

**Office of the Senior Quality Assurance Officer
Sr. Quality Assurance Estt (General Stores)**
Deptt of Defence Production (DGQA)

**Ministry of Defence, Govt of India
Post Box No.21 Shahjahanpur (UP) – 242001
No. G/116-C/Estt(Part Case)**

1. Applications are invited by the Senior Quality Assurance Officer, SQA (GS), Min of Defence (DGQA) Shahjahanpur (UP) PIN -242001 from the eligible Indian National candidates for filling up seven temporary posts of LDC on probation for two years but likely to continue. Details of vacancies & posting are as under :

Category	Likely to be posted anywhere in India
SC - 01 OBC - 02 UR - 04	

2. **Pay Scale:** Rs. 5200-20200 and Grade Pay Rs.1900/-

3. **Normal Age limit as on closing date of receipt of application:** 18 to 27 years (Relaxable for Government servants upto the age of 40 years in case of General candidates and 45 years in case of the Scheduled Castes and the Scheduled Tribes in accordance with the instructions or orders issued by the Central Government). Age limit is relaxable for OBC Candidates as per Govt. of India Rules.

Note 1 : The age relaxation for the Government servants will be admissible where an employee has rendered not less than three years regular service under Central Government.

Note 2 : The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti district and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshwdweep).

Note 3 : In respect of posts, the appointment to which are made through the Employment Exchanges the crucial date for determining the age limit shall, in each case, be the last date upto which the Employment Exchanges are asked to submit the name.

4. Essential Qualification :

(a) **Educational :** 12th class or equivalent qualification from any recognized Board/University
(b) **Typewriting :** Minimum typing speed 30 words per minute in English or 25 words per minute in Hindi on manual typewriter. Or

Typing speed of 35 words per minute in English or 30 words per minute in Hindi in computer.

5. **Desirable Qualification :** Basic knowledge in computers.

6. Documents to be attached with the application are as under :

(a) Attested copies of the educational qualification, mark sheets and certificates including certificate showing the date of birth as proof of age. (b) Certificate for age relaxation (if applicable).

(c) Certificate for category issued by Govt Authorities (if applicable). (d) Affix two recent passport size photographs duly attested by a serving Gazetted Officer on the front as Annexure I & II and one identical photograph signed by the candidate on the back with date to be enclosed with the application form separately. (e) Two self-addressed stamped envelopes of size 25 x 12 cms bearing stamps worth Rs.5/- each.

Note: Original documents/certificates are not to be sent, but will have to be produced at the time of interview.

The candidates who fulfill the above requirement may apply by post (except by private couriers) to the Senior Quality Assurance Officer, Senior Quality Assurance Estt (General Stores) Post Box No.21, Shahjahanpur (U.P.)-242001 as per format along with attested copies of the testimonials with two self-addressed stamped envelopes so as to reach **within 21 days** from the date of publication of the advertisement in Employment News and Rojgar Samachar. On top of envelope should boldly be written "**Application for the post of LDC**". The date and time of written/typewriting examination will be intimated later on. Incomplete or unsigned application without impressions of Right and Left index fingers without photographs or required enclosures or received after due date will be summarily rejected and no reason of rejection will be communicated.

Note : The Appointee will be governed by the New Pension Scheme (introduced w.e.f. 01.1.2004 under **Contributory Pension System in terms of Govt of India's order.**

Annexure-I

**SQA (GS) PO Box No.21, Govt. of India, Ministry of Defence
Shahjahanpur (UP) Pin-242001
Application for the post of Lower Division Clerk
(To be filled up in Block Letters)**

1. Full Name : _____
2. Father's /Husband's Name : _____
3. Nationality : _____
4. Sex (Male/Female) : _____

Affix passport size photograph duly attested on the front by a serving Gazetted Officer

5. Date of Birth : _____

(a) Age as on closing date : _____

(b) Whether age relaxation claimed : Yes/No

(c) If yes, reason for age relaxation : _____

(copy of certificate to be enclosed)

6. Category : _____

(enclose: attested copies of certificate)

(a) Whether Category concession claimed : _____

7. Postal Address: (a) Permanent: _____

(b) Present _____

8. Details of Educational Qualifications:

Sl. No.	Exam Passed	Name of Board/ University	Year	Subjects	Marks secured	Total Marks	% age of marks
1.	High School/ Higher Secondary						
2.	Intermediate/Sr. Sec						
3.	Graduation						
4.	Post Graduation						

(Mention in chronological order from class 10th onwards)

9. Technical/other qualifications (if any) :

10. Experience, if any :

11. Computer knowledge if any :

Declaration

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false/incorrect or ineligibility being detected before or after the appointment, my services will be liable for termination.

Place:

Dated:

Signature of the Candidate

Impression of index fingers

Left Right

Annexure-II

**SQA (GS) PO Box No.21, Govt of India, Ministry of Defence
Shahjahanpur (UP) Pin-242001**

Admission Card for the post of LDC

**(To be Completed by the Candidate Except Column No. 06
(To Be Filled By Office) in Block Letters**

1. Post applied for _____
2. Name of the Candidate _____
3. Date of Birth _____
4. Father's/Husband's Name _____
5. Address _____
6. Date & Time/Place of written/Type Test & interview _____
7. Category _____

Affix passport size photograph duly attested by serving Gazetted Officer signed on the front

Signature of the Candidate

Impression of index fingers

Left Right

General Instructions

1. Application shall be as per proforma on A4 size page duly typed strictly as per format in the advertisement.
2. One photograph be pasted on application proforma, one photograph be pasted on Admit Card in the space provided for the purpose both duly attested by a serving Gazetted Officer in such a way that part of signature and seal are on the photograph and paper.
3. One identical photograph shall be submitted along with the application form signed by the candidate on back with date.
4. Two self-addressed envelopes of size 25 x 12 cms bearing stamps for Rs.5/- each be enclosed with application.
5. No TA/DA will be admissible for appearing in the test/interview.
6. Result of written test shall be communicated to the successful candidates separately.
7. Incomplete or unsigned applications without impression of Right and Left index fingers and application received without photographs or required enclosures or received after due date are likely to be rejected and no reason of rejection will be communicated.
8. Application be sent by post (except by private couriers).
9. Admit Card to be filled up by the candidate in block letters except Column No.6 and to be enclosed with the application form. **Column No. 6 will be filled by the office.**
10. Canvassing in any form will be a disqualification and candidature of such candidates is likely to be summarily rejected.

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