

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 for direct recruitment from Indian nationals for the under mentioned posts at the address mentioned 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)
Commander, Headquarters Base Workshop Group EME, Meerut Cantt, C/o 510 Army Base Workshop, Meerut Cantt, Uttar Pradesh- 250001	Meerut, Uttar Pradesh	Electrician (Highly Skilled-II)	01	01	0	0	0	0	
Quality Control Engineer, Detachment Base Workshop Group (Quality), COD Agra, Uttar Pradesh- 282001	Agra, Uttar Pradesh	Telecom Mechanic (Highly Skilled-II)	01	01	0	0	0	0	
Quality Control Engineer, Detachment Base Workshop Group (Quality), 506 Army Base Workshop EME, Jabalpur, Madhya Pradesh - 482001	Jabalpur, Madhya Pradesh	Armament Mechanic (Highly Skilled-II)	01	01	0	0	0	0	
Quality Control Engineer, Detachment Base Workshop Group (Quality), COD Jabalpur, Madhya Pradesh- 482001	Jabalpur, Madhya Pradesh	Armament Mechanic (Highly Skilled-II)	01	01	0	0	0	0	
Commandant, 505 Army Base Workshop, Delhi Cantt, Delhi- 110010	New Delhi, Delhi	Pharmacist	01	01	0	0	0	0	
		Lower Division Clerk	11	03	05	0	0	03	1 x ESM 2 x PH (B,LV/ D,HH)
		Fireman	02	01	0	0	01	0	
		Fire Engine Driver	01	0	01	0	0	0	
		Vehicle Mechanic (Armed Fighting Vehicle), Highly Skilled-II	07	04	0	01	0	02	01 x PH (ASD (M, MoD), SLD (M), MI(M)
		Electrician (Highly Skilled-II)	10	06	0	03	0	01	01 x ESM
		Fitter (Skilled)	03	03	0	0	0	0	
		Welder (Skilled)	04	02	0	01	0	01	
		Tradesman Mate	54	23	04	08	04	15	05 x ESM 01 x PH (D, HH, OL, Dw, AAV)

151 FdWksp Company EME (7015 EME Bn) BB Cantt, Srinagar, J&K-190004	BB Cantt Srinagar, J&K	Cook	01	0	0	0	0	01	
		Tin and Copper Smith (Skilled)	01	01	0	0	0	0	
Commandant, 506 Army Base Workshop, Jabalpur, Madhya Pradesh- 482001	Jabalpur, Madhya Pradesh	Lower Division Clerk	11	01	02	02	01	05	01 x ESM
		Storekeeper	01	0	01	0	0	0	
		Fireman	04	03	0	0	0	01	
		Telecom Mechanic (Highly Skilled-II)	07	05	0	01	0	01	01 X PH (D, HH, OL, CP, LC, Dw, AAV)
		Tin and Copper Smith (Skilled)	01	01	0	0	0	0	
		Upholster (Skilled)	01	01	0	0	0	0	
Commandant, 507 Army Base Workshop EME, PO: ESD (Machinery) Kankinara, Dist : 24 Parganas (North) West Bengal- 743124	Kankinara, West Bengal	Fireman	02	02	0	0	0	0	
		Electrician (Power) (Highly Skilled-II)	01	01	0	0	0	0	
		Tradesman Mate	13	08	01	01	0	03	
Commandant, 508 Army Base Workshop, Chheoki, Prayagraj, Uttar Pradesh-212105	Allahabad, Uttar Pradesh	Lower Division Clerk	03	02	01	0	0	0	
		Storekeeper	04	02	01	0	0	01	
		Fireman	02	0	01	01	0	0	
		Barber	01	01	0	0	0	0	
		Electrician (Highly Skilled-II)	02	01	0	0	0	01	
		Fitter (Skilled)	02	0	0	01	0	01	
		Machinist (Skilled)	04	02	0	0	01	01	
		Welder (Skilled)	02	02	0	0	0	0	
		Tin and Copper Smith (Skilled)	04	03	0	0	0	01	
		Tradesman Mate	14	05	02	03	01	03	01 x ESM
Commandant, 509 Army Base Workshop, Agra, Uttar Pradesh- 282001	Agra, Uttar Pradesh	Lower Division Clerk	04	0	03	0	0	01	
		Fireman	03	01	0	0	0	02	
		Barber	01	01	0	0	0	0	
		Telecom Mechanic (Highly Skilled-II)	17	0	0	03	09	05	01 x ESM 1 x PH (D, HH, OL, CP, LC, Dw, AAV)
		Electrician (Highly Skilled-II)	07	02	01	02	01	01	
		Moulder (Skilled)	01	01	0	0	0	0	

