~~DRAFT ADVERTISEMENT~~

MILITARY COLLEGE OF TELECOMMUNICATION ENGINEERING
MHOW (MP) 453 441

EMPLOYMENT NOTICE

Notice No : 471/DR-2014-21/Est

1.   Applications are invited for the following posts from citizens of India, who are fulfilling the requisite qualifications/specifications as mentioned b elow on prescribed format. Applications duly completed in all respect along with all the requisite documents, duly self-attested, should be addressed to **The Presiding Officer, Scrutiny Cell, Cipher Wg, Military College of Telecommunication Engineering, Mhow (MP) 453 441** and sent by Regd post/Speed post.

Name of the post & Level in pay matrix	No of posts	Category wise Distribution (vertical)				
		UR	EWS	SC	ST	OBC
Stenographer Grade-II Level -4 (Rs. 25500 - 81100)	02	01	-	-	-	01
Lower Division Clerk Level -2 (Rs. 19900 – 63200)	14	07	02	-	02	03
		01 post reserved for ESM.				
Lab Assistant Level -3 (Rs. 21700 – 69100)	02	02	-	-	-	-
Lab Attendant (Multi Tasking Staff) Level -1 (Rs. 18000 - 56900)	02	01	-	-	-	01
Draughtsman (Computer Operator) Level -4 (Rs. 25500 - 81100)	01	01	-	-	-	-
Civilian Motor Driver (Ordinary Grade) Level -2 (Rs. 19900 – 63200)	01	01	-	-	-	-
Cook Level -2 (Rs. 19900 – 63200)	07	05	02	-	-	-
Safaiwala (Multi Tasking Staff) Level -1 (Rs. 18000 - 56900)	06	04	01	-	-	01
Fatigueman Level -1 (Rs. 18000 - 56900)	02	01	01	-	-	-
Total	37	23	06	-	02	06

(**Note**:- The number of vacancies are provisional. The Commandant, Military College of Telecommunication Engineering, Mhow (MP) reserves all the rights in respect of recruitment.)

2. **Qualifications**.

Trade	Criteria
Stenographer Grade-II	(i) 12th pass or equivalent from a recognized Board or University. (ii) Skill Test Norms:- Dictation : 10 minutes @ 80 words per minute. Transcription : 50 minutes (English), 65 minutes (Hindi) (On Computer)
Lower Division Clerk	(i) 12th class pass 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 on an average of 5 key depressions for each word).
Laboratory Assistant	**Essential** - Higher Secondary Certificate with Physics and Chemistry. **Desirable** - Experience in Lab work.
Lab Attendant (MTS)	**Essential** - Matriculation pass or equivalent from a recognized Board. **Desirable** - Conversant with the duties of Lab Attendant with one year experience in the trade.
Draughtsman (Computer Opr)	(i) Matriculation or equivalent. (ii) Diploma in Computer Application or equivalent certificate from recognised technical institution.
Civilian Motor Driver (Ordinary Grade)	(i) Matriculation. (ii) Must possess the Civilian Driving Licence for heavy vehicles and have two year experience of driving such vehicles.
Cook	(i) Matriculation (10th Class pass) from a recognized Board. (ii) Must have knowledge of Indian Cooking and proficiency in trade.
Safaiwala (MTS)	**Essential** - Matriculation pass or equivalent from a recognized Board. **Desirable** - Conversant with the duties of Safaiwala with one year experience in the trade.
Fatigueman	(i) Matriculation pass or equivalentfrom a recognized Board. (ii) Must be conversant with the duties of Fatigueman with one year experience.

3. **Age Limit**.

(a) **18-25 years** for the posts of 'Stenographer Grade-II', 'Lower Division Clerk' 'Safaiwala (MTS)', 'Fatigueman', 'Lab Attendant (MTS)', , 'Cook', 'Lab Asst' and 'Draughtsman (Computer Opr)'.

(b) **18-27 years** for the posts of 'Civilian Motor Driver (Ordinary Grade)'.

(c) **Relaxation in Age Limit** - (i) For **SC/ST** candidates applying in their category by **five years**. (ii) For OBC candidates (for non-creamy layer only) applying in their category by **three years** (iii) For Govt servants and ex-servicemen (ESM) as per existing Govt rules in this regard.

