

Directorate General of Electronics and Mechanical Engineers

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

1. Applications are invited for direct recruitment from Indian nationals for the following posts at the address mentioned below:-

Unit /Postal address of the Establishment for forwarding application	Place of Work	Post	Total Vac	Unreserved		SC	ST	OBC
				UR	EWS			
Commandant, Armd Static Workshop, Ahilyanagar, Maharashtra-414002	Ahilyanagar, Maharashtra	Stenographer-Grade-II	01	01	-	-	-	-
		Vehicle Mechanic (Armoured Fighting Vehicle) Highly Skilled-II	01	-	01	-	-	-
		Lower Division Clerk	01	-	01	-	-	-
		Civil Motor Driver (Ordinary Grade)	01	01	-	-	-	-
		Fireman	01	-	-	01	-	-
		Total	05	02	02	01	-	-

2. Examination Centre for the unit is as under:-

Ser No.	Name of Unit	Examination Centre
2.1	Armd Static Workshop, Ahilyanagar, Maharashtra - 414002	Armd Static Workshop, Ahilyanagar, Maharashtra-414002

Abbreviations used: UR-Un-reserved, SC-Schedule Caste, ST-Schedule Tribe, OBC-Other Backward Class, EWS-Economically Weaker Section.

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

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

Sr No.	Post	Qualification
(3.1)	Stenographer-Grade-II	Essential: Pass in 12th class or equivalent from a recognized Board or University. Skill Test Norms:- - Dictation 10 mts @ 80 w.p.m - Transcription 50 mts (Eng), 65 mts (Hindi) (on computer)
(3.2)	Vehicle Mechanic (Armoured Fighting Vehicle) Highly Skilled-II	Essential: Pass in 10+2 with a certificate from a recognized Industrial Training Institute in Motor Mechanic Trade Or Armed Forces Personal or Ex-Serviceman from the appropriate trade and minimum at grade-I Desirable:- National Council for Training in the Vocational Trades certificate from Directorate of Employment and Training, Ministry of Labour and Employment, Govt of India.
(3.3)	Lower Division Clerk	Essential: Pass in 12th class from a recognized Board or University. Skill test/ Typing: 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).
(3.4)	Civil Motor Driver (Ordinary Grade)	Essential: Matriculation - Must possess the Civilian Driving license for heavy vehicle and have two years experience of driving such vehicles.
(3.5)	Fireman	Essential- - Matriculation pass or equivalent. - Must be conversant with the use and maintenance of all types of extinguishers, hose fitting and fire appliances and equipment like fire engines, trailer, fire pumps foam branches etc - Must be familiar with the use and maintenance of all first aid fire fighting appliances and trailer fire pump. - Must know elementary principle of fire fighting employed in fighting different type of fire. - Must be conversant with foot and appliances fire service drills and be able to perform task allotted to the member of a fire crew. Must be physically fit and capable of performing strenuous duties and must pass the test specified in Para 8 below.

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

(4.1) Post at Serial No. 3.1 and 3.2 Pay Matrix Level-4 (Pay Band-1, Rs. 5200-20200 Grade Pay- 2400/-.

(4.2) Post at Serial No. 3.3, 3.4 and 3.5 Pay Matrix Level-2 (Pay Band 1, Rs. 5200-20200 Grade Pay 1900/-.

5. Age Limit : 18 to 25 Years.

6. Age Relaxation: In accordance with the order issued by Central Government from time to time including for ESM.

Schedule Caste and Schedule Tribes (SC/ST)	5 (Five) years of age concession is admissible to Schedule Caste and Schedule Tribes.
Other Backward Class (OBC-Non Creamy Layer)	3 (Three) years of age concession is admissible to Other Backward Class (Non creamy layer)
Ex-Serviceman (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	Up to 35 Years

Note:

(6.1) SC/ST/OBC candidates who apply against unreserved post will not be given age relaxation and other concession meant for SC/ST/OBC.

(6.2) The crucial date for determining the age limit shall be the last date of receipt of application.

(6.3) The age relaxation will be applied only in case of those candidates who produce valid certificates(s) of caste/ category.

(6.4) 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.

7. Posts mentioned above are subject to "All India Transfer Liability and Field Service Liability Rules". Candidate selected may be posted to any "Unit or Location" depending on the organizational interest. No representation will be entertained.

8. For Fireman only: Physical measurements/ fitness test shall be as under:-

(8.1) Minimum Physical Measurements.

(8.1.1) Height without shoes: 165 cms, provided that a concession of 2.5 cms in height shall be allowed for members of Schedule Tribes.

(8.1.2) Chest (Un-expanded) : 81.5 cms

(8.1.3) Chest (on-expansion) : 85 cms

(8.1.4) Weight : 50 Kg

(8.2) Fitness/ Endurance Test.

