

**FREQUENTLY ASKED QUESTIONS (FAQs) FOR RECRUITMENT FOR 119 GROUP C POSTS  
AT COLLEGE OF MILITARY ENGINEERING, PUNE**

**Q1.** What is College of Military Engineering and where is it located?

**Ans1.** College of Military Engineering (CME) is a premier training institute under Ministry of Defence located at Dapodi (old Mumbai – Pune Highway), Pune (Maharashtra).

**Q2.** What is the mode of application?

**Ans2.** Only online applications will be accepted.

**Q3.** What is the website for applying online application?

**Ans3.** <https://cmepune.edu.in>

**Q4.** How many posts and vacancies are being recruited?

**Ans4.** 119 vacancies of defence civilians are being recruited in 23 various posts in Group 'C' category.

**Q5.** How many posts are reserved for Scheduled Caste (SC) / Scheduled Tribe (ST) / Other Backward Classes (OBC) / Economically Weaker Section (EWS) / Person with Benchmark Disabilities (PwBDs) / Ex-Servicemen (ESM)?

**Ans5.** Details are given below:-

Ser No	Post / Post Code	Vacancies							PwBDs	ESM
		SC	ST	OBC	EWS	UR	Total	04	12	
								<i>To be adjusted within the total reserved and unreserved vacancies (119 Nos).</i>		
(a)	Accountant A-1	-	-	-	-	01	01	-	-	
(b)	Instrument Mechanic A-2	-	-	01	-	-	01	-	-	
(c)	Senior Mechanic A-3	-	-	-	-	02	02	-	-	
(d)	Machine Minder Litho (Offset) A-4	-	-	-	-	01	01	-	-	
(e)	Laboratory Assistant (Other than Telecom) (a) Applied Mechanics and Structural Laboratory (01) (b) Applied Science School (02) B-1	-	-	01	01	01	03	1 (MD, SLD)	-	
(f)	Lower Division Clerk (LDC) C-1	3	1	1	1	8	14	1 (LC, Dw, AAV)	2	
(g)	Storekeeper (Grade-II) C-2	-	-	-	01	01	02	-	-	
(h)	Civilian Motor Driver (Ordinary Grade) C-3	-	-	-	-	03	03	-	1	
(i)	Library Clerk C-4	-	-	01	-	01	02	-	-	
(j)	Sand Modeller C-5	-	-	01	01	02	04	-	-	
(k)	Cook C-6	01	-	-	01	01	03	-	-	
(l)	Fitter General Mechanic (Skilled) C-7	01	-	01	-	04	06	1 (D,HH)	1	
(m)	Moulder C-8	-	-	-	-	01	01	-	-	
(n)	Carpenter (Skilled) C-9	-	-	01	-	04	05	-	1	
(o)	Electrician (Skilled) C-10	01	-	01	-	-	02	-	-	
(p)	Machinist Wood Working C-11	-	-	01	-	-	01	-	-	
(q)	Blacksmith (Skilled) C-12	-	-	-	-	01	01	-	-	
(r)	Painter (Skilled) C-13	-	-	-	-	01	01	-	-	
(s)	Engine Artificer C-14	-	-	-	-	01	01	-	-	
(t)	Storeman Technical D-1	-	-	-	-	01	01	-	-	
(u)	Laboratory Attendant D-2	01	-	-	01	-	02	-	-	
(v)	Multi Tasking Staff (MTS) D-3	17	01	13	04	14	49	1 (B,LV)	5	
(w)	Lascar D-4	03	05	04	01	-	13	-	2	
<b>Total</b>		<b>27</b>	<b>07</b>	<b>26</b>	<b>11</b>	<b>48</b>	<b>119</b>	<b>04</b>	<b>12</b>	

**ABBREVIATIONS:** UR-Unreserved; SC-Scheduled Caste; ST-Scheduled Tribe; OBC-Other Backward Classes; EWS-Economically Weaker Section; PwBDs-Persons with Benchmark Disabilities (Minimum 40% Disability); ESM-Ex-Serviceman; MD-Multiple Disabilities (Including Deaf and Blind); SLD-Specific Learning Disability; LC-Leprosy Cured; Dw-Dwarfism; AAV-Acid Attack Victims; D-Deaf; HH-Hard of Hearing; B-Blind; LV-Low Vision.

Q6. What are the educational and other qualifications required and pay scale / level of the post?

