

Directorate General of Electronics and Mechanical Engineers

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

1. Applications are invited from eligible candidates for the following posts, the scale of pay and specifications of which are given against each. All posts / vacancies have All India Service Liability and candidates selected will be under probationary period of two years:-

Unit / Postal Address of the Establishment for forwarding applications.	Place of Work	Posts	Total Vac	Vacancies							Pay Scale as per 7th Pay Commission
				UR	EWS (UR)	SC	ST	OBC	Including horizontal reservation for		
									ESM	PwBD @	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(k)	(l)	(m)
Commandant, 1 EME Centre, Secunderabad (Telangana) PIN-500087	1 EME Centre, Secunderabad	Junior Technical Training Instructor (JTII)	02	02	-	-	-	-	-	-	Level -4 Rs. 25,500/- to Rs. 81,100/-
		Stenographer Grade -II	02	02	-	-	-	-	-	-	Level- 4 Rs. 25,500/- to Rs. 81,100/-
		Multi-Tasking Staff (MTS)	23	04	07	-	02	10	02	-	Level -1 Rs. 18,000/- to Rs. 56,900/-
		Washerman / Dhobi	03	-	01	01	-	01	-	-	Level -1 Rs. 18,000/- to Rs. 56,900/-
	EME Records, Secunderabad	Lower Division Clerk (LDC)	25	03	06	05	07	04	02	01	Level- 2 Rs. 19,900/- to Rs. 63,200/-
		Multi-Tasking Staff (MTS)	14	08	-	03	-	03	01	-	Level -1 Rs. 18,000/- to Rs. 56,900/-

Abbreviations used: SC = Scheduled Caste, ST = Scheduled Tribe, OBC = Other Backward Class, UR = Unreserved (General), ESM = Ex-serviceman, EWS = Economically Weaker Section, PwBD = Person with Benchmark Disability i.e. person who has benchmark disability of 40% or more, of following categories:-

Type	Disability	Abbreviation
A	Blind & Low Vision	B, LV
B	Deaf and Hard of Hearing	D, HH
C	Locomotors Disability- (One Arm, One Leg, Both Arms, Both Legs, One Arm & Leg) including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy	OA, OL, BA, BL, OAL, CP, LC, Dw, AAV, MDy
D	Autism, Intellectual Disability, Specific Learning Disability and Mental Illness	ASD(M), ID, SLD, MI
E	Multiple Disabilities from amongst person under clauses (A) to (D) including Deaf-Blindness.	MD involving (A) to (D) above.

@ Post wise functional requirement and category of disability who can be employed are as given below :-

