

HQ MADRAS ENGINEER GROUP & CENTRE BANGALORE : EMPLOYMENT NOTICE

Last/Closing Date for Receipt of Application at Madras Engineer Group & Centre, Bangalore is **21st day** from the date of publication of this advertisement including the day of publication.

1. Applications are invited for the following posts from citizens of India, who are fulfilling the requisite qualifications/specifications as mentioned below on prescribed format, as a Defence Civilian Employee. Applications duly completed in all respects alongwith all the requisite documents **duly attested by a Gazetted Officer or self attested**, should be addressed to **The Civilian Establishment Officer, Civilian Recruitment Cell, HQ MEG & Centre, Sivan Chetty Garden Post, Bangalore - 560 042** and the envelope containing application be marked on **TOP** as "FOR THE POST OF _____ UNDER CIVILIAN DIRECT RECRUITMENT" and sent through Registered Post or dropped at 'Drop Box' kept at reception room at main gate of HQ MEG & Centre, Bangalore.

| Ser | Name of the post | No of vacancies | Total | Vertical reservation | | | | Total | Horizontal Reservation (out of vac given in Column vii) | | | Basic Pay/Pay Matrix Level as per 7 th CPC with Classification | Minimum Educational/Technical Qualifications required |
|-------|---|-----------------|-------|----------------------|------|-----|------|-------|--|---------|-----|---|--|
| | | | | Gen | SC | ST | OBC | | EWS | PH | MSP | | |
| | | | | (iii) | (iv) | (v) | (vi) | (vii) | (viii) | (ix) | (x) | | |
| (i) | (ii) | | | | | | | | | | | (xi) | (xii) |
| (a) | Lower Division Clerk (LDC) | 06 | 06 | 04 | - | - | 02 | 06 | 01 | 01 (OH) | - | Basic Pay : Rs.19900/- Pay Matrix Level 2 General Central Service, Group 'C', Non-Gazetted, Ministerial | Essential : (a) 12 th Class pass <u>or</u> equivalent qualification from a recognised Board <u>or</u> University. (b) Typing speed of 35 words per minute in English on computer <u>or</u> typing speed of 30 words per minute in Hindi on computer (35/30 words per minute correspond to 10500/9000 key depressions per hour on an average of 5 key depressions for each word). |
| (b) | Storekeeper - III (SK-III) | 10 | 10 | 04 | 01 | 01 | 04 | 10 | 01 | - | - | Basic Pay : Rs.19900/- Pay Matrix Level 2 General Central Service, Group 'C', Non- Ministerial, Non-Gazetted | Essential : Higher Secondary pass <u>or</u> its equivalent. |
| (c) | Civilian Trade Instructors (CTIs) :- | | | | | | | | | | | | |
| (i) | Regimental Surveyor (Surveyor) | 07 | 07 | 05 | 02 | - | - | 07 | - | 03 | - | Basic Pay : Rs.19900/- Pay Matrix Level 2 General Central Service, Group 'C', Non-Ministerial, Non-Gazetted | Desirable : (a) Minimum one year experience in Similar work. (b) Knowledge of computers in MS Word. (c) Certificate course in Store Keeping/ Store Management. Essential : (a) Matriculation <u>or</u> equivalent with Industrial Training Institute/ National Certificate of Trade & Vocational Training Certificate in the concerned trade. (b) Should have adequate skill and knowledge of imparting training to recruits. |
| (ii) | OEM (Operator Excavatory Machine) | | | - | 01 | - | - | | - | | | | |
| (iii) | Driver Plant/Driver Motor Transport | | | - | 01 | - | - | | - | | | | |
| (iv) | Artsn Construction | | | 01 | - | - | - | | 01 | | | | |
| (v) | Painter and Decorator | | | 01 | - | - | - | | 01 | | | | |
| (vi) | Fitter | | | 01 | - | - | - | | 01 | | | | |
| (vii) | Artsn Wood Work | | | 01 | - | - | - | | - | | | | |
| (d) | Cook | 04 | 04 | - | 01 | - | 03 | 04 | - | - | - | Basic Pay : Rs.19900/- Pay Matrix Level 2 General Central Service, Group 'C', Non- Industrial, Non- Ministerial | Essential : (a) Matriculation <u>or</u> equivalent. (b) Must have knowledge of Indian Cooking and proficiency in trade. |
| (e) | Lascar | 10 | 10 | - | - | 02 | 08 | 10 | - | - | 01 | Basic Pay : Rs.18000/- Pay Matrix Level1 General Central Service, Group 'C', Non-Industrial, Non- Ministerial | Essential : Matriculation pass <u>or</u> equivalent from a recognised Board. Desirable : Conversant with the duties of the Lascar with one year's experience in the concerned trade viz., Lascar as applicable. |

