

**HQ MADRAS ENGINEER GROUP & CENTRE BANGALORE : EMPLOYMENT NOTICE**

Last/Closing Date for Receipt of Application at Madras Engineer Group & Centre, Bangalore is **21<sup>st</sup> day** from the date of publication of this advertisement including the day of publication.

1. Applications are invited for the following posts from citizens of India, who are fulfilling the requisite qualifications/specifications as mentioned below on prescribed format, as a Defence Civilian Employee. Applications duly completed in all respects alongwith all the requisite documents **duly attested by a Gazetted Officer or self attested**, should be addressed to **The Civilian Establishment Officer, Civilian Recruitment Cell, HQ MEG & Centre, Sivan Chetty Garden Post, Bangalore – 560 042** and the envelope containing application be marked on **TOP** as “FOR THE POST OF \_\_\_\_\_ UNDER CIVILIAN DIRECT RECRUITMENT” and sent through Registered Post or dropped at ‘Drop Box’ kept at reception room at main gate of HQ MEG & Centre, Bangalore.

Ser	Name of the post		No of vacancies	Total	Vertical reservation				Total	Horizontal Reservation (out of vac given in Column vii)			Basic Pay/Pay Matrix Level as per 7 <sup>th</sup> CPC with Classification	Minimum Educational/Technical Qualifications required					
					Gen	SC	ST	OBC		EWS	PH	MSP							
(i)	(ii)			(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)	(xi)	(xii)						
(a)	Lower Division Clerk (LDC)		06	06	04	-	-	02	06	01	01 (OH)	-	Basic Pay : Rs.19900/- Pay Matrix Level 2 General Central Service, Group ‘C’, Non-Gazetted, Ministerial	<b>Essential</b> : (a) 12 <sup>th</sup> Class pass <b>or</b> equivalent qualification from a recognised Board <b>or</b> University. (b) Typing speed of <b>35 words per minute</b> in English on computer <b>or</b> typing speed of <b>30 words per minute</b> in Hindi on computer ( <b>35/30</b> words per minute correspond to <b>10500/9000</b> key depressions per hour on an average of 5 key depressions for each word).					
(b)	Storekeeper – III (SK-III)		10	10	04	01	01	04	10	01	-	-	Basic Pay : Rs 19900/- Pay Matrix Level 2 General Central Service, Group ‘C’, Non- Ministerial, Non-Gazetted	<b>Essential</b> : Higher Secondary pass <b>or</b> its equivalent.  <b>Desirable</b> : (a) Minimum one year experience in Similar work. (b) Knowledge of computers in MS Word. (c) Certificate course in Store Keeping/ Store Management.					
(c)	Civilian Trade Instructors (CTIs) :-				05	02	-	-						Basic Pay : Rs 19900/- Pay Matrix Level 2 General Central Service, Group ‘C’, Non-Ministerial, Non-Gazetted	<b>Essential</b> :  (a) Matriculation <b>or</b> equivalent with Industrial Training Institute/ National Certificate of Trade & Vocational Training Certificate in the concerned trade.  (b) Should have adequate skill and knowledge of imparting training to recruits.	<b>Corresponding Trades in NTC/NAC</b>			
	(i)	Regimental Surveyor (Surveyor)		07	07	-	01	-	-	07	-					03	(i)	Surveyor	
	(ii)	OEM (Operator Excavatory Machine)				-	01	-	-		-						(ii)	Mechanic Tractor	
	(iii)	Driver Plant/Driver Motor Transport				01	-	-	-		01						(iii)	Mechanic Motor Vehicle (MMV)	
	(iv)	Artsn Construction				01	-	-	-		-						(iv)	Building Constructor (Mason)	
	(v)	Painter and Decorator				01	-	-	-		01						(v)	Painter (General)	
	(vi)	Fitter				01	-	-	-		01						(vi)	Fitter	
	(vii)	Artsn Wood Work				01	-	-	-		-						(vii)	Carpenter	
	(d)	Cook				04	04	-	01		-						03	04	-
(e)	Lascar		10	10	-	-	02	08	10	-	-	01	Basic Pay : Rs 18000/- Pay Matrix Level1 General Central Service, Group ‘C’, Non-Industrial, Non- Ministerial	<b>Essential</b> : Matriculation pass <b>or</b> equivalent from a recognised Board.  <b>Desirable</b> : Conversant with the duties of the Lascar with one year’s experience in the concerned trade viz., Lascar as applicable.					

