

Department of Defence Production

Senior Quality Assurance Establishment (Armts)
Armapore Post Kanpur (UP) - 208009

Applications are invited from Indian National for recruitment of the following vacancy of General Central Service Group 'C' Non-Gazetted Ministerial Post, who are fulfilling requisite qualifications/specifications as mentioned below on a plain paper duly typed or neatly hand written in the prescribed format (as per Appendix 'A') only should reach the addressee **within 21 days** from the date of publication of this advertisement: -

Sr. No.	Name of post	Total vacancies to be filled up	Reservation status							
			General	SC	ST	OBC	PH	Ex-Serviceman	Sportsman	
1.	Lower Division Clerk	01 (One)	01 (One)	-	-	-	-	-	-	-

a. **Scale of pay:** Rs. 5200-20200 Plus Grade Pay Rs. 1900/-

b. **Age Limit:** Between 18-27 Years.

1. Relaxation for Govt. servants upto the age of 40 years for General and 45 years for SCs/STs candidates is admissible on the upper age limit.

2. The upper age relaxation for the Govt servants will be admissible where an employee has rendered not less than three years regular service under Central Govt.

3. **The crucial date for determining the age limit in each case shall be 30 Mar 2011.**

c. **Educational Qualification:** (1) 12th class or equivalent from any recognized Board or University.

(2) 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.

Desirable - Basic knowledge in computers.

d. **Probation period:** Two years.

General condition

1. **Place of work:** Senior Quality Assurance Establishment (Armts), Armapore Post Kanpur-208009 or

Selected candidates will be liable to serve anywhere in India.

Last date for receipt of Applications: -

2. Eligible candidates can apply in the format given below as Appendix 'A' neatly typed in English/Hindi (In A-4 size paper only) duly supported by the under mentioned documents.

(a) All applications must reach the office of SQAE (A), Kanpur by post/speed post only **within 21 days** (closing hours) from the date of publication.

(b) In respect of applications received only by post & speed post from the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul & Spiti District & Pungi sub-division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep or abroad. The last date for receipt of application will be **within 30 days** (closing hours) from date of publication.

The candidates claiming the benefit of extended time should clearly indicate Pin Code of his area.
3. Copies of Educational Qualification/Technical Qualification certificates, Mark Sheets, Date of Birth, Caste Certificate etc. should be attested by the Gazetted Officer/Principal of the concern institution only.

4. Three recent passport size photographs, one duly affixed in appropriate box on the application form and duly attested by a Gazetted Officer and another two self-signed affixed in appropriate box one each on the admit card.

5. One self-addressed envelope (30cm x 12 cm) affixed with postal stamp of Rs. 23/-. Complete correspondence address should be written/typed in English/Hindi with Pin Code.

6. The Name of the post applied for and underlined should be mentioned on the top center of the envelope.

7. The venue of the written/typing test and interview shall be Senior Quality Assurance Establishment (Armaments), Armapore Post, Kanpur - 208009 (UP). The date and time shall be communicated accordingly.

8. Only SC/ST candidates who are called for interview only are admissible for reimbursement of traveling expenses as per existing Govt. orders. Applicants shall indicate the name of nearest railway station with their complete residential address.

9. The selection of the candidate will be based on written/typing test, interview, medical fitness

and character verification.

10. Applications incomplete in any respect and received after the closing date shall be summarily rejected and no further correspondence will be entertained in this regard.

11. Canvassing in any form will be assessed as disqualification and candidature of such candidate is liable to be summarily rejected.

Appendix - A

Application

(To be filled in block letters only)

(To be typed/written in double space & fonts 14 on A-4 size paper)

(a) Name of the Post applied for (in bold letters): _____

(b) Ref: Advertisement/Letter No. _____

the Employment News/Rozgar Samachar dated _____

1. Name of the applicant (in full): _____

2. Father's/Husband's Name: _____

3. Nationality: _____

4. (a) Date of Birth (in figure & words also): _____

(b) Age (as on closing date): _____

Yrs _____ Months _____ Days _____

(c) Age relaxation claimed: Yes/No. (if 'yes', specifically mentioned the name of quota).

5. Whether belongs to SC/ST/OBC/PH/Ex-Serviceman: (Please mention the category): _____

6. Sex (Male/Female): _____

7. Educational Qualifications: _____

Educational Qualifications	University/ Board	Passing Year	Subjects	Marks with percentage & Division

8. Desirable Qualification (in Typewriting/Computer knowledge): _____

9. Experience if any: _____

10. Addresses for Correspondence: _____

11. Permanent address: _____

12. Employment Registration No. if any: _____

13. Details of Certificate enclosed: (Please mention the names of certificates) _____

14. Any other details: _____

Declaration

I do hereby declare that the particulars furnished above by me are correct to the best of my knowledge and belief. Nothing concealed by me. In the event of any information being found to be false or incorrect, my candidature/appointment may be cancelled/terminated without any notice.

Date: _____

Place: _____

Encls: _____

(Signature of applicant)

Admit Card

(Two Copies)

(To be filled in block letters only)

(To be typed/written in double space & fonts 14 on A-4 size paper)

(a) Name of the Post applied for : _____

(in Bold letters)

(b) Ref: Advertisement/Letter No. _____

the Employment News/Rozgar Samachar dated _____

1. Name of the applicant (in full): _____

2. Father's/Husband's Name: _____

3. Complete postal address: _____

4. Date & Time of Written Test/Typing Test (not filled by the candidate): _____

5. Venue of Written Test/Typing Test (not filled by the candidate): _____

6. Date & Time of Interview (not filled by the candidate): _____

7. Venue of Interview (not filled by the candidate): _____

(Signature of Candidate)

Note:

All original certificates and mark sheets in support of entries made in application form will have to be produced at the time of reporting for test/interview, failing which the candidature is likely to be cancelled.

davp 10203/11/0084/1011

Affix self-
signed
passport
size
photograph

Appendix - B