

BITT Group of Institutions Celebrating it's 26 Glorious years

BITT POLYTECHNIC

(Approved by AICTE, New Delhi & Affiliated to Jharkhand University of Technology, Ranchi)

RUN AND MANAGED BY BIRSA INSTITUTE OF TECHNOLOGY (TRUST) - BITT

मानवता की सेवा, सभी के लिए सर्वश्रेष्ठ शिक्षा



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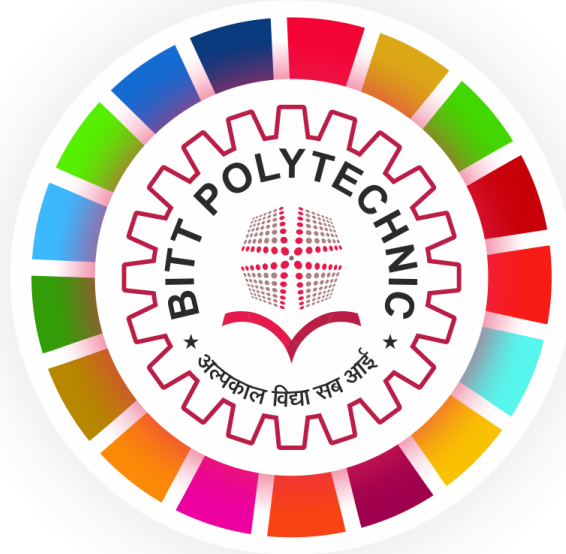
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DTPCIR



UNIT OF BITT

हमारे सभी विद्यार्थियों एवं सहयोगियों को
हमारी 26 वर्षों की गौरवशाली यात्रा का हिस्सा
बनने के लिए धन्यवाद.

सर्वश्रेष्ठ पॉलीटेक्निक संस्थान, सर्वोत्तम पढ़ाओ, सर्वोत्तम बनाओ ।

DEPARTMENT OF TRAINING, PLACEMENT, CONSULTING,
INNOVATION & RESEARCH (DTPCIR)

BITT-G/NOTICE/2021-22/ 10221

Dated: 08/01/2022

NOTICE

All the students of diploma in Civil Engineering of sessions: 2018-21, 2017-20, 2016-19, 2015-18, 2014-17, 2013-16 are hereby informed that a company **"MINISTRY OF DEFENCE, SOUTHERN COMMAND"** is shortly going to do online/offline/ recruitment/ placement program.



MINISTRY OF DEFENCE, SOUTHERN COMMAND

The Government of India is responsible for ensuring the defence of India and every part thereof. The Supreme Command of the Armed Forces vests in the President. The responsibility for national defence rests with the Cabinet.

This is discharged through the Ministry of Defence, which provides the policy framework and wherewithal to the Armed Forces to discharge their responsibilities in the context of the defence of the country. The Raksha Mantri (Defence Minister) is the head of the Ministry of Defence. The principal task of the Defence Ministry is to obtain policy directions of the Government on all defence and security related matters and communicate them for implementation to the Services Headquarters, Inter-Services Organizations, Production Establishments and Research and Development Organizations. It is also required to ensure effective implementation of the Government's policy directions and the execution of approved programmes within the allocated resources. Ministry of Defence comprises of five Departments viz. Department of Defence (DOD), Department of Defence Production (DDP), Department of Defence Research & Development (DDR&D) and Department of Ex-Servicemen Welfare and also Finance Division

The supreme authority over the Indian Army vested in the Governor General-in-Council, subject to the Control of the Crown, which was exercised by the Secretary of State for India. Two Members in the Council were responsible for military affairs, one of whom was the Military Member, who supervised all administrative and financial matters, while the other was the Commander-in-Chief who was responsible for all operational matters. The Military Department was abolished in March 1906 and it was replaced by two separate Departments, the Army Department and the Military Supply Department. In April 1909 the Military Supply Department was abolished and its functions were taken over by the Army Department. The Army Department was redesignated

as the Defence Department in January 1938. The Department of Defence became the Ministry of Defence under a Cabinet Minister in August 1947.

After independence Ministry of Defence was created under the charge of a Cabinet Minister, and, each Service was placed under its own Commander-in-Chief. In 1955, the Commanders-in-Chief were renamed as the Chief of the Army Staff, the Chief of the Naval Staff and the Chief of the Air Staff. In November 1962, a Department of Defence Production was set up to deal with research, development and production of defence equipment. In November 1965, the Department of Defence Supplies was created for planning and execution of schemes for import substitution of defence requirements. These two Departments were later merged to form the Department of Defence Production and Supplies.

JOB DETAIL:

Educational Qualification: Diploma in Civil Engineering.

Post: Sub Divisional Officer, Grade-II

Diploma passing year: pass out session: 2018-21, 2017- 20, 2016-19, 2015-18, 2014-17, 2013-16.