Ser	Name of the post	No of vacancies	Total	Vertical reservation				Total	Horizontal Reservation (out of vac given in Column vii)			Basic Pay/Pay Matrix Level as per 7 <sup>th</sup> CPC with Classification	Minimum Educational/Technical Qualifications required	
				Gen	SC	ST	OBC		EWS	PH	MSP			
(i)	(ii)			(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)	(xi)	(xii)	
(f)	Multi Tasking Staff (MTS) :-												Basic Pay : Rs 18000/- Pay Matrix Level 1 General Central Service, Group ‘C’, Non Industrial, Non- Ministerial	<b>Essential</b> : Matriculation pass <b>or</b> equivalent from a recognised Board.  <b>Desirable:</b> Conversant with the duties of the Watchman/Gardener/ Civilian Messenger/Safaiwala with one year's experience in the concerned trade viz., Watchman/Gardener/Civilian Messenger, Safaiwala as applicable.
	(i)	Civ Messenger	11	11	02	02	02	05	28	01	-	01		
	(ii)	Gardener	06	06	-	01	-	05		-	-	-		
	(iii)	Watchman	09	09	01	02	01	05		-	-	-		
	(iv)	Safaiwala	02	02	-	-	01	01		-	01 (PD)	-		
(g)	Washerman	05	05	01	-	-	04	05	01	-	-	Basic Pay : Rs 18000/- Pay Matrix Level 1 General Central Service, Group ‘C’, Non- Industrial, Non-Ministerial	<b>Essential</b> : Matriculation pass <b>or</b> equivalent from a recognised Board. (ii) Must be able to wash Military/civilian clothes thoroughly well.	
(h)	Barber	02	02	-	01	01	-	02	-	-	-		<b>Essential</b> : Matriculation pass <b>or</b> equivalent from a recognised Board with proficiency in Barbers’ trade job.  <b>Desirable</b> : One year experience in the trade.	
Total			72	-				72	-	-	-	-	-	

**Abbreviations Used** : **Gen** – General. **SC** - Scheduled Caste. **ST** - Scheduled Tribe. **OBC** - Other Backward Classes. **MSP** - Meritorious Sports Person. **PH(PD)** - Physically Handicapped (Partially Deaf). **PH (OH)** - Physically Handicapped (Orthopedically Handicapped), **EWS** – Economically Weaker Sections. All PH candidates must be having 40% or more disabilities.

- Category-wise number of vacancies mentioned above incl EWS/PH/Sports Person vac is purely **provisional and subject to variation i.e may increase or decrease without notice**. All vacancies/posts are subject to 'All India Service Liability'.
- Reservation for **SC/ST/OBC/EWS/PH/MSP** will be governed as per existing Govt of India's rules in force.
- Application Forms, other format/forms, **General Instructions, requisite documents** required are available on "**Indian Army**" Website at <https://indianarmy.nic.in>. Same can be viewed and downloaded. **However, candidates must read the General Instructions before submitting/filling the Application Forms.**
- Application not accompanied by filled copy of Admit Card in duplicate, attested photograph, attested copies of civil educational certificates or incomplete application form/mandatory forms/certificate and or not conforming to the above requirements will be summarily rejected without any intimation to the candidate and applicants will have no claim whatsoever.
- Language of Question Paper-cum-Answer Sheet for all Categories/Trades as mentioned at Para 1 above. The Question Paper-cum-Answer Sheet of Written Test will be bilingual i.e, in English and Hindi. However, the question on the portion of English Language will be in English only.**
- Written exam for all the posts may be held concurrently on the same day. However, Individuals applying for more than one post may do so at their own risk but should submit separate application for each post. For MTS category, candidates can apply only for one of the four trades/posts given i.e either for Civilian Messenger, Gardener, Watchman or Safaiwala.

8. **Selection Process:-**

(a) Where the number of applications received in response to an advertisement is large and it will not be convenient or possible for the Deptt to call all the candidates for written test, the Deptt at its discretion may restrict the number of candidates, to a reasonable limit on the basis of marks obtained in the examination for essential qualification given. In case of grading system, the candidates must furnish conversion formula duly approved by the respective Board/Institute.

