

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

**EMPLOYMENT NOTICE**

**Notice No : 471/DR 2021/Est**

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 duly completed in all respect along with a self-addressed (address should be same as per application) envelope duly affixed with Rs. 22 postal stamp along with all the requisite documents, duly self-attested should be addressed to **The Presiding Officer,Scrutiny Cell, Cipher Wg, Military College ofTelecommunication Engineering, Mhow (MP) 453 441** and sent by Regdpost/Speed post.

Name of the post & Level in pay matrix	No of posts	Category wise Distribution (vertical)					Remarks
		UR	EWS	SC	ST	OBC	
<b>Painter</b> Level -2 (Rs 19900 – 63200)	01	01	-	-	-	-	Reserved for PwBD#
<b>Carpenter</b> Level -2 (Rs 19900 – 63200)	01	01	-	-	-	-	Reserved for PwBD#
<b>Chowkidar (Multi Tasking Staff)</b> Level – 1 (Rs 18000 – 56900)	06	05	-	-	-	01	
<b>Civilian Motor Driver (Ordinary Grade)</b> Level -2 (Rs. 19900 – 63200)	06	04	-	01	-	01	02 posts reserved for ESM
<b>Equipment Repairer</b> Level -1 (Rs. 18000 - 56900)	01	01	-	-	-	-	Reserved for ESM
<b>Groundsman</b> Level -1 (Rs. 18000 - 56900)	01	01	-	-	-	-	
<b>Messenger (Multi Tasking Staff)</b> Level -1 (Rs. 18000 - 56900)	01	01	-	-	-	-	
<b>Storekeeper Grade II</b> Level -2 (Rs 19900 – 63200)	02	02	-	-	-	-	01 post reserved for ESM
<b>Tailor</b> Level -1 (Rs. 18000 - 56900)	01	01	-	-	-	-	Reserved for PwBD#
<b>Telecommunication Mechanic</b> Level -4 (Rs. 25500 - 81100)	02	02	-	-	-	-	01 post reserved for ESM
<b>Cook</b> Level -2 (Rs 19900 – 63200)	02	-	-	01	-	01	01 post reserved for ESM
<b>Daftary (Multi Tasking Staff)</b> Level -1 (Rs. 18000 - 56900)	01	01	-	-	-	-	
<b>Gardener (Multi Tasking Staff)</b> Level -1 (Rs. 18000 - 56900)	01	01	-	-	-	-	
<b>Fatigueman</b> Level -1 (Rs. 18000 - 56900)	03	02	-	-	-	01	
<b>LDC</b> Level -2 (Rs 19900 – 63200)	08	05	01	01	-	01	
<b>Total</b>	<b>37</b>	<b>28</b>	<b>01</b>	<b>03</b>	<b>-</b>	<b>05</b>	-

**Note:-**

(a) The number of vacancies are provisional. The Commandant, Military College of Telecommunication Engineering, Mhow (MP) reserve all the rights in respect of recruitment.

(b) Vacancies reserved for Persons with Benchmark Disability (PwBD)(disability of 40% and above) are for the following categories:-

Name of the post	Functional Requirement	Reserved Category of Benchmark Disability
Painter	S, BN, MF, RW, SE	(a) ASD (M), SLD, MI and/or (b) MD involving D/HH, OA/OL/Dw/AAV
Carpenter	S, ST, BN, KC, MF, SE	(a) ASD (M), SLD, MI and/or (b) MD involving LV, D/HH, OL/Dw/AAV
Tailor	S, ST, W, BN, MF, RW, SE, H	(a) ASD (M, MoD), ID, SLD, MI and/or (b) MD involving LV, D/HH, OL/CP/LC/Dw/AAV

**Functional Requirement Abbreviation Used:-** S – Sitting, ST – Standing, W – Walking, BN – Bending, KC – Kneeling & Crouching, MF – Manipulation with Fingers, RW – Reading & Writing, SE – Seeing, H – Hearing.

**Category Abbreviation Used:-** ASD – Autism Spectrum Disorder (M – Mild, MoD- Moderate), ID – Intellectual Disability, SLD – Specific Learning Disability, MI – Mental Illness, MD – Multiple Disabilities, 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 Victim.

