled time at examination centre on aforementioned date. No candidate will be allowed for examination after scheduled time.
- The candidates should bring their pen, pencil and clipboard for **Written Examination**. Candidates will also carry any two proof of identity (Aadhar Card/ PAN card/Passport/Driving Licence).
- The candidate should not keep Mobile, Calculator, Electronic item, paper and other material otherwise he/she will not be allowed for examination and his/her candidature will automatically be deemed to be rejected.

CBC 10103/11/0009/2526

EN 30/72

10. Category (UR/ SC/ ST/ OBC/ EWS/UR/ ESM): _____
(Please enclose photocopy of relevant certificate)
Abbreviations used: UR- Un-reserved, SC- Schedule Caste, ST- Schedule Tribe, OBC- Other Backward Class, EWS- Economically Weaker Section, PwBD- Person with Benchmark Disability, ESM- Ex-Serviceman
11. If applied for the post in "Physically Handicapped" category:

Type of disability (B, LV, MD, HH, OA, OL, OAL, CP, LC, Dw, AAV, ASD (M, MoD), SLD (M), MI(M))	Percentage of disability (40% and above)

(Please enclose photocopy of disability certificate issued by CMO/Civil Surgeon of Government hospital certifying the disability duly self attested)

Abbreviations used: B- Blindness, LV- Low Vision, D- Deaf, HH- Hard of Hearing, OL- One Leg, OA- One Arm, OAL- One Arm and One Leg, CP- Cerebral Palsy, Dw- Dwarfism, AAV- Acid Attack Victim, LC- Leprosy Cured, ASD (M, MoD)- Autism Spectrum Disorder (M-Mild, MoD- Moderate), SLD (M)- Specific Learning Disability (M-Mild), MI(M)- Mental Illness (Mild), MD- Multiple Disability.

12. Length of Combatant Service (applicable for ESM only): Years _____ Months _____ Days _____
Date of enrolment (In Army/Navy/Air Force): _____ Date of retirement: _____
(Please enclose photocopy of discharge certificate)

13. Details of age relaxation required _____
(Applicable as per Central Govt Policy)

14. Qualifications:

- (i) Educational:

Name of Examination	Year	Board/ University/ Institution	Percentage of marks obtained	Grade/ Division

(Please enclose photocopy of educational/qualification certificate)

- (ii) Experience:

Organization	Whether Govt/PSU/ Private	Post/ Appointment	From	To

(Please enclose photocopy of experience certificate)