(b) **Selection process will comprise of Written Test & Skill Test.** Candidates who pass Written Exam will **be issued with Call Up letter to appear in Skill Test** for all categories. Merely fulfilling the basic selection criterion does not automatically entitle a person to be called for skill test. **THE NUMBER OF CANDIDATES CALLED FOR SKILL TEST MAY BE RESTRICTED TO 10 TIMES OF NUMBER OF VACANCIES** based on the merit/marks obtained in the written test.

(c) **For LDC only** The candidates applying for LDC will undergo Typing Test on computer as their skill test.

(d) Skill Test/Trade Test will be qualifying in nature and over all merit will be based on marks of written test only, except for the vac/posts reserved for Meritorious Sports Persons where skill test comprising of sports trials and achievement in the concerned sports (winning of medals & participation at various level) may involve award of marks and merit drawn on the basis of performance in written test & skill test as per discretion of appointing authority.

**NOTE :** List of selected candidates will be uploaded on the website given at Para 4 above. No queries regarding rejection of application form, failing in written test/Skill test, not coming up in merit or any other information will be entertained.

9. **Age limit and relaxation :-** (a) 18-25 years for all posts.

(b) The crucial date for determining the age limit shall be the last/closing date of receipt of application which will be twenty first day from the publication of this advertisement considering the day of publication as 1<sup>st</sup> day, for example., if published in Employment News (which is a weekly) for the week **01 Nov 2021** to **07 Nov 2021** then the last date of application & crucial date for determining the age will be **21 Nov 2021** by **2359 hrs.**

(c) The age limit and relaxation will be applied only in case of candidates who produce the valid certificates of caste/category :-

- (i) SC/ST – 05 years
- (ii) OBC – 03 years
- (iii) PH – 10 years (additional 05 years in case of candidates belonging to SC/ST and 03 years for OBC category)
- (iv) Departmental Candidates with 03 years continuous and regular service (Gen - 40 years, OBC - 43 years, SC/ST - 45 years)
- (v) MSP (Meritorious Sports Person – maximum of 5 years (additional 05 years in the case of SC/ST and 03 years in case of OBC).

**OBC candidates should also produce non-creamy layer certificate.**

(d) Candidates should note that the Date of Birth as recorded in the Matriculation/Secondary Examination Certificate **or** equivalent certificate available on the date of submission of application only will be accepted by HQ MEG & Centre, Bangalore for determining the age, eligibility and no subsequent request for its change will be considered **or** granted.

10. **Admit Card.** Admit Card to the eligible candidates will be sent by post. Candidates must bring their Admit Card issued by MEG & Centre to appear for **written test and skill test**, otherwise they will **Not be permitted** to appear for these tests.

**11. GENERAL INSTRUCTIONS TO BE COMPLIED BY THE CANDIDATES FOR DIRECT RECRUITMENT OF DEFENCE CIVILIAN EMPLOYEES BY SELECTION AT HQ MADRAS ENGINEER GROUP AND CENTRE, BANGALORE**

**Citizenship**

**(a) A Candidate must be either :-**

- (i) a citizen of India or, (ii) a subject of Nepal, or (iii) a subject of Bhutan, or (iv) a Tibetan refugee who came to India before 1<sup>st</sup> January 1962 with the Intention of permanently settling in India, or (v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or East African countries Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zair Ethiopia and Vietnam, with the intention of permanently settling in India.

Provided that a candidate who belongs to categories (ii), (iii), (iv) and (v) above shall be person in whose favour a certificate for eligibility has been issued by the Govt of India.

**Note :** The application of candidate in whose case a certificate of eligibility is necessary, may be considered by the Deptt and if recommended for appointment, the candidates may also be provisionally appointed subject to necessary certificate being issued in his favour by the Govt of India.

