

Directorate General of Electronics and Mechanical Engineers

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

Applications are invited for Direct Recruitment from Indian Nationals for 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				
				Including Reservation for				
				Unreserved		SC	ST	OBC
(a)	(b)	(c)	(d)	UR	EWS	(e)	(f)	(g)
14 EME Bn Cored, Udhampur, (J&K)	Udhampur (Jammu & Kashmir)	Lower Division Clerk (LDC)	01	0	0	0	01	0
		Cook	01	01	0	0	0	0
		MER	01	01	0	0	0	0

Note:

Examination Centre for following units is as under:-

Ser. No.	Name of Unit	Examination Centre
1.	14 EME Bn Cored Udhampur (J&K)	14 EME Bn Cored Udhampur (J&K)

Eligibility Criteria:-

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

Ser. No.	Posts	Qualification
(a)	LDC	(i) Passed in 12th class 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 10000/6000 key depressions per hour (KDPH) on an average of 5 key depressions for each word).
(b)	COOK	(i) Matriculation Pass or equivalent. (ii) Must have knowledge of Indian Cooking and proficiency in trade.
(c)	MER	(i) Pass in 10+2 with certificate from recognized ITI in Fiber Trade or plastic or Armed Forces Personnel or Ex-serviceman from the appropriate trade and minimum at grade I. Desirable Qualification:- National Council for Training in the Vocational Trades certificate from Directorate General of Employment and Training, Ministry of Labour and Employment, Government of India.

2. Pay Scale (As per 7th Central Pay Commission):

(2.1) Posts at para No. 1 (a & b) - Pay Matrix Level 2 (Pay Band-1 Rs. 5200-20200) (Grade Pay Rs. 1900/-)

(2.2) Posts at para No. 1 (c) Pay Matrix Level 4 (Pay Band-1 Rs. 5200-20200) (Grade Pay Rs. 2400/-)

3. Age Limit: 18 to 25 Years.

4. Age Relaxation:- In accordance with the orders issued by Central Government from time to time including ESM.

Scheduled Caste and Scheduled Tribes (SC/ST)	5 (Five) years of age concession is admissible to Scheduled Caste and Scheduled Tribes.
Other Backward Class (OBC (Non-creamy layer))	5 (Five) years of age concession is admissible to Other Backward Class (Non-creamy layer).
Persons 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 candidates 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 remarried.	Age relaxation up to the age of 35 years (up to 40 years for members of Scheduled Caste/Scheduled 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 filed 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 will be accepted.

V. Posts mentioned above are subject to 'All India Transfer Liability and Field Service Liability rules', candidate selected may be posted in any 'Unit or Location' depending on organization interest. No representation will be entertained.

VI. How to Apply:

(6.1) Candidate 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 address mentioned against the post applied for through ORDINARY POST candidate are requested to superimpose the words "APPLICATION FOR THE POST OF" on the top of application form. Candidates to ensure that valid E-mail ID Address linked Mobile Number mentioned in the application form.

(6.2) 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, Lakshadweep Division of Jammu & Kashmir State, Ladakh and Spiti District and Pangi Sub-Division of Chamba District of Himachal 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.

7. Candidates 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.

8. Persons working in Central/State Govt./ PSU must provide the "NDC" document obtained through the competent authority higher present organization to Recruitment Agency at the time of selection.

Important Aspects

9. Application(s) will be shortlisted on the basis of the Essential Qualification referred at Para 2 and Admit card) to be issued accordingly. No weightage will be given for additional/ higher qualification.

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

11. Admit card will NOT be issued in case of rejection / late receipt of application. Candidates will not be intimated in case of rejection of their application and no correspondence in this regard will be entertained.

12. Incomplete/ illegible applications will be deemed invalid and rejected without intimation to the candidate.

13. Application(s) without correct advertisement reference number will not be accepted.

14. No man who has more than one wife living and no woman who has more than one husband living, shall be eligible

for recruitment.

15. Correspondence in any form shall disqualify the candidature. No enquiry or correspondence will be entertained.

16. Candidates are responsible for providing all factually correct data and correct certificate/ documents along with application form. Providing factually incorrect data, false certificate/ documents or providing incomplete certificate/ 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.

