

GOVERNMENT OF INDIA, MINISTRY OF DEFENCE
COLLEGE OF MATERIALS MANAGEMENT, JABALPUR (MP)
RECRUITMENT NOTICE NO. / 2016

1. Applications are invited from Indian Citizens for the following post in the revised pay scales as per 7th CPC plus other allowances to Central Govt Employees:-

S.No.	Designation of Post	No of Vacancies								Revised pay scales as per 7 th CPC
		UR	OBC	SC	ST	PH	Ex-Man	MSP	Total	
(a)	Librarian & Information Assistant	01	-	-	-	01	-	-	01	Rs.25500/- Level-4 (Pre-revised Rs.5200-20200+2400)
(b)	Steno-II	-	-	01	-	-	-	-	01	Rs.25500/- Level-4 (Pre-revised Rs.5200-20200+2400)
(c)	MTS (Messenger)	05	02	01	02	-	01	01	10	Rs.18000/- Level-1 (Pre-revised Rs.5200-20200+1800)
(d)	MTS (Chowkidar)	03	01	01	-	-	01	-	05	Rs.18000/- Level-1 (Pre-revised Rs.5200-20200+1800)
(e)	MTS (Gardener)	03	-	01	01	-	01	-	05	Rs.18000/- Level-1 (Pre-revised Rs.5200-20200+1800)
(f)	MTS (Safaiwala)	05	01	-	02	-	01	-	08	Rs.18000/- Level-1 (Pre-revised Rs.5200-20200+1800)
(g)	Barber	02	-	-	01	-	-	-	03	Rs.18000/- Level-1 (Pre-revised Rs.5200-20200+1800)
(h)	Tradesman Mate (Erstwhile Mazdoor)	01	01	-	-	-	-	-	02	Rs.18000/- Level-1 (Pre-revised Rs.5200-20200+1800)
(i)	Groundsman	-	-	-	01	-	-	-	01	Rs.18000/- Level-1 (Pre-revised Rs.5200-20200+1800)

The vacancy of Physically Handicapped Person with disabled (OH, HH and VH). Ex Serviceman and Meritorious Sports Person will be filled first and adjusted against respective categories.

2. **ELIGIBILITY CRITERIA :-**

As per recruitment rules, qualification for these post are as under :-

S.No.	Trade	Essential qualification	Physical/typing/stenography Tests	Written Test
(a)	Librarian & Information Assistant	Matriculation and two years Diploma Course in Library Science from a recognised university or institute.	Trade Test (qualifying)	Written Test
(b)	Steno-II	Essential : (i) 12 th pass or equivalent from a recognized Board or University. (ii) Skill Test Norms :- Dictation : 10 minutes @ 80 w.p.m Transcription : 50 minutes (Eng), 65 minutes (Hindi) (on computer)	Stenography Test (qualifying)	Written Test
(c)	MTS (Messenger)	Essential : Matriculation pass or equivalent from recognised Board. Desirable : Conversant with the duties of his trade with one year's experience in the trade.	NIL	Written Test
(d)	MTS (Chowkidar)	Essential : Matriculation pass or equivalent from recognised Board. Desirable : Conversant with the duties of his trade with one year's experience in the trade.	NIL	Written Test

S.No.	Trade	Essential qualification	Physical/typing/stenography Tests	Written Test
(e)	MTS (Gardener)	Essential : Matriculation pass or equivalent from recognised Board. Desirable : Conversant with the duties of his trade with one year's experience in the trade.	Practical/Trade Test (Qualifying)	Written Test
(f)	MTS (Safaiwala)	Essential : Matriculation pass or equivalent from recognised Board. Desirable : Conversant with the duties of his trade with one year's experience in the trade.		Written Test
(g)	Barber	Essential : Matriculation pass or equivalent from recognised board with proficiency in Barber's trade job. Desirable : One year experience in the trade.	Practical/Trade Test (Qualifying)	Written Test
(h)	Tradesman Mate (Erstwhile Mazdoor)	Essential : Matriculation or equivalent qualification from a recognized Board.	Physical Test (Qualifying) (a) 1.5 Km run in 6 minutes. (b) Endurance test with 50 Kgs sand bag distance 200 Mtrs in 100 Seconds.	Written Test
(j)	Groundsman	Essential (i) Matriculation pass or equivalent from recognised Board. (ii) Must be conversant with the duties of Groundsman.	Practical/Trade Test (Qualifying)	Written Test

Note:- Short listing of candidates will be made only on the basis of cut off percentage of marks obtained in the essential qualification prescribed for the above posts. No weight age will be given for additional/higher qualification.

3. The above posts are subject to all India Service liability including field service.

4. Age limit and relaxation for the post of Librarian & Information Assistant, Steno-II, MTS (Messenger), MTS (Chowkidar), MTS (Gardener), Safaiwala, Barber, Tradesman Mate (Erstwhile Mazdoor) and Groundsman

AGE limit and its relaxation.

