

# Ministry of Defence

## BOMBAY ENGINEER GROUP AND CENTRE, KIRKEE, PUNE – 411 003

### Recruitment Notice

Applications are invited from the eligible Indian citizens for the following Group & posts at Bombay Engineer Group & Centre, Kirkee, Pune as a Defence Civilian Employee. Candidates can apply on a prescribed application form along with all requisite documents and should be sent only by Speed post/Registered post/Ordinary post to The Commandant, Bombay Engineer Group and Centre, Kirkee, Pune – 411003 within 21 days after publication of advertisement. Application received by hand/courier will not be accepted :-

| Sr No        | Name of the Post          | No of posts (with reservation) |           |           |           |                    |                        | Total     |    |
|--------------|---------------------------|--------------------------------|-----------|-----------|-----------|--------------------|------------------------|-----------|----|
|              |                           | SC                             | ST        | OBC       | UR        | ESM                | PWD                    |           |    |
| 1.           | Lower Division Clerk      | 01                             | --        | 01        | 01        | 01 (ST)            | --                     | 04        |    |
| 2.           | Civilian Store Keeper-III | --                             | --        | 01        | 02        | --                 | --                     | 03        |    |
| 3.           | Civilian Trade Instructor | Pattern Maker                  | --        | --        | --        | 01 (ST)            | --                     | 01        |    |
|              |                           | Carpenter & Joiner             | --        | --        | 01        | --                 | --                     | --        | 01 |
|              |                           | Engine Artificer               | --        | --        | --        | 01                 | --                     | --        | 01 |
|              |                           | Fitter                         | --        | --        | 01        | --                 | --                     | --        | 01 |
|              |                           | Offset Printer                 | --        | --        | --        | 01                 | --                     | --        | 01 |
|              |                           | Welder                         | 01        | --        | --        | 01                 | --                     | --        | 02 |
| 4.           | Bootmaker                 | --                             | --        | 01        | --        | --                 | --                     | 01        |    |
| 5.           | Lascar                    | 02                             | --        | 03        | 04        | 01 (ST)<br>01 (UR) | --                     | 11        |    |
| 6.           | MTS-Messenger             | 01                             | 01        | --        | 01        | --                 | --                     | 03        |    |
| 7.           | MTS-Gardener              | --                             | --        | --        | 04        | 01 (OBC)           | 01 (OBC)<br>(OA/OL/HH) | 06        |    |
| 8.           | MTS-Washerman             | --                             | --        | 01        | 01        | --                 | --                     | 02        |    |
| 9.           | MTS-Safaiwala             | 01                             | --        | 01        | --        | 01 (UR)            | --                     | 03        |    |
| <b>Total</b> |                           | <b>06</b>                      | <b>01</b> | <b>10</b> | <b>16</b> | <b>06</b>          | <b>01</b>              | <b>40</b> |    |

**Abbreviations Used:** SC-Scheduled Caste, ST-Scheduled Tribes, OBC-Other Backward Classes, UR-Unreserved, ESM-Ex-Serviceman, MTS-Multi Tasking Staff PWD-Persons With Disability, OA-One Arm, OL-One Leg, HH-Hearing Impaired.

| Sr No | Name of the Post          | Pay Band + Grade Pay | Minimum Educational Qualification   |
|-------|---------------------------|----------------------|---|
| 1.    | Lower Division Clerk      | 5200-20200 + 1900 GP | <b>Essential:</b> (a) 12 <sup>th</sup> pass or equivalent from recognized University/ Board. (b) English Typing @ 35 w.p.m. or Hindi Typing @ 30 w.p.m. on computer.  |
| 2.    | Civilian Store Keeper-III | 5200-20200 + 1900 GP | <b>Essential:</b> 12 <sup>th</sup> pass or equivalent from recognized University/ Board. <b>Desirable:</b> (a) Minimum one year experience in similar work. (b) Knowledge of computer in MS-Word. (c) Certificate course in Store keeping/Store Management. |
| 3.    | Civilian Trade Instructor | 5200-20200 + 1900 GP | <b>Essential:</b> (a) Matriculation or equivalent with Industrial Training Institute/ National Certificate of Trade & Vocational Training in the concerned trade. (b) Should have adequate skill and knowledge of imparting training to recruits.           |
| 4.    | Bootmaker                 | 5200-20200 + 1900 GP | <b>Essential:</b> (a) Matriculation or equivalent from a recognized Board. (b) Should be able to carry out canvas, textile and leather repair and replacement of the equivalent and boots.  |
| 5.    | Lascar                    | 5200-20200 + 1800 GP | <b>Essential:</b> Matriculation pass or equivalent examination from recognized Board. <b>Desirable:</b> Conversant with the duties of the respective trades with one year's experience in the trade.  |
| 6.    | MTS-Messenger             |                      |   |
| 7.    | MTS-Gardener              |                      |   |
| 8.    | MTS-Washerman             |                      |   |
| 9.    | MTS-Safaiwala             |                      |   |

| Sr No | Category | Age Limit        | Category      | Age Limit   |
|-------|----------|------------------|---------------|---|
| 1.    | UR       | 18 yrs to 25 yrs | Ex-Serviceman | Present age minus period of service rendered in Army/Navy/Air Force plus three years. |
| 2.    | OBC      | 18 yrs to 28 yrs |               |   |
| 3.    | SC/ST    | 18 yrs to 30 yrs |               |   |
| 4.    | PWD(OBC) | 18 yrs to 38 yrs |               |   |

The age limit for Serving Govt Servant who have rendered 3 years of regular service:- For the post Sr No 1 to 4 : 40 yrs and For the post Sr No 5 to 9 : 35 yrs.

