

MILITARY ENGINEER SERVICES

FOR THE POST OF : CHOWKIDAR KHANSAMA

EMPLOYMENT NOTICE NO : 13077/CHOW(KHANSAMA)/8/RECT CELL
LAST DATE OF RECEIPT OF APPLICATION : 30-03-2016 (1700 HRS) FOR ALL
CANDIDATES AND 06-04-2016 (1700 HRS) FOR CANDIDATES BELONGING TO
ASSAM, MEGHALAYA, ARUNACHAL PRADESH, MIZORAM, MANIPUR,
NAGALAND, TRIPURA, SIKKIM, LADAKH DIVISION OF J & K STATE, LAHAUL &
SPITI DISTT AND PANGI SUB DIV OF CHAMBA DISTT OF HP, A & N ISLANDS AND
LAKSHADWEEP

1. Applications are invited in the prescribed format as per Annexure 'I' for the under mentioned post from Indian citizens as declared eligible by the Govt. of India, Ministry of Defence .

2. **DATE FOR WRITTEN EXAMINATION**: Tentatively written Examination will be conducted on **01 May 2016**. However, Final date, time , venue will be intimated in the call letter and same also will be available on MES website at mes.gov.in.

3. **VACANCIES / RESERVATIONS** : (a) The Vacancy Position is as under :-

| Category/Demand | Total Vacs | Cat | Recruiting Authority |
|-------------------------|------------|-----|---|
| Chowkidar (Khansama) | 01 | UR | Commander Works Engineers (Air Force) Bowenpally, Secunderabad-500 011 |

(b) The posts carry All India Service Liability (AISL) i.e. the candidate on selection may be asked to serve anywhere in the country.

4. **NATIONALITY/ CITIZENSHIP** : A candidate must be a citizen of India.

5(a) **AGE LIMIT** : Age limit for will be 18 to 27 years. The Crucial date for determining the age limit shall be the closing date for receipt of application 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 & Kashmir state, Lahaul & Spiti Distt and Pangi Sub Division of Chamba Distt of HP, A & N Islands and Lakshadweep).

Note: Candidate should note that only the date of birth as recorded in the Matriculation Secondary Examination certificate or an equivalent certificate available on the date of submission of application will be accepted for determining the age eligibility and no subsequent request for its change will be considered or granted. Candidates are advised to opt only if they are within prescribed age limit.

(b) AGE RELAXATION :

| Ser | Category | Age relaxation permissible beyond the Upper age limit |
|-----|----------|---|
| (a) | SC/ST | 5 years |
| (b) | OBC | 3 years |

6. MINIMUM ESSENTIAL EDUCATIONAL QUALIFICATIONS (As on last date of receipt of application):

| Post | Educational and Other Qualification |
|-------------------------|--|
| Chowkidar (Khansama) | Matriculation or equivalent exam from recognized University/Board and Diploma in cooking/catering from any recognized Institution only. |

Note - I : As per Ministry of Human resource Development Notification No - 44 dated 01.03.1995 published in Gazette of India edition dated 08.04.1995, the Degree Obtained through / Open universities/ Distance education mode needs to be recognized by Distance Education Council , IGNOU. Accordingly, unless such Degrees had been recognized for the period when the candidates acquired the relevant qualification, they will not be accepted for the purpose of Educational Qualification.

Note - II : Candidates who have not acquired/ will not acquire the educational qualification as on the closing date of receipt of application will not be eligible and need not apply.

Note - III : All Candidates will be required to produce the relevant certificates in original such as Marks sheet, Provisional Degree / Diploma Certificate etc. as proof of having acquired the minimum educational qualification or on before the last date of receipt of application falling which the candidature of such candidates will be cancelled.

7. All applicants must fulfill the essential educational requirements of the post, age, health and other conditions as stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the relevant post. No enquiry for advice regarding eligibility will be entertained.

8. The candidate should mention all the qualifications and experience in the relevant field over and above the minimum qualifications and should attach attested copies of the certificate in support thereof.

