

Government of India, Ministry of Defence
Department of Defence Production
Directorate General of Quality Assurance

Controllorate of Quality Assurance (Heavy Vehicles)
Avadi, Chennai-600054

Applications are invited for the post of Lower Division Clerk (LDC) under Reservation quota for Meritorious Sportsman from the citizens of India. Outstanding sportsmen who have participated at International/National/State Level/College-School level in the discipline mentioned below fulfilling eligibility criteria mentioned as under may apply for recruitment-

- Volleyball, football, Kabaddi, Table Tennis, Carom, Cricket, Shooting
- (a) Name of the post Lower Division Clerk (LDC) (Sportsman quota)
(b) Total No. of post One (01)
(c) Group & Classification Group 'C' Non-Gazetted Ministerial
(d) Pay Band Rs 5200-20200 Grade Pay Rs. 1900/-
(e) Requisite Qualification Essential : (i) 12th Class or equivalent qualification from any recognized Board or University.
(ii) Minimum typing speed of 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 on computer.
Note : A physically handicapped person who is otherwise qualified to hold a clerical post but does not possess the said qualification in typewriting may be appointed subject to the condition that the Medical Board attached to the Special Employment Exchange for handicapped or where there is no such Board, the Civil Surgeon certificate that the said handicapped person is not in a fit condition to able to type.

Desirable : Basic knowledge in Computer

(f) Age limit 18 to 32 years

The upper age limit is relaxable upto 05 years for SC/ST and 03 years for OBC candidates. Age relaxation in r/o Govt. employees will be in accordance with the instructions/orders issued by the Central Government from time to time.

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.

2. Application should be addressed to **The Recruitment Board, Controllorate of Quality Assurance (Heavy Vehicles), Post Box No. 20, Avadi, Chennai-600054** and Candidates should super scribe the name of post applied for, advertisement No. and date on the TOP of the envelope.

3. The application should reach within **21 days** from the date of advertisement in the Employment News.

4. **General conditions applicable are given below :**

(a) The applications must be submitted in proforma given in Appendix - 'A' duly typed or neatly handwritten on a plain paper, supported with attested copies of the relevant certificates. The experience certificates must contain period with dates, name of the post held, salary drawn and nature of work done.

(c) Candidates are required to submit a self-addressed envelope of size 25 cms x 10 cms with **Rs. 23/- postage stamp affixed on it along with the application for sending call letters by registered post.**

(d) The selection of candidates will be based merit list drawn on the basis of field trials and interview.

(e) The management reserves the right to shortlist on reasonable grounds.

(f) Candidates working in Government Offices/Public Sector Undertakings/Autonomous Bodies should apply through proper channel and they should submit NOC along with a certificate from their Head of Establishment that "No Vigilance and/or disciplinary cases are pending or is being contemplated against him/her and he/she is not under currency of penalty".

(g) Incomplete or unsigned applications received without photographs or proper enclosures or received after due date will be summarily rejected.

(h) Photographs must be pasted on the application, hall ticket and must be duly attested by a Gazetted Officer.

(i) Only those SC/ST candidates who are not employed anywhere will be paid TA for attending field trials/interview, if admissible under rule.

(k) Canvassing in any form will lead to disqualification and candidature of such candidates is liable to be summarily rejected.

(l) The crucial date for determining the age and eligibility shall be closing/last date for receipt of the application.

(m) Date, venue and time of the field trial/interview shall be intimated later.

(n) The applicant should not have more than one living spouse at the time of appointment, if selected for the post.

(p) The post carries All India Service liability.

Note : The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for test/interview.

Appendix 'A'

Format of Application

Post applied for : Lower Division Clerk (LDC) (Sportsman Quota)

Advertisement No. & Date.....

1 Name of the candidate (in block letters) :

2 Father's/Husband's name :

3 Whether SC/ST/OBC/PH/ESM (attach necessary certificate issued from competent authority/civil surgeon) :

4 Date of Birth (attach attested copy of the proof of date of birth) :

5 Nationality :

6 Educational Qualification (10+2 onwards) :

(Attested copies of certificate(s) to be enclosed)

Exam Passed	Year	Division & percentage of marks	Subjects	Board /University

7 Additional Qualification, if any (attested copies of certificates (s) to be enclosed) :

8 Experience, if any (attach attested copy of certificate) :

9 Sports Discipline/Events :

10 Level of participation : International/National/State Level/College-School Level (Proof to be attached)

11 Present postal address for communication :

12 Permanent address :

13 Contact telephone number, if any

Declaration

I do 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 or incorrect detected before or after test/interview, my candidature will stand cancelled and claims for the recruitment will stand forfeited.

Station :

Date :

Signature of the Applicant

Encl : 1. Attested copies of Educational Qualification/Experience/Sports events

2. Attested copy of the proof of Date of Birth

3. Attested copy of Caste certificate in case of SC/ST and OBC candidates.

4. Self-addressed envelope with stampage of ₹ 23/-

Admit Card for Recruitment to the Post of LDC

(On A Separate Sheet of Paper in Double Space)

1 Name (in block letters)

2 Full address for communication

3 Date and time of field trials

4 Venue of Field trials

Affix passport size of
photograph duly attested
by Gazetted Officer

Note :

Admit Card should be submitted in duplicate duly filled in S. No. 1 to 2 by the applicant
davp 10203/11/0029/1112

Signature of the Candidate

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