Type of Post	Functional Requirement	Categories of Disabled suitable for Job	Nature of Job	Working Conditions / Remarks
Junior Technical Training Instructor (JTII)	S, ST, W, BN, L, SE, RW, H,C	OL, BL, LV, HH	Manual training teacher; Instructor gives instructions to students in schools and training institutions in manual craft such as carpentry, welding, motor mechanics/ diesel engine mechanics / fitter and other technical trades in corps of EME. Imparts theoretical instructions in use of tools, mechanical drawings, blue print reading and related subjects; gives demonstration of operation in workshop, supervises and guides trainees in their practical works and looks after stores equipment and tools.	The work is mostly performed inside in well-lighted rooms. The worker usually crafts trade to the trainees. The incumbent should be considered with aids and appliances.
Stenographer Grade -II	S, ST, W, L, MF, SE, RW, H,C	OA, OL, BL, OAL, B, LV	Records dictations in shorthand and transcribe them in type written form. Text dictation in shorthand transcribed dictated material from notebook using typewriter/ Computer, compares typed matter and submits them to superiors.	The work is mostly performed inside. The worker usually works alone. Mobility and bilateral hand activities of the person should be adequate. The incumbent should be considered with aids and appliances.
Lower Division Clerk (LDC)	S, ST, W, MF, SE, RW, C	OA, OL, BL, OAL, B, LV, HH	Clerk, generally performs variety of clerical duties such as maintenance of records, receipt and dispatch of Dak, routine correspondence, tabulating data, preparing production schedules, wage bills and insurance and provident fund accounts, keeping record of issue and receipt of library books, maintaining record of incoming and outgoing dak, maintaining auction accounts, attending to clerical duties of Court, allocating and supervising work of process serving staff, receiving applications and as per organizational related clerical requirements.	The work is mostly performed inside as well as outside. The worker usually works alone. Mobility and bilateral hand activities of the person should be adequate. The incumbent should be considered with aids and appliances. Should have functional communication skills.
Multi Tasking Staff (MTS)	S, ST, BN, W, SE, H, RW, C	OA, OL, OAL, BL, B, LV, H, C	Maintenance of diary / dispatch / movement register including entry in computer and physical maintenance of records, submission of periodical statement of routine nature like absentee statement etc, preparation and submission of indents with the approval of supervisor, photocopying and sending of fax messages, delivery of Dak within and outside the building. Watch & ward/ caretaker duties / opening and closing of rooms, general cleanliness and upkeep of section/unit/office including dusting of furniture, cleaning of building rooms, fixtures, upkeep of parks, lawns, potted plants etc, other nonclerical work in the section/unit, driving of vehicles, If in possession of valid driving license, assistance in booking of registered / parcel and speed post articles, receipt and dispatch of mails including preparation of mail/ registered/ parcel list for registered articles, scanning of speed post bags / articles and its uploading on the net or any other software dealing with mail / articles, exchange of mails.	Appropriate computer software and aids appliances to be used as per needs. Mobility and bilateral hand activities should be adequate. Should have functional communication skills with aids and devices. The incumbent should be able to accomplish assigned task efficiently with aids and appliances.

Continued on page 19

Type of Post	Functional Requirement	Categories of Disabled suitable for Job	Nature of Job	Working Conditions / Remarks
Washerman / Dhobi	S, ST, KC, F, PP, L, F, SE	OL, OA, OAL, B, LV, HH	Washerman washes and cleans garments and other articles of washable fabrics and presses / ironing them. Collects soiled clothes and garments from clients, marks them with marking ink for identification, sorts soiled articles according to type and treatment to be given. Fills tub with water and adds proper amount of soap and washing soda or other chemical / detergents and dips colored or delicate garments into soapy water or chemical solutions and agitates it by hand. Spreads wet garments on flat surface and scrub with hand or brush and rinses water in clear water till dirty water stops coming out. Treats excessively soiled garments of coarse cloth separately by applying chemical / detergent on them by hand, boiling them in tub or in closed oven, beating them with hand on stone or club on stone or wood and washing them in clear water in tanks, rivers, and lakes. Dries garments in open air by hanging them on rope / wire or spreading them on ground. Irons dried garments using hand iron press. May wash garments and other textile furnishing in machine.	The work is mostly performed outside. The worker usually works alone. Mobility and bilateral hand activities of the person should be adequate. The incumbent should be functionally able to complete the assigned task efficiently with aids and appliances whenever necessary.

Functional Requirements : S = Sitting, ST = Standing, W = Walking, BN = Bending, L = Lifting, KC = Kneeling & Crouching, JU = Jumping, CRL = Crawling, CL = Climbing, PP = Pulling and Pushing, MF = Manipulation with Fingers, RW = Reading and Writing, SE = Seeing, H = Hearing, C = Communication.
Category Abbreviations : B = Blind, LV = Low Vision, D = Deaf, HH = Hard of Hearing, OA = One Arm, OL = One Leg, BA = Both Arms, BL = Both Legs, OAL = One Arm & One Leg, BLOA = Both Leg & One Arm, BLA = Both Legs Arms, CP = Cerebral Palsy, LC = Leprosy Cured, Dw = Dwarfism, AAV = Acid Attack Victims, MDy = Muscular Dystrophy, ASD = Autism Spectrum Disorder (M=Mild, MoD= Moderate), ID = Intellectual Disability, SLD = Specific Learning Disability, MI = Mental Illness, MD = Multiple Disabilities.