(d) The crucial date for determining the age limit shall be the last date of receipt of application.

(e)   The age relaxation will be applied only in case of those candidates who produce valid certificates of caste / category.

4.   **Fees.** Crossed Indian Postal Order (IPO) / DD of value of Rs. 50/- (Rupees Fifty only) for each application in favour of the **Commandant, Military College of Telecommunication Engineering, Mhow (MP)** 453 441. Candidates belonging to Scheduled Castes and Scheduled Tribes are fully exempted from payment of fees. The Postal Order / DD should be issued on or after the date of publication of the advertisement. The application fee is non-refundable.

5.   **Photographs.**   Seven recent passport size self-attested photographs (not more than three months old) are to be affixed on the space earmarked on the application form and Admit Cards.

6.   **Closing Date of Receipt of the Application.**   45 days from the date of publication of advertisement. 52 days from the date of publication of advertisement for the candidates of Assam, Meghalaya, Arunachal Pradesh, Mizoram, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Laddakh division, Himachal Pradesh (Lahol & Spiti dist), Chamba dist (Pangi sub division), Andaman & Nicobar Island and Lakshdweep.

7.   **Scheme of Examination.**

(a)   **For the post of Steno Gde-II.**

(i)   The examination will consist of Written test (Tier-I) and Skill Test (Tier-II). The Commandant, MCTE reserves the right to add an additional Tier in the scheme of Examination.

(ii)   **Tier-I (Written Test).**   The written test will comprise of three parts as given below as per the standard of Education Qualification. The question paper other than Gen English will be bilingual i.e. English and Hindi. Candidates can answer in either language except for the Gen English paper. The duration of written papers will be 120 min.

Parts	Subject (Objective Multiple Choice Type)	No of Questions	Marks
Part-I	General Intelligence & Reasoning	50	50
Part-II	General Awareness	50	50
Part-III	English Language and Comprehension	100	100

Negative marks of 0.25 per wrong answer will be deducted.

(iii)   **Tier-II (Skill test).**   Candidates who obtain the qualifying marks in the Examination as may be prescribed by the Commandant, MCTE will only be called for the Skill Test. The Commandant, Military College of Telecommunication Engineering, Mhow may also prescribe qualifying marks in each part of Examination. The skill test will be of qualifying nature and the Commandant, MCTE will fix the qualifying standards in the skill test for different categories of candidates.

(b) **For the post of LDC**.

(i)   The examination will consist of   Written   Test   (Tier-I), Descriptive   Paper (Tier-II) and Typing Test (Tier-III).

(ii)   **Tier-I (Written Test)**.   The written test will comprise of four parts as given below as per the standard of Education Qualification. The question paper other than Gen English will be bilingual i.e. English and Hindi. Candidates can answer in either language except for the Gen English paper. The duration of written papers will be 75 min.

Parts	Subject (Objective Multiple Choice Type)	No of Questions	Marks
Part-I	General Intelligence & Reasoning	25	50
Part-II	English Language	25	50
Part-III	Quantitative Aptitude	25	50
Part-IV	General Awareness	25	50

Negative marks of 0.50 per wrong answer will be deducted.

(iii)   **Tier-II (Descriptive Paper).**   Tier-II Paper will be a descriptive Paper of 100 Marks in Pen and Paper Mode. The duration of the paper would be for one hour. The Paper would comprise writing of an Essay of 200-250 words and Letter / Application writing of approximately 150-200 words. The minimum qualifying marks in Tier-II would be 33 per cent. The performance in Tier II would be included for preparing merit. The paper will have to be written either in Hindi or in English. Part paper written in Hindi and Part in English will not be evaluated.

(iv)   **Tier-III (Skill Test).**   Typing Test will be conducted for those candidates who qualify in the Written Examination (Tier-I) and Descriptive Paper (Tier-II). Such Typing Test will be conducted in English or Hindi. Typing Test will be of qualifying in nature. Candidates opting for English medium should have typing speed of 35 words per minute and those opting for Hindi medium should have typing speed of 30 words per minute. The speed will be adjudged on the accuracy of typing on the Computer of a given text passage in 10 minutes.