| Ser | Name of the post | No of vacancies | Total | Vertical reservation | | | | Total | Horizontal Reservation (out of vac given in Column vii) | | | Basic Pay/Pay Matrix Level as per 7 th CPC with Classification | Minimum Educational/Technical Qualifications required |
|-------|-------------------------------------|-----------------|-------|----------------------|------|-----|------|-------|---|------------|-----|---|---|
| | | | | Gen | SC | ST | OBC | | EWS | PH | MSP | | |
| | | | | (iii) | (iv) | (v) | (vi) | | (viii) | (ix) | (x) | | |
| (i) | (ii) | | | | | | | (vii) | | | | (xi) | (xii) |
| (f) | Multi Tasking Staff (MTS) :- | | | | | | | | | | | | |
| (i) | Civ Messenger | 11 | 11 | 02 | 02 | 02 | 05 | 28 | 01 | - | 01 | Basic Pay : Rs 18000/- Pay Matrix Level 1 General Central Service, Group 'C', Non Industrial, Non- Ministerial | Essential : Matriculation pass <u>or</u> equivalent from a recognised Board. Desirable : Conversant with the duties of the Watchman/Gardener/ Civilian Messenger/Safaiwala with one year's experience in the concerned trade viz., Watchman/Gardener/Civilian Messenger, Safaiwala as applicable. |
| (ii) | Gardener | 06 | 06 | - | 01 | - | 05 | | - | - | - | | |
| (iii) | Watchman | 09 | 09 | 01 | 02 | 01 | 05 | | - | - | - | | |
| (iv) | Safaiwala | 02 | 02 | - | - | 01 | 01 | | - | 01 (PD) | - | | |
| (g) | Washerman | 05 | 05 | 01 | - | - | 04 | 05 | 01 | - | - | Basic Pay : Rs 18000/- Pay Matrix Level 1 General Central Service, Group 'C', Non- Industrial, Non-Ministerial | Essential : Matriculation pass <u>or</u> equivalent from a recognised Board. (ii) Must be able to wash Military/civilian clothes thoroughly well. |
| (h) | Barber | 02 | 02 | - | 01 | 01 | - | 02 | - | - | - | | |
| Total | | 72 | | - | | | | 72 | - | - | - | - | - |

Abbreviations Used : Gen – General. SC - Scheduled Caste. ST- Scheduled Tribe. OBC - Other Backward Classes. MSP - Meritorious Sports Person. PH(PD) - Physically Handicapped (Partially Deaf). PH (OH) - Physically Handicapped (Orthopedically Handicapped), EWS – Economically Weaker Sections. All PH candidates must be having 40% or more disabilities.

- Category-wise number of vacancies mentioned above incl EWS/PH/Sports Person vac is purely provisional and subject to variation i.e may increase or decrease without notice. All vacancies/posts are subject to 'All India Service Liability'.
- Reservation for SC/ST/OBC/EWS/PH/MSP will be governed as per existing Govt of India's rules in force.
- Application Forms, other format/forms, **General Instructions, requisite documents** required are available on "Indian Army" Website at <https://indianarmy.nic.in>. Same can be viewed and downloaded. However, candidates must read the General Instructions before submitting/filling the Application Forms.
- Application not accompanied by filled copy of Admit Card in duplicate, attested photograph, attested copies of civil educational certificates or incomplete application form/mandatory forms/certificate and or not conforming to the above requirements will be summarily rejected without any intimation to the candidate and applicants will have no claim whatsoever.
- Language of Question Paper-cum-Answer Sheet for all Categories/Trades as mentioned at Para 1 above.** The Question Paper-cum-Answer Sheet of Written Test will be bilingual i.e, in English and Hindi. However, the question on the portion of English Language will be in English only.
- Written exam for all the posts may be held concurrently on the same day. However, Individuals applying for more than one post may do so at their own risk but should submit separate application for each post. For MTS category, candidates can apply only for one of the four trades/posts given i.e either for Civilian Messenger, Gardener, Watchman or Safaiwala.

8. **Selection Process:-**

(a) Where the number of applications received in response to an advertisement is large and it will not be convenient or possible for the Deptt to call all the candidates for written test, the Deptt at its discretion may restrict the number of candidates, to a reasonable limit on the basis of marks obtained in the examination for essential qualification given. In case of grading system, the candidates must furnish conversion formula duly approved by the respective Board/Institute.

(b) **Selection process will comprise of Written Test & Skill Test.** Candidates who pass Written Exam will be issued with Call Up letter to appear in Skill Test for all categories. Merely fulfilling the basic selection criterion does not automatically entitle a person to be called for skill test. **THE NUMBER OF CANDIDATES CALLED FOR SKILL TEST MAY BE RESTRICTED TO 10 TIMES OF NUMBER OF VACANCIES** based on the merit/marks obtained in the written test.

(c) **For LDC only** The candidates applying for LDC will undergo Typing Test on computer as their skill test.

(d) Skill Test/Trade Test will be qualifying in nature and over all merit will be based on marks of written test only, except for the vac/posts reserved for Meritorious Sports Persons where skill test comprising of sports trials and achievement in the concerned sports (winning of medals & participation at various level) may involve award of marks and merit drawn on the basis of performance in written test & skill test as per discretion of appointing authority.

NOTE : List of selected candidates will be uploaded on the website given at Para 4 above. No queries regarding rejection of application form, failing in written test/Skill test, not coming up in merit or any other information will be entertained.

9. **Age limit and relaxation :-** (a) 18-25 years for all posts.

