

**MILITARY COLLEGE OF TELECOMMUNICATION ENGINEERING**  
**MHOW (MP) 453 441**

**Employment Notice**

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. Applications complete in all respect along with all the requisite documents, duly attested by a Gazetted Officer, should be addressed to the **Military College of Telecommunication Engineering, Mhow (MP) 453 441.**

Name of the post & Pay Scale	Group	No of posts	Categorywise distribution (vertical)				Reservation for ESM
			UR	SC	ST	OBC	
Library & Information Assistant 9300-34800 GP 4200	C	1	-	-	-	1	
Stenographer Gde-III 5200-20200 GP-2400	C	3	3	-	-	-	1
Telecommunication Mechanic (TCM) 5200-20200 GP-2400	C	1	1	-	-	-	
Proof Reader 5200-20200 GP-2400	C	1	1	-	-	-	
Laboratory Assistant 5200-20200 GP 2000	C	2	2	-	-	-	
Lower Division Clerk 5200-20200 GP 1900	C	4	2	1	1	-	
Gardener 5200-20200 GP-1800	C	2	1	-	-	1	1
Chowkidar 5200-20200 GP-1800	C	1	-	-	-	1	1
Messenger 5200-20200 GP-1800	C	1	-	-	-	1	1
Safaiwala 5200-20200 GP-1800	C	6	2	-	-	4	5
<b>TOTAL</b>		<b>22</b>	<b>12</b>	<b>1</b>	<b>1</b>	<b>8</b>	

**Note:-**

(a) The number of vacancies is provisional. The Commandant, Military College of Telecommunication Engineering, Mhow reserves the right to change the number of vacancies if necessary.

(b) Reservation for ESM (horizontal) will be based on availability of suitable candidates. In the absence of ESM candidates, the vacancy will be allotted to any other candidate as per vertical reservation category

## 2. Qualifications

### (a) Library & Information Assistant

- (i) **Essential**. Degree of a recognized University or equivalent. Degree in Library Science of a recognized University or equivalent.
- (ii) **Desirable**. Knowledge of Computer operation including MS Office Package and related software.

### (b) Stenographer Gde-III

- (i) **Essential**. Matriculation or equivalent from a recognized University/Board. Must have a speed of 80 wpm in English Shorthand and 30 wpm in English Typing.
- (ii) **Desirable**. Working knowledge in Computers.

### (c) Telecommunication Mechanic

- (i) **Essential** 10+2 or equivalent with Science as a subject. Certificate in the trade from recognized Technical Training Institute or three years training and / actual work in the trade or in the allied trade in a Govt Workshop or in a private firm of repute.

### (d) Proof Reader

- (i) **Essential**. 10+2 from a recognized University/Board. Knowledge of proof reading of all kinds of abbreviations and sound knowledge of english spelling and punctuation.
- (ii) **Desirable**. Conversant with duties of Proof Reader.

### (e) Laboratory Assistant

- (i) **Essential**. 10+2 in Science or its equivalent from a recognized University / Board.
- (ii) **Desirable**. Experience in Laboratory Work.

### (f) Lower Division Clerk

- (i) **Essential**. 10+2 or equivalent qualification from a recognized University / Board. Must have a speed of 35 wpm in English Typewriting or 30 wpm in Hindi Typewriting on computer.
- (ii) **Desirable**. Working knowledge in Computers.

- (g) **Gardener.**
- (i) Matriculation or equivalent from a recognized University / Board.
- (ii) **Desirable.** Conversant with the duties of a Gardener.
- (h) **Chowkidar**
- (i) **Essential.** Matriculation or equivalent from a recognized University / Board.
- (ii) **Desirable.** Training in basic and Refresher Course in Home Guards and Civil Defence.
- (j) **Messenger.**
- (i) **Essential.** Matriculation or equivalent from a recognized University / Board.
- (ii) **Desirable.** Conversant with the duties of Messenger
- (k) **Safaiwala**
- (i) **Essential** Matriculation or equivalent from a recognized University / Board.
- (ii) **Desirable.** Conversant with the duties of a Safaiwala.

3.	<u>Age limit</u>	<p>(a) <b>18-25 yrs</b> for all posts.</p> <p>(b) <b><u>Relaxation In Age Limit.</u></b></p> <p>(i) For SC/ST candidates by five years.</p> <p>(ii) For OBC candidates by three years (for non creamy layer only).</p> <p>(iii) For Govt servants and ex-servicemen as per existing Govt rules in this regard.</p> <p>(c) The crucial date for determining the age limit shall be the last date of receipt of application.</p> <p>(d) The age relaxation will be applied only in case of candidates who produce the valid certificates of caste / category. OBC candidates should also produce non-creamy layer certificate.</p>
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4.	Fees.	Crossed Indian Postal Order (IPO) / DD of value of Rs. 50/- (Rupees Fifty only) in favour of the <b>(Commandant, Military College of Telecommunication Engineering, Mhow (MP) 453 441</b> . Candidates belonging to SC/ ST/ and Ex-servicemen are exempted from application fee. 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	One recent passport size photograph (not more than three months old) is to be pasted on the space earmarked in the application format. Besides, two additional photographs duly self attested (on front side) are to be attached separately with the application.
6.	Closing date for receipt of applications	25 Sep 2011

#### 7. **Scheme of Examination.**

(a) The selection will be made strictly on the basis of merit. The selection process will comprise of written test, skills test wherever necessary and interview. Final merit will be decided on the basis of marks obtained in the written test, skills test and interview (including skill test).