**(b) HOW TO APPLY**

- (i) Candidates must apply in the application as per the format published in this advertisement (**ANNEXURE-1**) and fill up the columns in their own hand writing in **BLOCK capital letters**.
- (ii) Applications on formats other than the one indicated will be summarily rejected.
- (iii) If wrong entries are made by the candidates in the application form, their application will be rejected and HQ MEG & Centre will not be responsible for such rejection. No representations against such rejection will be entertained.
- (iv) Application filled in on the format used for previous recruitment **or** some other advertisement will not be considered. The candidates should further note that Application Form will **NOT** be supplied by HQ MEG & Centre. Same can be downloaded from “**Indian Army**” website at <https://indianarmy.nic.in>.

(v) Candidates claiming reservation Concessions against SC/ST/OBC/EWS/Disability/Meritorious Sports Person and other reserved categories shall ensure that attested copy of the certificate as issued by the competent authority is enclosed as per the format/forms mentioned against each:-

- (aa) Format of SC/ST Certificate as per **ANNEXURE-2**.
- (ab) Form of certificate to be produced by OBC classes candidates as per **ANNEXURE-3**.
- (ac) Declaration/Undertaking certificate for OBC Candidates only as per **ANNEXURE-4**.
- (ad) Form of certificate for Defence Personnel as per **ANNEXURE-5**.
- (ae) Form of Certificate to be submitted by Central Government Civilian Employees seeking age relaxation as per **ANNEXURE-6**.
- (af) Disability Certificate as per **ANNEXURE-7**.

(ag) **Meritorious Sports Persons :-**

- (i) Sports Persons who have represented a State or the Country in a National or International competition in any of the games/sports mentioned in the list at **ANNEXURE-8**.
- (ii) Sports Persons who have represented the University in the Inter-University Tournaments conducted by the Inter-University sports Board in any sports/games shown in the list at **ANNEXURE-8**.
- (iii) Sports Persons who have represented the State school teams in the National sports/games for schools conducted by all India school games federation in any of the games/sports shown in the list at **ANNEXURE-8**.
- (iv) Sports Persons who have been awarded National awards in physical efficiency under the National physical efficiency drive.
- (v) No such appointments can be made unless the candidate is, in all respects, eligible for appointment to the post applied for. Educational qualification or experience should also conform to those prescribed under the Recruitment Rules applicable to the post, except to the extent to which relaxations thereof have been permitted in respect of a class/category of persons to which the applicant belongs.
- (vi) Categories of sports persons specified at (ag) (i to v) above may be allowed relaxation of upper age-limit up to a maximum of 5 years (additional 05 years in the case of SC/ST and 03 years in case of OBC) for the purpose of appointment in Gp 'C' Cadres with the approval of the Headquarters office. This concession will be admissible only to those sports persons who satisfy all other eligibility conditions relating to educational qualifications, etc.

**Order of preference:-**

- (i) First preference to those candidates who have represented the country in an international competition with the clearance of the department of Youth Affairs and Sports.
- (ii) Next preference may be given to those who have represented a State/U.T. in the Senior or Junior level national Championships organised by the National Sports Federation recognized by Department of Youth Affairs and Sports or National Games organised by Indian Olympics Association and have won medals or positions upto 3<sup>rd</sup> place. Between the candidates participating in Senior and Junior National Championships/ games, the candidates having participated and won medal in Senior National Championship will be given preference.
- (iii) Next preference may be given to those, who have represented a University in an Inter-University competition conducted by Association of Indian Universities/Inter-University Sports Board and have won medals or positions upto 3<sup>rd</sup> place in finals.
- (iv) Next preference may be given to those, who have represented the State Schools in the National sports/games for Schools conducted by the All India School Games Federation and have won medals or positions upto 3<sup>rd</sup> place.
- (v) Next preference may be given to those, who have been awarded National Award in physical efficiency drive.
- (vi) Next preference may be given to those, who represented a State/Union Territory/University/State Schools teams at the level mentioned in categories (ii) to (iv) but could not win a medal or position, in the same order of preference.