Note : The vacancies shown in the advertisement are provisional and may vary. The vacancies may be reduced / increased or even withdrawn without assigning any reasons thereof. The recruitment process can be cancelled / postponed / suspended / terminated without assigning any reason, at any stage.

Remarks : The vacancies reserved for PwBD and Ex-serviceman will be filled up first and adjusted against respective vacancies reserved category wise.

Eligibility Criteria & Age Limit :

2. Minimum / Essential Educational Qualification and Desirable Qualification / Experience / Admissible Disability for the posts are as under :-

S. No.	Posts	Age Limit	Admissible Type of Disability	Qualifications
2.1	Junior Technical Training Instructor (JTII)	21-30 Years	-	Essential:- B.Sc in Physics and Maths. English should also be a compulsory subject for atleast 1st year of the Degree Course. Desirable :- A Degree / Diploma in Education and atleast two years of teaching experience.
2.2	Steno-grapher Grade-II	18-25 Years	-	Essential :- 12th passed or equivalent from a recognized Board or University. Skill Test Norms : Dictation : 10 Minutes @ 80 w.p.m Transcription : 50 Mts (English) 65 Mts (Hindi) on Computer
2.3	Lower Division Clerk (LDC)	18-25 Years	OA, OL, BL, OAL, B, LV, HH	(i) Pass in 12th class from a recognized Board or University. (ii) Typing speed of 35 w.p.m. in English on Computer or a typing speed of 30 w.p.m. in Hindi on Computer (35 word per minute correspond to 10500 / 9000 key depressions per hour (KDPH) on an average of 5 key depressions for each word).
2.4	Multi Tasking Staff (MTS)	18-25 Years	-	Essential : Matriculation passed or equivalent from recognized Board. Desirable : Conversant with the duties of respective trades with one year experience in the trade.
2.5	Washerman/ Dhobi	18-25 Years	-	(i) Matriculation passed or equivalent from recognized Board. (ii) Must be able to wash Military/ Civilian clothes thoroughly well.

Note :

Details of Examination Centre is as under :-

Name of Unit / Establishment	Examination Centre
1 EME Centre, Secunderabad / EME Records	Workshop Shed, 3 Training Battalion, 1 EME Centre, Secunderabad - 500087 (Telangana)

3. Age Relaxation. In accordance with the orders issued by Central Government from time to time including 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)
Person 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 in only the posts wherein separate reserved vacancy for PwBD (as per applicable type of disability) has been specifically released / mentioned in the Col (i) in table at Para 1 above.
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/ Central Government Employees	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, divorced women and women judicially separated from their husbands and who are not re-married.

Age relaxation upto the age of 35 years (upto 38 years for Other Backward Class and 40 years for members of Schedule Castes/ Schedule Tribes).

Note:

- SC/ST/OBC candidates who apply against unreserved post will not be given age relaxation and other concession meant for SC/ST/OBC.
- The crucial date for determining the age limit shall be the last date of receipt of application.
- The age relaxation will be applied only in case of those candidates who produce valid certificate(s) of caste/category.
- 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.

4. 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 organisational interest. No representation will be entertained.

5. How to Apply:

5.1 Candidates to forward application by ORDINARY POST as per prescribed format given in the advertisement. 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 aadhar linked whatsapp mobile number are mentioned in the application form.

5.2 Last date for receipt of application is 35 days (including Sundays and holidays) from the date of publication of the advertisement in the Employment News and 42 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 News" will be taken into account for calculating 35/42 days. If closing date falls on holidays, then next working day will be taken as closing date for receipt of application.

6. Candidates are allowed to apply only for one trade and applications once submitted cannot be modified under any circumstance. No application will be received by hand.

7. All communications including issue of admit card with the candidate will be carried out via Postal Services / E-mail ID / whatsapp mobile number, whichever will be deemed fit. Hence, it is mandatory for candidates to fill valid E-mail ID and aadhar linked whatsapp mobile number in application form.