**2. Qualifications.**

Trade	Criteria
Painter	(i) Class 12 <sup>th</sup> or equivalent. (ii) Conversant with the painting work.
Carpenter	(i) Class 12 <sup>th</sup> or equivalent. (ii) Conversant with duties of Carpenter.
Chowkidar (Multi Tasking Staff)	<b>Essential</b> - Matriculation pass or equivalent from a recognized Board. <b>Desirable</b> - Conversant with the duties of Chowkidar with one year experience in the trade.
Civilian Motor Driver (Ordinary Grade)	(i) Matriculation. (ii) Must possess the Civilian Driving License for heavy vehicles and have two year experience* of driving such vehicles.
Equipment Repairer	(i) Matriculation pass or equivalent from a recognized Board. (ii) Should be able to carry out all canvas, textile and leather repair & replacement of equipment and boots.
Groundsman	(i) Matriculation pass or equivalent from a recognized Board. (ii) Must be conversant with the duties of Groundsman.

Messenger (Multi Tasking Staff)	<b>Essential</b> - Matriculation pass or equivalent from a recognized Board. <b>Desirable</b> - Conversant with the duties of Messenger with one year experience in the trade.
Storekeeper Grade II	Class 12 <sup>th</sup> or equivalent.
Tailor	(i) Class 10 <sup>th</sup> or equivalent. (ii) Conversant with duties of Tailor.
Telecommunication Mechanic	(i) Higher Secondary/Matriculation or equivalent qualification with science as a subject (ii) Certificate in the trade from a recognised Technical Training Institute or 3 years training and/or experience* in actual work in the trade or in the allied trade in a Government workshop in a private firm of repute
Cook	(i) Matriculation (10 <sup>th</sup> Class pass) from a recognized Board. (ii) Must have knowledge of Indian Cooking and proficiency in trade.
Daftary (Multi Tasking Staff)	<b>Essential</b> - Matriculation pass or equivalent from a recognized Board. <b>Desirable</b> - Conversant with the duties of Daftary with one year experience in the trade.
Gardener (Multi Tasking Staff)	<b>Essential</b> - Matriculation pass or equivalent from a recognized Board. <b>Desirable</b> - Conversant with the duties of Gardener with one year experience in the trade.
Fatiguesman	(i) Matriculation pass or equivalent from a recognized Board. (ii) Must be conversant with the duties of Fatiguesman with one year experience*.
Lower Division Clerk	(i) 12 <sup>th</sup> class pass from a recognized Board or University. (ii) Typing speed of 35 words per minute in English on computer or a typing speed of 30 words per minute in Hindi on computer (35 words per minute and 30 words per minute correspond to 10500/9000 key depressions per hour on an average of 5 key depressions for each word).

(\* ) - Must enclose self-attested copy of experience certificate with your application.

### 3. **Age Limit.**

(a) **18-25 years** for the posts of 'Painter', 'Carpenter' 'Chowkidar (MTS)', 'Equipment Repairer', 'Groundsman', 'Messenger (MTS)', 'Storekeeper Grade II', 'Tailor', 'Telecommunication Mechanic', 'Cook', 'Daftary (MTS)', 'Gardener (MTS)', 'Fatiguesman' and 'Lower Division Clerk'.

(b) **18-27 years** for the posts of 'Civilian Motor Driver (Ordinary Grade)'.

### (c) **Relaxation in Age Limit**

SC/ST	SC/ST candidates applying for their reserved post will be given age relaxation up to 5 years.
OBC (Non-creamy layer)	OBC (Non-creamy layer) candidates applying for their reserved post will be given age relaxation up to 3 years.

Persons with Benchmark Disability	Persons with Benchmark Disability will be given age relaxation up to 10 years applying for UR posts (13 years applying for OBC posts and 15 years applying for SC/ST posts)
Ex-Servicemen (ESM)	For ESM, resultant age after deducting period of service from actual age should not exceed prescribed age limit by more than 3 years. Calculation of age shall be as per the category for which the application has been made.
Govt Employees	Departmental candidates with three years continuous service in Central Govt will be given age relaxation up to 40 years of age (45 years for SC/ST)

**Note:-** (i) SC/ST/OBC candidates who apply against unreserved post will not be given age relaxation and other concessions meant for SC/ST/OBC.

(ii) The crucial date for determining the age limit shall be the last date of receipt of application.

(iii) The age relaxation will be applied only in case of those candidates who produce valid certificates of caste / category.

4. **Fees.** Crossed Indian Postal Order (IPO) of value of Rs. 50/- (Rupees Fifty only) for each application in favour of the **Commandant, Military College of Telecommunication Engineering, Mhow (MP) 453 441**. Candidates belonging to SC or PwBD applying in their category are fully exempted from payment of fees. The Postal Order should be issued on or after the date of publication of the advertisement. The application fee is non-refundable. **No DD/Cheque/Cash will be acceptable.**

5. **Photographs.** Recent passport size **self-attested** photographs (not more than three months old) are to be affixed on the space earmarked on the application form and Admit Cards.