(b) **Written Test.** The written test will comprise of four parts as given below. The question paper will be bilingual i.e. English and Hindi. However, the questions on the portion of English Language subject will be in English only. The questions will be of a level appropriate to the minimum essential educational qualification for different grades.

<b><u>Paper</u></b>	<b><u>Subject</u></b>	<b><u>No of Questions</u></b>	<b><u>Marks</u></b>
Paper-I	General Intelligence & Reasoning (Objective Multiple Choice Type)	25	25
Paper-II	General Awareness (Objective Multiple Choice Type)	50	50
Paper-III	General English (Objective Multiple Choice Type)	50	50
Paper-IV	Numerical Aptitude (Objective Multiple Choice Type)	25	25

(c) **Practical / Skill Test.** Where practical standards have been laid down as part of essential qualifications (Stenographers and LDC), these will be used as qualifying standard for interview. In all other cases, the skills test will be conducted and will contribute to overall merit.

(d) If the number of applications received in response to the advertisement is large and it is not convenient or possible to arrange the examination for all the candidates, **the Commandant reserves the right to restrict the number of candidates to a reasonable limit on the basis of percentage of marks obtained in the prescribed minimum essential qualifications.**

(e) Only shortlisted candidates based on performance in written examination and obligatory practical test will be called for interview by the selection board.

8. **Important Instructions to the Applicants.**

(a) Dates of examinations will be intimated to the eligible candidates later on. The likely date will be 21 days from receipt of applications and issue of call letters.

(b) Candidates appearing for written test/and, skill test will travel on their own expenses. However, SC/ST candidates will be paid traveling allowance of second class(II<sup>nd</sup> Class) railway/bus fare as per rules for onward and return journey performed by shortest route provided the distance travelled is more than 30 Kms on production of journey details as well as railway receipt/bus fare tickets.

(c) Persons working in Central/State Govt/PSU must apply through proper channel along with 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.

(d) New entrants to Government Service, entering on or after 01 Jan 2004, are governed by the New Defined Contribution Pension System (know as New Pension Scheme).

(e) The Commandant shall not be responsible for any postal delay or failure.

(f) The candidates must clearly superscribe "**APPLICATION FOR THE POST OF \_\_\_\_\_**" on the top of the envelope in Capital letters. The reserved category candidates including ex-servicemen should also write their category on the left hand corner of the envelope.

(g) Ex-servicemen certificate should have been issued by the Competent Authorities. A copy of Discharge Certificate should also be enclosed.

(h) Ex-servicemen candidates applying for the post under ex-servicemen category would also have to give an undertaking in the format given below as Appendix-I.

(j) Candidates applying against a reserved post must enclose supportive documents viz caste certificates, non-creamy layer certificate in case of OBC etc. in support of their claim of belonging to the reserved category. Only attested copies of certificates (from Gazetted Officer) in support of Educational Qualification/Technical Qualification, Experience, caste, date of birth and ex-servicemen are to be enclosed with the application.

(k) Incomplete or unsigned application and without Left/Right Thumb Impression on applications not accompanied by attested copies of certificates or application received at **Military College of Telecommunication Engineering, Mhow** after the last date of receipt of application or without two additional photographs duly self-attested will be summarily rejected and no correspondence in this regard will be entertained.

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

9. **Caution to all Applicants.** Some unscrupulous elements may approach you with the assurance of procuring appointment for you in the **Military College of Telecommunication Engineering, Mhow** 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.

Sd/-xxxxxxxxxx  
(Establishment Officer)

Proforma of Application

Application for the post of.....

Ref: Newspaper ..... Advertisement No.....Dated .....

To

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

Recent Passport size photo duly attested by a Gazetted Officer
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1. Full Name (in Block Letters): .....  
(As written in 10<sup>th</sup> / SSC Certificate)
2. Father's / Husband's Name (in Block Letters): .....
3. Date of Birth (as per the School Certificate): .....
4. Age as on last date of receipt of application: ...Years.....months..... days.....
5. Write category to which you belong (SC/ST/OBC) : ..... (enclose certificate on prescribed format)
6. Whether ex-servicemen, if yes give details i.e. length of service along with service discharge certificate .....
7. Whether Physically Handicapped (also indicate the type of disability)  
.....
8. Nationality: .....
9. Religion: .....
10. Address and Pin code in full for communication with nearest Railway Station  
.....
11. Details of Academic/Technical & Professional Qualifications:

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

(Attested copies of certificate in support of above are to be enclosed)

12. Experience/if any (please attach certificate): .....

13. Whether Govt Servant if yes, give details of post held,  
Pay Scale and Date of entry in Govt Service: .....

### Declaration

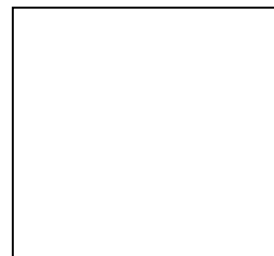
I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false/incorrect or ineligibility being detected before or after the written test/skill test my candidature will stand automatically cancelled.

Signature of the candidate:  
Name:

Encl: 1. Two Self-Attested Photographs

2. Postal Orders/DD No.....& Date .....For Rs. 50

3. Attested copies of certificate: ( ) sheets



Left Thumb Impression of Male Candidate  
(Right thumb impression in case of female Candidate)

### Declaration by OBC candidates only

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

"I.....Son/Daughter of Shri.....  
Resident.....of Village/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 persons/sections/  
(Creamy Layer).

Place:

(Signature of the candidate)  
Name:

Date:

.....

Appendix I**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 I 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: