

Ministry of Defence

Department of Defence Production/DGQA
Controllorate of Quality Assurance (Fire Fighting Equipment)
Aundh Camp, Pune-411027 (Maharashtra)

Applications are invited in the prescribed format (As per Appendix 'A') for the following post from Indian Citizens :-

Sl. No.	Name of the post	Post Reserved for	No. of Post
01.	Lower Division Clerk Group 'C' Non-Gazetted (Ministerial)	OBC	01 (One)

Note: The incumbent on recruitment will be on probation for 02 years.

Place of work: Controllorate of Quality Assurance (Fire Fighting Eqpt), Aundh Camp, Pune-411027

(However selected candidates will be liable to serve anywhere in India)

Eligibility Conditions

Qualifications: Essential - 10+2 or equivalent speed of 30 words per minute in English typewriting or 25 words per minute in Hindi typewriting. **OR**

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

Desirable: Basic knowledge in Computers.

Pay Scale : PB-1 ₹ 5200-20200 + Grade Pay ₹ 1900/-

Age: 18-30 years (Relaxation is applicable for Government servants, PH & Ex-serviceman as per Extant Govt. order issued from time to time. Crucial date for determining Age limit shall be closing date for receipt of applications.

Applications in the prescribed format as per Appx 'A' typed in English (In A4 Size paper) should reach the 'The Controllorate of Quality Assurance (Fire fighting Eqpts), Aundh Camp, Pune-411027' **within 21 days** from the date of publication. The Name of the post applied for should be mentioned on the top left corner of the envelope. Application incomplete in any respect and received after the closing date shall be summarily rejected and no further correspondence will be entertained in this regard. Canvassing in any form shall lead to disqualification of the candidate. Attested copies of certificate (not original) of Educational Qualification, proof for Date of Birth, Caste Certificate, Mark Sheet and one Self-addressed envelope (of size 30 cm x 12 cm) with postal stamp of ₹ 5/- affixed thereon and full address written/typed in English are to enclosed with the application. However, Original certificates should be brought while attending the test for verification.

Candidates employed in Central Govt., State Govt. and Public Sector Undertaking should apply through proper channel only. Otherwise their applications are liable to be rejected. Candidates appearing for test and interview will come on their own expenditure.

Application

(To be filled in Block Letter only)

Name of the Post applied for _____ In the

Employment News /

Reference advertisement No.

1. Name of the Applicant:

2. Father's/Husband Name:

3. Address for Correspondence:

4. Permanent Address:

5. a) Date' of Birth: b) Age (As on closing date): c) Age relaxation claimed, if any:

6. Nationality:

7. Sex (Male/Female):

8. Educational qualification:

Affix Recent
Passport Size
Photograph
Duly attested

Educational Qualifications	University/ Board	Year	Subject	Marks(%) Division
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9. Experience if any:

Post Held	Emoluments	From	To	Name & Address	Nature of Work
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10. Details of Certificates enclosed:

11. Any other details:

Declaration

I do hereby declare that 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 or in-eligible detected before or after test/interview, my candidature will stand cancelled and my all claims for the recruitment will stand forfeited.

Place:

Date:

davp 10203/11/0083/1011

Signature of the Applicant.