Ans6. Detailsre given below:-

Ser No	Post / Post Code	Pay Scale / Level of the post	Educational and Other Qualifications Required
(a)	Accountant A-1	Level 4 (25500-81100)	<u>Essential.</u> (a) A Degree in Commerce from a recognized University / equivalent qualification. (b) One year experience in accounts work in Govt / Semi-Govt or Commercial Organization of repute.
(b)	Instrument Mechanic A-2	Level 4 (25500-81100)	<u>Essential.</u> (a) Matriculation or equivalent pass from recognized Board / University. (b) Certificate of Craftmanship in the trade of Mechanic (Instrument) from an ITI of Central Government or equivalent. (c) Three year experience in the trade.
(c)	Senior Mechanic A-3	Level 4 (25500-81100)	<u>Essential.</u> (a) Matriculation or equivalent pass from recognized Board. (b) Certificate in craftmanship in the trade of Mechanic (IC Engine) or Mechanic (Motor) or Fitter from ITI Central Government or equivalent. (b) Three year practical experience in the trade.
(d)	Machine Minder Litho (Offset) A-4	Level 4 (25500-81100)	<u>Essential.</u> (a) Matriculation or equivalent pass from recognized Board (b) <u>Should Know:</u> - Printing in colour with correct registration, setting of inking rollers, dampers, and pressures; making chemical for Litho Offset printing; to Operate Litho / Offset Machines. (c) One year experience in the trade.
(e)	Laboratory Assistant (Other than Telecom)  (a) Applied Mechanics and Structural Laboratory (01)  (b) Applied Science School (02) B-1	Level 3 (21700-69100)	<b>For Applied Mechanics and Structural Laboratory:-</b> <u>Essential.</u> B.Sc. (Inter Science with Physics and Mathematics as subjects). <b>For Applied Science School:-</b> <u>Essential.</u> 12th Standard with Science (First or Second class in the principal subjects), Inter Science B.Sc. (1st year) or Pre-degree / Pre Professional.
(f)	Lower Division Clerk (LDC) C-1	Level 2 (19900-63200)	<u>Essential.</u> (a) 12th Class or equivalent qualification from a recognized Board / University. (b) Typing in Computer @ speed of 35 w.p.m in English or Hindi Typing @ 30 w.p.m on Computer (35 words per minute and 30 words per minute corresponding to 10500/9000 KDPH on an average of 5 Key depressions for each word.
(g)	Storekeeper (Grade-II) C-2	Level 2 (19900-63200)	<u>Essential.</u> (a) 12th class or equivalent qualification from a recognized Board / University. (b) One year experience in handling stores and keeping Accounts in a store or a concern of Central or State Govt, autonomous / statutory organization, PSUs or University or in any Private Organization listed on the stock exchange(s) of India.
(h)	Civilian Motor Driver (Ordinary Grade) CMD(Ord Gde) C-3	Level 2 (19900-63200)	<u>Essential.</u> (a) Matriculation or equivalent pass from recognized Board / University. (b) Should possess valid civil driving license for all types of vehicles from State Govt. (c) Two years experience in driving vehicle.
(i)	Library Clerk C-4	Level 2 (19900-63200)	<u>Essential.</u> (a) 12th std pass from recognized Board / University or its equivalent. (b) One year experience in a Public / Government Library. <u>Desirable:</u> Certificate in Library Science from a recognized University / Institute.
(j)	Sand Modeller C-5	Level 2 (19900-63200)	<u>Essential.</u> (a) Matriculation or equivalent pass from recognized Board / University. (b) One year experience in similar work.
(k)	Cook C-6	Level 2 (19900-63200)	<u>Essential.</u> (a) Matriculation or equivalent pass from recognized Board / University. (b) Minimum experience of one year in cooking in reputed hotel or Mess.
(l)	Fitter General Mechanic (Skilled) C-7	Level 2 (19900-63200)	<u>Essential.</u> (a) Matriculation or equivalent pass from recognized Board / University. (b) Certificate of Craftmanship in the trade of Fitter from ITI of central Govt or equivalent. (c) One year experience in the trade.
(m)	Moulder C-8	Level 2 (19900-63200)	<u>Essential.</u> Matriculation or equivalent pass from recognized Board / University and one year experience in the trade.
(n)	Carpenter (Skilled) C-9	Level 2 (19900-63200)	<u>Essential.</u> Matriculation or equivalent pass from recognized Board / University and one year experience in the trade.
(o)	Electrician (Skilled) C-10	Level 2 (19900-63200)	<u>Essential.</u> Matriculation or equivalent pass from recognized Board / University (b) ITI certificate in the trade of Electrician and one year experience in the trade.
(p)	Machinist Wood Working C-11	Level 2 (19900-63200)	<u>Essential.</u> Matriculation or equivalent pass from recognized Board / University and one year experience in the trade.
(q)	Blacksmith (Skilled) C-12	Level 2 (19900-63200)	<u>Essential.</u> (a) Matriculation or equivalent pass from recognized Board / University. (b) ITI certificate in the trade of Blacksmith and one year experience in the trade.
(r)	Painter (Skilled) C-13	Level 2 (19900-63200)	<u>Essential.</u> Matriculation or equivalent pass from recognized Board / University and one year experience in the trade.
(s)	Engine Artificer C-14	Level 2 (19900-63200)	<u>Essential.</u> Matriculation or equivalent pass from recognized Board / University and one year experience in the trade.
(t)	Storeman Technical D-1	Level 1 (18000-56900)	<u>Essential.</u> Matriculation or equivalent pass from recognized Board / University and should have experience in similar work for one year.
(u)	Laboratory Attendant D-2	Level 1 (18000-56900)	<u>Essential.</u> Matriculation or equivalent pass from recognized Board / University and one year experience in Laboratory.
(v)	Multi Tasking Staff (MTS)D-3	Level 1 (18000-56900)	<u>Essential.</u> Matriculation or equivalent pass from recognized Board / University or ITI Pass.
(w)	Lascar D-4	Level 1 (18000-56900)	<u>Essential.</u> Matriculation or equivalent pass from recognized Board / University.