8. Persons working in Central Govt/State Govt/PSUs must provide the "NOC" document 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 merit / percentage of marks obtained in 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/ late receipt of applications. Candidates will not be intimated in case of rejection of their application and no correspondence in this 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.
- Canvassing in any form shall disqualify the candidature. No enquiry or correspondence will be entertained.
- Candidates are responsible for providing all factually correct data and correct certificates/ documents. Providing factually incorrect data, fake certificates/ documents or providing incomplete certificates/documents by the candidate 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.
- Date and place of Document Verification, Written Examination, Skill Test and Physical Test (where applicable) for each trade as applicable will be intimated via admit card sent through deemed fit mode viz postal services / E-mail ID or whatsapp mobile number provided by the candidate alongwith the application form and it should remain valid for the future communication.

Continued on page 20

below belongs to Economically Weaker Sections, since the gross annual income* of his/her "family"*** is below Rupees 8 lakh (Rupees Eight Lakh only) for the financial year His/her family does not own or possess any of the following assets***:

- (i) 5 acres of agriculture land and above;
- (ii) Residential flat of 1000 sq. ft. and above;
- (iii) Residential plot of 100 sq. yards and above in notified municipalities;
- (iv) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari belongs to the caste which is not recognized as a Schedule Caste, Scheduled Tribes and Other Backward Classes (Central List)).

Recent Passport
size attested
photograph of
the applicant

Signature with seal of Office

Name

Designation

*Note-1. Income covered all sources i.e. salary, agriculture, business, profession etc.

**Note-2. The term "Family" for this purpose include the person, who seeks benefits of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

***Note-3. The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

APPLICATION FORM

(To be sent neatly filled or typed on A4 sheet)
(CBC Advertisement No.)

To,
(Unit Address as mentioned
at para 1 of advertisement)

Recent Passport
size photograph
of the applicant

1. Post applied for : Unit:
2. Name of the candidate :
(In Block letters)
3. 3.1 Father's /Husband's Name :
3.2 Mother's Name :
4. Date of Birth (DD/MM/YYYY) :
5. Age as on last date of receipt : Years Months Days
of application
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
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11. Category (UR/ SC/ ST/ OBC/ 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 the post reserved for "Physically Handicapped" category:

Type of disability (B, LV, D, HH, OA, OL, OAL, CP, LC, Dw, AAV, ASD (M, MoD), SLD (M), MI(M))	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. Further, PwBD reservation will be allowed for those posts only which are specifically reserved for PwBD subject to given number of reserved posts).

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 only): Years Months Days Date of enrolment (In Army/Navy/Air Force):
Date of retirement: Corps / Regiment served No: Rank / Trade
(Please enclose photocopy of discharge book)

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
16.1	
16.2	
16.3	
16.4	
16.5	

17. Details of any two valid Identity proof (Enclose copy):

Aadhar 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:-

- (i) One self-addressed envelope duly affixed with Rs. 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 sent neatly filled or typed on A4 sheet)

1. Post applied for :
2. Unit applied for :
3. Name of candidate :
(IN BLOCK 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. Tele/Mob No. E Mail ID

Recent
Passport size
photograph
of the
applicant

FOR OFFICE USE ONLY

Your application is hereby accepted

11. Index No.
12. Biometric & Document Verification (a) Date (b) Reporting Time
(c) Place

Written test (a) Date (b) Reporting Time (c) Place
Date : (Signature of controlling officer)

Note:- (i) Candidates will report for written test along with original documents / certificates i.e. Educational, Caste, Domicile, Birth, Discharge certificate/NOC and Physically Handicapped certificate. 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 black ball pen, pencil and a transparent writing board 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 items, smart watch, paper and other material otherwise he/she will not be allowed for examination and his/her candidature will automatically deemed to be rejected.

(v) Candidate is required to acknowledge on receipt of admit card for written test and in case, not received, candidate is required to inform immediately on e-mail id

AWWALEAGLE@GMAIL.COM.

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