9. **CENTRES OF EXAMINATION :**

| Name of Post | Scale of Pay & Grade Pay | Exam Centre | Application to be fwd to (full postal address with telephone number) |
|----------------------|---|---|---|
| Chowkidar (Khansama) | Rs 5200 - 20200 with grade pay Rs 1900/-. | Secunderabad(Exact location will be intimated through Admit card) | Commander Works Engineers (Air Force) Bowenpally – post Secunderabad, Andhra Pradesh. Telephone: 040-27759922/ 27759944 |

10(a) **SCHEME OF WRITTEN EXAMINATION** : The Examination will consist of a written examination of the level of matriculation or equivalent. The written examination will consist of **one objective type** paper as shown below:-

| Part | Subject | Maximum Marks | Total Duration / Timing for General Candidates |
|------|--|---------------|--|
| I | General Intelligence & Reasoning (25 Questions) | 25 | 2 Hours 10.00 A.M. to 12.00 Noon |
| II | Numerical Aptitude (25 Questions) | 25 | |
| III | General English & General Awareness (30 Questions) | 30 | |
| IV | Specialized Topic (50 Questions) | 50 | |

~ M ~

Note – I : The Paper will Consist of Objective type - Multiple choice questions only. The questions will be set both in English & Hindi, except part – III.

Note – II : There will be Negative marking of 0.25 marks for each wrong answer. Candidates are therefore, advised to keep this in mind while answering the questions.

10(b) **SYLLABUS** :

(i) General Intelligence & Reasoning : It would include questions of both verbal and non verbal type. The test will include questions on analogies , similarities and differences , visualization , problem solving analysis, judgement, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, verbal analysis figure classification , arithmetical number series, non verbal series etc. The test will also include questions decide to test the candidates abilities to deal will abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions etc.

(ii) Numerical Aptitude: Questions will cover number system including questions on simplification, decimals , fractions, LCM, HCF, Ratio and Proportion , Percentage, Average, Profit and Loss, Discount , Simple and Compound interest, measurement, Time and Work, Ratio and Time, Time and Distance, Tables and Graphs etc.

(iii) General English: Testing of candidates on understanding of the English language and its correct usage, vocabulary, Grammar, Sentence structure, synonyms, Antonyms and its correct usage. Questions on paragraph writing/Report Writing/ Letter writing etc may be included.

(iv) General Awareness: Questions will be designed to test the ability of the candidates general awareness of the environment around him and its application to society. Questions will also be designed to test the knowledge of the current events and such matters of everyday observations and experiences in their scientific aspects as may be expected of and educated persons .The test will also include questions relating to India and its neighboring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General polity including Indian Constitution and scientific Research etc. These questions will be such that they do not require a special study of any discipline etc.

~ S ~

- 5 -

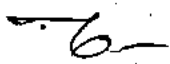
(v) Specialized Topic: Understanding and General Awareness of all the related aspects of managing a guest house including various type of Indian and Continental foods , Importance of Hygiene and cleanliness, Knowledge of modern kitchen gadgets for preparation , cooking and preservation of food.

Note: If relevant for VH candidates of 40% and above visual disability and opting for SCRIBE there will be no component of Maps/Graphs/Diagrams/Statistical data in the general intelligence & Reasoning / General awareness paper. In case these type of questions are there, they shall be deemed to be not applicable to these candidates and total number of questions shall be reduced to that extent and total marks derived accordingly.

11. Practical Test. On the basis of written examination results, top five candidates will be called for practical test on cooking. This test will be evaluated for a maximum of 25 marks. Overall merit will be made on the basis of marks secured in Written exam, Practical Test and marks scored in 10th exam.

Note - I : The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all the stages of examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification , at anytime or before or after the written examination it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by the Recruiting Authority.

Note - II : Candidates who are appointed on the basis of this examination , shall be on probation for a period of two years and during the period of probation , the candidates would be required to undergo such training or pass such examinations as prescribed by the Controlling Authority. On successful completion of the period of probation, the candidate shall, if considered fit for permanent appointment be confirmed to their post by the Controlling Authority.