(v)   Only those candidates, who secure at least the minimum qualifying marks in the written test (Tier-I) and Descriptive Paper (Tier-II), as may fixed by the Commandant, MCTE, Mhow at its discretion, will be called for skill test. Commandant, MCTE, Mhow may also at its discretion, fix qualifying marks in each component of the written examination.

(vi)   The final merit of the successful candidates would be determined on the basis of total score obtained by them in Tier-I and Tier-II.

(vii)   Only such candidates who qualify in the Skill Test will be eligible for being recommended for appointment as per their position in the merit list.

(c)   **For the post of Safaiwala (MTS) & Lab Attdt (MTS).**

(i)   The written examination will consist of (Tier-I) objective type paper and (Tier-II) descriptive type as shown below:

(ii)   **Tier-I (Written Test).**   The written test will comprise of four parts as given below as per the standard of Education Qualification. The question paper other than Gen English will be bilingual i.e. English and Hindi. Candidates can answer in either language except for the Gen English paper. The duration of written papers will be 120 min.

Parts	Subject (Objective Multiple Choice Type)	No of Questions	Marks
Part-I	General Intelligence & Reasoning	25	25
Part-II	Numerical Aptitude	25	25
Part-III	General English	50	50
Part-IV	General Awareness	50	50

Negative marks of 0.25 per wrong answer will be deducted.

Tier-II.

Subject	Maximum Marks	Total Duration
Short Essay/ Letter in English or any language included in the 8th schedule of the Constitution	50	30 minutes

(iii)   Candidates will be shortlisted for the Tier-II on the basis of their performance in Tier-I. Tier-II will only of qualifying nature.

(iv)   Candidates will be finally selected based on their performance in Tier-I, subject to their meeting basic qualifying standards fixed in Tier-II.

(d)   **For the post of Civilian Motor Driver (Ord Gde), Lab Asst (Tech), Draughtsman, Fatigueman, Cook.**

(i)   The selection of candidates will be based on Written test and Skill/ Practical Test (Qualify/ Disqualify).

(ii)   **Written Test.**   The written test will comprise of four parts as given below as per the standard of Education Qualification. The question paper other than Gen English will be bilingual i.e. English and Hindi. Candidates can answer in either language except for the Gen English paper. The duration of written papers will be 90 min.

Parts	Subject (Objective Multiple Choice Type)	No of Questions	Marks
Part-I	General Intelligence & Reasoning	25	25
Part-II	Numerical Aptitude	25	25
Part-III	General English	25	25
Part-IV	General Awareness	25	25

Negative marks of 0.25 per wrong answer will be deducted.

(iii)   Skill test / Practical test will be conducted later for those candidates who qualify in the Written Examination. The final selection will be made solely based on marks obtained by the candidate in the Written Examination only subject to qualifying in the Skill/ Practical test.

8.   **Fixing of Bench Mark.**   If the number of application received in any category in response to the advertisement is large, Commandant, MCTE, Mhow reserves the right to restrict the number of candidates by fixing benchmark percentage of marks obtained in the prescribed essential qualification.

9.   **Important Instructions to the Applicants.**

(a)   In case, a candidate wishes to apply for more than one post, separate application should be filled for every post applied by the candidate.

(b)   All the documents being attached with application should be self-attested by the candidate.

(c)   Multi-Tasking Staff (MTS) – In addition to the charter of duties of their respective posts, MTS posts are subjected to charter of duties of MTS also and their tasks are interchangeable.

(d)   Candidates who belong to SC/ST category and applying for UR post for their category will not be given any concession and will required to pay Rs. 50/- as mentioned at Para 4. However SC/ST candidates applying in their category are exempted to pay the fees and are eligible for concessions as per govt rules in vogue.

(e)   Dates of examinations will be intimated to the eligible candidates after scrutiny of their application.

(f)   Candidates appearing for written test and skill test / practical test will travel at their own expenses. However, SC/ST candidates will be paid traveling allowance of Second Class railway / bus fare (Govt Operated) (as per rules) for onward and return journey performed by shortest route provided the distance traveled is more than 30 Kms on production of journey details as well as railway /bus fare tickets in original.