**Q7.** What is the age criteria for all posts?

**Ans7.** Age criteria of all categories in various posts is as under:-

Ser No	Category	Age Relaxation
(a)	Unreserved (UR)	18 to 25 years except Civilian Motor Driver which is 18 to 30 years.
(b)	Scheduled Caste (SC) / Scheduled Tribe (ST)	Five year relaxation to the upper age limit.
(c)	Other Backward Classes (OBC)	Three year relaxation to the upper age limit.
(d)	Central Government, Civilian employee and departmental candidates who have rendered not less than three years of regular / continuous service	Up to 45 years for SC / ST, 43 years for OBC and 40 years for UR will be considered only if application is forwarded through proper channel with a clear certificate that the applicant will be relieved within one month of receipt of offer of appointment, if selected. However, advance copy of the applications may be submitted before the closing date.
(e)	Ex-Serviceman (ESM)	Ex-Servicemen who has put in <b>NOT</b> less than six months continuous service in the Armed Forces shall be allowed to deduct the period of such service from his actual age plus 3 years in addition to age relaxation admissible to OBC / SC / ST category.
(f)	Persons with Benchmark Disabilities (PwBDs)	10 years in addition to age relaxation as applicable to SC/ST and OBC

**Q8.** What is the crucial date for determining age limit?

**Ans8.** Crucial date for determining age limit shall be the last date for receipt of application.

**Q9.** How many posts can be applied by one candidate?

**Ans9.** Candidates can apply for three posts by giving priority as I, II, III. However, Admit Card for only one post will be issued as per the priority filled by the candidates / merit.

**Q10.** Are persons working in Central Govt / State Govt / PSUs required to forward a printout of the application to CME, Pune through their present organisation?

**Ans10.** Yes, persons working in Central Govt / State Govt / PSUs must also forward a printout of the application through the competent authority of his / her present organisation to Recruitment Cell, F CBRNP, CME, Dapodi, Pune-411031 by 04 Apr 2023. Admit Card will not be issued in case of non-receipt or late receipt of copy of the application(s) at CME, Pune.

**Q11.** What are the documents required for proof of Identity?

**Ans11.** Passport, Aadhaar Card, PAN Card, Driving Licence and Voter ID.

**Q12.** What is the total marks for written test?

**Ans12.** The written test will be of total 100 marks.

**Q13.** Will all the candidates be called for written test?

**Ans13.** No, only the candidates shortlisted as per their merit in the educational and other qualification required for the post will be called for, for the written test.