**Instructions for the Candidates:** 1. The date for determining the upper age limit, experience and qualifications shall be the closing date of submission of application 2. The appointment will be in BEG & Centre, Kirkee, Pune. However, they may be posted anywhere in India. 3. Candidates applying for more than one post should submit separate application for each post. 4. Application from candidates working in Central Govt/State Govt/Semi Govt Departments will be considered only if forwarded through proper channel along with No Objection Certificate from their Head of Department/ Office 5. Candidates already employed in BEG & Centre, Kirkee only obtained prior permission from the Commandant before applying. 6. Mere fulfillment of essential qualifications and experience does not vest any right to candidate for being called for Test. A duly Constituted Selection Committee shall screen the applications received for the posts and organize a written test for short-listing candidates. BEG & Centre, Kirkee reserves the right

to call for Written Tests only those candidates who in its opinion are likely to be suitable and will not entertain any correspondence in this regard 7. Application not accompanied with (a) requisite information asked for in the Application form; (b) photocopies of Marksheet/Certificates of all semesters year from Matriculation onwards; (c) proof regarding date of birth and age; (d) SC/ST/OBC certificate in the case of reserved posts; Candidates claiming benefit of OBC Category must ensure that they belong to OBC Category as per the notification of Central Govt. meant for appointment to the posts under the Govt. of India and DO NOT belong to the creamy layer; (e) experience certificate (where asked for); (f) Incomplete applications and/or not signed by the candidate will be out rightly rejected 8. Candidate should specifically note that the applications received after the closing date for any reason whatsoever (such as envelopes wrongly addressed, postal delay & delivered elsewhere etc.) will not be entertained. Any enclosure received separately subsequent to the receipt of the application cannot be connected therewith 9. BEG & Centre, Kirkee reserve the right not to fill up some/all the posts, if so desires. The numbers of vacancies indicated above may very ie increase or decrease at any stage up to actual selection. 10. The selected candidates will be on probation for period of two years from the date of taking over charge of the post. The probationary period may be extended at the discretion of the competent authority. After successful completion of probationary period, they will be considered for confirmation in accordance with the extant rules 11. The APPLICATION FORM (in A4 size paper) duly filled in CAPITAL LETTERS ONLY, a recent self-attested passport size photograph affixed on it, self-attested copies of all educational certificates, caste certificate from competent authority in respect of SC/ST/OBC candidates applying against reserved posts, valid/update non-creamy layer certificate is mandatory for OBC candidates, discharge certificate for Ex-Serviceman, disability certificate issued by CMO/Civil Surgeon of Govt Hospital for PWD candidates and other testimonials along with Admit Card duly filled in CAPITAL LETTERS ONLY (in A4 size paper) and two self-addressed envelopes together with postage worth Rs. 27/- affixed thereon should be sent in a sealed cover super-scribing **APPLICATION FOR THE POST OF** [Post Name] **Category** [Category] + Format of application form and admit card are also available in our website [www.bsakirkee.org](http://www.bsakirkee.org)

#### APPLICATION FORM

(To be filled in CAPITAL LETTERS only)

To,  
The Commandant  
Bombay Engineer Group and Centre  
Kirkee, Pune . 411 003

Affix recent  
self-attested  
passport size

1. **Application for the post of:** [Post Name]
2. Name of Candidate (As per matriculation certificate) : [Candidate Name]
3. Father's/Husband's Name: [Father's Name]
4. Correspondence address: [Address]
5. Permanent address: [Address]
6. Date of Birth (dd/mm/yy)...../..
7. Marital Status: [Status]
8. Gender: [Gender]
9. Category for which applied (SC/ST/OBC/UR): [Category]
10. Whether Ex-Serviceman (YES/NO) [Yes/No]
- (a) Total Service [Years] Months [Months] Days [Days]
11. Whether PWD (YES/NO) [Yes/No]
- (a) Type of Disability (OA/OL/HH) [Type] (b) % of disability [Percentage]
12. Educational Qualifications:

| Sr No | Qualification | Passing Year | Name of Board/ University | Percentage obtained |
|-------|---------------|--------------|---------------------------|---------------------|
|       |               |              |                           |                     |

13. Experience if any (Give full details): [Experience]

#### Declaration by the candidate

I hereby declare that all the particulars given by me are true, complete and correct to the best of my knowledge and belief. I understand that in case, any of my statements is found false during any stage of recruitment or thereafter, shall disqualify me for the post applied for and other action under the extant rules. I have also read and understood the terms and conditions as stipulated in the advertisement.

Date : [Date]  
Place : [Place]

Signature of the candidate

(FOR OFFICE USE ONLY)

#### ADMIT CARD

Affix recent  
self-attested  
passport size

**For the post of:** [Post Name] **Category:** [Category]

1. Name of the candidate (As per matriculation certificate): [Candidate Name]
2. Father's/Husband's Name [Father's Name]
3. Date of Birth (dd/mm/yy)...../..
4. Correspondence address [Address]

(Signature of issuing Officer with Stamp)

**davp10622/11/0005/1617**