S.No.	Category	Age Limit			Remarks
1.	UR	18 yrs to 25 yrs.			
2.	OBC	18 yrs to 28 yrs.			
3.	SC/ST	18 yrs to 30 yrs.			
4.	ESM	Present age minus period of service rendered in Army/Navy/Air Force plus three should not exceed prescribed maximum age.			
5.	PH	UR 18 to 35 years	OBC 18 to 38 years	SC/ST 18 to 40 years	PH person should be in possession of Medical certificate issued by CMO/Civil Surgeon of Govt hospital certifying the disability not less than 40%.

Specification of PH - (a) One Arm affected (OA) (b) One Leg affected (OL) (c) Both Leg affected but not Arms (BL) (d) Orthopaedic Handicapped (OH) (e) Hearing Handicapped (HH).

Govt Servants will get age relaxation up to 35 years in case of Mazdoor and 40 years in case of other posts.

5. Candidates will fwd application properly sealed in an envelope to **Commandant, College of Materials Management, Jabalpur - 482001** mentioned against the post applied for through ordinary posts/ Registered post /Speed post. Application in person will not be accepted. Candidate are requested to super scribe the words "**APPLICATION FOR THE POST OF**" on the top of envelope while sending the application form. If a candidate applies for more than one post, each application be fwd in separate envelope.

6. **Last date for receipt of application** : 21 days from the date of publication of the advertisement in the employment News/Dainik Bhaskar. In case of candidates belongs to Assam, Meghalaya, Arunachal Pradesh, Mizoram, Sikkim, Laddak, Sub Division of Jammu and Kashmir State, Lahaul & Spiti District of Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island & Lakshadweep shall be 28 days from the date of publication of this advertisement. However the crucial date for determining the age limit for all shall be the closing date for receipt of application i.e. 21 days from publication.

7. **General:** Applications received before date of publication or after the due date (even due to postal delay) will be rejected summarily and no correspondence will be entertained. The following acts/omissions should render a candidate/application disqualified:-

(a) Applications not in the prescribed format or incomplete or unsigned or undated or improperly filled.

(b) Submission of false, inaccurate or tampered or dubious information.

(c) If not super scribed with the name of the post applied for or incorrect name of the post on the envelope and application.

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- (d) Without self-addressed envelope/postage stamps/self attested recent photographs.
 - (e) Application not accompanied by self attested copies of certificates/prescribed certificate in support of age, qualification, Caste, disability, discharge etc.
 - (f) More than one application submitted by the candidate for the same post.
 - (g) Any other deemed irregularity or reason as observed by the Board of Officers.
 - (h) Canvassing on application form in any and/or bringing in any influence political or otherwise will entail disqualification.
 - (j). In case the candidate is found using unfair means or adopting any malpractice at any stage of selection process.
 - (k) If underage or overage on closing date of receipt of application.
 - (l) If the candidate not found to possess the essential qualification.
 - (m) If the application of candidate who is working in Government Establishment is not received through proper channel with NOC.
 - (n) Photograph must be pasted properly and not stapled wherever applicable.

8. Candidate should specifically note that the late delivery of ~~test~~ examination intimation due to postal delay (Such as envelope wrongly addressed, delivered elsewhere etc) will not be entertained and no correspondence will be made in this regard.

9. The SC/ST/OBC candidates who apply against Gen (UR) vacancies are not eligible for the age and other concessions meant for SC/ST/OBC.

10. OBC candidates seeking reservation of OBC are required to submit a certificate regarding OBC & Non Creamy Layer Status issued by civil authorities.

11. Certificate of experience in the trade where experience is desirable be produced along with the application.

12. Photocopy of the following Documents/Certificates to be attached along with application duly self attested :-

(a) Two Passport size photographs duly self attested, one on right corner of application and one on Acknowledgement Card.

(b). Self attested copies of following certificates will also be submitted with application :-

- (i) Education qualification certificate
- (ii) Date of Birth Certificate
- (iii) Caste certificate where applicable
- (iv) Discharge Certificate for Ex-Serviceman where applicable
- (v) Certificate of experience in trade where applicable
- (vi) Disability Certificate for PH where applicable

(c) Self addressed envelope affixing postal stamps of Rs.25/-.

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Note :- Central Government civilian employees must furnish "No Objection Certificate" from their employer/Office at the time of the along with application and else their candidature will be cancelled.

13. Place of Test is Jabalpur (Exact Location will be intimated in call letter).

14. Application should be forwarded to Commandant, College of Materials Management, Jabalpur as per prescribed format only otherwise the same will be rejected. Separate application for each post is required.

15. Incomplete/ineligible applications will be deemed invalid and rejected without intimation to the candidate. Only the eligible candidates will be called for the written examination through Acknowledgement Card.

16. Commandant, CMM Jabalpur (Appointing authority) reserve the right to reduce the number of candidates for written examination for any category of post by screening of applications based on a cut of percentage of marks obtained in the examination mandated as essential QR.