(b) The crucial date for determining the age limit shall be the last/closing date of receipt of application which will be twenty first day from the publication of this advertisement considering the day of publication as 1st day, for example., if published in Employment News (which is a weekly) for the week **01 Nov 2021** to **07 Nov 2021** then the last date of application & crucial date for determining the age will be **21 Nov 2021** by **2359 hrs.**

(c) The age limit and relaxation will be applied only in case of candidates who produce the valid certificates of caste/category :-

- (i) SC/ST - 05 years
- (ii) OBC - 03 years
- (iii) PH - 10 years (additional 05 years in case of candidates belonging to SC/ST and 03 years for OBC category)
- (iv) Departmental Candidates with 03 years continuous and regular service (Gen - 40 years, OBC - 43 years, SC/ST - 45 years)
- (v) MSP (Meritorious Sports Person - maximum of 5 years (additional 05 years in the case of SC/ST and 03 years in case of OBC).

OBC candidates should also produce non-creamy layer certificate.

(d) Candidates should note that the Date of Birth as recorded in the Matriculation/Secondary Examination Certificate or equivalent certificate available on the date of submission of application only will be accepted by HQ MEG & Centre, Bangalore for determining the age, eligibility and no subsequent request for its change will be considered or granted.

10. **Admit Card.** Admit Card to the eligible candidates will be sent by post. Candidates must bring their Admit Card issued by MEG & Centre to appear for **written test and skill test**, otherwise they will **Not be** permitted to appear for these tests.

DAVP 10622/11/0013/2122

APPLICATION FORM

To,

Affix recent
self-attested
passport size
photograph

1. Post applied for:

Trade: (if applied for Civilian Trade Instructor)

2. Category (SC/ST/OBC/UR/EWS) (ESM/PWD):

3. Name of the Candidate (As per matriculation certificate) :

4. Father's/Husband's Name:

5. Correspondence address:

.....Pin.....

6. Permanent address:

..... Pin.....

7. Mobile Number: 8. E-Mail ID:

9. Date of Birth (dd/mm/yy)...../...../..... 10. Marital Status:

11. Gender (Male/Female/Other): 12. Nationality:

13. Aadhaar Number: 14 PAN:

15. Whether Ex-S'Man (YES/NO) (if Yes fill in the details given below):

| Service (Army/Navy/Air Force) | Date of Enrollment | Date of Discharge | PPO No. and Date | Total Service |
|----------------------------------|-----------------------|----------------------|------------------|------------------|
| | | | | |

Note: An indl in his last spell of service can apply with NOC from HoD of present unit and in other cases copy of discharge certificate to be att).

16. Whether PWD (YES/NO)(if Yes fill in the details given below):

| Type of Disability (OA/OL/OAL/BL/B/LV/HH/MW etc) | Percentage % of Disability |
|--|----------------------------|
| | |

Note: Disability Certificate issued by CMO or equivalent should be att in support).

17. Educational Qualifications:

| Sr No | Qualification | Passing Year | Name of Board/ University | Percentage obtained |
|-------|------------------------------|--------------|---------------------------|---------------------|
| 1. | 10 th /Matric/SSC | | | |
| 2. | 12 th /10+2/HSC | | | |
| 3. | ITI/NCTVT | | | |
| 4. | | | | |
| 5. | | | | |

Note: Copy of Educational Certificates to be att.

18. Experience (YES/NO): (if Yes fill in the details given below):

| Name of Organisation/Office | Post Held | Date of Appointment | Date of Discharge | Remarks |
|-----------------------------|-----------|---------------------|-------------------|---------|
| | | | | |

Note: Experience Certificate from Head of the Organisation/Office should be att with application.

Declaration by the candidate

I hereby declare that all the particulars given by me are true, complete and correct to the best of my knowledge and belief. I understand that in case, any of my statements is found false during any stage of recruitment or thereafter, shall disqualify me for the post applied for and other action under the extant rules. I have also read and understood the terms and conditions as stipulated in the advertisement.

Date :

Place :

(Signature of the candidate)

(FOR OFFICE USE ONLY)

1. Application accepted/rejected

2. Reason for rejection:

- (a) Underage.
- (b) Overage.
- (c) Documents/Certificates incomplete.
- (d) Application Form & Admit Card incomplete.
- (e) Application Form & Admit Card not as per format.
- (f) Photos or documents not attested/self-attested.
- (g) Two Self address envelope affix with postal stamp Rs 22/- not enclosed.
- (h) Any other reasons to be specified:

ADMIT CARD

(To be filled by candidate in CAPITAL LETTERS only)

For the post of :

Category:

Affix recent
self-attested
passport
size
photograph

1. Name of the candidate (As per matriculation certificate):

.....

2. Father's/Husband's Name:

3. Date of Birth (dd/mm/yy):/...../.....

4. Gender (Male/Female/Other):

5. Aadhar Number:

6. Identification Mark:

7. Correspondence address:

.....

.....

.....Pin.....

(FOR OFFICE USE ONLY)

1. Roll No:

2. Date and Time of Written Examination:

3. Place of Written Examination:

.....

(Signature of issuing Officer with Stamp)