

# VACANCIES : DEFENCE CIVILIANS HQ BEG & Centre Roorkee

(an organization under Ministry of Defence)

1. Commandant, HQ Bengal Engineer Group (BEG) and Centre, Roorkee invite the applications from the applicants on the given format along with all related copies of the educational /technical qualifications/skills experience/caste duly attested by the Gazetted Officer for the post applied for in the Office of Administrative Officer, HQ Bengal Engineer Group and Centre, Roorkee Pin-247667 (Uttarakhand) by 22Apr 2017 (Upto 1400 Hrs) by ordinary post for the following posts :-

S. No.	Name of Post	No of vac.	Posts Reserved						Level in pay Matrix as per (7th CPC)	Minimum Educational Qualification		Probation Period	Remarks
			Gen	SC	ST	OBC	PH	ESM		Essential	Desirable		
(a)	LDC	03	01	-	01	01	-	-	Level - 2 (Rs. 19,900-63,200)	(i) 12th Or Equivalent from any recognized Board /university. (ii) English typing @35 w.p.m. or Hindi typing @30 w.p.m. and corresponding 10,500 KDPH/9000KDPH on an average of 5 key depressions for each word)	-	02 Years	-
(b)	Storekeeper	06	05	-	01	-	-	-	Level - 2 (Rs. 19,900-63,200)	(i) 12th or Equivalent from any recognized Board. (ii) Knowledge of computer in MS Word (iii) Certificate course in Store keeping/ Store management.	Minimum one year exp.in similar work.	02 Years	-
(c)	CTI (Electrician)	02	02	-	-	-	-	-	Level - 2 (Rs. 19,900-63,200)	(i) High School Or Equivalent from any recognized Board /university with Industrial Training Institute/ National Certificate of Trade and Vocational Training in concerned Trade. (ii) Should have adequate skill and knowledge to impart training to recruits.	-	02 Years	-
(d)	Cook	04	04	-	-	-	-	-	Level - 2 (Rs. 19,900-63,200)	(i) Matriculation or Equivalent from any recognized Board/ University (ii) Must have knowledge of Indian Cooking and proficiency in trade .	Conversant with duties of his trade, any higher qualification and one year experience for the post of Messenger	02 Years	-
(e)	Messenger	04	02	01	-	01	-	-	Level - 1 (Rs. 18,000-56,900)	(i) High School or Equivalent from recognized Board	Conversant with the duties of his trade, and One year experience for the post of Messenger.	02 Years	-
(f)	Watchman	01	01	-	-	-	-	-	Level - 1 (Rs. 18,000-56,900)	(i) High School or Equivalent from recognized Board	Conversant with the duties of his trade, and One year experience for the post of Watchman	02 Years	-
(g)	Lascar	14	12	-	-	02	01	01	Level - 1 (Rs. 18,000-56,900)	(i) High School or Equivalent from recognized Board	-	02 Years	-
(h)	Tailor	01	01	-	-	-	-	-	Level - 1 (Rs. 18,000-56,900)	(i) High School or Equivalent from any recognized Board /university. (ii) Conversant with the duties of his trade, and One year exp. for the post of Tailoring.	-	02 Years	-
(j)	Washerman	01	01	-	-	-	-	-	Level - 1 (Rs. 18,000-56,900)	(i) High School Or Equivalent from recognized Board	Conversant with the duties of his trade, and One year experience for the post of Washerman	02 Years	-
(k)	Safaiwala	02	-	02	-	-	-	-	Level - 1 (Rs. 18,000-56,900)	(i) High School Or Equivalent from recognized Board	Conversant with the duties of his trade, and One year experience for the post of Safaiwala	02 Years	-
<b>Total</b>		<b>38</b>	<b>29</b>	<b>03</b>	<b>02</b>	<b>04</b>	<b>-</b>	<b>-</b>					

**Note :-** Women candidates can apply for the posts of LDC, Messenger, Lascar, Tailor & Safaiwala only.

01 post of Lascar is reserved for ESM of Gen category.