6. **Closing Date of Receipt of the Application.** 28 days from the date of publication of advertisement.

7. **Scheme of Examination.** The examination will be conducted as per the following scheme:-

(a) **For the Post of LDC.** The examination will consist of Tier-I, Tier-II and Tier-III tests as given below:-

(i) **Tier-I Test.** Tier-I test will comprise of multiple choice type questions and OMR based answer sheets. The question paper other than English Language will be bilingual i.e. English and Hindi. Tier-I test will comprise of four parts as given below as per the standard of Education Qualification:-

<b><u>Parts</u></b>	<b><u>Subject</u> (Multiple Choice Questions)</b>	<b>No of Questions</b>	<b>Marks</b>
Part-I	General Intelligence & Reasoning	25	50
Part-II	English Language	25	50
Part-III	Quantitative Aptitude	25	50
Part-IV	General Awareness	25	50

**Time duration** of the test will be of **60 minutes**. **Negative marks** of **0.50 marks** will be awarded for each wrong answer.

(ii) **Tier-II Test**. Candidates will be shortlisted for the Tier-II test on the basis of their performance in Tier-I as may be fixed by the Commandant, MCTE, Mhow at its discretion. Tier-II test will be a **Descriptive Paper of 100 Marks** in Pen and Paper Mode. The duration of the paper would be for **one hour**. The Paper would comprise writing of an Essay of 200-250 words and Letter / Application writing of approximately 150-200 words. The minimum **qualifying marks in Tier-II would be 33 per cent**. The performance in Tier II would be included for preparing merit. The paper will have to be written either in Hindi or in English. Part paper written in Hindi and Part in English will not be evaluated.

(iii) **Tier-III Test**. Tier-III test will be **Typing Test** conducted in English or Hindi. Typing Test will be of qualifying in nature. Candidates opting for **English medium** should have typing speed of **35 words per minute** and those opting for **Hindi medium** should have typing speed of **30 words per minute**. The speed will be adjudged on the accuracy of typing on the Computer of a given text passage in 10 minutes.

(iv) Tier-III test will be conducted immediately after Tier-II test as per administrative requirements. However, Tier- III test will be evaluated only for those candidates who secure minimum qualifying marks in the Tier-II test. Commandant, MCTE, Mhow may also at his discretion, fix qualifying marks in each component of the examination.

(v) The final merit of the successful candidates would be determined on the basis of total score obtained by them in Tier-I and Tier-II.

(vi) Only such candidates who qualify in the Typing Test will be eligible for being recommended for appointment as per their position in the merit list.

(b) **For the Posts of Chowkidar (MTS), Messenger (MTS), Daftary (MTS) and Gardener (MTS)**. The examination will consist of Tier-I and Tier-II tests as given below:-

(i) **Tier-I Test**. Tier-I test will comprise of multiple choice type questions and OMR based answer sheets. The question paper other than General English will be bilingual i.e. English and Hindi. Tier-I test will comprise of four parts as given below as per the standard of Education Qualification:-

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

**Time duration** of the test will be of **120 minutes**. **Negative marks of 0.25 marks** will be awarded for each wrong answer.

(ii) **Tier-II Test.** Candidates will be shortlisted for the Tier-II test on the basis of their performance in Tier-I test. Tier-II test will be only of qualifying nature. Tier-II test will be a **Descriptive Paper** in Pen and Paper Mode as given below:-

<b>Subject</b>	<b>Maximum Marks</b>	<b>Total Duration</b>
Short Essay/ Letter in English or Hindi	50	30 minutes

(iii) Candidates will be finally selected based on their performance in Tier-I test, subject to their meeting basic qualifying standards fixed in Tier-II test as may be fixed by Commandant, MCTE, Mhow at its discretion.

(c) **For the Posts of Painter, Carpenter, Civilian Motor Driver (Ord Gde), Telecommunication Mechanic, Equipment Repairer, Groundsman, Fatigeman, Cook, Storekeeper Grade II, Tailor.** The examination will consist of Tier-I and Tier-II tests as given below:-

(i) **Tier-I Test.** Tier-I test will comprise of multiple choice type questions and OMR based answer sheets. The question paper other than General English will be bilingual i.e. English and Hindi. Tier-I test will comprise of four parts as given below as per the standard of Education Qualification:-

<b>Parts</b>	<b>Subject (Multiple Choice Questions)</b>	<b>No of Questions</b>	<b>Marks</b>
Part-I	General Intelligence & Reasoning	25	25
Part-II	Numerical Aptitude	25	25
Part-III	General English	25	25
Part-IV	General Awareness	25	25

**Time duration** of the test will be of **90 minutes**. **Negative marks of 0.25 marks** will be awarded for each wrong answer.

