

**GOVERNMENT OF INDIA, MINISTRY OF DEFENCE**  
**BENGAL ENGINEER GROUP AND CENTRE ROORKEE-247667**

**RECRUITMENT NOTICE: 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):-

Ser No.	Name of the Post	Vertical Reservation					Total Nos. of vacancies #	Horizontal Reservation		Scale of pay (As per 7th CPC)	Age Limit	Essential/Desirable Educational Qualification
		UR	OBC	SC	ST	EWS		PWD	ESM			
(a)	LDC	04	-	-	-	-	04	-	-	Level-2 (Basic Pay Rs.19,900 + allowances)	18-25 years	<b>Essential.</b> Higher Secondary (12th Class) pass or its equivalent from a recognized Board or University. <b>Desirable.</b> English typing @ 35 wpm on computer. Or Hindi Typing @ 30 wpm on computer (35 words per minute and 30 words per minute corresponding to 10500/9000 KDPH on an average of 5 key depression of each word).
(b)	Storekeeper -III	01	02	-	-	-	03	-	-	Level-2 (Basic Pay Rs.19,900 + allowances)	18-25 years	<b>Essential.</b> Higher Secondary (12th Class) pass or its equivalent from a recognized Board or University. <b>Desirable.</b> (a) Minimum one year experience in similar work (b) Knowledge of Computer in MS Word. (c) Certificate course in Storekeeper/ Store Management.
(c)	Civil Trade Instructor (01 x Electrician, 01x Draughts man & 01 x Printing Press Operator)	-	01-	-	01	01	03	01	01	Level-2 (Basic Pay Rs.19,900 + allowances)	18-25 years	<b>Essential.</b> 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 skilled and knowledge of imparting Training to recruits.
(d)	Cook	10	05	01	01	02	19	01	02	Level-2 (Basic Pay Rs.19,900 + allowances)	18-25 years	<b>Essential.</b> Matriculation pass or equivalent from recognized Board. (b) Must have knowledge of Indian cooking and proficiency in trade.
(e)	MTS (Watchman)	03	-	-	01	01	05	-	-	Level-1 (Basic Pay Rs.18,000 + allowances)	18-25 years	<b>Essential.</b> Matriculation pass or equivalent from recognized Board <b>Desirable.</b> Conversant with the duties of the respective trades with one year's experience in the trade.
(f)	MTS (Gardener)	04	-	-	-	01	05	01	02	Level-1 (Basic Pay Rs.18,000 + allowances)	18-25 years	<b>Essential.</b> Matriculation pass or equivalent from recognized Board <b>Desirable.</b> Conversant with the duties of the respective trades with one year's experience in the trade.
(g)	MTS (Safaiwala)	03	01	-	-	-	04	-	01	Level-1 (Basic Pay Rs.18,000 + allowances)	18-25 years	<b>Essential.</b> Matriculation pass or equivalent from recognized Board <b>Desirable.</b> Conversant with the duties of the respective trades with one year's experience in the trade.
(h)	Lascar	-	-	-	-	02	02	-	-	Level-1 (Basic Pay Rs.18,000 + allowances)	18-25 years	<b>Essential.</b> Matriculation pass or equivalent from recognized Board <b>Desirable:</b> Conversant with the duties of the respective trades with one year's experience in the trade.
(j)	Washerman	03	-	-	-	-	03	-	-	Level-1 (Basic Pay Rs.18,000 + allowances)	18-25 years	<b>Essential.</b> Matriculation pass or equivalent from recognized Board <b>Desirable.</b> Must be able to wash military/civilian clothes thoroughly well.
(k)	Barber	02	01	01	-	-	04	-	01	Level-1 (Basic Pay Rs.18,000 + allowances)	18-25 years	<b>Essential.</b> Matriculation pass or equivalent from recognized Board <b>Desirable.</b> One year experience in the trade.
<b>Total</b>		<b>30</b>	<b>10</b>	<b>02</b>	<b>03</b>	<b>07</b>	<b>52</b>	<b>03</b>	<b>06</b>			