**Certificate of Sports Achievements to be attached:-**

- (i) For representing India in an International Competition in one of the recognised Games/Sports as per **ANNEXURE-9**.
- (ii) For representing a State in India in a National Competition in one of the recognised Games/Sports as per **ANNEXURE-10**.
- (iii) For representing a University in the Inter-University Competition in one of the recognised Games/Sports as per **ANNEXURE-11**.
- (iv) For representing a State School Team in the National Games for School in one of the recognised Games/Sports as per **ANNEXURE-12**.
- (v) For the awardees in Physical Efficiency performances conducted by the Ministry of Education and Social Welfare as per **ANNEXURE-13**.
- (vi) Candidates should ensure that the seal of the attesting officer clearly indicates rank and office to which he is attached. The competent authorities for issue of Caste Certificate are indicated below :-

- (a) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/First Class Magistrate/Extra Assistant Commissioner.
- (b) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (c) Revenue Officer not below the rank of Tahsildar'.
- (d) Sub Divisional Officer of the area where the candidate and/or his family normally resides.

- (ah) **Economically Weaker Sections (EWS) :-** The candidates who are not covered under the scheme of reservation for SCs/STs and OBCs and whose family has gross annual income below Rs.8.00 Lakhs (Rupees Eight Lakhs only) are to be identified as Economically Weaker Sections (EWS) for benefit of reservation. Income shall also include income from all sources i.e., salary, agriculture, business, profession etc., for the financial year prior to the year of application. The candidates have to submit the certificate as per **ANNEXURE-14**

Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income :-

- (a) 5 acres of agricultural land and above.
- (b) Residential flat of 1000 sq.ft. and above.
- (c) Residential plot of 100 sq. yards and above in notified municipalities.
- (d) Residential plot of 200 sq.yards and above in areas other than the notified municipalities.

The property held by a "Family" in different locations or different places/cities would be clubbed to determine EWS Status. The term "Family" for this purpose will include the person who seeks benefit 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.

**Disqualifications**

12. Individual who, having a spouse living, has entered into or contracted a marriage with any other person, shall not be eligible for appointment to the said post.

**Note : Provided that the Central Government may, is satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for doing so, exempt any person from the operation of rule.**

13. Individual who has furnished wrong information in the application form, enclosed false certificate to avail benefits/reservation, disclosed false/wrong information in the application form regarding relatives or who have suppressed any material information, shall be liable to cancellation of candidature at any stage of recruitment process and/or termination of service, if the candidate has been selected.

**Service Conditions**

14. The candidates finally selected for appointment will be under the Ministry of Defence (Govt of India) and are likely to be posted to any faculty under HQ MEG & Centre generally in the State of Karnataka but will be liable to be appointed/transferred to anywhere in India with All India Transfer Liability and also for Field Service Liability (Civilian in Defence) as applicable.

15. **Probation.** The person selected for appointment will be on probation for a period of **two years**, which may further be extended at the discretion of Appointing Authority i.e, Commandant, HQ MEG & Centre, Bangalore.

16. **Health.** A candidate must be in a sound mental and physical health and free from physical illness, which is likely to interfere with the efficient discharge of his/her duties. A candidate, who, after such medical examination as may be prescribed by the competent authority, is found not satisfy these requirements will not be appointed. Only such candidates as are likely to be considered for appointment will be medically examined. **The candidate has to be declared medically fit for field service by the competent authority.**

17. **Certificate to be attached.** Candidates should ensure that they should attach with their application following documents duly attested by **Gazetted Officer or self attested :-**

- (a) Matriculation or Equivalent certificate in support of the declaration of age.
- (b) All Educational/technical qualification certificates.
- (c) If the qualification or Diploma possessed by the candidate is equivalent, then the authority (whichever is applicable) under which it has been so treated must be indicated.
- (d) An attested copy of a certificate in support of any claim/relaxation (whichever is applicable) in the prescribed form issued by the competent authority (Original to be produced at the time of Skill Test).

**Action against candidates found Guilty of Misconduct**

18. Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling up the application form. Candidates are also warned that they should in no case tamper with entry in documents or its attested/certificate copy submitted by them nor should they submit tampered/fabricated documents. If there is any inaccuracy or any discrepancy between two or their attested/certified copies, an explanation regarding the discrepancy should be submitted.

19. A candidate who is or has been declared by the Department to be guilty of the act/omission specified above including attempt to commit, or abetting, as the case may be, of all or any of the acts specified in the under mentioned clauses may, in addition to rendering himself/herself liable to criminal prosecution, will be liable :-

- (a) To be disqualified by the Department from selection for which he/she is a candidate, and/or
- (b) To be debarred either permanently or for specified period :-
  - (i) By the Department from any examination or selection held by them.
  - (ii) By the Central Government from any employment under them, and
  - (iii) If he/she is already in service under Government, disciplinary action under the appropriate rules.

