

Directorate General of Electronics and Mechanical Engineers

HQ Technical Group EME

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

1. Applications are invited for direct recruitment from Indian nationals for the undermentioned posts at the HQ Technical Group EME, Delhi Cantt, Delhi, Pin -110010 against each posts.

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 (UR)				
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
HQ Technical Group EME, Delhi Cantt, Delhi-110010	Bangalore and Delhi Cantt	Telecom Mechanic (Highly Skilled - II)	02	02	-	-	-	-	-
	Jabalpur	Armament Mechanic (Highly Skilled-II)	01	01	-	-	-	-	-
	Delhi Cantt	Multitasking Staff	04	04	-	-	-	-	-

Note: Examination Centre for written test is as under: -

Location of Examination Centre
HQ Technical Group EME, Delhi Cantt, Delhi Pin -110010

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 40 years for Members of Scheduled Castes/ Scheduled Tribes).
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Abbreviations used: UR - Un-reserved

Please note: The number of vacancies are 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 posts are as under: -

Ser. No.	Posts	Qualifications
(a)	Telecom Mechanic (Highly Skilled - II)	Essential: Pass in 10+2 with a certificate from a recognized Industrial Training Institute in the respective trade or grade 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, Govt. of India.
(b)	Armament Mechanic (Highly Skilled - II)	Essential: Pass in 10+2 with a certificate from a recognized Industrial Training Institute in the fitter trade or grade. OR Armed forces personnel or Ex-servicemen 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, Govt. of India.
(c)	Multitasking Staff (Daftary/Messenger/ Searcher/Gardner/ Safaiwala/ Chowkidar/ Book Binder	Essential: Matriculation pass or equivalent from recognised Board. Desirable Qualification: Conversant with the duties of the respective trades with one year experience in the trade.

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

- (a) Posts at Serial No. 2(a) to 2(b) - Pay Matrix Level-4 [Pay Band -1, Rs. 5200-20200 (Grade Pay Rs. 2400/-)].
(b) Posts at Serial No. 2(c) - Pay Matrix Level-1 [Pay Band -1, Rs. 5200-20200 (Grade Pay Rs. 1800/-)].

4. Age Limit. 18 to 25 Years.

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

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 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)

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 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.

6. 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.

7. How to Apply :

(a) Candidates to forward application duly typed in A4 size paper as per prescribed 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 envelope while sending the application form. Candidate to ensure that valid E-mail ID and Aachaar linked Telephone number are mentioned in the application form.

(b) 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 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.

8. 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.

9. 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

- 10. Application(s) will be shortlisted on the basis of Essential Qualification referred at Para 2 and Admit Cards will be issued accordingly. No weightage will be given for additional/higher qualification.
- 11. Merely fulfilling the essential qualification does not automatically entitle a person to be called for test.
- 12. 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.

13. Incomplete/illegible application will be deemed invalid and rejected without intimation to the candidate.
14. Application(s) without correct advertisement reference number will not be accepted.
15. No man who has more than one wife living and no woman who has more than one husband living, shall be eligible for appointment.
16. Canvassing in any form shall disqualify the candidature. No enquiry or correspondence will be entertained.
17. 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 certificates/documents by the candidates 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.**
18. Date & Place of Bio-metric, Document Verification, Written Examination and Skill Test (where applicable) 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 form 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

19. 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 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 Telecom Mechanic (Highly Skilled-II) and Armament Mechanic (Highly Skilled - 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	25	25
Part-IV	Numerical Aptitude	25	25
Part-V	Trade Specific	50	50
		150	150

(b) Question paper for the Posts of Multitasking Staff (MTS) 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

Note :

20. 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 (wherever applicable) will be conducted for candidates who pass the written test and come in merit. Skill Test (wherever applicable) will be qualifying in nature and the candidates who fail to qualify Skill Test shall not be eligible for selection.
21. 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.
22. No Transportation Allowance/Dearness Allowance will be admissible. Examination including Written /Skill 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.
23. Candidates are required to carry "Admit Card" alongwith identity proof (either Passport, Aadhar Card, PAN Card, Driving Licence) for confirmation

while reporting for the bio metric, document verification, written test and skill test (where applicable), which should have same name as given in the application form.

24. 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 written test/skill test (where applicable) and on reporting to unit by selected candidates.
25. The recruitment process including any part of examination can be cancelled/ postponed/ suspended/ terminated without any prior notice/ assigning any reasons at any stage.
26. 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) Aadhar Card.
 - (c) Mark Sheet of the educational qualification mentioned against the post applied for.
 - (d) Any certificate for the desirable qualification.
 - (e) Discharge certificate in case of Ex-serviceman.
 - (f) NOC in original from their present employer/competent authority in case of Government servant including serving Armed Forces Personnel if applicable.
 - (g) In case of widows, divorced women and women judicially separated from their husband, a certified copy of judgement/ degree of the appropriate court to prove the fact of divorce or the judicial separation, as the case may be.
 - (h) Address proof (Passport/Ration Card/Voter Card/Driving License).
27. 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.
28. Any representation for redressal of grievances with regard to the recruitment will be subject to the jurisdiction of the District Court of Delhi Cantonment Area where candidate has submitted the application.
29. 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.

APPLICATION FORM

(To be neatly typed on A4 size paper)

(CBC Advertisement No.)

To
HQ Technical Group EME,
Delhi Cantt, Delhi,
Pin 110010

Recent
Passport size
photograph
of the
applicant

1. Post applied for :
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) :

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5. Age as on last date of receipt of : Years Months Days application.
6. Gender :
7. Nationality :
8. Religion :

9. Correspondence Address :-	10. Permanent Address :-
Pin State	Pin State
Contact/Mobile No.	Contact/Mobile No.
E- mail ID :	E- mail ID :

11. Category (UR) :
Abbreviations used : UR- Un-reserved
12. Length of Combatant Service : Years Months Days
(applicable for ESM only)
Date of enrolment (in Army/Navy/Air Force)
Date of retirement
(please enclose photocopy of discharge certificate)

Recent
Passport size
photograph
of the
applicant

13. Details of age relaxation required : _____

(Applicable as per Central Govt. Policy)

14. 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)

15. List of enclosures :

Ser No.	Enclosures

16. Details of any 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 : _____

(Signature of the applicant)

Date : _____

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 on the back side of the photo).
- Acknowledgement/Admit Card

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/Mobile No. _____ Email ID _____

FOR OFFICE USE ONLY

Your application is hereby accepted

11. Index No. : _____

12. Documents Verification (a) Date _____ (b) Reporting Time _____

13. Written Test (a) Date _____ (b) Reporting Time _____

14. Written test Place/Centre _____

Date : _____

(Signature of controlling officer)

Note :-

- Candidates to produce original documents/ certificates i.e. Educational, Domicile, Birth, NOC /Discharge certificate on reporting for document 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 (Aadhar Card/PAN Card/ Passport/Driving Licence).
- 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.