# Number of vacancies may be changed.

**Note: Suitable categories of PWD. Civil Trade Instructor: Electrician:** (a) D,HH (b) OL,LC,,Dw,AAV (c) SLD,MI (d) MD involving (a) to (c) above. **Draughtman :** (a) LV (b) D,HH (c) OA,BA,OL,BL,DW,AAV (d) ASD(M),SLD (e) MD involving (a) to (d) above. **Printing Press Operator:** (a) D,HH (b) OL,CP,DW,AAV (c) ASD (M, MoD),ID,SLD,MI (d) MD involving (a) to (c) above. **Cook:** (a) LV (b) D,HH (c) OL,BL,CP,LC,Dw,AAV (d) ASD (M, MoD),ID,SLD,MI (e) MD involving (a) to (d) above. **MTS (Gardener) :** (a) LV (b) D,HH (c) OL,CP,LC,Dw,AAV (d) ASD (M), ID, SLD, MI. (e) MD involving (a) to (d) above.

**Abbreviation Used:** UR=Unreserved, OBC= Other Backward Class, SC= Scheduled Caste, ST= Scheduled Tribes, EWS= Economically Weaker Sections, ESM=Ex=Serviceman, MTS= Multi Tasking Staff, PWD= Person With Disability, LV= Low Vision, D=Deaf, HH= Hard of Hearing, OA= One Arm, OL= One Leg, CP= Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism AAV=Acid Attack Victims, ASD=Autism Spectrum Disorder, (M = Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, BL= Both Leg, BA= Both Arm, MI= Mental Illness, MD= Multiple Disabilities.

**2. Documents/photographs required to accompany the applications:-**

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

(a) Matriculation/10th Pass Certificate (For all posts) (Date of Birth valid only from Matriculation/ 10th Pass Certificate).

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- (b) 12th /10+2 Pass Certificate (For the post of Lower Division Clerk and Civilian Store Keeper –III only).
- (c) ITI/NCTVT Certificate (For the post of Civilian Trade Instructor only).
- (d) Passing Certificate of Diploma/Graduation/Post Graduation/Professional Course /Any other Higher Education etc (if available) (For all posts).
- (e) Aadhaar Card and PAN Card (For all posts).
- (f) Experience Certificate (if available) (For all posts).
- (g) Caste Certificate (For SC/ST/OBC candidates only).
- (h) Latest/Valid Non Creamy Layer Certificate issued only by Central Government format (For OBC candidates only).
- (j) Latest/Valid Economically Weaker Sections Certificate only in prescribed format issued by Government of India (For EWS candidates). The certificate should be issued by the prescribed authority. The officer who issues the certificate should verify all relevant documents following due process as prescribed the respective State/UT.
- (k) Disability certificate showing disability 40% and above issued by CMO/Civil Surgeon of Government Hospital (For PWD candidates only).
- (l) Discharge Certificate (For Ex-Serviceman only).
- (m) NOC from present employer (if the applicant is already a Central Government /State Government/ PSU Servant).
- (n) Death Certificate of husband or divorced certificate issued by competent authority and self declared of not re-married (For applicable woman candidates only).
- (o) Two self addressed envelopes affixed with 22/- postal stamp on each.
- (p) Admit Card (should be filled by Candidate) in prescribed format as per Annexure 'B' in A4 size paper.
- (q) Recent passport size photograph (not more than three months old) is to be pasted on the space earmarked in the Application Form (Annexure A) and Admit Card (Annexure B). Besides two additional photographs duly self attested (on rear blank side) are to be enclosed separately with the application.

**3. 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 SC/ST/OBC/PWD/Ex-Serviceman/Government Employees /Women candidate is applicable. Age relaxation : (a) SC/ST : 05 years (b) OBC : 03 years (c) PWD : 10 years (additional 05 years in case of candidates belonging to SC/ST & 03 years for OBC category) (d) Ex-Serviceman : Ex-Serviceman who have rendered not less than 06 months of continuous service in the Armed Forces shall be allowed to deduct the full period of such service from their actual age and if the resultant age does not exceed the prescribed maximum age of respective category i.e. UR/OBC/SC/ST by more than three years, they shall be deemed to be within age limits. (e) Government Employee : 40 years for UR, 43 years OBC & 45 years for SC/ST. (f) Women candidate : Widow, divorced woman & woman judicially separated from their husband and who are not re-married are allowed age concession upto the age of 35 years (38 years for OBC & 40 years for SC/ST). (g) The crucial date for determining the age limit, completion of essential and desirable qualification shall be the last date of receipt of application.