(g)   Representation for non-receipt of application or call letter due to postal delay or any other reason will not be entertained.

(h)   Each application will be clearly superscribed "**APPLICATION FOR THE POST OF**" with category (UR/EWS/SC/ST/OBC) if any including ESM on the left hand corner of the envelope in Capital letters. Each application will be in separate envelope.

(j)   Self-attested photocopy of complete discharge book alongwith undertaking in the format as given with this application be enclosed by the Ex-servicemen candidates.

(k)   Candidates belonging to Economically Weaker Section (EWS) are reqd to provide income / asset certificate from the relevant authority.

10.   **Applications will be Rejected in the Following Cases.**

(a)   Application received from candidates working in Central / State Govt / PSU must apply through proper channel and should be accompanied by "No Objection Certificate" (NOC) and disciplinary / vigilance certificate from their establishment. Application without this document will be rejected.

(b)   All applications will be supported by the latest supportive documents of Educational Qualification, Technical Qualification, Experience, Caste Certificate, income Certificate for EWS, disability certificate, date of birth certificate, Aadhar, ESM Certificate duly self-attested by the candidate. In absence of the certificates or enclosing forged certificates, the application will be rejected and no intimation will be given.

(c)   Incomplete or unsigned application and without Left/Right Thumb Impression on applications, not accompanied by self-attested copies of certificates, received at **Military College of Telecommunication Engineering, Mhow** will be rejected. The applications received after the last date of receipt of application or without photographs duly self-attested or without enclosed IPO/DD will be summarily rejected and no correspondence in this regard will be entertained. Candidates will not be intimated in case of rejection of their application.

(d)   The application can be filled by the candidates either in English or Hindi.

10.   **Caution to all Applicants.** Some unscrupulous elements may approach the candidate with the assurance of procuring appointment in the **Military College of Telecommunication Engineering, Mhow** through illegal gratification. Candidate must not fall prey to such false assurances or exploitation and must not entertain or encourage such elements in any way. It is emphasized and reassured that the selection will be done on merit only in a transparent manner.

(Commandant, MCTE)

Proforma of Application

Application for the post of…………………………………………………………………..

Ref: Newspaper ………Advertisement No :471/DR2014-21/Est   Dated ………….

To

The Commandant
Military College of Telecommunication Engineering
Mhow (MP) 453 441

Note: All the fields are mandatory to be filled in Block Letters and numerals only

1.   Full Name (in block letters) : ……………………………………………………………
(As written in 10th / SSC Certificate)

2.   Father's / Husband's Name : ………………….……………………………………

3.   Date of Birth (as per the 10th Certificate): ……………………………………..
        (dd-mm-yy)

4.   Age as on last date of receipt of application: ….Years……months….. days…

5.   Category to which belongs to (UR/EWS/SC/ST/OBC) : ………………….
(enclose certificate in prescribed format)

6.   Category in which applied for (UR/EWS/SC/ST/OBC) : …………………

7.   Whether ex-servicemen, if yes give details i.e. length of service along with service discharge certificate and caste……………………………………………………..

8.   Whether Physically Handicapped (VH/HH/OH) …………………………………

9.   Nationality: …………………………………………………………

10.   Religion: …………………………………………………

11.   Address with Pin code in full for communication
        with nearest railway station (Block letters)
        _____

12.   Mobile No & land line no with STD code : ………………………………….

13.   Aadhar No: …………………………………..
        (Enclose a Self-attested copy of Aadhar card)

14.   Email id: …………………………………….

15.   Details of Academic / Technical & Professional Qualifications:

(From 10th standard onwards)

Name of the Exam Passed	Year of Passing	Name of Recognized University/Board of Examination	% of marks obtained	Division	Remarks

(Self-attested copies of certificate in support of above are to be enclosed)

16.   Experience, if any (please attach certificate): ………………………………….

17.   Whether Govt Servant if yes, give details of post held,
Pay level and Date of entry in Govt Service: ………………………………….

Declaration

        I hereby declare that all the statements 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 written test/skill test/practical test my candidature will stand automatically cancelled.

