

**MILITARY COLLEGE OF ELECTRONICS AND MECHANICAL ENGINEERING (MCEME)**  
PIN 900 453 C/O 56 APO

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

1. Applications are invited for direct recruitment from Military College of EME for the under mentioned posts at the address mentioned against each post: -

Address	Place of work	Posts	Total Vac	Vacancies					
				Un reserved	SC	ST	OBC	Including Reservation for	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
Military College of EME, Pin-900 453 c/o 56 APO	Tirumulgherry, Secunderabad, Telangana	Lower Division Clerk	05	01	02	-	-	02	-
		Stenographer Gde-II	02	02	-	-	-	-	-
		Laboratory Assistant	03	01	01	-	-	01	-
		Civilian Motor Driver (OG)	01	-	01	-	-	-	-
		Bootmaker Equipment Repairer	02	02	-	-	-	-	-
		Barber	01	-	-	-	-	01	-
		Multitasking Staff	25	13	02	02	01	07	01 x PH(HH) 02 x ESM
		Tradesmen Mate	10	05	01	-	01	03	01 x ESM
		<b>Total</b>	<b>49</b>	<b>24</b>	<b>07</b>	<b>02</b>	<b>02</b>	<b>14</b>	<b>-</b>

**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, HH - Hard of Hearing, OG - Ordinary Grade.

**Note:** Examination Centre - MCEME, Thirumulgherry, Secunderabad.

**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** Join Telegram Channel: HaryanaJobs.in

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

S.No	Posts	Qualification
2.1.	Lower Division Clerk	<p>2.1.1. Pass in 12th class from a recognized Board or University.</p> <p>2.1.2. 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 correspond to 10500/9000 key depressions per hour on an average of 5 key depression for each word).</p>
2.2.	Stenographer Grade-II	<p>2.2.1. Pass in 12th class or equivalent from a recognized Board or University.</p> <p>2.2.2. Skill Test Norms :-</p> <ul style="list-style-type: none"> <li>(a) Dictation : 10mts @ 80 words per minute</li> <li>(b) Transcription : 50 minutes (English), 65 minutes (Hindi) (on computer)</li> </ul>
2.3.	Laboratory Assistant	<p>2.3.1. <b>Essential</b>:- Graduate in Science with Physics, Chemistry and Mathematics from a recognized University</p> <p>OR</p> <p>Diploma in Electrical or Mechanical or Electronics Engineering from a recognized Institution.</p> <p>2.3.2. <b>Desirable</b>:- Two years experience in a Government or Private concern.</p>
2.4.	Civilian Motor Driver (OG)	<p>2.4.1. Matriculation</p> <p>2.4.2. Must posses the Civilian Driving license for heavy vehicles and have two years experience of driving such vehicles.</p>
2.5.	Bootmaker Equipment Repairer	<p>2.5.1. Matriculation or equivalent.</p> <p>2.5.2. Should be able to carry out all canvas, textile and leather repair and replacement of the equipment and boots</p>
2.6.	Barber	<p><b>Essential</b>:- Matriculation or equivalent from recognized Board with proficiency in Barber's trade job.</p> <p><b>Desirable</b>:- One year experience in the trade</p>
2.7.	Multitasking Staff (Daftry, Messenger, Chowkidar, Gardner & Safaiwala, Book Binder)	<p><b>Essential</b>:- Matriculation or equivalent from recognized Board.</p> <p><b>Desirable</b>:- Conversant with the duties of respective trades with one year's experience in the trade.</p> <p>Join Whatsapp Channel: HaryanaJobs.in</p>
2.8.	Tradesman Mate	Matriculation pass from recognized Board or equivalent

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

- 3.1. Posts at serial No. 2.1. & 2.4. - Pay Matrix level 2 (Pay Band-1 Rs. 5200-20200 (Grade Pay Rs. 1900/-)).
- 3.2. Post at serial No. 2.2. & 2.3. - Pay Matrix level 4 (Pay Band-1 Rs. 5200-20200 (Grade Pay Rs. 2400/-)).
- 3.3. Post at serial No. 2.5. to 2.8. - Pay Matrix level 1 (Pay Band-1 Rs. 5200-20200 (Grade Pay Rs. 1800/-)).

4. **Age limit.** 18 to 25 Years (for all categories at para 2.1 to 2.8).

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)	05 (Five) years of age concession is admissible to Schedule Caste and Schedule Tribes.
Other Backward Class (OBC (Non-creamy layer))	03 (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)
Widows, divorced women and women judicially separated from their husbands and who are not re-married	Age relaxation upto to the age of 35 years (upto 40 years for members of schedule caste and schedule tribes.

**Note:**

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

- 7.1. Candidate 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. 10/- 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.
- 7.2. Last date for receipt of application is 21 days (including Sundays and holidays) from the date of publication of the advertisement in the Employment News and 28 days (including Sundays and holidays) for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, 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.

