

GOVERNMENT OF INDIA  
CABINET SECRETARIAT

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Applications are invited from Indian citizens to fill up 04 vacancies of Mechanic Grade-II (in UR category) in a department under Cabinet Secretariat on direct recruitment basis. Place of posting is likely to be a fairly remote place in Uttarakhand with possibility of transfer after about 10 years of service. In administrative exigencies however, the post carries all-India transfer liability. Only those candidates who are willing to serve accordingly need apply.

2. The Post of "Mechanic Grade-II" is a Group-'C' (Non-Gazetted) Non Ministerial post in the Pay Band-1 (Rs.5,200 - Rs.20,200/-) with Grade pay Rs.1,900/-. The post also carries a Special Allowance of 15% of the basic pay & Grade pay.

3. The eligibility conditions for the post are as under:-

(i)	Age :	Between 20 to 27 years as on last date of receipt of applications. Upper age limit is relaxable as under :
	a) General	- No age relaxation
	b) J&K Migrants	- Candidates of J&K who have ordinarily been domiciled in the state of J&K during the period from 1.1.1980 to 31.12.1989 will be eligible for age relaxation in the upper age limit up to a maximum of 5 years.
	c) Ex-Serviceman	- Period of military service plus 3 years.
(ii)	Educational & other Qualification :	a) Matriculation from a recognized Board. b) Industrial Training Institute Trade Certificate in Automobile or Mechanical Engineering from a recognized Institute.

Note (1) : The crucial date for determining the age limit shall be the closing date for receipt of applications and not the closing date prescribed for North-Eastern Regions, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, the Union territory of Andaman and Nicobar Island or the Union Territory of Lakshadweep.

Note (2) : Only those with relevant Educational/Technical qualification as above need apply.

4. The Scheme of Examination is as under:

- i) **Written Test(Objective Type)** : Comprising of 50 questions on basic Arithmetic & Intelligence for 50 marks in one hour which will be qualifying in nature. Based on performance in this written test, candidates will be shortlisted for Interview & Trade test
- ii) **Interview for 50 Marks** : (a) Personality, General bearing & Awareness  
(b) Professional competence in the field of Automobile/ Mechanical Engineering as relevant to the post applied for.
- iii) **Trade Test for 50 Marks** : To test candidate's proficiency regarding trouble shooting & vehicle repair on Two Wheeler/ LMV/ HMV and ability to operate workshop tools.

5. Last date of receipt of application : 30 days from the date of publication of this advertisement in the Employment News. (Closing date for the candidates from North-Eastern Regions, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, the Union territory of Andaman and Nicobar Island or the Union Territory of Lakshadweep will be 45 days from the date of publication of the advertisement in the Employment News)

6. Candidates not possessing prescribed Educational Qualification **need not apply** as their applications will be rejected. Candidates should possess the prescribed educational qualification as on the closing date of receipt of application.

7. Only eligible candidates will be called for the qualifying Written Examination. Where very large numbers of applications are received, Department reserves the right to screen/shortlist candidates to be called for the written examination based on objective criteria. The Candidates would be informed of their selection in due course after the selection process and no correspondence on the subject shall be entertained.

8. The organisation will not be responsible for late/non receipt of call letters for written examination/ interview due to delay in postal channel. In case of any litigation the decision of the department will be final.

9. Eligible candidates may apply by ordinary post to **Assistant Director(Pers-A), Post Bag No.-3003, Lodhi Road Post Office, New Delhi - 110 003**. Applications received after closing date will summarily be rejected. Application should be filled as per the format given below in "**CAPITAL LETTERS**" & may be sent along with two copies of recent passport size photograph duly attested in addition to the one affixed on the application in the space provided along with attested photocopies of supporting documents like educational qualifications, mark sheet, age proof, experience etc. Central Govt. servants applying for the above post should forward their applications "through proper channel" and should enclose "No Objection Certificate" obtained from their Head of Office/Deptt./ Ministry. Candidates are advised to mention the name of the post for which they are applying on the right hand top of the envelope. **Applications unsigned, not filled correctly/ completely are liable to be rejected and the onus of such rejection would be on the candidate and no correspondence will be entertained by the Department in that regard.**

[N:B-I :- Department reserves the right to revise/cancel the examination and/or the notification on administrative grounds arising due to unforeseen conditions or otherwise.]

[N:B-II :- The Organisation reserves the right to increase/decrease the number of vacancies depending on requirement and assessment.]

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If ex-serviceman, please indicate :-

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i) Length of Service : 

Years			Months			Days				
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ii) Date of Joining : 

Years			Months			Days				
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iii) Date of Discharge : 

Years			Months			Days				
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(enclose copy of discharge certificate)

13. Educational Qualification(attach attested photocopies of certificates & mark sheets) :-

Exams Passed (10 <sup>th</sup> onwards)	Board / Institution	Year of Passing	Duration of the course	Subjects Studied	Aggregate Marks with percentage

14. Whether employed or not (write 'YES' or 'NO')

If 'Yes', Details of Employment in chronological order :-

Office/Institution/ Organization	Post Held	Adhoc/Regular/ Temp/Permanent	Exact date to be given		Scale of Pay	Nature of Duties
			From	To		

**DECLARATION**

I hereby declare that a) I fulfill the eligibility conditions for the post applied for : b) I have not submitted any other application in response to the same advertisement. I also declare that all information furnished in this application are true and correct to the best of my knowledge and belief and in the event of information or part thereof being found false or incorrect at any stage, my candidature/appointment is liable to be cancelled/terminated without any notice and action can be taken against me.

I also declare that I am informing/ have informed my Head of Office/ Deptt/Ministry in writing that I am applying for this post (applicable for Government employees only).

Date : .....

Place : .....

(Signature of the Candidate)

*clap 58101/11/0038/1516*