

# 7002 EME Bn, PIN-907002, C/o 56 APO

## Direct Recruitment of Group 'C' Vacancies in the Corps of Electronic and Mechanical Engineer

1. Applications are invited for direct recruitment from Indian national for the under mentioned post in the prescribed format given at the end of the advertisement at the address mentioned against each post:-

Address	Place of work	Posts	Vacancies				
			UR	OBC	SC	ST	Total
Commanding Officer, 7002 EME Bn, Pin-907002 C/o 56 APO	Ambala (Haryana)	Lower Division Clerk (LDC)	-	-	-	01	01

2. Pay scale, minimum education qualification, experience, age limit and suitability for person with disability are as under:-

Ser No.	Post	Qualification & Experience	Suitable for persons with disability
(a)	Lower Division Clerk (LDC)	(i) Pass 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 10500/9000 key depressions per hour (KDPH) on an average of 5 key depressions for each word)	No

**Abbreviations used:** UR-Un-reserved, SC-Schedule Caste, ST-Schedule Tribe, OBC-Other Backward Class, 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.

**3. Pay scale (As per 7th Central Pay Commission):**

**Pay Scale:** Pay Matrix Level-2 (Pay Band-1 Rs. 5200-20200 (Grade Pay Rs. 1900/-)).

**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:

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))	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.
Ex-serviceman (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 re-married	Age relaxation upto the age of 35 years (upto 40 years for members of SC/ST)

**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 normal closing date (i.e. 21 days) for 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 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. Post mentioned above are subject to "All India Transfer Liability and Field Service Liability Rules", Candidates selected may be posted at any "Unit or Location" depending on the organisational interest. No representation will be entertained.

**7. How to Apply:**

- 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 Aadhaar linked Telephone number are mentioned in the application form.

- Last date of receipt of application is 21 days (including Sundays & holidays) from the date of publication of the advertisement in the Employment News and 28 days (including Sundays & holidays) for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and 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 advertisement in the Employment News will be taken into account for calculation 21/28 days. If closing date falls on holidays, then next working day will be taken as closing date for receipt of application.

- 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 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 women who has more than one husband living, shall be eligible for appointment.
- Canvassing 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 alongwith application form. Providing factually incorrect data, fake certificates/documents or providing incomplete certificates/ 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.
- Date & Place of Bio-matric, Document verification and written examination 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.
- 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 post 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	50	50
Part-IV	Numerical Aptitude	50	50
		150	150

- The selection committee has direction to fix minimum qualifying marks in any or all parts of papers. The candidate who fail to qualify test shall not be eligible for selection.
- 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.
- 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. Candidate will have to make their own arrangement for loading / boarding during conduct of all types of examination.
- Candidates are required to carry "Admit Card" along with identity proof (either Passport, Aadhaar Card, PAN Card, Driving Licence) for confirmation while reporting for the bio-matric, document verification, written test and skill test which should have same name as given in the application form.

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23. Capturing of bio-matric details will be done on first day of documents verification and bio-matric verification will be carried out on subsequent days of reporting of the candidates for the written test/ skill test/ physical test (where applicable) and on reporting to unit by selected candidate.
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.
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 in support for date of birth.
  - (b) Aadhaar Card
  - (c) Mark sheet of the educations 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) Discharge certificate in case of ex-serviceman.
  - (g) NOC in original from their present employer / competent authority in case of Government servant including serving Armed Forces personnel if applicable.
  - (h) 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.
  - (j) Address proof (Passport/ Ration Card/ Voter Card / Driving Licence).
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 subject to the jurisdiction of the District Court of respective stations where candidate 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.

**Certificate(s) for support of Claim(s)**

29. 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 30 below as applicable vide the provisions of Government of India, Department of Personnel & Training guidelines issued and amended from time to time.
30. The authorities competent to issue caste certificate are indicated below:-
  - (i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/ Additional Deputy Commissioner / Deputy Collector/ First Class Stipendiary Magistrate/ Sub divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (not below the rank of First class Stipendiary Magistrate).
  - (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate/ Presidency Magistrate.
  - (iii) Revenue Officer not below the rank of Tehsildar, and
  - (iv) 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.: \_\_\_\_\_)

To,  
**Commanding Officer,**  
 7002 EME Bn,  
 Pin-907002  
 C/o 56 APO

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) : 

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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/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 in "Physically Handicapped" Category:

Type of disability (B,LV,D,HH,OA,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, 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-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. 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

(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) :-**

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:-**

- (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 of 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 \_\_\_\_\_

Recent passport size photograph of the applicant

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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 \_\_\_\_\_

**FOR OFFICE USE ONLY****Your application is hereby accepted**

11. Index No. \_\_\_\_\_
12. Place \_\_\_\_\_
- Bio-metric and document verification (a) Date \_\_\_\_\_ (b) Reporting Time \_\_\_\_\_
- Written Test (a) Date \_\_\_\_\_ (b) Reporting Time \_\_\_\_\_

Date:

(Signature of controlling officer) CBC 10103/11/0035/2526

EN 45/51

**Note:-**

- (i) Candidates to produce original documents/ certificates i.e. Educational, Caste, Domicile, Birth, Discharge certificate / NOC and Physically Handicapped certificate on reporting for document verification. Only after verification of original documents and Bio-matric Attendance, candidates will be allowed to appear for written test. The safe custody of the documents is the responsibility of the individual.
- (ii) Candidate 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 (Aadhaar 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.