                                    Signature of the candidate:
                                    Name:_____

Encl: 1. Postal Orders/DD No………………& Date …………… for Rs. 50/-

      2. Self-attested copies of certificate (s): (   ) sheets

                        Thumb Impression
                (Left thumb for Male & Right thumb for Female)

ADMIT   CARD

(To be completed by Candidates)

Roll no …………………….
For office use only

1.   Name of Post applied for _____

2.   Name of Candidate_____

3.   Father's Name_____

4.   Category belongs to : UR / EWS / SC / ST / OBC : _____

5.   Category applied for: UR / EWS / SC / ST / OBC _____

6.   Mobile /Tele No with STD Code:- _____

7.   Communication address with PIN Code No

_____

ADMIT   CARD
(To be completed by Candidates)

Roll no …………………….
For office use only

1.   Name of Post applied for _____

2.   Name of Candidate_____

3.   Father's Name_____

4.   Category belongs to : UR / EWS / SC / ST / OBC : _____

5.   Category applied for: UR / EWS / SC / ST / OBC _____

6.   Mobile /Tele No with STD Code:- _____

7.   Communication address with PIN Code No :- _____

Declaration by OBC Candidates only

(Similar endorsement should be given in the caste certificate from the competent authority)

"I......................Son/Daughter of Shri.............. Resident..............ofVillage/Town/City..............District....................State.......... hereby declare that I belong to the ....community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders applicable to the concerned State. It is also declared that I do not belong to privileged /sections/ Creamy Layer.

Place: **(Signature of the candidate)**
Date: **Name:**

FORM OF UNDERTAKING TO BE GIVEN BY CANDIDATES APPLYING FOR CIVIL POSTS UNDER EX-SERVICEMEN CATEGORY

I understand that, if selected on the basis of the recruitment/examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Service and Post) Rules, 1979, as amended from time to time.

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-Servicemen In regard to the recruitment covered by this examination, if I have at any time prior to such appointment secured any employment on the Civil side (including Public Sector Undertaking, autonomous Bodies/Statutory Bodies, Nationalized Banks, etc) by availing of the concession of reservation of vacancies admissible to Ex-Servicemen.

Place: **(Signature of Candidate)**
Date:

BANK DETAILS for SC/ST CANDIDATE FOR ELECTRONIC FUND TRANSFER (ECS)

- Name of account holder..
  (in Capital Letters as appeared in cheque/passbook

- Name of the bank and branch with branch address..........................

Account Number	Type of Account	11 Digit IFSC code

NOTE: please attach a cancelled cheque or self attested photo of cancel cheque/ bank passbook showing details of account no with IFS code, name of bank address

Place : (Signature of Candidate)
Date : Name of Candidate

GOVERNMENT OF ………………………………………………
(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate no…………………….
Date…………......

Valid for the year…………………..

1. This is to certify the
    Shri/Smt/Kumari…………………………………………………..
    Son/daughter/wife   of…………………… permanent   resident
    of …………………………………… village/street………………………………
    pin code……………. Whose photograph is attested below belongs to
    economically weaker section, since the gross annual income* of his/her*
    family"** is below belongs to (rupees eight lakh only) for the financial
    year…………….. his/ her family does not own or possess any of the following
    assets***:
    I.   5acres of agricultural land and above;
    II.   Residential flat of 1000sq.ft.and above:
    III.   Residential plot of 100sq. yards and above in notified municipalities:
    IV.   Residential plot of 200sq. yard and above in areas other than the
            notified municipalities.

2. Shri/Smt/Kumari……………………………   belongs   to   the
    …………………..caste which is not recognized as a scheduled tribe and other
    backward classes (central list).

<table>
<tr><td>Present self attested (front side) Passport Size photo not more than 03 months old.</td><td>Signature with seal of office………….

Name …………………………………..

Designation………………………</td></tr>
</table>

Note 1 : Income covered all sources i.e. salary, agriculture, business, profession etc.

Note 2 : The tem "family" for this purpose include the person, who seeks benefit of reservations ,his/her parents and siblings below the age of 18 years as also his /her spouse and children below the age of 18 years.

Note : 3 The property help by a "family" in different location of different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

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