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 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.
11. Merely fulfilling the essential qualification does not automatically entitle a person to be called for test.
12. **No admit card** will be issued in case of rejection/late receipt of applications. Candidate will not be intimated in case of rejection of their application and no correspondence in this regard will be entertained.
13. Incomplete/illeligible applications will be deemed invalid and rejected without intimation to the candidate.
14. Application(s) without DAVP advertisement reference number will not be accepted.
15. No man who has more than one wife living and no women 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. **The selection board shall not be responsible for any lapse on the part of the candidate in this regard.** Candidate is 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.
18. Date of Documents 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 or email ID, provided by the candidates alongwith the application and it should 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. 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:-

19.1. **Question paper for the posts of Lower Division Clerk, Stenographer Grade-II, Lab Asst and CMD(OG) will be as under :-**

Paper	Subject	No of questions	Max 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
Join Whatsapp Channel: HaryanaJobs.in		150	150

19.2. **Question paper for the posts of Bootmaker Equipment Repairer, Barber, Multitasking Staff and Tradesman Mate will be as under :-**

Paper	Subject	No of questions	Max 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
Join Telegram Channel: HaryanaJobs.in		150	150

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

21. 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.

22. 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.

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

24. Capturing of Bio-metric details 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 candidate for the documents will again be taken on reporting to Units.

25. 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.

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

27. 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 :-

27.1. Matriculation certificate/ Municipality Birth certificate in support for date of birth.

27.2. Aadhaar Card.

27.3. Mark Sheet of the educational qualification mentioned against the post applied for.

27.4. Any certificate for the desirable qualification.

27.5. SC/ST/OBC (Non creamy layer for OBC)/EWS or any other reservation certificate, if applicable.

27.6. Physically handicapped certificate showing 40% and above disability issued by SMO of the District/Govt. Hospital.

27.7. Discharge certificate and copy of PPO in case of Ex-serviceman.

27.8. NOC in original from their present employer/competent authority in case of Government servant including serving Armed Forces Personnel if applicable.

27.9. Address proof (Passport/ Ration Card/ Voter Card/ Driving License).

27.10. In case of widows, divorced women and women judicially separated from their husband, a certificated copy of Judgment/Decree of appropriate court to prove the fact of divorce or the judicial separation, as the

**APPLICATION FORM****(To be sent neatly/typed or hand written  
(DAVP Advertisement No \_\_\_\_\_))**

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

**MySarkariNaukri.Com**

Recent  
Passport size  
photograph  
of the  
applicant

- Post applied for (along with Unit as : \_\_\_\_\_ Unit: \_\_\_\_\_ mentioned at para 1 of advertisement)
- Name of the candidate : \_\_\_\_\_ (In Block letters)
- (a) Father's/Husband's Name : \_\_\_\_\_  
(b) Mother's Name : \_\_\_\_\_
- Date of Birth (DD/MM/YYYY) : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- Age as on last date of receipt : Years \_\_\_\_\_ Months \_\_\_\_\_ Days \_\_\_\_\_ of application
- Nationality : \_\_\_\_\_
- Religion : \_\_\_\_\_
- Correspondence address  
PIN- \_\_\_\_\_ State \_\_\_\_\_  
Contact/Mobile No \_\_\_\_\_  
Email ID \_\_\_\_\_
- Permanent address  
PIN- \_\_\_\_\_ State \_\_\_\_\_  
Contact/Mobile No \_\_\_\_\_  
Email ID \_\_\_\_\_

- 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-Servicemen

- If applied for the post in "Physically Handicapped" category:

Type of disability (B, LV, MD, 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.

- 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)

- Details of age relaxation required \_\_\_\_\_  
(Applicable as per Central Govt. Policy)

- Qualifications :

(i) Educational :

Name of examination	Year	Board/University/Institution	Percentage of marks obtained	Grade/Divison

(Please enclose photocopy of education/qualification certificate)

(ii) Experience :

Organization	Whether Govt./PSU/Private	Post/Appointment	From	To

(Please enclose photocopy of experience certificate)

- List of enclosures :

S No.	Enclosures
(a)	
(b)	
(c)	
(d)	

- 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 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 :-

- One self-addressed envelope duly affixed with Rs. 10/- postal stamp.
- Self-attested photocopies of certificates ( \_\_\_\_\_ ) sheets.
- Two self-attested Photographs (Name and Mother's/Father's name on the back side of photo).
- Acknowledgement/ Admit card.

**ACKNOWLEDGEMENT/ADMIT CARD**

- Post applied for \_\_\_\_\_
- Unit applied for \_\_\_\_\_
- Name of candidate \_\_\_\_\_ (IN BLOCK LETTERS)
- Date of Birth \_\_\_\_\_
- Mother's Name \_\_\_\_\_
- Father's/Husband's Name \_\_\_\_\_
- Category applied for \_\_\_\_\_
- Correspondence address  
Houser No./Street /Village \_\_\_\_\_  
Post Office Tehsil \_\_\_\_\_  
District \_\_\_\_\_ State \_\_\_\_\_ PIN code \_\_\_\_\_
- Tele/Mob No \_\_\_\_\_ E Mail ID \_\_\_\_\_

Recent  
Passport size  
photograph  
of the  
applicant

**FOR OFFICE USE ONLY**

Your application is hereby accepted

- Index No \_\_\_\_\_
- 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 sage 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 tow proof of identity (Aadhaar Card/PAN card/Passport/Driving License).  
(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 the rejected.

**CBC 10103/11/0009/2526**