

# Government of India, Ministry of Defence

## BOMBAY ENGINEER GROUP AND CENTRE, KHADKI, PUNE – 411003

### Recruitment Notice 01/2024 : Defence Civilian Employees

1. Applications are invited from eligible Indian nationals for the following posts in prescribed format as per **Annexure 'A'** (in A4 size paper):-

S. No	Name of the Post	Vertical Reservation					Total Nos. of vacancies	Horizontal Reservation		Scale of Pay (As per 7 <sup>th</sup> CPC)	Age Limit	Essential/Desirable Educational Qualification
		UR	OBC	SC	ST	EWS		PWD	ESM			
(a)	<b>Civilian Trade Instructor</b> (Trades :- Printing Composing Reading (Offset Printer), Artisan (Wood Work))	--	--	--	--	02	02	01	--	Level-2 (Basic Pay Rs. 19900/- + allowances)	18-25 Years	<b>Essential:</b> (a) Matriculation pass or equivalent from recognized Board with Industrial Training Institute OR National Certificate of Trade & Vocational Training in the concerned trade. (b) Should have adequate skill and knowledge of imparting training to recruits

**Note: Suitable Categories of PWD:** (i) Printing Composing Reading (Offset Printer) – (a) D, HH (b) OL, BL, CP, LC, Dw, AAV (c) ASD (M), ID, SLD, MI (d) MD involving (a) to (c) (ii) Artisan (Wood Work) - a) LV b) D, HH c) OL, Dw, AAV d) ASD (M), SLD, MI e) MD involving (a) to (d)

**Abbreviations Used:** UR-Unreserved, OBC-Other Backward Classes, SC-Scheduled Caste, ST-Scheduled Tribes, EWS-Economically Weaker Sections, ES=Ex-Serviceman, MTS-Multi Tasking Staff, PWD-Persons With Disability, B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both Leg & One Arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDY= Muscular Dystrophy, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities.

#### 2. Documents required to accompany the Applications:-

(Self-attested photocopies of only the following documents/certificates should accompany the application form)

- Matriculation/10<sup>th</sup> Pass Mark-sheet and Certificate (Date of Birth valid only from Matriculation/10<sup>th</sup> Pass Certificate).
- ITI/NCTVT Certificate.
- Passing Certificate of Diploma/Graduation/Post Graduation/Professional Course/Any other Higher Education etc (if available).
- Aadhaar Card and PAN Card. (e) Experience Certificate (if available). (f) Caste Certificate (For SC candidates).
- Latest/Valid 'Economically Weaker Sections Certificate' only in prescribed format issued by Government of India (For EWS candidates).
- Disability Certificate showing disability 40% and above issued by CMO/Civil Surgeon of Government Hospital (For PWD candidates only).
- NOC from present employer (if the applicant is already a Central Government/State Government/PSU Servant).
- Death certificate of husband or divorced certificate issued by competent authority and self-declaration of not re-married (For applicable Woman candidates Only). (l) One self-addressed envelopes affixed with Rs 22/- postal stamp.
- Admit Card (should be filled by Candidate) in prescribed format as per **Annexure 'B'** in A4 size paper.

#### 3. Mandatory Knowledge & Experience:

- Printing Composing Reading (Offset Printer)** – Should have knowledge and proficiency in Offset Sheet Fed Printing, Desktop Publishing (DTP), Corel Draw, Book Binding
- Artisan (Wood Work)** - Should have knowledge and proficiency in Carpentry work, wood work and related civil construction activities

**4. Age limit and relaxation:** The prescribed age limit for the above post is between 18-25 years as on closing date of receipt of application. Necessary age relaxation as per existing Govt Order for SC/PWD/Government Employee and Women candidate is applicable. Age relaxation: (a) PWD: 10 years (additional 05 years in case of candidates belonging to SC category) (b) Government Employee: 40 years for UR and 45 years for SC (c) Women Candidate: Widow, divorced woman and woman judicially separated from their husband's and who are not re-married are allowed age concession up to the age of 35 years (40 years for SC).

**5. Screening of the Applications:** In case the large numbers of applications are received, the department reserves the right to screen applications on basis of percentage of marks obtained in exam of essential qualifications so as to reduce the applicants called for written test. Merely fulfilling the basic criteria does not entitle an individual to be called for written test/skill test wherever applicable. Candidates would be intimated separately for appearing in exam. Only candidates who are intimated are required to appear for exam.

**6. Scheme of Examination:** A written test will be held which will have questions of the level of Class 10<sup>th</sup>/ITI as per essential educational qualification of respective post. Candidates appearing for written test would also be subjected to skill/practical test wherever applicable. Medium of written test will Hindi/English only. The number of candidates to be called for skill/practical test may be restricted to 10 times of number of vacancies.

**7. Last date of receipt of applications:** Last date for receipt of the application would be 21 days from publication of the advertisement in Employment News/Local Newspaper. Application sent only by Speed post/Registered post/Ordinary post. Applications received by hand/courier and after due date for any reason whatsoever (such as envelopes wrongly addressed, postal delay & delivered elsewhere etc.) will not be entertained.