20. The acts/omissions which will invite the prosecution mentioned in Para above are:-

- (a) Obtaining support of his/her candidature by any means, or
- (b) Procuring impersonation by any person, or
- (c) Impersonating, or
- (d) Submitting fabricated documents or documents which have been tampered with, or
- (e) Making statements which are incorrect or false or suppressing material information, or
- (f) Resorting to any other irregular or improper means in connection with his/her candidature for the selection.
- (g) Using unfair means during test, or
- (h) Writing irrelevant matter including obscene or pornographic matter, in the scripts (s), or
- (j) Misbehaving in any other manner in the examination hall, or
- (k) Mobile phone/communication device in the examination hall/interview room/skill test room.
- (l) Harassing or doing bodily harm to the staff employed by the Deptt for the conduct of their test, or
- (m) Canvassing in any form.

21. **Important instructions to the candidates/applicants:-**

- (a) Dates of examination will be intimated to the eligible candidates later on through call letter/Admit Card.
- (b) **Candidates will endorse the category/caste under which reservation sought in bold letters.**
- (c) Person working in Central/State Govt/PSU must apply through proper channel alongwith the certificate from their establishment that no disciplinary action is contemplated/pending against them and that they have no objection in releasing them in case of selection. However, their candidature will be subject to receipt of application on due date.
- (d) Persons already in Government service, whether in permanent **or** temporary capacity **or** as work charge employees other than **or** daily rated employees are required to submit the application through proper channel. However, their candidature will be subject to receipt of application by due date.
- (e) Defence Civilian Employees already in HQ MEG & Centre, Bangalore, whether in permanent **or** temporary capacity other than casual are required to submit the **application through proper channel.** The date for determining the eligibility of all candidates in every respect shall be the normal closing date prescribed for receipt of application.
- (f) Candidates whose application are found to be complete in all respect alongwith all necessary documents and found eligible only be called for **Written Test through Call Up Letter and Admit Card.**
- (g) New entrants to Govt Service, entering on **or** after 01<sup>st</sup> Jan 2004 are governed by the New Defined Pension System (known as National Pension System).
- (h) Application received after last date due to postal delay **or** any other reason will be summarily rejected. Madras Engineering Group and Centre, Bangalore will not be responsible for any postal delay in respect of any communication.
- (i) Candidates should note that only one date of birth as recorded in the Matriculation, Higher Secondary examination certificate will be accepted.
- (k) **Application not accompanied by Admit Card in duplicate, attested photograph, attested copies of civil education certificates or incomplete application form and or not conforming to the above requirements will be summarily rejected without any intimation to the candidate and applicants will have no claim whatsoever.**
- (l) **Original certificates should not be sent with the application. These should be produced at the time of Skill Test alongwith one set of attested photocopies for depositing with Madras Engineering Group and Centre, Bangalore.**
- (m) **The Commandant, Madras Engineering Group and Centre, Bangalore reserves the right to change the number of vacancies, if necessary as and when required.**
- (n) The candidates must clearly super scribe "APPLICATION FOR THE POST OF " \_\_\_\_\_ " UNDER CIVILIAN DIRECT RECRUITMENT" **on** the Top of the envelope in **BLOCK CAPITAL** letters.
- (o) Certificate regarding Sports achievements should have been issued by the competent authorities.
- (p) Two recent passport size photographs of 4cms x 5cms will be attached separately alongwith application. One recent passport size photograph of 4cms x 5cms will be pasted on the application form in the space provided duly attested by a Gazetted Officer. Signature and Stamp of Gazetted Officer should NOT be affixed on the face of the candidate's photo.
- (q) Candidates applying against a reserved post must enclose supporting documents such as Caste certificate, Disability certificate, Non-creamy layer certificate in case of OBC etc in support of their claim belonging to the reserved category. Only attested copies of certificates (from Gazetted Officer or self attested) in support of Educational Qualification/Technical Qualifications/Sports achievements, Experience, Caste, Date of Birth, PH and Sportsmen are to be enclosed with the application.
- (r) Incomplete and unsigned applications and without Left/Right Thumb Impression **or** applications not accompanied by attested copies of certificates **or** applications received at HQ MEG & Centre after the last date for receipt of applications **or** without two additional photograph will be summarily rejected without any intimation to the candidate and no correspondence with this regards will be entertained.
- (s) **The applications will be filled by the candidates in English only.**
- (t) **CLOSING DATE The applications duly completed in all respects along with its concerned documents should be sent by registered post or dropped at 'Drop Box' kept at reception room located at Main Gate of HQ MEG & Centre, Bangalore; in a cover addressed to The Civilian Establishment Officer, Civilian Recruitment Cell, HQ MEG & Centre, Bangalore, Sivan Chetty Garden Post, Bangalore -560 042 so as to reach within 21 days from the date of publication in the daily news paper including the day of publication. However, candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu and Kashmir, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands, Lakshadweep and residing abroad, application duly completed in all respect must reach within 31 days from the date of publication. APPLICATION RECEIVED LATE WILL NOT BE ENTERTAINED.**
- (u) Candidates living with more than one spouse **or** married another spouse while the first is alive; are not eligible to apply.
- (v) **Perks and benefits** : Besides Basic Pay, DA, CGHS facilities, the posts carry usual allowances and other benefits which includes HRA **or** Govt accommodation (subject to availability), travelling allowance etc.