**4. Screening of the application :** Maximum 60 candidates per vacancy be called for written exam based on marks obtained in the minimum education qualification required for the respective post. Similarly maximum 10 candidates per vacancy will be called for skill test. No extra marks will be given for higher educational qualification. Candidate would be intimated separately for appearing in exam. Only candidates who are intimated are required to appear for exam.

**5. Scheme of Examination:** The selection will be made strictly on the basis of merit. The selection process will comprise of written test and skill test wherever necessary. Final merit will be decided on the basis of marks obtained in the written test and skill test wherever applicable.

Paper	Subject	No. of Questions	Marks	Duration of Examination
Part – I	General Intelligence & Reasoning (Objective Multiple Choice Type)	25	25	2 Hours
Part – II	General Awareness (Objective Multiple choice Type)	50	50	
Part – III	General English (Objective Multiple Choice Type)	50	50	
Part – IV	Numerical Aptitude	25	25	

**Negative Marking.** 0.25 Marks will be deducted for each wrong answer.

The question papers of written Test will be bilingual i.e. English and Hindi. However the questions on the portion of English Language subject will be in English only. The Syllabus will be based on intermediate for LDC, Storekeeper Gde-III, Matriculation for CTI and other post/ trades.

**6. Practical Test.** will be conducted for individuals as per merit in written examination.

**7. Typing Test (LDC).** Typing Test will be conducted of those candidates who will qualify the written examination of LDC (English typing @ 35 wpm on computer or Hindi Typing @ 30 wpm on computer (35 words per minute and 30 wpm corresponding to 10500/9000 KDPH on an average of 5 key depressions for each word).

**8. Submission of applications :** Application completed in all respects as per 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 : (UR/OBC/SC/ST/EWS)(ESM/PWD)" through registered post/speed post (through Indian Postal Service only) to the Commandant Bengal Engineer Group and Centre, Roorkee (Uttarakhand) - 247667. The application should be filled by the candidates themselves in Hindi or English only.

**9. Last date of receipt of applications :** Last date of receipt of the application would be 30 days from publication of the advertisement in Employment News /Rozgar Samachar. 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.

**10. Place of written test/skill test :** The written test & skill test will be held in Headquarters, Bengal Engineer Group and Centre, Roorkee (Uttarakhand) - 247667. 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.

**11. Call letter for examination :** Shortlisted candidates would be intimated the date, time & venue for conduct of written test and skill/ practical test. Only candidate who received call letters are required to appear for the test alongwith call letters received. The department is not responsible for any postal delay that may occur.

**12. General conditions :** (a) Applications which are incomplete in any respect or not accompanied by requisite documents are liable to be summarily rejected. (b) Candidate already employed in BEG & Centre, Roorkee should obtain prior permission from the Commandant before applying. (c) Candidates applying for more than one post should submit separate application for each post, however 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 Roorkee. However, all posts carry All India Service liability & selected individuals are liable to 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 i.e. additional vacancies in the same year or next year. (h) Candidates 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. (i) 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. (k) The appointing authority reserves the right to terminate the appointment during the period of probation without assigning any reason. (l) OBC/SC/ST candidate 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 selected on merit vis-à-vis the unreserved candidates would not be counted towards OBC/SC/ST quota. (m) The selected Ex-Serviceman and 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 base reservation roster. Reservation for rest of the category will be worked out after filling up vacancies for Ex-Serviceman and person with disability. (n) Department reserve the right to postpone/cancel/suspend/terminate the entire recruitment process or change the number of vacancies without any prior notice/assigning any reason at any stage. No correspondence would be entertained in this regard. (o) All the candidates are warned to be careful against "self-styled agents/touts" and also requested to report the same to the commandant, BEG and Centre, Roorkee against any malpractice seen/observed by them. (p) Women candidates can apply for the posts of LDC, Messenger & Safaiwala only. (q) New entrants to Govt service, entering on or after 01 Jan 2004 will be governed by the New Defined Contribution Pension Scheme (known as New Pension Scheme).