Location: All over India

Stipend: Rs. 5200-20200 + Grade Pay Rs. 2400/- (Level-4 of Pay Matrix as per 7th CPC)

Vacancy: Multiple

RECRUITMENT PROCESS:

Online/ offline/ recruitment/ placement program.

***Applications with documents should be sending via ordinary post as mentioned in detailed advertisement.**

Last Date: 15/01/2022, till 05:00PM

DOCUMENTS REQUIRED (In Joining):

1. PAN Card
2. AADHAR Card
3. 10th /12thMark sheet
4. Board Certificate
5. Diploma Semester wise Mark sheet and Certificate.

NOTE:

- a. The interested students should fill their details at available Link: <https://forms.gle/2hWdVjievac6wAhZ6> on or before 15/01/2022 up to 05:00 PM, for attending the online/ offline/ placement program.
- b. The above notice has been shared from the authentic source like advertisements/print media/ newspaper/ journals/recruiters/ public/ private sectors. The aim of the institute is to make an advanced level awareness of the vacancies in public as well as private sectors for recruitments/ placements of diploma students as per company's recruitment policies. The students have to complete the registration process on visiting the

company website (career section) Or fill up the recruiter's form on their links as well as they have to fill the college registration form in complete manner as per company norms/HR policies. The recruitment/ placement programs are based on online/ offline tests and interviews conducted by authorized officials. The placements/joining will be only offered to those students who will qualify all the process. The college is helping hand for students and taking best possible efforts for their brighter future. Remember, there is no any shortcuts / easy way to have direct placements. The college is not fully responsible to the students who will not able to get selected in the desired company.

BITT HELP-DESK:

BITT Special Student's Care: In Case of any issue, for any Observation/Suggestion/Grievances/Feedback, Please WhatsApp on 9931080111 / Call 9470193650 Or Email at: rkbitt@gmail.com (From 11.30 AM to 02.30 PM & Days: MONDAY - FRIDAY Only). We are committed for best academic support to our students.

(NOTE - All students are advised to make only WhatsApp messages on BITT helpline WhatsApp No.- 9931080111. Students may send their feedbacks/suggestions/complaints through WhatsApp only. No any call will be entertained on this no. in any cases.)

BIRSA INSTITUTE OF TECHNOLOGY (TRUST)- BITT: Indeed, it is pride moment for all of us that The BITT Group of Institution is Celebrating it's 26 Glorious Years in field of Technical Education, Scholarship & Serving the Nation in the excellent Way. BITT Polytechnic - **मानवता की सेवा, सभी के लिए सर्वश्रेष्ठ शिक्षा** (Approved by AICTE, NEW DELHI & Affiliated to Jharkhand University of Technology) - **सर्वश्रेष्ठ पॉलिटेक्निक संस्थान, सर्वोत्तम पढ़ाओ, सर्वोत्तम बनाओ** We firmly believe in "Student Centric Approach. So, Be Proactive, Not Reactive". Your cooperation is highly solicited in this regard.

COVID Guidelines: the college has no responsibility in case any of the student, visitors (visiting office) get corona infected the college is following all the COVID protocols keeping the spread of CORONA.



प्रधान निदेशालय, रक्षा सम्पदा,
भारत सरकार, रक्षा मंत्रालय,
दक्षिण कमान, कोण्डवा मार्ग,
पुणे छावनी 411040 -

Government of India, Ministry of Defence,
Principal Directorate, Defence Estates, Southern Command,
Kondhwa Road, Pune : 411040



Applications in prescribed format are invited from eligible candidates for appointment to the post of Junior Hindi Translator, Sub Divisional Officer Grade-II and Hindi Typist in the offices of Defence Estates Organisation, Govt. of India, Ministry of Defence.

Name of the Post and Pay Scale	Total No. Of Vacancies	Vertical Vacancies					Horizontal vacancies					Age as on 15.01.2022
		Composition of Vacancy					ESM (Ex-Service men)	Physically Handicapped				
		UR	OBC	SC	ST	EWS		A	B	C	D&E	
Junior Hindi Translator Rs. 9300-34800 + Grade Pay Rs. 4200/- (*) (Level-6 of Pay Matrix as per 7 th CPC)	07	05	00	00	00	02	00	00	00	00	01	18-30 Years
Sub Divisional Officer, Grade-II Rs. 5200-20200 + Grade Pay Rs. 2400/- (*) (Level-4 of Pay Matrix as per 7 th CPC)	89	36	23	10	04	16	09	02	00	00	01	18-27 Years
Hindi Typist Rs. 5200-20200 + Grade Pay Rs. 1900/- (*) (Level-2 of Pay Matrix as per 7 th CPC)	01	00	00	00	00	01	00	00	00	00	01	18-27 Years

(*) Scale of pay and allowances shown in the table are as per 6th CPC and have been revised to 7th CPC pay scales.

