

MILITARY ENGINEERING SERVICES

LDC (BPS – 11)

Sample For Test Preparation

Compiled By

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Key Job Descriptions / Functions of MES (Military Engineer Services)

1. **Construction of Defence Infrastructure**
    - MES constructs military buildings, offices, barracks, and operational facilities.
2. **Maintenance of Military Assets**
    - It maintains defence buildings, roads, and engineering installations.
3. **Development of Military Housing**
    - MES plans and constructs residential accommodations for armed forces personnel.
4. **Road and Bridge Construction**
    - It develops and maintains roads, bridges, and related infrastructure in military areas.
5. **Electrical Engineering Services**
    - MES installs and maintains electrical systems in defence establishments.
6. **Water Supply and Sanitation Management**
    - It provides and maintains water supply, sewerage, and sanitation systems.
7. **Project Planning and Execution**
    - MES plans, supervises, and executes engineering and construction projects.
8. **Facility Management**
    - It ensures the proper functioning and upkeep of military facilities and installations.
9. **Engineering Consultancy**
    - MES provides technical and engineering advice for defence-related projects.

10. **Support to Armed Forces**
    - It provides engineering and infrastructure support to the armed forces during peace and operational requirements.

"What are the main functions of MES?"

Military Engineer Services (MES) is responsible for the planning, construction, maintenance, and management of defence infrastructure, including buildings, roads, bridges, electrical systems, water supply networks, housing projects, and other engineering facilities required by the armed forces.



Important Duties of an MES L.D.C (Military Engineer Services)

1. **Maintaining Official Records**
   - Keep office records, files, and documents organized and updated.
2. **File Management**
   - Open, arrange, classify, and maintain official files.
3. **Handling Correspondence**
   - Receive, register, process, and dispatch official letters and communications.
4. **Data Entry**
   - Enter and update information in computer systems and databases.
5. **Typing and Documentation**
   - Prepare letters, reports, notices, and other official documents.
6. **Maintaining Registers**
   - Update inward/outward mail registers, attendance registers, and other office records.
7. **Preparing Reports**
   - Compile and prepare periodic reports, statements, and summaries.
8. **Attendance and Leave Record Management**
   - Maintain employees' attendance, leave, and service records.
9. **Office Coordination**
   - Coordinate with different departments regarding administrative matters.
10. **Administrative Support**
    - Assist officers in routine office work, document preparation, and record management.

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1. What does MES stand for?
A) Military Education Services
B) Military Engineering Services ✓
C) Mechanical Engineering System
D) Military Employment Services

Answer: B) Military Engineering Services

2. MES primarily works under which organization?
A) Ministry of Education
B) Ministry of Commerce
C) Ministry of Defence ✓
D) Ministry of Finance

Answer: C) Ministry of Defence

3. The main responsibility of MES is:
A) Conducting Exercise
B) Managing Weapons
C) Construction and maintenance of defence infrastructure ✓
D) Maintenance of Armor Vehicles

Answer: C) Construction and maintenance of defence infrastructure

4. MES is mainly responsible for the construction of:
A) Shopping malls
B) Military buildings and facilities ✓
C) Airports for civilians only
D) Universities only

Answer: B) Military buildings and facilities

5. Which of the following is NOT a function of MES?
A) Building military roads
B) Maintaining defence installations
C) Collecting customs duties ✓
D) Managing military infrastructure

Answer: C) Collecting customs duties

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6. A clerk in MES mainly performs:
A) Medical operations
B) Administrative and office work ✓
C) Combat duties
D) Engineering design only

Answer: B) Administrative and office work

7. Which skill is most important for an MES Clerk?
A) Drawing
B) Driving
C) Record keeping ✓
D) Shooting

Answer: C) Record keeping

8. A clerk is responsible for maintaining:
A) Electric Items
B) Office records and files ✓
C) Military weapons
D) Communication towers

Answer: B) Office records and files

9. Which software is commonly used by clerks for documentation?
A) Photoshop
B) AutoCAD
C) Microsoft Word ✓
D) VLC Player

Answer: C) Microsoft Word

10. A clerk prepares official:
A) Weapons
B) Letters and reports ✓
C) Buildings
D) Vehicles

Answer: B) Letters and reports

11. Filing documents means:
A) Destroying records
B) Organizing records systematically ✓
C) Printing books
D) Writing stories

12. An MES Clerk may deal with:
A) Correspondence and office communication ✓
B) Surgical operations
C) Weather forecasting
D) Border security

Answer: A) Correspondence and office communication

13. What is the purpose of maintaining office records?
A) Cleanliness
B) Future reference and accountability ✓
C) Stationary Usage
D) Efficiency

Answer: B) Future reference and accountability

14. A clerk often handles incoming and outgoing:
A) Missiles
B) Mail and documents ✓
C) Fuel supplies
D) Ammunition

Answer: B) Mail and documents

15. Which of the following is an important quality of a clerk?
A) Negligence
B) Accuracy ✓
C) Aggression
D) Carelessness

Answer: B) Accuracy

16. A clerk may assist in preparing:
A) Office budgets and statements ✓
B) Aircraft designs
C) Medical prescriptions
D) Battle plans

Answer: A) Office budgets and statements

17. Confidential documents should be:
A) Shared publicly
B) Kept secure ✓
C) Thrown away
D) Posted online

Answer: B) Kept secure

18. Which department activity can involve a clerk?
A) Record management ✓
B) Bridge construction
C) Electrical installation
D) Weapon manufacturing

Answer: A) Record management

19. Typing speed is important for a clerk because it helps in:
A) Faster document preparation ✓
B) Vehicle maintenance
C) Medical treatment
D) Road construction

Answer: A) Faster document preparation

20. The primary goal of an MES Clerk is to:
A) Support smooth office administration ✓
B) Lead combat missions
C) Design military equipment
D) Command troops

Answer: A) Support smooth office administration

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