**8. Submission of applications:** Application completed in all respects as per the Proforma attached and accompanied by requisite self-attested documents as stated above in Para 2 should be sent in a sealed envelope super-scribing "APPLICATION FOR THE POST OF..... Category: (EWS) (PWD)" to The Commandant, Bombay Engineer Group and Centre, Khadki, Pune – 411003.

**9. Place of written test/skill test:** The Written Test and Skill Test will be held at Headquarters, Bombay Engineer Group and Centre, Khadki, Pune – 411003. Candidates should come prepared to stay for two-three days for completion of the process. Candidates have to make their own arrangements for boarding/lodging during the period of stay. No TA/DA would be paid to Candidates called for the examination.

**10. Call letter for examination:** Shortlisted candidates would be intimated the date, time and venue for conduct of written test and skill/practical test. Only candidates who receive call letters are required to appear for the test along with call letters received. The Department is not responsible for any postal delay the may occur.

**11. General Conditions:** (a) Applications which are incomplete in any respect or not accompanied by requisite documents are liable to be summarily rejected. (b) Candidates already employed in BEG & Centre, Khadki are only should obtain prior permission from the Commandant before applying. (c) Candidates applying for more than one post should submit separate application for each post, written examination for all post/trade will be held on same day/time. (d) All appointments are initially on a temporary basis but likely to be made permanent on successful completion of the probation period of two years. (e) The posts are presently located at Pune. However, all posts carry All India Service liability & selected individuals are liable be posted anywhere in India. (f) Any application, request, political pressure or any recommendation at any stage of recruitment will not be entertained and candidature of such candidates will be disqualified/cancelled and registration of criminal proceedings against such candidates (g) All the candidates on the select panel will be offered an appointment subject to medical fitness test, police verification, education & caste verification before permanent appointment. The reserve panel will be operated for any subsequent recruitment ie additional vacancies in the same year or next year. (g) Candidate will make their own boarding/lodging arrangement for written test/skill test. Organisation will not be responsible to pay for any damage in case of injury/death of the candidate during various tests. (h) Candidate living with more than one spouse or married another spouse while the first spouse is alive are not eligible to apply. If such case(s) comes to light at any stage of recruitment or post appointment stage the appointing authority will terminate the appointment (j) The appointing authority reserves the right to terminate the appointment during the period of probation without assigning any reason (k) OBC/SC/ST candidates who apply against un-reserved post will not be given any age or other concession meant for OBC/SC/ST. Similarly OBC/SC/ST candidates select on merit vis-à-vis the un-reserved candidates would not be counted towards OBC/SC/ST quota. (l) The selected Ex-serviceman & Person with Disability candidate will occupy the slot of UR/OBC/SC/ST i.e. from any category they belong to and will be adjusted horizontally against the particular category as per post based reservation roster. Reservation for rest of the category will be worked out after filling up vacancies for Ex-serviceman & Person with Disability (m) Department reserve the right to postpone/cancel/suspend/terminate the entire recruitment process without any prior notice/assigning any reason at any stage. No correspondence would be entertained in this regard. (n) All the candidates are warned to be careful from "self-styled agents/touts" and also requested to report the same to the The Commandant, BEG & Centre, Khadki against any malpractice seen/observed by them.

# APPLICATION FORM

(To be filled by candidate in CAPITAL LETTERS only)

To,  
The Commandant  
Bombay Engineer Group and Centre  
Khadki, Pune – 411003

Affix recent  
self-attested  
passport size  
photograph

1. Post applied for: **CIVILIAN TRADE INSTRUCTOR**

Trade: .....

2. Category (EWS) (PWD): .....

3. Name of the Candidate (As per matriculation certificate) : .....

4. Father's/Husband's Name: .....

5. Correspondence address: .....

.....

..... Pin.....

6. Permanent address: .....

.....

..... Pin.....

7. Mobile Number: (Primary) ..... (Alternative) .....

8. E-Mail ID: .....

9. Date of Birth (dd/mm/yy)...../...../..... 10. Marital Status: .....

11. Gender (Male/Female/Other): ..... 12. Nationality: .....

13. Aadhaar Number: ..... 14 PAN: .....

15. Whether Govt. Employee (YES/NO) ..... (if Yes fill in the details given below):

Name of Office/Deptt & Ministry	Date of Joining	Date of Discharge	Post & Pay Scale	Reason for Discharge

16. Whether PWD (YES/NO) ..... (if Yes fill in the details given below):

Type of Disability (OA/OL/OAL/BL/B/LV/HH/MW etc)	Percentage % of Disability

Note: Disability Certificate issued by CMO or equivalent should be att in support).



**ADMIT CARD**

Affix recent self-attested passport size photograph

(To be filled by candidate in CAPITAL LETTERS only)

**For the post of :** .....

**Category:** .....

1. Name of the candidate (As per matriculation certificate): .....

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

3. Date of Birth (dd/mm/yy): ...../...../.....

4. Gender (Male/Female/Other): .....

5. Aadhar Number: .....

6. Identification Mark: .....

7. Correspondence address: .....

.....

.....

..... Pin.....

**(FOR OFFICE USE ONLY)**

1. Roll No: .....

2. Date and Time of Written Examination: .....

3. Place of Written Examination: .....

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**(Signature of Issuing Officer with Stamp)**