INSTRUCTIONS TO APPLY

(1) Educational Qualification for Junior Hindi Translator

- (i) Master's degree of a recognized University in Hindi/English as a compulsory/elective subject or as medium of examination at degree level. or
- (ii) Master's degree of a recognized University in any subject other than Hindi/English with Hindi/English medium and English/Hindi as a compulsory/elective subject or either as a compulsory/elective subject at degree level. Or
- (iii) Master's degree of a recognized University in any subject other than Hindi/English with Hindi/English medium and English/Hindi as a compulsory/elective subject or as medium of examination at degree level. Or

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- (iv) Bachelor's degree of a recognized University with Hindi and English as a compulsory /elective subject or either of the two as medium of examination and the other as a compulsory/elective subject plus recognized diploma/certificate course in translation from Hindi to English and vice-versa or two years experience of translation work from Hindi to English and vice-versa in Central/State Govt. of India undertaking.
- (2) **Educational Qualification for Sub Divisional Officer-II**
i) Matriculation pass from a recognised Board.
ii) Diploma or Certificate of a registered or recognized institute in Surveying or Draftsmanship(Civil) of not less than two years.
- (3) **Educational Qualification for Hindi Typist**
i) Matriculation or equivalent examination from recognized School/Board.
ii) Speed of not less than 25 words per minute in Typewriting in Hindi.
- (4) **Exam pattern for Junior Hindi Translator**
There will be written test of 200 marks in respect of Junior Hindi Translator. The Written Exam for JHT shall comprise of Objective Type Test (120 Marks) consisting of General English, General Knowledge, Hindi Grammar, Translation related questions and Descriptive Type Test (80 Marks) consisting of Translation of Passage (English to Hindi and Hindi to English). The duration of the exam shall be of 2 hours.
- (5) **Exam pattern for Sub Divisional Officer-II**
There will be written test of 150 marks of 2 Hrs duration. The test paper will be bilingual (Hindi and English). The components of written test will be of technical knowledge (100 marks), General Knowledge/General Aptitude (25 marks) and General English (25 marks). Short listed candidates will have to appear in skill test to test their handling capability of Electronic Total Station and other practical aspects of Land survey. The skill test shall be of qualifying nature. The skill test shall be held next-to-next (i.e.2nd) day of the written test only for the short-listed candidates who qualify the written test.
- (6) **Exam pattern for Hindi Typist**
Selection of Hindi Typist shall be based on marks obtained in Written Test. The Written Test for the candidates shall comprise Objective Type questions of 100 marks. The components of the written test will be of Hindi Language, General Knowledge, General Awareness, Hindi Grammar and Mental Ability. The duration of the written exam shall be of 2 hours. The duration of the skill test shall be of 10 minutes and conduct on computers. The skill test shall be of qualifying nature. The skill test shall be held next-to-next (i.e.2nd) day of the written test only for the short-listed candidates who qualify the written test.
- (7) Age relaxation for various categories is as under :-

01	OBC	3 Years
02	SC/ST	5 Years
03	PH	10 Years
04	PH+OBC	13 Years
05	PH+SC/ST	15 Years
06	Ex-Servicemen (Unreserved/General)	03 Years after deduction of the military service rendered from the actual age as on the closing date for receipt of application
07	Ex-Servicemen (OBC)	06 Years (03 years+03 years) after deduction of the military service rendered from the actual age as on the closing date for receipt of application
08	Ex-Servicemen (SC / ST)	08 Years (3 years + 5 years) after deduction of the military service rendered from the actual age as on the closing date for receipt of application

09	Central Govt. Civilian Employees (General/Unreserved) who have rendered not less than 03 years regular and continuous service as on closing date for receipt of application	Age Up to 40 years
10	Central Govt. Civilian Employees (OBC) who have rendered not less than 03 years regular and continuous service as on closing date for receipt of application	Age Up to 43 years
11	Central Govt. Civilian Employees (SC/ST) who have rendered not less than 03 years regular and continuous service as on closing date for receipt of application	Age Up to 45 years
12	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir	In this connection, DoPT letter dated 09 th February, 2018 shall be applicable.

Note : Regarding age relaxation for various categories, the latest DOPT rules shall be applicable.