(8.2.1) Carrying a man (63.5 Kgs to a distance of 183 meters within 96 seconds.

(8.2.2) Clearing 2.7 meters wide ditch landing on both feet (Long jumps).

(8.2.3) Climbing 03 meters vertical rope using hands and feet.

9. How to Apply:

(9.1) Candidates are to forward application as per prescribe format given in the advertisement alongwith a self addressed envelope (size – 10.5 cm 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 envelop while sending the application form.

Continued from page 14

(9.2) 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.

10. Candidates are allowed to apply **Only for One Post** and applications once submitted **cannot be modified** under any circumstance. More than one applications by any candidate will be rejected. In case of multiple applications only one application will be accepted and rest will be rejected. No application will be received by hand.

11. Persons working in Central Govt/ State Govt/ PSUs must provide the "NOC" documents obtained through the competent authority of his/her present organization to Recruitment Agency at the time of selection.

Important Aspects

12. Application(s) will be shortlisted on the basis of percentage of marks obtained in the Essential Qualification referred at Para 3 and Admit cards will be issued accordingly. No weightage will be given for additional /higher qualification.

13. Merely fulfilling the essential qualification does not automatically entitle a person to be called for test.

14. Admit card will NOT 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.

15. Incomplete /illegible application will be deemed invalid and rejected without intimation to the candidate.

16. Application(s) without advertisement reference number _____ will not be accepted.

17. No man who has more than one wife living and no woman who has more than one husband living shall be eligible for appointment.

18. Canvassing in any form shall disqualify the candidature. No enquiry or correspondence will be entertained.

19. The selection board shall not be responsible for any lapse on the part of the candidate in this regard. Candidates are responsible for providing all factually correct data and correct certificates/documents. Providing factually incorrect data, fake certificate /documents for providing incomplete certificate /documents by the candidates will result in automatic rejection of his /her candidature.

20. Date of document 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 provided by the candidate along with the application and it should remain valid for the future communication. "Place of work" and location for tests may be different.

Examination

21. 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. During 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 3. Question paper will be "Multiple Choice Question" as under:-

21.1 Question paper for the posts of Fireman, Vehicle Mechanic (Armoured Fighting Vehicle) Highly Skilled-II, Civilian Motor Driver (Ordinary Grade) 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

21.2 Question paper for the posts of Lower Division Clerk and Stenographer Grade-II 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

22. Date & Place of written examination for each trade will be intimated through admit card.

23. 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 application) 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.

24. No Transportation Allowance /Dearness Allowance will be admissible. Examination including written test /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.

25. Candidates are required to carry "Admit Card" alongwith identity proof (either Passport, Aadhar Card, PAN Card, Driving License) for confirmation while reporting for the document verification, physical test (where applicable) written test and skill test. Aadhar card prepared more than 10 years ago will not be accepted and identity proof should have same name as given in the application.

26. Bio-metric 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 candidates will be taken on reporting to Units.

27. 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 will be final.**

28. The recruitment process including any part of examination can be cancelled/ postponed/ suspended/ terminated without any prior notice/ assigning any reasons at any stage.

29. 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: -

(29.1) Matriculation Certificate/ Municipality Birth certificate in support for date of birth.

(29.2) Aadhar card

(29.3) Mark sheet of the educational qualification mentioned against the post applied for.

(29.4) Any certificate for the desirable qualification.

(29.5) SC/ST/OBC (Non creamy layer for OBC)/EWS or any other reservation certificate, if applicable.

(29.6) Physical, hand capped certificate showing 40% and above disability issued by competent authority, if applicable.

(29.7) Discharge certificate in case of Ex-serviceman.

(29.8) NOC in original form their present employer/competent authority in case of Government servant including serving Armed Forces Personnel, if applicable.

(29.9) Address proof (Passport/ Ration Card/ Voter Card/ Driving License).

30. Candidates on selection are liable to be transferred anywhere across India including field service liability and not necessarily at the choice of location given at time of application.

31. 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.

32. 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)

33. A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribe or the Other Backward Class should submit in support of his 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 parents (or surviving parent) ordinarily reside. If both his parents are dead, the officer signing the certificate should be of the district in which the candidates himself ordinarily resides otherwise than for the purpose of his 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: -

(33.1) **The authorities competent to issue caste certificate are indicated below: -**

(33.1.1) 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).

(33.1.2) Chief Presidency Magistrate / Additional Chief Presidency Magistrate/ Presidency Magistrate.

(33.1.3) Revenue Officer not below the rank of Tehsildar, and

(33.1.4) Sub - Divisional Officer of the area where the candidate and/ or his family resides.

Continued on page 16