

**DIRECT RECRUITMENT IN GROUP ‘C’ (DEFENCE CIVILIAN) POSTS  
IN THE CORPS OF ELECTRONICS AND MECHANICAL ENGINEERS AT  
295 FIELD WKSP C/o 7033 EME BN  
UNDER DIRECTORATE GENERAL 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 post:

Unit / Postal Address of the Establishment for forwarding applications	Place of work	Posts	Total Vacancy	Vacancies					
				Unreserved Category		Reserved Category			Including Reservation for
				UR	EWS (UR)	SC	ST	OBC	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
Commanding Officer, 7033 EME Bn Pin - 907033 C/o 99 APO	295 Field Wksp Coy Bengdubi Military Station	VM(MV) (Skilled)	02	01	0	01	0	0	-
		LDC	02	01	0	01	0	0	-

**Note:**

1. **The postal address given at Column (a) of Paragraph 1 will be the examination centre. Abbreviations used:** UR– Un-Reserved, SC- Schedule Caste, ST – Schedule Tribe, OBC – Other Backward Class, EWS – Economically Weaker Section.
2. Minimum/Essential “**Educational Qualification**” and “**Desirable Qualification/Experience**” for the posts are as under: -

S.No	Posts	Qualifications
(a)	VM(MV) (Skilled)	<b>Essential:</b> ITI certificate from a recognized Industrial Training Institute in the respective trade or grade. <b>Desirable qualification:</b> - National Council for Training in the Vocational Trades certificate from Directorate General of Employment and Training, Ministry of Labour and Employment, Government of India.
(b)	LDC	(i) 12th pass or equivalent qualification from a recognized Board or University. (ii) 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 and 30 words per minute correspond to 10500/9000 key depressions per hour (KDPH on an average of 5 key depressions for each word).

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

- (a) Posts at Serial No. 2(a) – Pay Matrix level 2 (Pay Band-1 Rs.5200-20200 (Grade Pay Rs.1900/-)).
- (b) Posts at Serial No. 2(b) – Pay Matrix level 2 (Pay Band-1 Rs.5200-20200 (Grade Pay Rs.1900/-)).
4. **Age Limit.** 18 to 25 Years for **UR** and (Relaxation for **SC** 5 years).
5. **Age Relaxation.** In accordance with the orders issued by Central Government from time to time including ESM.

Schedule Caste and Scheduled Tribes(SC/ST)	5 (Five) years of age concession is admissible to Schedule Caste and Scheduled Tribes.
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)
Widows, divorced women and women judicially separated from their husbands and who are not re-married.	Age relaxation up to the age of 35 years (up to 40 years) for members of Scheduled Castes/Schedules Tribes).

**Note:**

- (i) SC/ST/OBC candidates who apply against unreserved post will not be given age relaxation and other concession meant for SC/ST/OBC.
- (ii) **The crucial date for determining the age limit shall be the last date of receipt of application.**
- (iii) The age relaxation will be applied only in case of those candidates who produce valid certificate(s) of caste/category.
- (iv) Date of Birth filled in by the candidate in application form and the same recorded in the matriculation examination certificate will be considered for determining the age and no subsequent request will be accepted.
6. **Posts mentioned above are subject to “All India Transfer Liability and Field Service Liability Rules”. Candidates selected may be posted to any “Unit or Location” depending on the organizational interest. No representation will be entertained.**
7. **How to apply:**

- (a) Candidates to forward **application duly typed in A4 size paper** as per prescribed format given in the advertisement along with a self-addressed envelope (size – 10.5cm x 25 cm) with postal stamp of Rs.5/- 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 form. Candidate to ensure that valid E-mail ID and Aadhaar linked Telephone number are mentioned in the application form.
- (b) 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 Pangti Sub-Division of Chamba District of Himanchal Pradesh, Andaman and Nicobar Islands and Lakshadweep. First date of this advertisement in the ‘Employment News’ 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. 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. Admit card will NOT be issued in case of rejection/late receipt of applications. Candidates 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 correct advertisement reference number will not be accepted.**
15. No man who has more than one wife living and no woman 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. Candidates are responsible for providing all factually correct data and correct certificates/documents along with application form. Providing factually incorrect data, fake certificates/documents or providing incomplete certificates/documents by the candidate at any stage of recruitment/selection will result in automatic rejection of his/her candidature. **The selection board shall not be responsible for any lapse on the part of the candidate in this regard.**

18. Date & Place of Bio-metric, Document Verification and Written Examination for each trade will be intimated **via admit card which will be sent through ORDINARY POST in the envelope provided by the candidate along with the application and through electronic media. Candidate to ensure that correspondence address, E-mail ID and telephone number provided in the application form 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**. Candidates should bring their pen, pencil and clipboard for Written Examination. 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:-

(a) **Question paper for the Post of VM(MV) (Skilled) will be as under:-**

Paper	Subject	No. of questions	Marks
Part-I	General Intelligence & Reasoning	25	25
Part-II	General Awareness	25	25
Part-III	General English	25	25
Part-IV	Numerical Aptitude	25	25
Part-V	Trade Specific	50	50
		<b>150</b>	<b>150</b>

(b) **Question paper for the Post of LDC will be as under: -**

Paper	Subject	No. of questions	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
		<b>150</b>	<b>150</b>

20. 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.
21. 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.
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 identify proof (either Passport, Aadhar Card, PAN Card, Driving License) for confirmation while reporting for the bio-metric, document verification, written test which should have same name as given in the application form.
24. Capturing Bio-metric details will be done on first day of documents verification and Bio-metric verification will be carried out on subsequent days of reporting of the candidate for the written test/ Skill test / Physical Test (where applicable).
25. The recruitment process including any part of examination can be cancelled / postponed /suspended / terminated without any prior notice / assigning any reasons at any stage.