- (8) The post carries **All India Service Liability (AISL)**. Thus, the candidates selected for appointment are liable to serve anywhere in **INDIA**.
- (9) Eligible candidates working in Central/State Government, etc must submit their applications through proper channel and have to produce "No Objection Certificate" on demand.
- (10) The application should be filled in prescribed proforma given below and sent by "**Ordinary Post**" in an envelope as "**APPLICATION FOR THE POST OF JUNIOR HINDI TRANSLATOR/SUB DIVISIONAL OFFICER, GRADE-II/ HINDI TYPIST** and should be addressed to the "**Principal Director, Defence Estates, Southern Command, Near ECHS Polyclinic, Kondhwa Road, Pune (Maharashtra)-411040**". Candidates should send the application form along with admit card duly filled (Sl. No. 1, 2, 3 & 4 of admit card only)affixing recent photographs duly self attested.
- (11) Written and Skill test shall be held at Pune/Delhi (NIDEM)/ Barrackpore Cantt.(Kolkata).
- (12) The candidates belonging to **Economically Weaker Section (EWS)** have to submit Income and Assets Certificate issued by Competent Authority as per Government rule. (DoPT letter No. 36039/1/2019-Estt(Res) dated 31st January, 2019.
- (13) **Documents required from Ex-servicemen**
(i) Copy of Ex-servicemen Identity Card (ii) Copy of Discharge Certificate from Service and (iii) copy of Pension PPO.
- (14) Candidates belonging to the OBC and Non Creamy Layer category should submit certificate issued by the Competent Authority which should be valid for current year.
- (15) Eligible candidates will have to appear for written/skill test for which date, time and venue shall be intimated to each candidate separately. **No TA/DA shall be paid for appearing in the above exams.** The candidates should bring their admit cards along with them for appearing in the written test.

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- (16) **No interview shall be conducted.**
- (17) The Department reserves the rights of cancelling the candidature of any candidate found indulging in any malpractice i.e. hiding any material information or misrepresentation of facts. All such candidates shall be liable to be debarred from the present recruitment as well as future recruitment conducted by the Defence Estates Department and criminal proceeding may also be initiated against them.
- (18) Being successful in test merely, does not entitle a candidate for appointment until the Government, after completion of such investigation, as it may consider necessary, has satisfied itself that the candidate is suitable in all respects for appointment.
- (19) Decision of Appointing Authority would be final with regard to all matters connected with the appointment.
- (20) Two self addressed envelopes of size 10 cm x 22cm affixed with Rs. 10/- postal stamp each are required to be attached along with the application.
- (21) Two passport size photographs duly self attested (one is to be affixed on application form and other to be enclosed with the application) are required.
- (22) Department shall not be responsible for any postal delay/loss.
- (23) Photocopy of self attested documents relating to Date of Birth, Educational Qualification, Category Certificate (if applicable) and Disability Certificate (if applicable) specifying percentage of disability should be attached.
- (24) Incomplete applications without relevant documents, signatures and applications received after due date shall be summarily rejected.
- (25) Government strives to a work force which reflects gender balance and women candidates are encouraged to apply.
- (26) **Last date for the receipt of the application form is 15-01-2022 upto 17:00 Hrs.** For candidates residing in Assam, Meghalaya, Manipur, Arunachal Pradesh, Mizoram, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul & Spiti, Districts and Pangi, (Sub-Division of Chamba district of Himachal Pradesh), Andaman Nicobar and Lakshadweep islands are given **Two weeks** extra time to submit the application.
- (27) A reserve panel of candidates will be drawn against each category as per instant Govt. instructions in this regard. Being on, such panel does not bestow any right for the appointment.
- (28) **Resolution of Tie Cases:**
If two or more candidates secure equal total marks, the merit will be decided by applying following criteria:
- Date of Birth, with older candidate placed higher and in that order in case more candidates securing equal marks.
- (29) **Application Fee & Mode of Payment:**
- (i) Fee payable Rs.200/- (Rupees Two Hundred Only) through Demand Draft in favour of 'PRINCIPAL DIRECTORATE DEFENCE ESTATES SOUTHERN COMMAND PUNE' payable at Union Bank of India, Headquarter Southern Command Branch, Pune-01.
- (ii) Women candidate and candidates belonging to Schedule Caste, Schedule Tribe, Ex-Servicemen & Economically Weaker Sections eligible for reservation are exempted from payment of fee.

(iii) Applications received without the prescribed fee shall not be considered and summarily rejected. No representation against such rejection will be entertained. Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

(30) Application forms can be downloaded from the websites of the following offices:-

Director General Defence Estates, New Delhi	-	https://www.dgde.gov.in
NIDEM	-	https://nidem.dgde.gov.in
Cantonment Board, Pune	-	https://pune.cantt.gov.in
Cantonment Board, Delhi	-	https://delhi.cantt.gov.in
Cantonment Board, Barrackpore	-	https://barrackpore.cantt.gov.in

Note: Candidates are requested to constantly check the above websites for any updates.

Principal Director, Defence Estates
Southern Command, Near ECHS
Polyclinic, Kondhwa Road, Pune-
411040(Maharashtra)