

Directorate General of Electronics and Mechanical Engineers

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

1. Applications are invited for direct recruitment from Indian nationals for the undermentioned posts at the address mentioned against each post.

Unit / Postal Address of the Establishment for forwarding Applications	Place of Work	Posts	Total Vac	Vacancies					
				Unreserved		SC	ST	OBC	Including Reservation For
				UR	EWS				
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
Commanding Officer, Static Workshop EME Mhow-453441	Mhow	Cook	01	01	0	0	0	0	
		Barber	01	01	0	0	0	0	

Note : The postal address given at column (a) of paragraph 1 will be the examination centre.

Abbreviations used: UR-Un Reserved, SC-Scheduled Caste, ST- Scheduled Tribes, OBC - Other Backward Caste, EWS-Economically Weaker Section, PH-Physically Handicapped, ESM-Ex-Serviceman, 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 (M-Mild), MD-Multiple Disability.

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 post are as under :-

S No.	Posts	Qualifications
(a)	Cook	Essential: (i) Matriculation pass or equivalent (ii) Must have knowledge of Indian Cooking and proficiency in trade. Desirable : One year experience in the trade.
(b)	Barber	Essential: (i) Matriculation pass or equivalent from recognized Board with proficiency in Barber's trade job. Desirable : One year experience in the trade.

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 1 (Pay Band -1 Rs. 5200-20200) Grade Pay Rs 1800/-)

4. Age Limit

- (a) Posts at serial No. 2(a) to 2(b) - 18 to 25 Years

Note :

- No age relaxation is allowed to SC/ST/OBC-NCL candidate applying against Unreserved (UR) vacancies. Candidates belonging to PwBD, ESM, and Departmental Candidates with three years continuous service in Central Government, Disabled Defence Services Personnel, who are applying against UR vacancies will get age relaxation benefit only for their respective category as above and no additional relaxation will be given for belonging to SC/ST/OBC-NCL category.
- 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.
- Person of Disability - Age relaxation of 10 years in upper age limit shall be allowed to persons with disabilities.
- Departmental candidates - Departmental candidates with three years continuous service in Central Govt will be given age relaxation up to 40 years of age.
- Widows, divorced women and women judicially separated from their husbands and who are not re-married, Age relaxation upto the age of 35 years.

5. 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.

6. How to Apply:

- 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 10.5 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 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.
- 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 Sunday 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 Island and Lakshadweep. First date of this advertisement in the 'Employment News' will be taken into account for calculating 21/28 days. If closing date is on falls on holidays, then next working day will be taken as closing date for receipt of application.
- Candidates are allowed to apply only for one trade at one location and applications once submitted cannot be modified under any circumstance. No application will be received by hand.
- 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

- Application(s) will be shortlisted on the basis of the Essential Qualification referred at Para 2 and Admit cards will be issued accordingly. No weightage will be given for additional / higher qualification.
- Merely fulfilling the essential qualification does not automatically entitle a person to be called for test.
- Admit card will NOT be issued in case of rejection/receipt of applications. Candidates will not be intimated in case of rejection of their application and no correspondence in the regard will be entertained.
- Incomplete / Illegible application will be deemed invalid and rejected without intimation to the candidate.
- Application(s) without correct advertisement/reference number will not be accepted.
- No man who has more than one wife living and no woman who has more than one husband living shall be eligible for appointment.
- Conveying in any form shall disqualify the candidate. No enquiry or correspondence will be entertained.
- 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 / 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.
- Data & 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 alongwith the application and through Electronic means. Candidate to ensure that correspondence address, E-mail ID and telephone number provided in the application form remain valid for the future communication.