Commandant, 510 Army Base Workshop, Meerut Cantt, Uttar Pradesh- 250001	Meerut, Uttar Pradesh	Fireman	05	01	01	02	0	01	
		Telecom Mechanic (Highly Skilled-II)	27	12	03	05	02	05	03 x ESM 1 x PH (D, HH, OL, CP, LC, Dw, AAV)
		Engineer Equipment Mechanic (Highly Skilled-II)	04	02	0	0	01	01	
		Electrician (Highly Skilled-II)	09	06	01	01	0	01	01 x ESM
		Vehicle Mechanic (Motor Vehicle), Skilled	11	07	01	0	02	01	01 x ESM
		Fitter (Skilled)	04	03	0	0	0	01	
		Welder (Skilled)	02	02	0	0	0	0	
		Tin and Copper Smith (Skilled)	02	01	0	0	0	01	
		Tradesman Mate	28	15	03	03	02	05	04 x ESM 1 x PH (D, HH, LD &LV)
Commandant, 512 Army Base Workshop, Kirkee, Pune, Maharashtra- 411003	Pune, Maharashtra	Lower Division Clerk	15	04	05	06	0	0	1x ESM
		Fireman	04	01	01	0	01	01	
		Vehicle Mechanic (Armed Fighting Vehicle), Highly Skilled-II	81	20	15	15	04	27	4 x PH (LV/ D, HH/ OL, LC, Dw, AAV/ (ASD (M, MoD), SLD (M), MI(M))
		Fitter (Skilled)	01	0	0	01	0	0	
		Machinist (Skilled)	09	0	01	07	0	01	
		Tin and Copper Smith (Skilled)	01	0	0	01	0	0	
		Tradesman Mate	116	46	13	19	07	31	05 x PH (D, HH/ OL, Dw, AAV/ (ASD(M), SLD(M), MI(M)/MD))
Commandant, 515 Army Base Workshop, Ulsoor , Bangaluru, Karnataka- 560008	Bengaluru, Karnataka	Lower Division Clerk	05	02	02	0	0	01	
		Stenographer Gde-II	01	0	0	0	0	01	
		Draughtsman Gde-II	01	0	01	0	0	0	
		Storekeeper	03	0	01	0	0	02	1 x PH (LV/ D, HH/ OL, CP, LC, Dw, AAV)
		Fireman	04	03	0	0	0	01	
		Electrician (Highly Skilled-II)	03	02	0	0	0	01	
		Fitter (Skilled)	16	05	03	02	01	05	1 x PH (LV/ D, HH/ OA, OL, OAL, CP, LC, Dw, AAV)
		Welder (Skilled)	04	02	0	0	01	01	
		Tin and Copper Smith (Skilled)	12	06	01	02	0	03	2 x ESM