22. **Skill Test** Candidates who pass in **Written Exam** will be issued with Call Up letter to appear in **Skill Test**. **THE NUMBER OF CANDIDATES CALLED FOR SKILLED TEST MAY BE RESTRICTED TO 10 TIMES OF NUMBER OF VACANCIES** based on the merit/marks obtained in the written test. Candidates will bring their Admit Card issued by MEG & Centre to appear **for written test and skill test**. **Candidates NOT found in possession of Admit Card will NOT be permitted.**

23. Any other documents supporting their candidature i.e, Sports/Cultural activities duly attested by the Gazetted Officer or self-attested will also be attached alongwith application form.

24. Specific benefits for Women Employees :-
- 180 days Maternity leave upto two children.
  - 45 days leave for miscarriage including abortion.
  - 730 days child care leave upto two children.
  - Rs 1000/- Per Month special allowance to women with disabled children for two years upto two children.
  - Posting of Husband and wife at the same station, subject to approval by Integrated HQ of MoD (Army) and availability of vacancy.
25. **Documents**. All Original documents/certificate alongwith ONE set of photocopy duly attested by Gazetted Officer or self attested will be brought by the Candidates at the time of Skill Test.
26. **DECISION** : The decision of the Commandant, HQ MEG & Centre in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s) and Skill test, allotment of examination centres, selection and allotment of trades/posts to selected candidates will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.
27. **COURTS JURISDICTION** : Any disputes with in regard to this recruitment will be subject to **courts/ tribunals located at Bangalore only**.
28. **GENERAL INFORMATION TO THE CANDIDATES :-**
- Venue, date and time of the Written Examination will be intimated to the eligible candidates later on through Call Up letters and Admit Cards.**
  - Venue, date and time of the Skill Test will be intimated to the candidates who pass in Written Examination later on through Call Up letters.**
  - Candidates will have to attend all the tests/selection pertaining to the above recruitment process at their own cost. No **TA/DA** will be paid to them for Written Test and Skill Test.
  - Any injury/incident/accident to the Candidates during the whole process of recruitment, this organisation will not be responsible for any claims thereto.
  - Candidates living with more than one spouse or married another spouse while the first is alive, are **NOT** eligible to apply.
  - HQ MEG & Centre** will not be responsible for non receipt of applications due to any postal delay. Application recd after the due date will not be considered for any reasons and will be rejected without any intimation.
  - HQ MEG & Centre** reserves the rights to cancel or modify this notification without assigning any reasons thereof.
  - Canvassing in any form shall disqualify the candidates. No enquiry/correspondence will be entertained.
29. **Caution to all Applicants** : Some unscrupulous elements may approach you with the assurance of procuring appointment for you in HQ MEG & Centre through illegal gratification. You must not fall prey to such false assurance or exploitation and must not entertain or encourage such elements in any way. It is emphasized and reassured that the selection test and exercise will be done on merit only in a transparent manner.