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## APPLICATION FORM

Annexure -A

To,  
The Commandant  
Bengal Engineer Group And Centre  
Roorkee, Haridwar (Uttarakhand)-247667

Affix recent self  
attested  
passport size  
photograph

- Post applied for .....
- Trade : (if applied for Civilian Trade Instructor/MTS).....
- Category (SC/ST/OBC/UR/EWS) (ESM/PWD) .....
- Name of the candidate (As per Matriculation certificate) (In BLOCK LETTERS) .....
- Father's/Husband's Name .....
- Name of Employment Office, Registration Number, date and validity date/year.....
- Correspondence address: .....
- Permanent address: .....
- Mobile Number.....
- E-Mail ID.....
- Date of birth (DD/MM/YY) .....
- Marital Status .....
- Age as on last date & report of application .....Year.....months.....days.
- Gender (Male/Female/Others) ..... 14. Nationality .....
- Aadhar Number ..... 16. PAN .....
- Whether Ex-S' Man (YES/NO).....(if Yes fill in the details given below)

Service (Army/Navy/Air Force)	Date of Enrollment	Date of Discharge	PPO No. and Date	Total Service

**Note :** (a) An indl in his last spell of service can apply with NOC from HoD of present unit and in other cases copy of discharge certificate to be att.(b) Also fill up Annexure C.

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

Type of Disability	Percentage % of Disability

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

- Educational Qualification :

Ser No.	Exam/Qualification	Passing Year	Name of Board University	Percentage Obtained
1.	10th Matric/SSC			
2.	12th /10+2/HSC			
3.	ITI/NCTVT			
4.				
5.				

**Note:** Copy of educational certificates to be att.

- Experiences (YES/NO).....(if Yes fill in the details given below):

Name of Organisation / Office	Post Held	Date of Appointment	Date of Discharge	Remarks

**Note :** Experience certificate from Head of the Organisation/Office should be att with application.

## Declaration by the candidate

- I declare that I accept all the terms and condition given in the advertisement.
- I hereby declare that all the particulars given by me are true, complete and correct to the best of my knowledge and belief. I understand that in case, any of my statements is found false during any stage of recruitment or thereafter, shall disqualify me for the post applied for and other action under the extant rules will be taken against me. I have also read and understood the terms and conditions as stipulated in the advertisement.

Date .....

Place .....

(Signature of the candidate)

## Enclosure

- Two recent self attested photograph
- Attested copies of certificates as under:-
  - .....
  - .....

## FOR OFFICE USE ONLY

- Application accepted/rejected :.....
- Reason for rejection:
  - Underage.
  - Overage
  - Documents/Certificates incomplete.
  - Application Form & Admit Card incomplete
  - Application Form & Admit Card not as per format.
  - Photos or documents not attested / self attested.
  - Two Self address envelope affix with postal stamp Rs. 22@/- not enclosed.
  - Any other reasons to be specified.....

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**ADMIT CARD**

(To be filled by candidate in CAPITAL LETTERS only)

For the post of : .....

Category : .....

Affix recent self attested passport size photograph

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 Code.....

**(FOR OFFICE USE ONLY)**

1. Roll Number : .....
2. Date & Time of Written Examination : .....
5. Place of Written Examination : .....

(Signature of issuing Officer with Stamp)

**Annexure-C**

**FORM OF UNDERTAKING TO BE GIVEN BY CANDIDATE APPLYING FOR THE 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 /discharge from the Armed Force and that I am entitled to the benefits admissible to Ex-Servicemen in term of the Ex-Servicemen (Re-employment in Central Civil Services and Posts) Rule, 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-Serviceman in regard to the recruitment covered by the examination, if I have at any time prior to such appointment secured and employment on the Civil side (including Public Sector Undertaking, Autonomous Bodies/Statutory Bodies, Nationalized Banks etc) by availing of the concession of the reservation of vacancies admissible to Ex-Servicemen.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature of the candidate)  
Name