

**DETAILED ADVERTISEMENT FOR HOSTING IN WEBSITE
GOVERNMENT OF INDIA
MINISTRY OF DEFENCE**

COLLEGE OF DEFENCE MANAGEMENT
SAINIKPURI POST
SECUNDERABAD-500 094

1. Applications are invited for filling up one post each of Lower Division Clerk (LDC) and Multi-Tasking Staff (MTS) (Officer & Training) under unreserved category from eligible candidate in the prescribed format who are fulfilling requisite qualification as mentioned below :-

LOWER DIVISION CLERK (LDC)

| Ser | Designation | No of post | Category | Pay Matrix as per 7 th CPC | Educational Qualification |
|-----|----------------------------|------------|----------|---------------------------------------|--|
| (a) | (b) | (c) | (d) | (e) | (f) |
| 1 | Lower Division Clerk (LDC) | One | UR | 19,900 – 63,200 | (1) 12 th Pass from a recognised Board or University and (2) Skill Test : A typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer (Time allowed – 10 minutes). |

Age Limit

(g)

18 to 27 years (Relaxable for Government Servants upto the age of forty years in the case of general candidates and up to forty-five years in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes in accordance with the instructions or orders issued by the Central Government from time to time)

Note 1 : The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of Jammu and Kashmir State, Lahaul Spiti district and Pangti Sub-division of Chamba District of Hamachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).

Note 2 : In case of recruitment made through the Employment Exchange, the crucial date for determining the age-limit shall be the last date up to which the Employment Exchange is asked to submit the names.

MULTI TASKING STAFF (OFFICE & TRAINING) (MTS)

| Ser | Designation | No of posts | Category | Pay Matrix as per 7 th CPC | Educational Qualification |
|-----|---|-------------|----------|---------------------------------------|--|
| (a) | (b) | (c) | (d) | (e) | (f) |
| 2 | Multi Tasking Staff (Office & Training) | One | UR | 18000 – 56,900 | Matriculation Pass or equivalent from a recognised Board/Institute |

| Age Limit |
|--|
| (g) |
| 18 to 25 years (Relaxable for Government Servants upto the age of forty years in the case of general candidates and up to forty-five years in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes in accordance with the instructions or orders issued by the Central Government from time to time) |
| Note 1 : The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of Jammu and Kashmir State, Lahaul Spiti district and Pangti Sub-division of Chamba District of Hamachal Pradesh, Andaman and Nicobar Islands or Lakshadweep). |
| Note 2 : In case of recruitment made through the Employment Exchange, the crucial date for determining the age-limit shall be the last date up to which the Employment Exchange is asked to submit the names. |

2. The recruitment will be done as per recruitment rules for the post.

3. **Charter of duties of the post of LDC.**

(a) Have a typing speed of 35 words per minute in English or 30 words per minute in Hindi as mentioned in Recruitment Rule SRO 70.

(b) To keep a note of important receipt with a view to watching the progress of action.

(c) Adequate knowledge of handling computers incl MS Office. (MS Word, Power Point and MS Excel).

(d) To ensure timely submission of arrears and other returns.

(e) To ensure that cases are not held up at any stage.

(f) To go through the list of periodical returns every week and take suitable action on items requiring attention during next week.

(g) To ensure registration of Dak before acting on it.

- (h) To maintain Section Diary.
- (j) To maintain File Register and File Movement Register.
- (k) To update, Index and Recordings in files and ledgers.
- (l) To type, compare and dispatch documents.
- (m) To write accounts and prepare arrears and other statements.
- (n) To do book keeping.
- (p) To supervise/ensure correction/updating of reference books and files.
- (q) To supervise/ensure submission and follow up action on daily matters.
- (r) To supervise/ensure completion of other office tasks given by Higher Officer, Section Officer.

4. **Charter of Duty of the post of MTS.**

- (a) The nature of duties involves work of all fatigue nature, few of which are cleaning, sweeping of toilets/work area, loading, un-loading and maintaining of office premises and office equipment, file movement etc.

5. **Selection Procedure.** The applicants will be assessed through a written test cum practical/skill test. Standard of written test will be commensurate with the educational qualification prescribed for the post. Practical/skill test will be of qualifying nature.

6. Following will be submitted in a SEALED ENVELOPE :-

- (a) Application on A4 size paper as per given format, duly typed in English or Hindi with recent passport size photograph affixed in the application, and admit card.
- (b) Copies of Certificates for proof of :-
 - (i) Educational qualification
 - (ii) Age
 - (iii) Community
 - (iv) Physically Handicap (if any)
- (c) One Self addressed envelop.
- (d) Admit Card

7. The envelope will be enfaced boldly on top "Application for the post of LDC/MTS".

8. Application will be submitted to “The Commandant, College of Defence Management, Sainikpuri, Secunderabad, Telangana State – 500 094.

