

DETAILED ADVERTISEMENT HOISTING IN WEB-SITE

**GOVERNMENT OF INDIA
MINISTRY OF DEFENCE**

**COLLEGE OF DEFENCE MANAGEMENT
SAINIKPURI POST
SECUNDERABAD – 500 094**

1. Applications are invited for recruitment from eligible Indian citizens for the following posts.

Ser No	Designation	No of Post	Category	Pay Scale as per VII CPC	Educational qualification	Age limit
1	MultiTasking Staff (Office & Training)	One	UR	Rs18000/- Paymatrix level 1.	Matriculation Pass	18 to 25 years
2.	Civilian Motor Driver (Ordinary Grade)	One	UR	Rs19900/- Paymatrix level II.	12 th Class pass or equivalent from a recognised Board or University Must possess the civiliandriving licence for heavy vehicles Two years experience from a recognised organisation or undertaking in driving heavy vehicles	18 to 27 years.

Note. The post is identified as suitable for PWD under VH Category (Persons suffering from blindness or low vision) for the post of Multitasking staff (Office & Training) only. Female candidates & PWD are not eligible for the post of Civilian Motor Driver (Ordinary Grade).

2. **General Conditions of Age Relaxation**

(a) Age concession applicable to the above post. Unreserved with physically disability under VH Category (Persons suffering from blindness or low vision) for the post of Multitasking staff (Office & Training) only. **Female candidates and PWD candidates are not eligible to apply for the post of civilian motor driver.**

(b) Ex-Servicemen. The present age, less the period of service rendered in Armed Forces should not exceed the upper limit by more than three years.

(c) Since the vacancy is not reserved for SC/ST/Ex-Servicemen **age concession is not applicable** for them. However, they can apply for the post alongwith unreserved candidates.

(d) Similarly, though not reserved for physically handicapped (PH) they can apply alongwith unreserved candidates.

3. **Charter of duty of the post of MTS.** The nature of duties involve physical fatigue. Few of which are cleaning/ sweeping of toilets/work area, loading, un-loading, shifting of goods, gardening, watchmen, cleaning and maintaining of office premises and office equipment , file movement etc.

4. **Charter of duties for the post of Civilian driver.** Knowledge of traffic rules and regulations. Knowledge of petrol and diesel engine work and ability to locate faults and rectify minor running defects. Ability to change wheels and correctly inflate tyres.

5. **Selection Procedure.** The applications received to this advertisement will be assessed through a written test cum practical. Standard of written test will be commensurate with the educational qualification prescribed for the post.

6. 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 along with copies of certificate in proof of educational qualification, age, community, physically handicapped status. Experience certificate, copy of heavy driving vehicle licence for the post applied and one self addressed envelope with requisite postal stamp be submitted to the Commandant, CDM Sainikpuri PO, Secunderabad – 500 094 to reach on or before 30 days on publication of the notification in the Employment News in **ordinary post only** (if the date is a Holiday/Sunday the next working day will be treated as the closing date for receipt of the application) indicate on the top of the cover "The post applied for" Applications received after the due date will be summarily rejected.

7. **No Travelling Allowances, will be paid for attending written test. The venue of the written test/skill cum practical test shall be Secunderabad.**

8. **Incomplete or unsigned applications received or without photograph or without proper enclosures will be summarily rejected.**

9. If number of applications received in response to the advertisement is large it will not be convenient or possible to arrange the written test for all the candidates. Screening of application would be on the basis of percentage of marks obtained in the prescribed minimum educational qualifications notified in the advertisement.

FORMAT FOR APPLICATION FOR THE POST OF
(To be filled in Block Capital Letters Only)

Affix recent
Passport size
Photo

1. Name of the candidate :
2. Father's/Husband's 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 :