(ii) **Tier –II Test.** Candidates qualifying Tier –I test will be shortlisted to appear for the Tier-II test. Tier-II test will be of qualifying nature. Tier-II test will be Skill test / Practical tests as per institution's requirement.

(iii) Candidates will be finally selected based on their performance in Tier-I test, subject to their meeting basic qualifying standards fixed in Tier-II test as may be fixed by Commandant, MCTE, Mhow at its discretion.

8. **Fixing of Benchmark.** If the number of applications received in any category in response to the advertisement is large, Commandant, MCTE, Mhow reserves the right to restrict the number of candidates by fixing benchmark percentage of marks obtained in the prescribed essential qualification.

9. **Important Instructions to the Applicants.**

(a) In case, a candidate wishes to apply for more than one post, separate application should be filled for every post applied by the candidate.

(b) Candidate should clearly mention “**APPLICATION FOR THE POST OF.....**” with category (UR/EWS/SC/OBC) if any including ESM/PwBD on top of the application and also on the envelope addressed to MCTE in Capital letters.

(c) Each application will be forwarded along with self-attested copy of documents viz date of birth certificate/ class 10<sup>th</sup> marksheet, Aadhar Card, Educational Qualification, Technical Qualification, Experience etc. A self-addressed (address should be same as per application) envelope duly affixed with Rs. 22 postal stamp along with all the requisite documents must also be enclosed.

(d) Application received from candidates working in Central/State Govt/PSU must apply through proper channel and should be accompanied by “No Objection Certificate” (NOC) and disciplinary / vigilance certificate from their establishment.

(e) Candidates who belong to SC/ST or OBC category and applying for UR post will not be given any age relaxation or any other concession meant for SC/ST or OBC.

(f) Candidates applying against a reserved post of **OBC** must enclose undertaking given at **Appendix I** and also enclose self-attested copy of non-creamy layer certificate issued from the competent authority.

(g) Self-attested photocopy of complete discharge book along with undertaking in the format as given at **Appendix II** be enclosed by the **Ex-servicemen (ESM)** candidates.

(h) Candidates belonging to **Economically Weaker Section (EWS)** are required to provide self-attested copy of income / asset certificate from the competent authority as per format given at **Appendix III**.

(j) Candidates belonging to **Persons with Benchmark Disability (PwBD)** (disability of 40% and above) are required to provide self-attested copy of disability certificate, duly mentioning specified disability/disabilities as mentioned at Para 1 (b) above, issued from the Competent Medical Authority. If the PwBD candidate has physical limitation to write the exam, candidate has his/her discretion of opting for his/her own scribe (whose qualification should be below the qualification of the candidate taking the examination) or request MCTE for the same on production of an additional certificate from the competent authority as format given at **Appendix IV**. Compensatory time of 20 minutes per hour will be given to PwBD candidates for their reserved post.

(k) Dates of examinations will be intimated to the eligible candidates after scrutiny of their application.

(l) **Only those candidates who obtain minimum qualifying marks in the Tier –I test as may be prescribed by the Commandant, MCTE will be called to appear for next tier(s) of examination. Representation regarding non receipt of intimation from non-shortlisted candidates in any part of examination will be summarily rejected.**

(m) Representation for non-receipt of application or call letter due to postal delay or any other reason will not be entertained

(n) Multi-Tasking Staff(MTS) – In addition to the charter of duties of their respective posts, MTS posts are subjected to charter of duties of MTS also and their tasks are interchangeable.

10. **Applications will be Rejected in the Following Cases.**

(a) In absence of the self-attested copies of required documents, certificates or enclosing forged certificates, the application will be summarily rejected.

(b) Incomplete applications in any manner (viz missing entries, incorrect entries, unsigned, without Thumb Impression, without self-attested photograph etc) will be summarily rejected.

(c) The applications received before publication of advertisement or after the last date of receipt of application or without enclosed IPO (if applicable) or with IPO issue date of before publication of advertisement will be summarily rejected

(d) Candidates must also ensure to fill the Admit Card with self-attested photographs in duplicate as per the application form filled, otherwise, their application will be rejected.

(e) Candidates will not be intimated in case of rejection of their application and no correspondence in this regard will be entertained.

11. **Caution to all Applicants.** Some unscrupulous elements may approach the candidate with the assurance of procuring appointment in the **Military College of Telecommunication Engineering, Mhow** through illegal gratification. Candidate must not fall prey to such false assurances or exploitation and must not entertain or encourage such elements in any way. It is emphasized and reassured that the selection will be done on merit only in a transparent manner.

**Commandant, MCTE**