01 post of Lascar is reserved for PH (OH,40%) OBC Category.

**Abbreviations :-**

OBC – Other Backward Class , ST - Scheduled Tribe, PH – Physically Handicapped, ESM – Ex-Serviceman, OH – Ortho Handicapped

2. **Age :-**  
(a) General Candidates -18 to 25 yrs  
(b) Schedule Tribe candidate – 18 to 30 years.  
(c) Other Back Class (OBC) – 18 to 28 years.  
(d) Physically Handicapped candidate by another for ten years.  
(e) An Ex-Servicemen (ESM) who put in not less than six months continuous service in the Armed Force of the Union, shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post for which he seeks appointment by more than three years, he shall be deemed to satisfy the condition regarding age limit. ESM candidates, who are retiring from service up to 30Apr 2017, can also apply.

3. **Selection Process :-**  
(a) The selection process will comprise of an initial Screening based on scrutiny of applications.  
(b) **Practical Test :-** For the Posts of CTI, Cook, Tailor, Washerman & Safaiwala. (Minimum 35% marks is essential for qualifying the test)  
(c) **Typing Test :-** For the Post of LDC .(English typing @35 w.p.m. or Hindi typing @30 w.p.m. and corresponding 10,500 KDPH/9000KDPH on an average of 5 key depressions for each word)  
(d) **Written test :-** For all the posts who will qualify Practical test (For the posts of CTI, Cook Tailor, Washerman & Safaiwala).  
(i) **Written Test. The Written test will comprise of four parts as given below. The question paper will be bilingual i.e. English or Hindi. However, the question on the portion of English language subject will be in English only. The question will be of a level appropriate to the minimum essential educational qualification for different grade/posts:-**  
(a) Part – I General Intelligence & Reasoning (consisting of 13 questions carrying 26 marks)  
(b) Part – II Numerical Aptitude (consisting of 12 questions carrying 24 marks)  
(c) Part – III General English (consisting of 12 questions carrying 24 marks)  
(d) Part – VI General Awareness (consisting of 13 questions carrying 26 marks)  
(d) 0.50 negative marks will be awarded for each wrong answer.  
(e) Final merit list of all Posts will be made based on marks obtained by the applicants in the written test only.

4. **TERMS AND CONDITIONS**  
(a) Three recent passport size photograph duly attested by a Gazetted officer shall be pasted one on the top of application form and one on the top of admit card and one will be kept separately.  
(b) Application of the candidate will be received only as per the format published by ORDINARY POST. The application will be filled by the candidates either in English or Hindi. Application in the absence of certified copies of qualification /age/experience/skills etc as required for the post applied will be rejected without any prior information. Incomplete/ illegible/ unsigned applications will also be rejected.  
(c) In addition to this advertisement, all information about this recruitment will also be displayed at "Notice Board" of Adm Officer, HQ BEG & Centre, Roorkee. A Merit List will be prepared on the basis of performance in the written examination only.  
(d) Admit card will be dispatched to the candidates whose applications are found correct after scrutiny for appearing in the written

/practical exam.

(e) Candidates will report to Adm 'Q' Branch, BEG & Centre, Roorkee for examination alongwith original documents as well as their ID proof (Like School I.Card/Voter Card/Driving licence etc.) & writing materials (Pen, pencil & Clip Board etc) 0800 hours to entry will given after that from the main gate.

(f) No TA will be admissible to any candidates for journey to appear in exam.

(g) Candidates who fulfill the eligibility conditions will be subjected to a selection process as per the existing orders. Selected candidates will be appointed on receipt of verification of their character and antecedents as well as that of the age / Education and Caste certificates from the concerned Govt authorities and thereafter their medical examination to be conducted at a Govt. Hospital.

(h) Candidates already employed in Central/State/PSU should submit their application through Proper Channel along with 'No Objection Certificate' from their employer.