9. Last date of receipt of applications to reach this office on or before 30 days on publication of the notification in the Employment News in ordinary post (if date is a closing Holiday/Sunday the next working day will be treated as the closing date for receipt of the application. Application received after the due date will be summarily rejected.

10. No Travelling Allowance, will be paid for attending written test. The venue of the written test/skill cum practical test shall be College of Defence Management, Sainikpuri, Secunderabad, Telangana State.

11. Incomplete or unsigned application and applications received without photograph or without proper enclosures will be summarily rejected.

FORMAT OF APPLICATION
FOR THE POST OF LDC

Affix
recent
passport
size
Photo

(To be filled in Block Capital Letters Only)

1. Name of the candidate :
2. Father's/Husband Name :
3. Whether belongs to SC/ST/OBC/PH/Ex-Servicemen :
4. Date of Birth as shown in the SSC/Matriculation Certificate :
5. Age (As on closing date) :
6. Nationality :
7. Sex (Male/Female) :
8. Educational Qualification :
9. Experience if any :
10. Present Postal address for Communication :
11. Permanent Address :
12. Any other additional information :
13. Employment Card Number and name of the Exchange if any :
14. Mobile Number :
15. e mail ID :

DECLARATION

I do hereby declare that all the statement 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 incorrect or wrong or incomplete detected before or after written test/skill test or at later stage, my candidature will stand canceled will stand cancelled and claims for the recruitment will be forfeited.

Place :

Signature of the Applicant

Date :

Enclosures :

FORMAT OF APPLICATION
FOR THE POST OF MULTI TASKING STAFF (OFFICE & TRAINING)

Affix
recent
passport
size
Photo

(To be filled in Block Capital Letters Only)

1. Name of the candidate :
2. Father's/Husband Name :
3. Whether belongs to SC/ST/OBC/PH/Ex-Servicemen :
4. Date of Birth as shown in the SSC/Matriculation Certificate :
5. Age (As on closing date) :
6. Nationality :
7. Sex (Male/Female) :
8. Educational Qualification :
9. Experience if any :
10. Present Postal address for Communication :
11. Permanent Address :
12. Any other additional information :
13. Employment Card Number and name of the Exchange if any :
14. Mobile Number :
15. e mail ID :

DECLARATION

I do hereby declare that all the statement 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 incorrect or wrong or incomplete detected before or after written test/skill test or at later stage, my candidature will stand canceled will stand cancelled and claims for the recruitment will be forfeited.

Place :

Signature of the Applicant

Date :

Enclosures :

ADMIT CARD

RECRUITMENT FOR THE POST OF LDC

(on a separate sheet of paper in double space)

(Admit Card should be submitted in duplicate AFFIX WITH RECENT PHOTOGRAPH)

(Serial No 1 & 2 only to be filled by the applicant)

Affix
recent
passport
size
Photo

1. Name of the candidate (in block letters) :
2. Full Address for communication :

Signature of the Applicant

(FOR USE BY THE OFFICE)

3. Roll No :
4. Date & Time of Written Test/Practical Test :
5. Venue of Written Test/Practical Test :

Note :

(a) The individuals should be in possession of admit card sent by this College and original identity photo proof (viz Voter ID, Aadhar Card, PAN Card, Driving license) along with all original documents for verification at the time of written test. Individual who are not in possession of admit card, original educational qualification certificate/proof of photo identity will not be entertained. **For documents verification, candidates have to be present in the venue before one hour of commencement of the written test.** Candidate have to carry their own material (ball point pen black and blue, pencil, clip board etc) **Cell phone is not allowed in the examination hall.**

(b) Our College is 15 Km from Secunderabad railway station and Bus Stand. Bus Nos 24, 24E and 37S are plying from Secunderabad to our College.

ADMIT CARD
**RECRUITMENT FOR THE POST OF
MULTI TASKING STAFF (OFFICE & TRAINING)**

Affix
recent
passport
size
Photo

(on a separate sheet of paper in double space)
(Admit Card should be submitted in duplicate **AFFIX WITH RECENT
PHOTOGRAPH**)

(Serial No 1 & 2 only to be filled by the applicant)

1. Name of the candidate (in block letters) :
2. Full Address for communication :

Signature of the Applicant

(FOR USE BY THE OFFICE)

3. Roll No :
4. Date & Time of Written Test/Practical Test :
5. Venue of Written Test/Practical Test :

Note :

(a) The individuals should be in possession of admit card sent by this College and original identity photo proof (viz Voter ID, Aadhar Card, PAN Card, Driving license) along with all original documents for verification at the time of written test. Individual who are not in possession of admit card, original educational qualification certificate/proof of photo identity will not be entertained. **For documents verification, candidates have to be present in the venue before one hour of commencement of the written test.** Candidate have to carry their own material (ball point pen black and blue, pencil, clip board etc) **Cell phone is not allowed in the examination hall.**

(b) Our College is 15 Km from Secunderabad railway station and Bus Stand. Bus Nos 24, 24E and 37S are plying from Secunderabad to our College.