Examination

18. 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 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 Cook and Barber will be as under :-

Paper	Subject	No. of Questions	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

19. 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 will be conducted for candidates who pass the written test and come in merit. Skill test will be qualifying in nature and the candidates who fail to qualify Skill shall not be eligible for selection. The workshop has the right to qualify or disqualify candidates in the trade test according to their proficiency in the trade work assessed during the trade test.
20. 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.
21. No Transportation Allowance / Dearness Allowance will be admissible. Examination including written / Skill test 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.
22. 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 bio-metric, documents verification, written test, Skill test which should have same name as given in the application form.
23. Capturing of 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 and on reporting to unit by selected candidates.
24. The recruitment process including any part of examination can be cancelled / postponed / suspended / termination without any prior notice / assigning any reasons at any stage.
25. 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) Aadhaar Card.
- (c) Mark sheet of the educational qualification mentioned against the post applied for.
- (d) Any certificate for the desirable qualification.
- (e) NOC in original from their present employer / competent authority in case of Government Servant including serving Armed Forces Personnel, if applicable.
- (f) In case of widows, divorced women and women judicially separated from their husband, a certified copy of judgment / decree of the appropriate court to prove the fact of divorce or the judicial separation, as the case may be.
- (g) Address Proof (Passport / Ration Card / Voter Card / Driving License / Other).
26. 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.
27. Any representation for redressal of grievances with regard to the recruitment will be subjects to the jurisdiction of the District Court of respective stations where candidates has submitted the application.
28. 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.
29. **Resolution of the cases :** In cases where more than one candidate secure the equal aggregate marks in written test examination, tie cases will be

resolved by applying following criteria, one after another, as applicable till the tie is resolved.

- (i) Marks obtained in written test examination.
(ii) Date of birth, older candidates placed higher in merit list.
(iii) Alphabetical order in which the names of the candidates appear.

APPLICATION FORM

(To be neatly typed on A4 size paper)

(CBC Advertisement No.: _____)

To,

Static Workshop EME

Mhow (M.P.)

District - Indore

Pin-453441

Recent
passport size
photograph of
the applicant

1. Post applied for : _____
Unit : _____
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 : _____
11. Category (UR / 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
12. If applied for age relaxation by 'Physically Handicapped' candidate:
- | | |
|--|--|
| Type of disability (B, LV, D, HH, OL, OAL, CP, LC, Dw, AAV, ASD (M, MoD), SLD (M), MI (M), MD) | 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.
13. Length of Combatant Service (applicable for ESM candidate only for age relaxation) :
Years : _____ Months : _____ Days : _____
Date of enrolment (in Army/ Navy / Air Force) : _____
Date of retirement : _____
(Please enclose photocopy of discharge certificate)
14. Details of age relaxation required
(Applicable as per Central Govt Policy)

Continued from page 13

15. Qualification:**(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

16. List of enclosures:

Ser	Enclosures
(a)	
(b)	
(c)	
(d)	
(e)	

17. 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 advertisement, my candidature/ 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:-

- One self-addressed envelope duly affixed with Rs. 5/- postal stamp.
- Self attested photocopies of certificates (_____) sheets.
- Two self attested photographs (Name and Mother's / Father's name of the back side of photo)
- Acknowledgement /Admit Card

ACKNOWLEDGEMENT / ADMIT CARD

(To be neatly typed on A4 size paper)

Recent passport size photograph of the applicant

- Post applied for _____
- Unit applied for _____
- Name of Candidate _____
(IN CAPITAL LETTERS)
- Date of Birth (DD/MM/YYYY) _____
- Gender _____
- Mother's Name _____
- Father's / Husband's Name _____
- Category applied for _____
- Correspondence address _____
House No/ Street / Village _____
Post office _____ Tehsil _____
District _____ State _____
Pin Code _____
- Tele/Mob No. _____
E-mail ID _____

FOR OFFICE USE ONLY

Your application is hereby accepted

- Index No. _____
- Place _____
- Bio-metric and document verification (a) Date _____
(b) Reporting Time _____
- Written Test (a) Date _____
(b) Reporting Time _____

Date: _____ (Signature of controlling officer)

Note:-

- Candidate to produce original documents / certificate i.e. Educational, Domicile, Birth, Discharge certificate / NOC and Physically Handicapped certificate on reporting for documents verification. Only after verification of original documents and Bio-metric 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 (Aadhaar Card/ PAN Card / Passport/ Driving License).
- The candidate should not keep Mobile, Calculator, Electronic item, paper and other material otherwise no / she will not be allowed for examination and his/her candidature will automatically deemed to be rejected.

CBC 10103/11/0018/2526

EN 46/33