GOVERNMENT OF INDIA, MINISTRY OF DEFENCE
COLLEGE OF MILITARY ENGINEERING, CME PO, PUNE-411031
EMPLOYMENT NOTICE

Applications are invited from Indian nationals to fill up the following Group 'C' vacancies through direct recruitment:-

Post / Post Code	Pay Scale / Level of the post	Educational and Other Qualifications Required	Vacancies		
			Scheduled Caste (SC)	Scheduled Tribe(ST)	Total
Lower Division Clerk (LDC) C-1	Level 2 (19900-63200)	Essential. (a) 12th Class or equivalent qualification from a recognized Board / University. (b) Typing in Computer @ speed of 35 w.p.m in English or Hindi Typing @ 30 w.p.m on Computer (35 words per minute and 30 words per minute corresponding to 10500/9000 KDPH on an average of 5 Key depressions for each word.	3	1	4

Notes

1. Number of post/vacancies is tentative and the recruitment process can be cancelled/suspended/terminated by the appointing authority at any stage, due to administrative reasons.

2. **Online Application Form, Educational and other qualifications and Age Limit**.

(a) Online Application Form:- (i) Only online application will be accepted. (ii) Online application with mandatory undertaking/forms to be uploaded by the candidate is available at **https://cmepune.edu.in**. (iii) Candidates should NOT send any application printouts or certificates or copies to CME by post. (v) Any future amendments / corrigendum in the advertisement will be published in **https://cmepune.edu.in**.

(b)Age Limit.All four vacancies are for SC and ST as given in the table above.The age criteria for appointment as LDC in Unreserved categoryis 18 to 25 years and 40 years for departmental candidates. Age relaxation for candidates from SC & STcategories is 5 years from the upper age limit ieupto30 years and 45 years for SC & ST departmental candidates details of whichare available at **https://cmepune.edu.in**.The crucial date for determining age limit shall be the last date for receipt of application.

(c)Last date of submission of online application: -(i)The last date of receipt of online application at **https://cmepune.edu.in** is10 Sep 2023.(ii)Candidates are responsible for providing all factually correct data and correct certificates/documents. Providing factually incorrectdata, fake certificates/documents or providing incomplete certificates / documents by the candidate will result in automatic rejection of his/her candidature.

(d) Persons working in Central Govt /State Govt /PSUs must also forward a printout of the application through the competent authority of his/her present organisation to Recruitment Cell, F CBRNP, CME, Dapodi, Pune-411031 is 19 Sep 2023. Admit Card will not be issued in case of non-receipt or late receipt of copy of the applications atCME, Pune.

3. **Screening, Written Test and Skill/Practical Test**.

(a)Mere submission of online application(s) does not entitle candidates to be called for the written test.

(b) The number of candidates to be called for the written test will be restricted as per the merit of the candidate in the educational and other qualificationsrequired. The number of candidates being called for the skill /practical test will be restricted.

(c) Both Written and Skill/Practical tests will be carried out.

(d) Shortlisted candidates will be intimated later via emailon their registered email ID about the status of their application. The organisation will not be responsible for non-receipt of intimation due to inactive/incorrect email ID.The candidates should check their status and shortlisted candidate should download their Admit Card **approx 10 days**after the last date of submission of the application from **https://cmepune.edu.in**.

(e)No extra weightage will be given to additional qualifications/experience other than those mentioned above.

(f)Syllabus for written test alongwith breakdown of marks has been provided in detail on**https://cmepune.edu.in**.

(g)The examinationcentre will be in Pune, Maharashtra.

(h)Candidates will be responsible for their meal, travel and accommodation arrangements for the written test and skill / practical test.No TA/DA will be provided.

(j) For the written test and skill / practical test, candidates are required to carry blue / black ball point pen only.

(k) The candidates must always wear mask, use sanitizer, maintain social distancing at examination centre and strictly follow the Covid-19 guidelines.

(l) Candidates are required to report for the written test, skill/practical test with identity proof (Passport, Aadhaar Card, PAN Card, Driving License&Voter's I Card) and Admit Card for confirmation.

4. **Mode of selection**.

(a) All applications will be scrutinized in terms of age limit, educational and other qualifications as given above, and documents, formsand certificates uploaded by candidateon**https://cmepune.edu.in**.

(b) The shortlisted candidates will be required to appear for the written and practical tests. The written test will be of Objective Type of multiple choice questions of 12th standard.

(c) The written test will consist of (i) General Intelligence & Reasoning (ii) Numerical Aptitude (iii) General English (iv) General Awareness.

(d) The question paper will be in English and Hindi except for General English paper.

(e) The requisite number of candidates will be shortlisted and called for skill / practicaltest based on meritin the written test.The candidates should check their status and shortlisted candidate should download their Admit Card from **https://cmepune.edu.in**.

(f) The skill/practicaltest being only qualifying in nature,final selection of the candidates will be based on marks obtained by the candidates in the written test subject to qualifying in skill/practical test.

5. The decision of appointing authority regarding selection/rejection will be final.

6. Candidates on selection are liable to be transferred anywhere in India.

7.To avoid last minute rush, candidates are advised in their own interest to submit ONLINE applications wellbefore the closing date since there may be a possibility of inability/failure to log on to the website on account of heavy load on the internet or website jam during last days.

8. CME does not accept any responsibility for candidates not being able to submit applications on account of the aforesaid reason or any other reasons.

Key No. – CBC-10629/11/0005/2324