Commandant, EME School Vadodara, Fatehgunj, Gujarat-39008	Vadodara, Gujarat	Lower Division Clerk	06	04	02	0	0	0	
Commandant, Engr Static Workshop EME, Kirkee, Pune, Maharashtra-411003	Khadki, Pune, Maharash tra	Engineer Equipment Mechanic (Highly Skilled-II)	01	0	0	01	0	0	
Commandant, Arty Static Workshop, Deolali, Nashik, Maharashtra-422001	Deolali, Maharash tra	Vehicle Mechanic (Armed Fighting Vehicle), Highly Skilled-II	01	01	0	0	0	0	
		Vehicle Mechanic (Motor Vehicle), Skilled	04	02	0	01	0	01	
		Fitter (Skilled)	01	01	0	0	0	0	
		Tradesman Mate	03	01	0	0	0	02	
		Cook	01	01					
		Washerman	02	01	0	0	0	01	
		Barber	01	01	0	0	0	0	
		Multitasking Staff	03	01	0	0	0	02	
		Armament Mechanic (Highly Skilled-II)	02	02	0	0	0	0	
		Storekeeper	01	0	01	0	0	0	
Commandant, Armd Static Workshop, Ahmednagar, Maharashtra -414002	Ahmedna gar, Maharash tra	Lower Division Clerk	01	0	0	01	0	0	
		Cook	02	01	0	0	0	01	
		Washerman	01	01	0	0	0	0	
		Fireman	02	0	01	01	0	0	
		Barber	01	01	0	0	0	0	
		Multitasking Staff	10	04	02	03	0	01	01 x PH (HH)
		Vehicle Mechanic (Armed Fighting Vehicle), Highly Skilled-II	01	0	01	0	0	0	
		Tin and Copper Smith (Skilled)	01	01	0	0	0	0	
Static Workshop EME, Mhow, Madhya Pradesh	Mhow, Madhya Pradesh	Cook	01	0	0	0	0	01	

Note:

1. Examination Centre for following units is as under:-

Ser	Name of Unit	Examination Centre
1	151 FdWksp Coy (7015 EME Bn)	505 Army Base Workshop, Delhi Cantt
2	Engr Static Workshop EME, Kirkee, Pune, Maharashtra	EME School Vadodara, Fatehgunj, Gujarat
3	Arty Static Workshop, Deolali, Nashik, Maharashtra	EME School Vadodara, Fatehgunj, Gujarat
4	Armd Static Workshop, Ahmednagar, Maharashtra	EME School Vadodara, Fatehgunj, Gujarat
5	Quality Control Engineer, Detachment Base Workshop Group (Quality), COD Agra, Uttar Pradesh- 282001	509 Army Base Workshop, Agra
6	Quality Control Engineer, Detachment Base Workshop Group (Quality), 506 Army Base Workshop EME, Jabalpur Madhya Pradesh - 482001	506 Army Base Workshop, Jabalpur
7	Quality Control Engineer, Detachment Base Workshop Group (Quality), COD Jabalpur, Madhya Pradesh- 482001	506 Army Base Workshop, Jabalpur
8	Static Workshop EME, Mhow, Madhya Pradesh	EME School Vadodara, Fatehgunj, Gujarat

2. For balance units, the postal address given at Column (a) of Paragraph 1 will be the examination centre.

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

Please note: The number of vacancies is 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: -

S No	Posts	Qualifications
(a)	Pharmacist	Essential: Pass in 10+2 and 2 (two) years Diploma in Pharmacy and registration with State Pharmacy Council.
(b)	Electrician (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-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, Government of India.
(c)	Electrician (Power) (Highly Skilled-II)	
(d)	Telecom Mechanic (Highly Skilled-II)	
(e)	Engineering Equipment Mechanic (Highly Skilled Grade – II)	Essential :- Pass in 10+2 with a certificate from a recognised Industrial Training Institute in the motor mechanic trade; OR B.Sc. with Physics, Chemistry and Mathematics; 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, Government of India.
(f)	Vehicle Mechanic (Armoured Fighting Vehicle) (Highly Skilled-II)	Essential :- Pass in 10+2 with a certificate from a recognized Industrial Training Institute in the Motor Mechanic trade. 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, Government of India.
(g)	Armament Mechanic (Highly Skilled-II)	Essential :- Pass in 10+2 with a certificate from a recognized Industrial Training Institute in the Fitter trade. 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, Government of India.
(h)	Draughtsman Grade-II	(i) Matric or its equivalent (ii) Three years Diploma in Mechanical Engineering or its equivalent from recognized Institute. OR (a) Two years Diploma Certificate in Draughtsmanship (Mechanical) from an Industrial Training Institute or its equivalent from a recognized institute. (b) Three years experience in an organization of repute.
(j)	Stenographer Grade-II	(i) Pass in 12 th class or equivalent from a recognized Board or University. (ii) Skill Test Norms:- (aa) Dictation: 10mts @ 80 w.p.m (ab) Transcription: 50 mts (Eng), 65 mts (Hindi) (on computer)

(k)	Machinist (Skilled)	Essential :- ITI certificate from a recognized Industrial Training Institute in the Machinist or Turner or Mill Wright or precision Grinder. 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, Government of India.
(l)	Fitter (Skilled)	Essential :- ITI certificate from a recognized Industrial Training Institute in the respective 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, Government of India.
(m)	Tin and Copper Smith (Skilled)	
(n)	Upholster (Skilled)	
(o)	Moulder (Skilled)	
(p)	Welder (Skilled)	
(q)	Vehicle Mechanic (Motor Vehicle) (Skilled)	
(r)	Storekeeper	Pass in 12 th class from a recognized Board or University.
(s)	Lower Division Clerk	(i) Pass in 12 th 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)
(t)	Civilian Motor Driver (Ordinary Grade)	Essential:- (i) Matriculation. (ii) Must possess the Civilian Driving licence for heavy vehicles and have two years experience of driving such vehicles.
(u)	Fire Engine Driver	(i) Matriculation pass or equivalent. (ii) Must have at least 3 yrs experience of driving heavy vehicles and be in possession of valid driving license. (iii) Must be physically fit and capable of performing strenuous duties and must have passed the test specified in Para 7 (a) below. Desirable: (i) Should be familiar with maintenance and operation of various types of fire appliances. (ii) Experience of having worked in a regular Civil or Defence Fire Brigade as Fireman Grade I or Senior Fireman. (iii) Should have passed the general fire fighting course of Defence Institute of Fire Research, Ministry of Defence, New Delhi, or the Sub-Officers Course from the National Fire Service College, Nagpur or any other similar recognized course.
(v)	Fireman	(i) Matriculation pass or equivalent. (ii) Must be conversant with the use and maintenance of all types of extinguishers, hose fittings and fire appliances and equipments like fire engines, trailer, fire pumps foam branches etc. (iii) Must be familiar with the use and maintenance of all first aid Fire Fighting Appliances and Trailer Fire pump. (iv) Must know elementary principles of Fire Fighting employed in fighting different types of fire. (v) Must be conversant with foot and appliance Fire Service Drills and be able to perform the task allotted to the member of a Fire Crew. (vi) Must be physically fit and capable of performing strenuous duties and must have passed the test specified in Para 7 below.
(w)	Cook	(i) Matriculation pass or equivalent. (ii) Must have knowledge of Indian Cooking and proficiency in trade.
(x)	Tradesman Mate	Matriculation pass from recognized Board or equivalent.
(y)	Barber	Essential: Matriculation pass or equivalent from recognized Board with proficiency in Barber's trade job. Desirable: One year experience in the trade.
(z)	Washerman	Essential: (i) Matriculation pass or equivalent from recognised Board. (ii) Must be able to wash Military/Civilian cloths thoroughly.

(aa)	Multitasking Staff (Daftry/ Messenger/ Searcher/ Gardner/ Safaiwala/ Chowkidar/ Book Binder)	Essential: Matriculation pass or equivalent from recognised Board. Desirable: Conversant with the duties of the respective trades with one year experience in the trade.
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3. **Pay Scale (As per 7th Central Pay Commission).**

- (a) Posts at serial No. 2(a) - Pay Matrix level 5 (Pay Band-4 Rs 5200-20200 (Grade Pay Rs 2800/-)).
(b) Posts at serial No. 2(b) to 2(j) - Pay Matrix level 4 (Pay Band-4 Rs 5200-20200 (Grade Pay Rs 2400/-)).
(c) Posts at serial No 2(k) to 2(w) - Pay Matrix level 2 (Pay Band-1 Rs 5200-20200 (Grade Pay Rs 1900/-)).
(d) Posts at serial No 2(x) to 2(aa) - Pay Matrix level 1 (Pay Band-1 Rs 5200-20200 (Grade Pay Rs 1800/-))

4. **Age Limit.** 18 to 25 Years (Except S.No 2 (u) i.e. Fire Engine Driver- for which age limit is 18 to 30 years).

