

**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 of Draughtsman, Steno Gde-II, Lower Division Clerk (LDC), and Multi-Tasking Staff (MTS) (Officer & Training) under categories from eligible candidates in the prescribed format who are fulfilling requisite qualification as mentioned below :-

DRAUGHTSMAN

Ser No	Designation	No of posts	Category	Pay Matrix as per 7th CPC	Educational Qualification	Age Limit
(a)	Draughtsman	One	UR-01	25,500 – 81,100 (Level-4)	(i) 12 th Class or equivalent from a recognized University :and (ii) Diploma in Draughtsman-ship of a minimum duration of two years from a recognized institute. Or (i) Industrial Training Institute Pass Certificate as Draughtsman from a recognized institute. (ii) Two years experience from a recognized Organization or Undertaking in the trade.	18 to 27 years, with relaxations as per department rules

STENO GDE-II

Ser No	Designation	No of posts	Category	Pay Matrix as per 7 th CPC	Educational Qualification	Age Limit
(b)	Steno Gde-II	Three	UR-02 EWS-01	25,500 – 81,100 (Level-4)	(i) 12 th Class or equivalent from a recognized Board or University (ii) Skill Test Norms : Dictation : 10 minutes @ 80 words per minute. Transcription : 50 minutes (English), 65 minutes (Hindi) (On Computer)	18 to 27 years, with relaxations as per department rules

LOWER DIVISION CLERK (LDC)

Ser No	Designation	No of posts	Category	Pay Matrix as per 7 th CPC	Educational Qualification	Age Limit
(c)	Lower Division Clerk (LDC)	Three	UR-01 SC-01 OBC-01	19,900 – 63,200 (Level-2)	(i) 12 th Pass from a recognised Board or University and (ii) 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)	18 to 27 years, with relaxations as per department rules

MULTI TASKING STAFF (OFFICE & TRAINING) (MTS)

Ser No	Designation	No of posts	Category	Pay Matrix as per 7 th CPC	Educational Qualification	Age Limit
(d)	Multi Tasking Staff	Six	UR-03 OBC-01 EWS-01 PwBD-01	18000 – 56,900 (Level-1)	Matriculation Pass or equivalent from a recognised Board/ Institute	18 to 25 years, with relaxations as per department rules

Age Limit

1. Age should be between 18 to 27 years for the vacancies of 1(a), (b) & (c) (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).
2. Age should be between 18 to 25 years for the vacancies of 1(d) (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).
3. **PwBD.** Age relaxation of 10 years for UR candidates, 15 years for SC/ST and 13 years for OBC Candidates in upper age limit shall be allowed to Persons with disabilities suffering from (a) blindness or low vision (b) deaf and hard of hearing (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy (d) Autism, intellectual disability, specific learning disability and mental illness and (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in case of direct recruitment identified suitable, subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years.
4. **Ex-Servicemen.** For appointment to vacancies in any Group C posts in Central Govt, an ex-serviceman shall be allowed to deduct the period of actual military service from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post for which he/she is seeking appointment by more than three years he/she shall be deemed to satisfy the condition regarding age limit.

5. **EWS.**

- (a) No age relaxation for EWS applicants, their age should be between 18-27 years for the vacancy at Srl 1(b) and 18-25 years for the vacancy at Srl 1(d).
- (b) Candidate's annual family income must be less than Rs.8 lakhs per annum. Their family must not own more than 5 acres of agriculture land, must not own Residence flat of 1000 sft and above, must not own residential plot of 10 sq yards and above in notified municipalities, residential plot of 200 sq yards and above in areas other than the notified municipalities.
- (c) Income Certificate should be endorsed by any of the following :-
- (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / 1st Class Stipendary Magistrate / Sub Divisional Magistrate / Taluka Magistrate / Executive / Magistrate / Extra Assistant Commissioner.
 - (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
 - (iii) Revenue Officer not below the rank of Tehsildar and
 - (iv) Sub-Divisional Officer/ Revenue Officer of the area where the candidates or his family resides.

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 Pangi Sub-division of Chamba District of Hamachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).

Note 2 :- Govt employees applying for the above posts are required to forward the NOC along with the application from the Competent Authority.

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

7. 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 on the application, and admit card.
- (b) Copies of Certificates for proof of :-
 - (i) Educational qualification.
 - (ii) Age Proof (10th Class Certificate)

- (iii) Community Certificate issued by any one of the following :-
- (aa) District Magistrate /Additional District Magistrate/Collector/ Deputy Commissioner/ Additional Deputy Commissioner / Deputy Collector/ Ist Class Stipendary Magistrate / Sub Divisional Magistrate / Taluka Magistrate /Executive Magistrate / Extra Assistant Commissioner.
 - (ab) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
 - (ac) Revenue Officer not below the rank of Tehsildar and
 - (ad) Sub Divisional Officer of the area where the candidate and / or his family normally resides.
- (iv) Disability Certificate (if any) issued by CMO Office/Medical Authority and PwBDs are required to be registered with the UDID Portal.
- (v) NOC issued by a Competent Authority if the applicant is a Govt Servant.
- (vi) Service Certificate of the Armed Forces if the applicant is an Ex-Serviceman.
- (c) Admit Card in duplicate.
- (d) One Self addressed envelop with postal stamps affixed.

8. The envelope will be enfaced boldly on top **“Application for the post of Draughtsman/Steno Gde-II/LDC/MTS(O&T)”**.

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

10. Separate applications, if the individual is applying for more than one post.

11. Last date of receipt of applications to reach this office on or before 30 days on publication of the notification in the Employment News (Rozgar Samachar)/ Deccan Chronicle News Paper 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.

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

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

FORMAT OF APPLICATION
FOR THE POST OF
(Name of the post applying for to be filled by the applicant)
(To be filled in Block Capital Letters Only)

Affix
recent
passport
size
Photo

1. Name of the candidate :
2. Father's/Husband Name :
3. Whether belongs to SC/ST/OBC/PwBD/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. News Paper referred (Employment News/ Deccan Chronicle) :
13. Employment Card Number and name of the Exchange if any :
14. Mobile Number :
15. e mail ID :
16. Aadhar Card Number :

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 cancelled and claims for the recruitment will be forfeited.

Place :
Date :
Enclosures :

Signature of the Applicant

ADMIT CARD

RECRUITMENT FOR THE POST OF _____

(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/Practical/Trade Test :
5. Venue of Written /Practical/Trade 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 stationery (ball point pen black and blue, pencil, clip board etc) **Cell phone is not allowed in the examination hall.**

(b) CDM is situated 11 Km from Secunderabad railway station and Bus Stand. Bus Nos 24, 24B, 24E, 24L/288,16F, 16/24 and 211M are plying from Secunderabad to our College.