17. No screening of application is required in case of physical test wherever required. The candidates who fail to qualify in the physical test (wherever applicable) shall not be permitted to undergo written test. Skill/Trade test wherever applicable will be conducted and will be qualifying in nature.

18. **Written Test** :- The question papers of written test (**objective type**) will be in bilingual i.e. English & Hindi. Details for written test are mentioned below :-

Subject	Total Marks	Duration	Remarks
General Intelligence and reasoning	150	2 Hours. (20 minutes extra for visually handicapped candidates)	The standard of questions will be of matriculation/Intermediate as applicable.
Numerical aptitude			
General English			
General Awareness			

19. Ratio of marks for written, practical and physical test is as mentioned below :-

S.No.	Name of Post	Stage-I	Stage-II	Ratio of written Marks
(a)	Librarian & Information Asst	Trade Test	Written	100%
(b)	Steno-II	Written Test	Stenography Test (qualifying test)	100%
(c)	MTS (Messenger)	NIL	Written	100%
(d)	MTS (Chowkidar)	NIL	Written	100%
(e)	MTS (Gardener)	NIL	Written	100%
(f)	MTS (Safaiwala)	NIL	Written	100%
(g)	Barber	Trade Test (qualifying)	Written	100%
(h)	Tradesman Mate (Mazdoor)	Physical Test (qualifying)	Written	100%
(j)	Groundsman	Trade Test (qualifying)	Written	100%

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20. Number of candidates for conduct of various tests may be restricted to minimum 50 times of the number of vacancies for each category based on a cut off applied on the minimum educational qualification for the post.

21. It is made clear the merely fulfilling the basic essential qualification/requirements does not automatically entitle a person to be called for test. The selection will be made strictly on the merit basis. The decision of appointing authority regarding selection/rejection will be final. It is also made clear that the numbers of posts/vacancies are tentative and recruitment process can be cancelled/suspended/terminated by the Commandant at any stage, due to administrative reasons.

22. **WARNING** : All candidates are warned to be careful from the self-styled agents and also requested to inform the Commandant CMM Jabalpur against any malpractice seen/observed by them.

23. All appointments are initially on temporary basis but likely to be made permanent.

24. No TA/DA is admissible. Duration of each test can be 02 to 05 days or more. Candidates will make their own arrangement for lodging/boarding during the test.

25. Commandant, CMM Jabalpur will not be responsible for any injury which may occur during the process of recruitment tests/exams.

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**The Commandant
College of Materials Management
Jabalpur
Pin-482001**

Affix recent
passport size
photograph duly
self attested.

1. POST APPLIED FOR
2. Name of candidates (In block letters).....
3. Father's Name.....
4. Date of Birth

									(Pl enclose birth certificate or Matric /Higher Secondary School Certificate or the equivalent of School Leaving Certificate or an affidavit from the court showing date of birth)
DD	MM	YY							

- 5. Correspondence Address:-**

House No/Street/Village.....
Post Office.....
District..... State.....
Pin Code.....
Mobile No.....
Email ID (If any).....

- 6. Permanent Address:-**

House No/Street/Village.....
Post Office.....
District..... State.....
Pin Code.....

- ## 7. Educational Qualification

S.NO.	Qualification	Name of School/College	Name of Board/University	% of marks obtained

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8. (a) Category for which applied (please tick to choose)

UR	SC	ST	OBC

(b) Whether belong to (please tick to chose)

PH	ESM	Others

9. If applied for the post as Ex-serviceman

Date of enrolment (In Army/Navy/Air force).....Date of retirement.....

Total service.....Yrs.....Month.....days (attach copy of discharge certificate/NOC)

10. If applied for the post in PH category: (Please enclose photocopy of relevant certificates)

Type of disability (OH, HH, VH)..... (Percentage of disability).....

11. Whether registered with any employment exchange yes / no.....
(If yes, mention registration No. and name of Employment exchange)

DECLARATION

12. I hereby certify that above particulars mentioned in the application are correct and true to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the advertisement, my candidature/appointment is liable to be cancelled/terminated. I am willing to serve anywhere. I agree that department has the right to transfer me to anywhere in India.

Dated.

(Signature of candidate)

Place :

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FOR OFFICE RECORDS ONLY

1. Application received on.....
2. Application accepted/rejected.....
3. Reason for rejection: Under age/over age/documents in complete/Photo or documents not attested/Any other reasons to be specified:-
.....
.....
4. Index No..... Date of test/ interview..... onwards.

ACKNOWLEDGEMENT CARD

1. Name.....
2. Father's Name.....
3. Correspondence address :-
.....
House No/Street/Village.....
Post Office.....
District..... State.....
Pin Code.....

Affix recent
passport size
photograph
duly self
attested.

4. Application accepted/rejected and date of test/interview if accepted
.....
5. Reason for rejection.....
6. Date & time of reporting for test.....
7. Venue of test.....

(Signature of Controlling Officer)

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