5. **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.
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. **For Fireman & Fire Engine Driver only.** Physical measurements/fitness test shall be as under:-

(a) **Minimum Physical Measurements.**

- (i) Height without shoes: 165 cms, provided that a concession of 2.5 cms in height shall be allowed for members of Schedule Tribes.
(ii) Chest (Un-expanded) :81.5 cms
(iii) Chest (on-expansion) :85 cms
(iv) Weight :50 Kg

(b) **Fitness/Endurance Test.**

- (i) Carrying a person of 63.5 Kgs to a distance of 183 meters within 96 seconds.
(ii) Clearing 2.7 meters wide ditch landing on both feet (Long jumps).
(iii) Climbing 03 meters vertical rope using hands and feet.

8. **For Pharmacist post only.** Relaxation in the "Upper Age Limit" will be in accordance with the orders issued by the Central Government from time to time as well the post has been advertised in compliance to the Hon'ble High Court of Delhi Order dated 20/12/2018 passed in WP(C) No 7989/2015 titled AaftabAlamVs Union of India &Ors. Further, as per orders of Hon'ble High Court of Delhi, Petitioner and Respondent No 3 in the above mentioned matter shall be entitled to age relaxation, in case, they have crossed the age limit under the Recruitment Rules.

9. **How to Apply:**

(a) Candidates to forward application 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 super scribe the words “APPLICATION FOR THE POST OF _____” on the top of the envelope while sending 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 Newspaper 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.

10. Candidates are 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.

11. 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

12. Application(s) will be **shortlisted on the basis of 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.

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

14. 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.

15. Incomplete/ illegible application will be deemed invalid and rejected without intimation to the candidate.

16. Application(s) without DAVP advertisement reference number will not be accepted.

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

18. Canvassing in any form shall disqualify the candidature. No enquiry or correspondence will be entertained.

19. **The selection board shall not be responsible for any lapse on the part of the candidate in this regard.** Candidates are responsible for providing all factually correct data and correct certificates/documents. Providing factually incorrect data, fake certificates/documents for providing incomplete certificates/documents by the candidates will result in automatic rejection of his/her candidature.

20. Date of Document Verification, Written Examination, Physical Test (where applicable) and Skill Test for each trade as applicable will be intimated via **admit card sent through ORDINARY POST in the envelope provided by the candidate alongwith the application and it should remain valid for the future communication. “Place of Work” and location for tests may be different e.g. 151 FdWksp Coy (7015 EME Bn) place of work is BB Cantt, Srinagar, J&K but test will be conducted at 505 Army Base Workshop, Delhi Cantt**

Examination

21. 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. 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 Fire Engine Driver, Fireman, Draughtsman Grade II, Electrician (Highly Skilled-II), Electrician (Power) (Highly Skilled-II), Telecom Mechanic (Highly Skilled-II), Engineering Equipment Mechanic Highly Skilled Grade – II, Vehicle Mechanic (Armoured Fighting Vehicle (Highly Skilled-II), Armament Mechanic (Highly Skilled-II), Draughtsman Grade-II, Machinist (Skilled), Fitter (Skilled), Tin and Copper Smith (Skilled), Upholster (Skilled), Moulder (Skilled), Welder (Skilled), Vehicle Mechanic (Motor Vehicle) (Skilled), Pharmacist, Civilian Motor Driver (Ordinary Grade) 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 Storekeeper, Lower Division Clerk, Stenographer Grade 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	50	50
Part-IV	Numerical Aptitude	50	50
		150	150

(c) **Question paper for the Posts of Cook, Barber, Washerman, Multitasking Staff & Tradesman Mate** 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

22. Date & Place of written examination for each trade will be intimated through admit card.

23. **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.**

24. 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.

