



College of Defence Management

Sainikpuri Post
Secunderabad - 500 094

Notification

Vacancies in the Post of Civilian Motor Driver (OG), Cook, MTS (O&T) and Steno Gde-II

1. Applications are invited for the recruitment to one (01) post of Civilian Motor Driver, one (01) post of Cook, five (05) posts of MTS, one (01) post of Steno Gde II from those fulfilling requisite qualifications/requirements as mentioned below:-

CIVILIAN MOTOR DRIVER (ORDINARY GRADE)

| Ser. No. | Designation | No. of Posts | Category | Pay Matrix as per 7th CPC | Educational Qualification | Age Limit |
|----------|--|--------------|----------|---------------------------|---|---|
| 1.1 | Civilian Motor Driver (Ordinary Grade) | One | UR-01 | 19,900-63,200 (Level-2) | (i) 12th Class or equivalent from a recognized Board or University. (ii) Must possess the Civilian Driving License for Heavy driving vehicles. (iii) Two years' experience from a recognized Organization or Undertaking in driving heavy vehicles from Regional Transport Authority. | 18 to 27 years, with relaxations as per department rules. |

COOK

| Ser. No. | Designation | No. of Posts | Category | Pay Matrix as per 7th CPC | Educational Qualification | Age Limit |
|----------|-------------|--------------|----------|---------------------------|--|---|
| 1.2 | Cook | One | UR-01 | 19,900-63,200 (Level-2) | (i) 12th Class or equivalent from a recognized Board or University. (ii) Two years' experience from a recognized Organization or Undertaking in the trade. Or (i) Industrial Training Institute Pass Certificate as Cook from a recognized University. | 18 to 25 years, with relaxations as per department rules. |

MULTI TASKING STAFF (OFFICE & TRAINING) (MTS)

| Ser. No. | Designation | No. of Posts | Category | Pay Matrix as per 7th CPC | Educational Qualification | Age Limit |
|----------|---------------------|--------------|--------------------------|---------------------------|--|---|
| 1.3 | Multi-Tasking Staff | Five | UR-02 OBC-02 SC-01 | 18,000- 56,900 (Level-1) | Matriculation Pass or equivalent from a recognized Board/ Institute. | 18 to 25 years, with relaxations as per department rules. |

STENO GDE-II

| Ser. No. | Designation | No. of Posts | Category | Pay Matrix as per 7th CPC | Educational Qualification | Age Limit |
|----------|--------------|--------------|----------|---------------------------|--|---|
| 1.4 | Steno Gde-II | One | UR-01 | 25,500-81,100 (Level-4) | (i) 12th Class or equivalent from a recognized Board or University. (ii) Skill Test Norms: Dictation: 10 minutes @ 80 word per minute Transcription: 50 minutes (English) 65 minutes (Hind) on computer. | 18 to 27 years, with relaxations as per department rules. |

2. The last date for receipt of applications is **30 days** from the date of publication of Notification in the Employment News. Detailed eligibility criteria and application form is available at <https://cdm.ap.nic.in> and www.indianarmy.nic.in. <https://onlineforms.in>

3. Application not conforming to the format given in the website will not be accepted.

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