17. 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 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 eraser 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 posts of Medical Equipment Repairer (MER) RS-I) 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
		150	150

(b) Question paper for the posts of Lower Division Clerk 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
		150	150

(c) Question paper for the posts of Cook 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
		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 and Physical test (wherever applicable) 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.

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 / 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.

22. Candidates are required to carry "Admit Card" along with identity

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- proof (either Passport, Aadhaar card, PAN Card, Driving License) for confirmation while reporting for the bio-metric, document verification, written test, skill test and physical test (where applicable), 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/ Physical Test (where applicable) and on reporting to unit by selected candidates.
24. The recruitment process including any part of examination can be cancelled/ postponed/ suspended/ terminated without any prior notice/ assigning any reasons at any stage. 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. SC/ ST/ OBC (Non creamy layer for OBC/ EWS or any other reservation certificate, if applicable, f. Physically handicapped certificate showing 40% and above disability issued by competent authority if applicable, g. Discharge certificate in case of Ex-serviceman, h. NOC in original from their present employer/ competent authority in case of Government servant including serving Armed Force's Personnel if applicable, i. In case of Widows, divorced women and women judicially separated from their husband, a certified copy of judgement/ decree of the appropriate court to prove the fact of divorce or the judicial separation as the case may be, k. Address proof (Passport/ Ration Card/ Voter Card/ Driving License).
25. 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.
26. 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.
27. The unit will not liable / responsible for paying any compensation in case of any injury/ death suffered by the candidate during the recruitment process.

Certificate(s) for support of claim(s)

28. A candidate who claims to belong to any of the category-Scheduled Caste/Scheduled Tribe/ Other Backward Class/Economically Weaker Sections should submit in support of his/ her claim an attested/certified copy of a certificate(s) issued from the competent authority as per list mentioned at para 28 below as applicable vide the provisions of Government of India, Department of Personnel & Training guidelines issued and amended from time to time.
29. The authorities competent to issue caste certificates are indicated below:- District Magistrate/ Additional Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ First Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Tahsildar Magistrate/ Executive Magistrate Extra Assistant Commissioner (not below the rank of First Class Stipendiary Magistrate), Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate, Revenue Officer not below the rank of Tahsildar, and Sub-Divisional Officer of the area where the candidate and/ or his family resides.

APPLICATION FORM

(To be neatly typed on A4 size paper)

(CBC Advertisement No. : CBC)

Recent Passport size photograph of the applicant

To, _____

1. Post applied for _____ Unit _____

2. Name of 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 _____ Month _____ 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 / SC / ST / OBC / EWS (UR) / ESM): _____
(Please enclose photocopy of relevant certificate)
Abbreviations used: UR- Unreserved, 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 the post in "Physically Handicapped" category :

Type of disability (B, LV, D, HH, OA, OL, OAL, CP, LG, Dw, AAV, ASD (M, MoD), SLD (M), MI(M), MD)	Percentage of disability (40% and above)
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(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, LG- 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 only): 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) _____

15. Qualifications:

(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

(Please enclose photocopy of experience certificate)

16. List of enclosures:-

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

17. 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 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 : _____

(Signature of the applicant)

Note: Candidate to ensure the following are enclosed:-

- (i) One self-addressed envelope duly affixed with its 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) Acknowledgement/Admit card

ACKNOWLEDGEMENT / ADMIT CARD

(To be neatly typed on A4 size paper)

1. Post applied for _____

2. Unit applied for _____

3. Name of Candidate (in Capital Letters) _____

4. Date of Birth _____

5. Gender _____

6. Mother's Name _____

7. Father's / Husband's Name _____

8. Category applied for _____

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

10. Tel/ Mob No. _____ Email ID _____

Recent Passport size photograph of the applicant

For office use only

Your application is hereby accepted

11. Index No. _____

12. Place _____

Bio-metric and Document verification (a) _____ (b) Reporting Time _____

Written test (a) Date : _____ (b) Reporting Time _____

Date : _____ (Signature of controlling officer)

Note:- (i) Candidates to produce original documents / certificate i.e. Educational, Caste, Caste, Birth, Discharge certificate/NOC and Physically Handicapped certificate on reporting for document verification. 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 candidate 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 candidate 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.

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