25. Candidates are required to carry **"Admit Card"** along with identity proof (either Passport, Aadhar card, PAN Card, Driving Licence) for confirmation while reporting for the document verification, physical test (where applicable), written test and skill test. Aadhar Card prepared more than 10 years ago will not be accepted and identity proof should have same name as given in the application.

26. Bio-metric will be done on first day and subsequent days of reporting of the candidate for the documents verification and written test/ Skill Test/ Physical Test (where applicable). Bio-metrics of selected candidates will again be taken on reporting to Units.

27. 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.**

28. The recruitment process including any part of examination can be cancelled/ postponed/ suspended/ terminated without any prior notice/ assigning any reasons at any stage.

29. Provisionally selected candidates have to produce original and photocopy of the following documents/certificates duly self attested by a candidate on the date and time intimated by the recruiting establishment:-

- Matriculation certificate/Municipality Birth certificate in support for date of birth.
- Aadhar Card.
- Mark Sheet of the educational qualification mentioned against the post applied for.
- Any certificate for the desirable qualification.
- 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 Forces Personnel if applicable.
- (j) Address proof (Passport/ Ration Card/ Voter Card/ Driving License).

30. **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.**

31. 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.

32. 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.

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

33. A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribe or the Other Backward Class should submit in support of his claim an attested/certified copy of a certificate in the form given below from the District Officer or the Sub-Divisional Officer or any other officer of the District (who has been designated by the State Government concerned as competent to issue such a certificate and as indicated below) in which his parents (or surviving parent) ordinarily reside. If both his parents are dead, the officer signing the certificate should be of the district in which the candidates himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, only attested photocopies of such certificates would be accepted and not any other attested or true copy :-

(a) The authorities competent to issue caste certificates 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.

(b) Format of certificate to be produced by Scheduled Caste/Scheduled Tribes applying for appointment to posts under the Government of India :-

1. This is to certify that Shri/Shrimati*/Kumari*_____son/daughter* of _____ of Village/ Town*_____in District/Division*_____of the State/Union Territory*_____belongs to the _____Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe under :-

*The Constitution (Scheduled Caste) order, 1950

*The Constitution (Scheduled Tribes) order, 1950

*The Constitution (Scheduled Caste) (Union Territories) Order, 1951

*The Constitution (Scheduled Tribes) (Union Territories) Order, 1951

(As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification order), 1956, the Bombay reorganization Act, 1960, The Punjab Reorganization Act 1966, the State of Himachal Pradesh Act, 1970, The North Eastern Areas (Reorganization) Act 1971 and Scheduled Castes and Scheduled Tribes order (Amendment Act 1976).

*The constitution (Jammu and Kashmir) Scheduled Castes Order, 1956

*The constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amended Act), 1976

*The constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962

*The constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962

*The constitution (Pondicherry) Scheduled Tribes Order, 1964

*The constitution (Uttar Pradesh) Scheduled Tribes Order, 1967

*The constitution (Goa Daman and Diu) Scheduled Caste Order, 1968

*The constitution (Goa Daman and Diu) Scheduled Tribes Order, 1968

*The constitution (Nagaland) Scheduled Tribes Order, 1970

*The constitution (Sikkim) Scheduled Caste Order, 1978

*The constitution (Sikkim) Scheduled Tribes Order, 1978

*The constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989

- *The constitution (Scheduled Caste) Orders (Amended Act), 1990
- *The constitution (Scheduled Tribes) Orders (Amended Act), 1991
- *The constitution (Scheduled Tribes) Orders (Second Amended Act), 1991

2. **This certificate is issued on the basis of the Scheduled Caste/Scheduled Tribes Certificate issued to Shri/Shrimati*_____ father/mother* of Shri/Shrimati*/Kumari*_____ of Village/Town*_____ in District/Division_____ of the State/Union Territory*_____ who belongs to the Caste/Tribes* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory _____ issued by the _____ dated_____.

