

College of Defence Management

Sainikpuri Post

Secunderabad - 500 094

Notification

Vacancies in the Post of Civilian Motor Driver (OG), Cook, MTS (O&T) and Steno Gde-II

1. Applications are invited for the recruitment to one (01) post of Civilian Motor Driver, one (01) post of Cook, five (05) posts of MTS, one (01) post of Steno Gde II from those fulfilling requisite qualifications/requirements as mentioned below:-

CIVILIAN MOTOR DRIVER (ORDINARY GRADE)

Ser. No.	Designation	No. of Posts	Category	Pay Matrix as per 7th CPC	Educational Qualification	Age Limit
1.1	Civilian Motor Driver (Ordinary Grade)	One	UR-01	19,900-63,200 (Level-2)	(i) 12th Class or equivalent from a recognized Board or University. (ii) Must possess the Civilian Driving License for Heavy driving vehicles. (iii) Two years' experience from a recognized Organization or Undertaking in driving heavy vehicles from Regional Transport Authority.	18 to 27 years, with relaxations as per department rules.

COOK

Ser. No.	Designation	No. of Posts	Category	Pay Matrix as per 7th CPC	Educational Qualification	Age Limit
1.2	Cook	One	UR-01	19,900-63,200 (Level-2)	(i) 12th Class or equivalent from a recognized Board or University. (ii) Two years' experience from a recognized Organization or Undertaking in the trade. Or (i) Industrial Training Institute Pass Certificate as Cook from a recognized University.	18 to 25 years, with relaxations as per department rules.

MULTI TASKING STAFF (OFFICE & TRAINING) (MTS)

Ser. No.	Designation	No. of Posts	Category	Pay Matrix as per 7th CPC	Educational Qualification	Age Limit
1.3	Multi-Tasking Staff	Five	UR-02 OBC-02 SC-01	18,000- 56,900 (Level-1)	Matriculation Pass or equivalent from a recognized Board/ Institute.	18 to 25 years, with relaxations as per department rules.

STENO GDE-II

Ser. No.	Designation	No. of Posts	Category	Pay Matrix as per 7th CPC	Educational Qualification	Age Limit
1.4	Steno Gde-II	One	UR-01	25,500-81,100 (Level-4)	(i) 12th Class or equivalent from a recognized Board or University. (ii) Skill Test Norms: Dictation: 10 minutes @ 80 word per minute Transcription: 50 minutes (English) 65 minutes (Hindi) on computer.	18 to 27 years, with relaxations as per department rules.

2. The last date for receipt of applications is **30 days** from the date of publication of Notification in the Employment News. Detailed eligibility criteria and application form is available at <https://cdm.ap.nic.in> and www.indianarmy.nic.in.

3. Application not confirming to the format given in the website will not be accepted.