26. Provisionally selected candidates have to produce original and photocopy of the following documents / certificates duly self attested on the date and time intimated by the recruiting establishment: -

- (a) Matriculation certificate / Municipality Birth Certificate in support for date of birth.
- (b) Aadhar Card
- (c) Mark Sheet of the educational qualification mentioned against the post applied for.
- (d) Any certificate for the desirable qualification.
- (e) SC/ST/OBC (Non-Creamy layer for OBC) / EWS or any other reservation certificate, if applicable.
- (f) Discharge Certificate in case of Ex-serviceman.
- (g) NOC in original from their present employer / competent authority in case of Government servant including serving Armed Forces Personnel if applicable.
- (h) In case of Widows, divorced women and women judicially separated from their husband, a certified copy of judgement/ degree of the appropriate court to prove the fact of divorce or the judicial separation, as the case may be.
- (h) Address proof (Passport/Ration Card/Voter Card/Driving License).
27. **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 time of application.**
28. Any representation for redressal of grievances with regard to the recruitment will be subject to the jurisdiction of the District Court of respective stations where candidate has submitted the application.
29. 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.

**Certificate(s) of support of Claim for age relaxation for departmental candidates**

30. A departmental candidate who claims to belong to any of the category – Scheduled Caste/Scheduled Tribe/ Other Backward Class should submit in support of his/her claim for age relaxation an attested/ certified copy of a certificate(s) as per from the competent authority as per list mentioned at para 31 below as applicable vide the provisions of Government of India Department of Personnel & Training guidelines issued and amended from time to time.
31. The authorities competent to issue caste certificates are indicated below:-

- (i) District Magistrate / Additional Magistrate / Collector/Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / Sub Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of First-Class Stipendiary Magistrate).
- (ii) Chief President Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate
- (iii) Revenue Officer not below the rank of Tehsildar, and
- (iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.

**APPLICATION FORM**  
**(To be sent neatly typed on A4 size paper)**  
**(CBC Advertisement NO. \_\_\_\_\_ )**

To, \_\_\_\_\_

Unit Address as mentioned  
at para 1 of advertisement

Rojgarkikhoj.com

Recent  
Passport size  
photograph of  
the applicant

1. Post applied for: \_\_\_\_\_

2. Name of the candidate: \_\_\_\_\_  
(In Capital 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 of application: Years \_\_\_\_\_ Months \_\_\_\_\_ Days \_\_\_\_\_

6. Gender: \_\_\_\_\_

7. Nationality: \_\_\_\_\_

8. Religion: \_\_\_\_\_

9. Correspondence address : _____ _____ _____ Pin- _____ State _____ Contact / Mobile No. _____ Email ID _____	10. Permanent home address : _____ _____ _____ Pin- _____ State _____ Contact / Mobile No. _____ Email ID _____
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11. 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, ESM- Ex-Serviceman
12. Length of Combatant Service (applicable for ESM only) : Years \_\_\_\_\_ Months \_\_\_\_\_ Days \_\_\_\_\_
13. Details of age relaxation required \_\_\_\_\_  
(Applicable as per Central Govt Policy)
14. **Qualification:**

(i) **Educational:**

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

(Please ensure photocopy of educational certificate)

(ii) **Experience:**

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

(Please enclose photocopy of experience certificate)

15. **List of enclosures: -**

Ser No	Enclosures
(a)	
(b)	
(c)	
(d)	

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

Aadhar Card No:	PAN Card No:
Driving License 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 advertisement, my candidate / appointment is liable to be cancelled / terminated. I am willing to serve anywhere in India. I 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: -

- (i) One self-addressed envelope duly affixed with Rs. 5/- postal stamp.
- (ii) Self attested photocopies of certificates (\_\_\_\_) sheets.
- (iii) Two self attested Photographs (Name and Mother's Father's name on the back side of photo.
- (iv) Acknowledge / Admit Card.

**ACKNOWLEDGEMENT/ADMIT CARD**  
**(To be sent neatly typed on A4 size paper)**

1. Post applied for : \_\_\_\_\_

2. Unit applied for : \_\_\_\_\_

3. Name of the candidate : \_\_\_\_\_  
(In Capital letters)

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

5. Gender : \_\_\_\_\_

6. Mother Name : \_\_\_\_\_

7. Father's / Husband Name : \_\_\_\_\_

8. Category applied for : \_\_\_\_\_

9. Correspondence address: House No / Street/ Village : \_\_\_\_\_  
Post Office: \_\_\_\_\_ Tehsil: \_\_\_\_\_  
District: \_\_\_\_\_ State: \_\_\_\_\_ Pin Code: \_\_\_\_\_

10. Tele/Mob No: \_\_\_\_\_ E Mail ID: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Your application is hereby accepted

11. Index No: \_\_\_\_\_
12. Written test (a) Date: \_\_\_\_\_ (b) Reporting Time : \_\_\_\_\_  
(c) Place : \_\_\_\_\_

Date : \_\_\_\_\_ (Signature of controlling officer)

- Note :- (i) Candidates will report for written test along with original documents / certificates i.e Educational, Caste, Domicile, Birth, Discharge certificates/ NOC and Physically Handicapped certificates. 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.
- (ii) Candidates should reach at least one hour before the scheduled time at examination centre on aforementioned date. No candidates will be allowed for examination after scheduled time.
- (iii) 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)
- (iv) The candidates 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 deemed to be rejected.

**CBC 10103/11/0026/2526**