**Q14.** What is the mode of selection?

**Ans14.** The mode of selection is as under:-

(a) The number of candidates to be called for written test will be restricted as per the category of the candidate and merit of the candidate in the education and other qualification required. The number of candidates being called for the skill / practical test will be restricted.

(b) All applications will be scrutinized in terms of age limit, educational and other qualifications as given in the advertisement, and documents, forms and certificates uploaded by candidate.

(c) The shortlisted candidates will be required to appear for written test.

(d) The requisite number of candidates will be shortlisted and called for skill / practical test [Lower Division Clerk, Civilian Motor Driver (Ordinary Grade) and Cook posts] based on their category and merit in the written test.

**Q15.** Where will the written test be conducted?

**Ans15.** The written test will be conducted in Pune at the exam centre given in the Admit Card.

**Q16.** Is any writing material provided by CME Pune?

**Ans16.** No writing material will be provided by CME, Pune. Candidates are required to bring blue / black ball point pen for the written test and skill / practical test (where applicable). Clipboards etc will not be permitted inside the Examination Hall.

**Q17.** What will be the level of written test and type of questions?

**Ans17.** The questions will be 10<sup>th</sup>, 12<sup>th</sup> and Degree level corresponding to the post applied for. Type of questions will be objective divided in four parts as given below:-

- (i) General Intelligence and reasoning.
- (ii) Numerical aptitude.
- (iii) General English.
- (iv) General Awareness.

**Q18.** What will be the medium of the written test?

**Ans.18** Written test will be in English and Hindi except for General English paper.

**Q19.** For which posts skill / practical test is being conducted?

**Ans19.** For three posts, i.e. Lower Division Clerk, Civilian Motor Driver (Ordinary Grade) and Cook, skill / practical test is being conducted.

**Q20.** How will the candidate know whether he / she is shortlisted for written and skill / practical test?

**Ans20.** The shortlisted candidates will be intimated through email.

**Q21.** How will the candidate receive the Admit Card for the written test and skill / practical test?

**Ans21.** The candidates should check their status on registered email ID and shortlisted candidate should download their Admit Card approx 30 days after last date of submission of the application(s) for written test. Similarly for shortlisting on skill / practical test, the candidates must frequently check on their registered email ID and download the Admit Card from <https://cmepune.edu.in>

**Q22.** Whether the PwBDs will be provided with the scribe/reader for the written test?

**Ans22.** No, candidates have to make their own arrangements for the scribe / reader such PwBDs candidates must bring certificates as per Appendix I, II & III as provided in "Important News" section of the website <https://cmepune.edu.in> when appearing for the written test.

#### **FAQs -TECHNICAL**

**Q1.** In which browser the website will be best view?

**A1.** Firefox and Google chrome.

**Q2.** Unable to apply for three post simultaneously?

**A2.** For every new post fresh login has to be made for filling details for all 03 different posts as different ID will be generated for different post.

**Q3.** How many time documents have to be uploaded if applying for three post?

**A3.** Documents have to be uploaded every time you are applying for fresh post as Qualification criteria for all post are not same.

**Q4.** Facing problem while uploading the document for applying for a particular post?

**A4.** Always upload document one by one and on uploading all document finally press submit tab.

**Q5.** Not accepting date of birth?

**A5.** Use format DD/MM/YYYY for filling date of birth.

**Q6.** Not accepting / showing error while filling Aadhar card details?

**A6.** Always enter candidate Aadhar number without space in between.

**Q7.** How to retrieve forgotten password?

**A7.** Forgot password option exists, a link will be sent on registered email ID. It is also essential to keep all the emails safe and do not delete mails from your email box till completion of recruitment.

**Q8.** Password entered but not accepting?

**A8.** Always use 10 digit passwords with Alpha numeric capital & special character.

**Q9.** Not accepting the % filled in marks column?

**A9.** Enter the % till two decimal only. Eg. 79.89%, 70.05%, 60.00%

**Q10.** Facing problem in filing form?

**A10.** Kindly refer a video tutorial upload on main page for the same.

**Q11.** What is the format & max size of document that can be uploaded?

**A11.** Format for Document uploading (Pdf, Jpg, Jpeg) size- 100Kb-300Kb,  
Format for Photo uploading (Jpg) size- 50Kb-30 Kb.

**Q12.** Not able to fill present / permanent address properly in the form?

**A12.** Do not use any special characters in the space provided.