- 6 -

12. **RESOLUTION OF TIE CASES** : In cases where more than one candidate secure the equal aggregate marks, tie will be resolved by applying the following methods one after another:-

- (a) Total marks in Written Examination.
- (b) Date of Birth, the candidate older in age gets preference.
- (c) Alphabetical order in the first names of the candidates appear i.e. a candidate whose name begins with the alphabet which comes first in the alphabetical order gets preference

13. **HOW TO APPLY:**

- (a) Candidates must apply in the application format published alongwith this advertisement and fill up all the columns in their own hand in block letters. Candidate may also apply on plain paper but the format should exactly be the same as published in the advertisement.
- (b) Applications on the formats other than the one indicated will be summarily rejected.
- (c) If any wrong entries are made by the candidates in the application form, their applications shall be rejected and the dept. will not be the responsible for such rejection. No representation against such rejection will be entertained.
- (d) Application filled in on the format used for previous recruitment or some other advertisement will not be considered. The candidates should further note that Application form will not be supplied by the Dept.
- (e) Applications on the prescribed format should be submitted along with the documents/ certificates given below :-
 - (i) Two self addressed envelopes of size 28 cm x 12 cm with postage stamp of Rs 30/- affixed on each envelope.
 - (ii) Admit card for Written Test : The Admit card for written test shall be submitted in duplicate as per format duly affixed with self attested passport size photograph in the space provided for and by duly filling ser no 1 to 3, along with application form, mere submission of admit card does not imply or convey any assurance that the candidates will called for the written test.
 - (iii) Self attested photocopies of educational qualifications certificates, caste certificate, and certificates in support of any claim/relaxation (wherever applicable) are to be enclosed with the application.

14. SERVICE CONDITIONS :

(a) The candidates finally selected for appointment will be Ministry of Defence (Govt. of India) and are likely to be posted to any unit under Military Engineer Services in the states of India & will be liable to be appointed/ transferred to any where in India with all India transfer liability and also for field service liability (civilian in Defence).

(b) HEALTH : A candidate must be a sound mental and bodily health and free from any physical illness which is likely to interfere with the efficient discharge of his/her duties like check for night blindness & colour blindness etc. A candidate , who after such medical examination as may be prescribed by the competent authority is found to not to satisfy these requirements will not be appointed. Only such candidates as are likely to be considered for appointment will have to be medically examined. The candidate has to be declared medically fit for field service by the competent medical authority.

(i) Name of the post Chowkidar (Khansama), must be clearly written in **BLOCK CAPITAL** letters on the top of envelope.

(c) Candidates whose applications are found to be complete in all respect along with all necessary documents and found eligible only will be called for written test.

(d) Candidates will not be entitled to any TA/DA for attending the written test & interview.

(e) CERTIFICATES TO BE ATTACHED: Candidates should ensure that they should attach with their application attested/ self attested copies of the following documents :-

(i) Matriculation or Equivalent certificate in support of their declaration of age.

(ii) Education qualification certificates.

(iii) If the qualification possessed by the candidate is equivalent , then the authority (whichever is applicable) under which it has been so treated must be indicated.

(iv) An attested copy of a certificate in support of any claim/relaxation (whichever is applicable) in the prescribed form issued by the competent authority (original to be produced at the time of interview/practical test) .

8-

(v) Certificates from the Head(s) or Organisation (s)/ Department (s) for the entire experience claimed , clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay. The certificates should also mention the nature of duties performed/ experienced obtain in the posts with durations.

15. Applications received after last date due to postal delay or any other reason will be summarily rejected. The Recruiting Agency will not be responsible for any postal delay in respect of any communication.

Note -I: Candidates should note that only the date of birth as recorded in the matriculation, Higher secondary examination certificate will only accepted.

Note -II: Application not accompanied by the attested photograph, attested copies of civil educational certificates or incomplete application form and/or not conforming to the above requirements will be the summarily rejected and applicants will have no claim what so ever.

Note - III: Original certificates should not be sent with the application. These should be produced at the time of verification of the same.