3. Shri/Shrimati*/Kumari*_____ and/or* his /her* family ordinary reside(s) in Village/Town*_____ of _____ District/Division* of the State/ Union Territory* of _____.

Recent Passport size
attested photograph of
the applicant

Signature_____

Designation_____

(With officeSeal)

Place_____

State/Union Territory_____

Note:The term 'Ordinarily resides ' used will have the same meaning as in Section 20 of Representation of the Peoples Act, 1950.

(c) Format of certificate to be produced by Other Backward Classes applying for appointment to posts under Government of India. (Department of Personnel & Training Office Memorandum No 36033/28/94-Estt (Res), dated 02 Jul 1997)

This is to certify that Shri/Shrimati*/Kumari_____ son/daughter of _____ Village _____ District/Division _____ in the _____ State _____ belongs to the community which is recognized as a Backward Class under –

(i) Government of India , Ministry of Welfare, Resolution No 12011/68/93-BCC (C), dated 10th September 1993, published in the Gazette of India Extraordinary, Part-I Section I, No 186, dated 13th September 1993.

(ii) Government of India , Ministry of Welfare, Resolution No 12011/09/94-BCC (C), dated 19th October 1994, published in the Gazette of India Extraordinary, Part-I Section I, No 163, dated 20th October 1994.

(iii) Government of India , Ministry of Welfare, Resolution No 12011/07/95-BCC (C), dated 24th May 1995, published in the Gazette of India Extraordinary, Part-I Section I, No 88, dated 25th May 1995.

(iv) Government of India , Ministry of Welfare, Resolution No 12011/04/96-BCC (C), dated 06th December 1996, published in the Gazette of India Extraordinary, Part-I Section I, No 210, dated 11th December 1996.

Shri _____ and /or his family ordinarily reside(s) in the District/Division of the _____ State. This is also to certify that he/ she does not belong to the persons/sections (Creamy Layer) mentioned in Column 03 of the Scheduled to the Government of India, Department of Personnel and Training OM No 36012/22/93-Estt. (SCT) dated 08 September 1993.

Recent Passport size
attested photograph of
the applicant

District Magistrate
Deputy Commissioner etc

Date :

Seal

(d) **Format of income & assets certificate to be produced by Economically Weaker Sections applying for appointment to posts under Government of India. (Department of Personnel & Training OM No 36039/1/2019-Estt(Res) dated 31 Jan 2019)**

Government of _____

(Name & Address of the authority issuing the certificate)

INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

1. This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post _____ Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested 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 _____

*Note1. 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.

***Note3. 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/ typed or hand written)

(DAVP Advertisement No _____)

Recent Passport size
photograph of the
applicant

To,

(Unit Address as mentioned

at para 1 of advertisement)

1. Post applied for (along with Unit as mentioned at para 1 of advertisement) : _____ Unit: _____

2. Name of the candidate (In Block 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. Nationality : _____

7. Religion : _____

<p>8. Correspondence address</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Pin- _____ State _____</p> <p>Contact/Mobile No _____</p> <p>Email ID _____</p>	<p>9. Permanent home address :</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Pin- _____ State _____</p> <p>Contact/Mobile No _____</p> <p>Email ID _____</p>
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10. 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

11. 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))	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, 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

12. 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)

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

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 :

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

1. Post applied for _____
2. Unit applied for _____
3. Name of candidate _____
(IN BLOCK LETTERS)
4. Date of Birth _____
5. Mother's Name _____
6. Father's/ Husband's Name _____
7. Category applied for _____
8. Correspondence address
House No./Street /Village _____
Post Office _____ Tehsil _____
District _____ State _____ Pin Code _____
9. Tele/Mob No _____ E Mail ID _____

Recent Passport size
photograph of the
applicant

FOR OFFICE USE ONLY

Your application is hereby accepted

10. Index No _____
11. 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 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.