

# Vacancies: Defence Civilians HQ BEG & Centre Roorkee

(an organization under Ministry of Defence)

1. Commandant, HQ Bengal Engineer Group (BEG) and Centre, Roorkee invites the applications from the applicants on the given format alongwith 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 **26 Sep 2016**. (Upto 1400 Hrs) by ordinary post for the following posts:-

S. No.	Name of Post	No. of vac.	Posts Reserved						Pay Scale (Pay Band+ G.Pay)	Minimum Educational Qualification		Probation Period	Remarks
			Gen	SC	ST	OBC	PH	ESM		Essential	Desirable		
1	2	3	4	5	6	7	8	9	10	11	12	13	14
(a)	LDC	03	01	-	01	01	-	-	Pay Band-1 Rs. 5200-20200 G. Pay Rs. 1900.	(i) 12th Or Equivalent from any recognized Board/University. (ii) English typing @ 35 w.p.m. or Hindi typing @ 35 w.p.m. and 30 corresponding 10,500 KDPH/9000 KDPH on an average of 5 key depressions for each word)	-	02 Years	-
(b)	CTI (Electrician)	01	01	-	-	-	-	-	Pay Band-1 Rs.5200-20200 G. Pay Rs.1900.	(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 of imparting training to recruits.	-	02 Years	-
(c)	Storekeeper	05	04	-	01	-	-	-	Pay Band-1 Rs.5200-20200 G. Pay Rs.1900.	(i) 12th OR Equivalent from any recognized Board/University	Minimum one year experience in similar work (ii) Knowledge of computer in MS Word. (iii) Certificate course in Store keeping/Store	02 Years	-
(d)	Cook	01	01	-	-	-	-	-	Pay Band-1 Rs.5200-20200 G. Pay Rs.1900.	(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 Cook.	02 Years	-
(e)	Messenger (MTS)	03	03	-	-	-	-	-	Pay Band-1 Rs.5200-20200 G. Pay Rs.1800.	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)	Washerman	01	01	-	-	-	-	-	Pay Band-1 Rs.5200-20200 G. Pay Rs.1800.	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	-
(g)	Watchman (MTS)	01	01	-	-	-	-	-	Pay Band-1 Rs.5200-20200 G. Pay Rs.1800.	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	-
(h)	Lascar	13	10	-	-	01	02	02	Pay Band-1 Rs. 5200-20200 G. Pay Rs. 1800.	High School Or Equivalent from recognized Board.	-	02 Years	-
<b>Total</b>		<b>28</b>	<b>22</b>	<b>-</b>	<b>02</b>	<b>02</b>	<b>02</b>	<b>-</b>					

**Note:-** Women candidates can apply for the posts of LDC, Messenger & Lascar only.  
**Abbreviations :-** OBC- Other Backward Class, ST- Scheduled Tribe, PH- Physically Handicapped, ESM- Ex-Serviceman, OA- One Arm, LV- Low Vision

**2. Age:-**  
(a) General Candidates-18 to 25 yrs.  
(b) Scheduled Tribe candidate-18 to 30 years.  
(c) Other Back Class (OBC)- 18 to 28 years  
(d) Physically Handicapped candidate by another for ten year.  
(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 **31 Aug 2016**, 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 & Washerman. (Minimum 35% marks is essential for qualifying the test)  
(c) **Written test :-** For all the posts who will qualify Practical test (For the posts of CTI, Cook & Washerman).  
(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 25 questions carrying 25 marks)  
(b) Part-II Numerical Aptitude (consisting of 25 questions carrying 25 marks)  
(c) Part-III General English (consisting of 25 questions carrying 25 marks)  
(d) Part-IV General Awareness (consisting of 25 questions carrying 25 marks)  
(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) Two recent passport size photograph duly attested by a Gazetted Officer shall be pasted on the top of application form and one on the top of admit card.  
(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 examinations 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 Civil 'P' 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.  
(f) Candidate will present for their themselves and No TA will be admissible.  
(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 duly submitting service certificate and 'No Objection Certificate' from their employer.  
(i) One applicant can apply for only one post by quoting the **NAME OF POST ON THE**

**TOP OF THE APPLICATION**, and forward it BY ORDINARY POST to **Administrative Officer, HQ BEG & Centre, Roorkee - 247667, Distt-Hardwar (Uttarakhand)** so as to reach by **26 Sep 2016** (Upto 2.00 P.M) alongwith all related documents. Application receipt after due date (i.e. **26 Sep 2016**) 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 post 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) Two self addressed envelopes of size 28 cm x 12 cm with postage stamp of Rs. 27/- affixed on each envelope will also be enclosed with application by the candidate.  
(p) Only Indian Nationals need apply.  
(q) **NO APPLICATION WILL BE ACCEPTED/ RECEIVED BY HAND FROM ANY APPLICANT BY THIS OFFICE.**

**Place : Roorkee**  
**Date :**

**(Prabhat Singh) Lt Col  
Administrative Officer  
BEG & Centre (UK)**

**FORMAT OF APPLICATION**  
**Name of Organization : BEG & Centre, Roorkee (UK)**  
Name of Post .....

- Full Name of applicant .....
- (in capital letters) (in Hindi & English) .....
- Father's Name .....
- Mother's Name .....
- Husband Name's (If applicable) .....
- Date of Birth (With Proof Certificate) .....
- Place of Birth (Place/ Distt/State) .....
- Full Postal address with Pin Code No. (With Phone No.) & Nearest Railway Station ....
- Religion .....
- Caste .....
- (Whether Gen/SC/ST/OBC Certificate attached) .....
- Educational qualification (With Proof certificate) .....
- Whether Ex-Serviceman if yes attached copy of Discharged Certificate (write Yes/No) .....
- Experience (in years) (With proof certificate) .....
- Registration details of Employment Exchange (if any) Exchange Name, Registration No. Valid upto-date. ....

Affix Passport size Photograph duly Attested by Gazetted Officer

- 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. Hearing Handicapped applicant write Yes or No (If Yes, enclosed Certificate)
- 20. If already Employed give particulars of :-
  - (a) Name of Organizaton where employed .....
  - (b) Employed from (Date) .....
  - (c) Designation .....
  - (d) Address of Employer .....
  - (e) Date of Retirement .....

**Declaration**

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 :-** \_\_\_\_\_

- 1. Attested copies of certificates (..... Sheets)

**Thumb Impression**

**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**

**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** .....

Paste your recent pass-  
port size photograph  
duly attested by  
Gazetted officer

**(FOR OFFICE USE ONLY)**

- 4. **Examination Centre** .....
- 5. **Date and Time** .....

.....  
**(Signature of the issuing Officer with Stamp)**