INSTRUCTIONS FOR DEPARTMENTAL CANDIDATES / GOVT. EMPLOYEES :

16. Persons already in Government service, whether in permanent or temporary capacity or as work charge employees other than casual or daily rated employees are required to submit the application through proper channel. However, their candidature will be subject to receipt of application by due date.

17. Persons already in Military Engineer service, whether in permanent or temporary capacity or other than casual or daily rated employees are required to submit the application through proper channel. The date for determining the eligibility of all candidates in every respect shall be the normal closing date prescribed for receipt of application.

ADDITIONAL INFORMATION AND GENERAL INSTRUCTIONS FOR ALL CANDIDATES :

18. Candidates must read the instructions mentioned in the preceding paras before filling the application form. He must fill the application form strictly according to the instructions.

19. Merely fulfilling the basic selection criteria one doesn't automatically entitle to be called for test.

-9-

20. Candidates must ensure that no column is left blank or wrongly filled as the information furnished there would be used for the deciding the eligibility and suitability of the candidate for being called for the written test and / interview. applications not filled correctly and as per the instructions are liable to be rejected and the onus of such rejection would be on the candidate himself. The dept. will not entertain any claim after such reaction.

21. Copies of certificates should be attached in support of information given in the form where necessary. Any information contained in the attached certificates shall not be considered unless it is claimed in the application form.

22. The use of mobile phones, calculators and any other electronic computing and memory devices is banned in examination hall.

23. The call for test conveys no assurance whatsoever that the candidate will be selected / appointed.

24. The dept will not enter into correspondence with the candidates about reasons for their non selection for appointment. The result will be available on MES website .

25. Incomplete or illegal applications or unsigned or undated or applications without standard passport size photographs and applications of underage/ overage aspirants will be rejected.

DISQUALIFICATION :

26. Individual who has entered into or contracted a marriage with a person having a living spouse:

27. Individual who, having a spouse living, has entered into or contracted a marriage with any person, shall not be eligible for appointment to the service.

NOTE: Central Government may exempt any person from the operation of rules at para quoted above, if satisfied that such marriage is permissible under the personal law applicable to such person and other party to the marriage and that there are other grounds for so doing.

28. Individual who has furnished wrong information in the application form, false certificate to avail benefits / reservation, false/wrong information in the application form regarding relatives/ close relatives working in MES, or who have willfully suppressed any material information, shall be liable to cancellation of candidature to any stage of recruitment process, and / or termination of service, if the candidate has been selected.

- 10 -

ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

29. Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling up the application form. Candidates are also warned that they should not tamper with entry in a document or its attested/ certified copy submitted by them nor should they submit a tampered/ fabricated document. If there is any inaccuracy or any discrepancy between two or more such documents or their attested / certified copies, an explanation regarding the discrepancy should be submitted.

30. A candidate who is or has been declared by the Dept. to be guilty of the acts/omissions specified above including attempt to commit or abetting, as the case may be, of all or any of the acts specified in the under mentioned clauses may, in addition to rendering himself/herself liable to criminal prosecution, will also be liable :-

(a) To be disqualified by the dept. from selection for which he/ she is a candidate, and/or

(b) To be debarred either permanently or for a specified period :-

(i) By the Dept. from any Examination or selection held by them.

(ii) By the Central Government from any employment under them, and

(iii) If he/she is already in service under govt. to disciplinary action under the appropriate rules.

31. The acts/omissions which will invite the prosecution mentioned in para above are :-

(a) Obtaining support of His/ Her candidature by any means, or

(b) Impersonating or

(c) Procuring impersonation by any person, or

(d) Submitting fabricated documents or documents which have been tampered with, or

(e) Making statements which are incorrect or false or suppressing material information, or

(f) Resorting to any other irregular or improper means in connection with his/her candidature for selection.

(g) Using unfair means during the test, or

- 11 -

- 11-
- (h) Writing Irrelevant matter including obscene language or pornographic matter, in the scripts, or
 - (j) Misbehavior in any other manner in the examination hall, or
 - (k) Harassing or doing badly harm to the staff employed by the dept. for the conduct of their test, or
 - (l) Bringing mobile phone / communication device in the examination hall / interview room.
 - (m) Canvassing in any form.