(i) One applicant can apply for only one post by quoting the **NAME OF POST ON THE TOP THE APPLICATION**, and forward it BY ORDINARY POST to **Administrative Officer, HQ BEG & Centre, Roorkee – 247667, Dist- Haridwar (Uttarakhand)** so as to reach by **22 Apr 2017 (Upto 2.00 P.M)** alongwith all related documents. Application receipt after due date (i.e. 22Apr 2017 will not be accepted by this office.

(k) Candidates in relation with more than one spouses or have married another spouse while the first spouse is alive, are not eligible for appointment to the said posts.

(l) The administration reserves the right to cancel or modify this notification without assigning any reasons thereof.

(m) The posts of CTI, Cook, Storekeeper, Washerman and Watchman are not applicable for the lady candidates.

(n) Canvassing in any form shall disqualify the candidates. No enquiry or correspondence will be entertained in regard. The decision of Appointing Authority will be final and binding for all candidates

(o) One self addressed envelopes of size 28 cm x 12 cm with postage stamp of Rs. 27/- affixed on envelope will also be enclosed with application by the candidate.

(p) Only Indian Nationals need to apply.

(q) **NO APPLICATION WILL BE ACCEPTED/ RECEIVED BY HAND FROM ANY APPLICANT BY THIS OFFICE.**

Place : Roorkee

Date : 15th Mar 2017

Administrative Officer

BEG & Centre, Roorkee (UK)

Name of Organization : <b>BEG &amp; Centre, Roorkee (UK)</b>		Affix Passport size Photograph duly Attested by Gazetted Officer
Name of Post _____		
1.	Full Name of Applicant (In Capital letters) (In Hindi & English) :	
2.	Father's Name :	
3.	Mother's Name :	
4.	Husband's Name (if applicable)	
5.	Date of Birth : ( With proof Certificate): _____ Age as on <b>22 Apr 2017</b> : ____ DD ____ Months ____ YY	
6.	Place of Birth : (Place / Dist / State)	
7.	Full Postal address with PIN Code No. (With Phone No.) : & Nearest Railway Station	
8.	Religion :	
9.	Caste : (Whether Gen/SC/ST/OBC Certificate attached)	
10.	Educational Qualification (With proof certificate) :	
11.	Whether Ex-Serviceman if yes attached copy of Discharged Certificate (write Yes/No) :	
12.	Experience (In Years) (with proof certificate) :	
13.	Registration details of Employment Exchange (if any) : Exchange Name, Registration No, Valid upto date.	
14.	Two personal Marks of identification on the Body. :	
15.	Sex (Male / Female) :	
16.	Marital status (Married / Single) :	
17.	Nationality (Only Indians can apply) :	
18.	Special Skills (if any) :	
19.	Handicapped applicant write Yes of No with category : (If Yes, enclosed Certificate)	
20.	If married please mention the date of marriage :	
21.	If already Employed, give particulars of :- (a) Name of organization where employed : (b) Employed from (Date) : (c) Designation : (d) Address of Employer : (e) Date of Retirement :	
<b>DECLARATION</b>		
I, hereby declare that all statement made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false/incorrect or ineligibility being detected before or after the tests or during the service, my candidature/appointment will stand automatically cancelled.		
Place :	(Signature of candidate)	
Date :	(Full Name _____)	
Encls :	Thumb Impression	
	1. Attested copies of certificates (____ Sheets)	
	Left thumb impression of Male candidate (Right thumb impression in case of female candidate)	
*Note :- Admit card for written/ practical test as attached to be filled and sent with the application form.		

**ADMIT CARD**

Graph Post applied for : \_\_\_\_\_

1. Name in full (in BLOCK LETTERS as per matriculation certificate) \_\_\_\_\_  
2. Father's/Husband's Name \_\_\_\_\_  
3. Correspondence address \_\_\_\_\_  
\_\_\_\_\_.Pin Code \_\_\_\_\_  
(FOR OFFICE USE ONLY)  
4. Examination Centre \_\_\_\_\_  
5. Reporting Date and Time \_\_\_\_\_

(Signature of the Issuing Officer with Stamp)