32. RECRUITING AUTHORITY'S DECISION FINAL:

The decision of the Recruiting Authority in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), and interviews, allotment of examination of centres, selection and allotment of posts/command/CSWE to select candidates and no enquiry/correspondence will be entertained in this regard.

33. COURT JURISDICTION:

Any dispute to regard to this recruitment will be subject to courts/tribunals having jurisdiction over the CWE (AF) Secunderabad where the candidates has submitted the application.

NOTE : EXAMINATION CONDUCTED ON 14 JUNE 2015 FOR THE POST OF CHOWKIDAR (KHANSAMA) BY CWE (AF) SECUNDERABAD BE TREATED AS NULL AND VOID.

44-

12. Whether you were ever debarred or disqualified by any Public service commission/recruitment board from any of their examination/selection :

| | |
|---|---|
| Y | N |
|---|---|

13. Whether you have ever been convicted by any court for any offence :

| | |
|---|---|
| Y | N |
|---|---|

14. Do you have any relative working in MES :

| | |
|---|---|
| Y | N |
|---|---|

15. If Yes, give name, post, relation & official address of the Relative :

Note: Admit Card for written test and Interview and declaration as attached to be filled and sent with the application form.

Place :
Date :

(Signature of the Candidate)
(Name of the candidate in Capital letters)

- 15 -

ADMIT CARD FOR WRITTEN TEST

TO BE SUBMITTED IN DUPLICATE ON SEPARATE SHEETS IN DOUBLE SPACE

(Ser No 1, 2,3 only to be filled by the Candidate) (Without Admit card Candidates are not allowed to attend the written test)

Admit Card/Roll No :
(To be filled by issuing Authority)

Candidate Copy/Office Copy

Paste (don't
staple) your
recent passport
size photograph
duly self attested

1. Name
2. Full Address for Communication
(with PIN Code)
3. Post applied for

FOR OFFICIAL USE ONLY

4. Date of written test
5. Time of written test
6. Venue of written test

Date & Signature of the Applicant

(Signature of Issuing Officer with Stamp)

Note :- This Admit card after issuance by the Deptt will be produced by the candidate for written examination, documentation check (if called for) and at the time of joining (if called for). Hence candidate should preserve

Card

- 16 -

DECLARATION

1. I have not submitted other application for this examination. I am aware that if I contravene this rule, my application will be rejected summarily by the Department.

2. I have read the provisions in the Notice of the examination carefully and I hereby undertake to abide by them.

3. I further declare that I fulfill all the conditions of eligibility regarding age limits, educational qualifications, etc prescribed for admission to the examination. I have enclosed attested photocopies of following certificates in support my claim for educational qualifications, age, category (SC/ST/Ex-Servicemen/OBC/Orally handicapped/Hearing handicapped/ Visually handicapped) and age relaxation :-

- (a)
- (b)
- (c)
- (d)

4. I hereby further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after examination, my candidature/appointment is liable to be cancelled.

Place :

Date :

(Signature of the Candidate)

(Name of the candidate in Capital letters)

Notes :-

1. Name of the post applied, and category (Gen/OBC/SC/ST) should be mentioned at the top of the envelope.

2. Attested photocopies of Matriculation or equivalent certificate indicating date of birth, Matriculation marks sheet, essential certificates for category, such as SC/ST/OBC/Widows/Sportsmen/Ex-servicemen etc should be enclosed with the application or else application shall be rejected)

3. One self addressed envelope of size 28 x 17 cm should also be enclosed with postal stamp of total value Rs 50/- each with the application.

4. Registration with employment exchange is not mandatory.

5. ORIGINAL CERTIFICATE WILL NOT BE ATTACHED WITH THE APPLICATION. ONLY SELF ATTESTED PHOTOCOPIES TO BE ENCLOSED. DEPARTMENT WILL NOT BE RESPONSIBLE FOR LOSS OF ORIGINAL CERTIFICATES IF FORWARDED BY THE APPLICANT

day 10102/11/4620/1516