

Government of India
Ministry of Defence

Department of Defence Production
Directorate General of Quality Assurance
Senior Quality Assurance Establishment (Engg Eqpt)
DGQA Complex, LBS Marg, Vikhroli, Mumbai-400083

Applications are invited for the following post from citizens of India, who are fulfilling requisite qualifications/specifications as mentioned below on a plain paper duly typed or neatly handwritten in the prescribed format (as per Appendix 'A') only.

- Name of the post** : Lower Division Clerk
- Total No. of post** : One (1)
- Group & Classification** : Group 'C', Non Gazetted Ministerial
- Scale of Pay** : Rs. 5200-20200 Plus Grade Pay Rs. 1900
- Reservation Position** : Unreserved
- Age Limit (As on Closing Date)** : Between 18-27 years (Age relaxation for SC/ST/OBC candidates as per Govt. of India Rules & Regulations. Relaxable for Government Servants upto the age of 40 years in case of General Candidates and 45 years in case of the SC/ST in accordance with the instructions or orders issued by the Central Government).
- 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.
- Requisite Qualification : Essential** : (i) 10 + 2 or equivalent.
(ii) Minimum speed of 30 words per minute in English Typewriting or 25 words per minute in Hindi Typewriting on Manual Typewriter. **or**
Typing Speed of 35 w.p.m in English or 30 w.p.m. in Hindi on Computer.

Desirable : Basic Knowledge in computers

The application should be addressed to :

The Senior Quality Assurance Officer

Senior Quality Assurance Establishment (Engg Eqpt)

DGQA Complex, LBS Marg, Vikhroli (West), MUMBAI-400083

Instructions common to all categories

- Place of work** : The Senior Quality Assurance Officer, Senior Quality Assurance Establishment (Engg Eqpt), DGQA Complex, LBS Marg, Vikhroli (West), Mumbai-400083 (However, selected candidates will be liable to serve anywhere in India)
- Crucial Date** : The Crucial Date for determining age limit shall be the closing date for receipt of applications.
- Eligible candidates can apply in the prescribed format given below as Appendix 'A' neatly typed in English/Hindi (In A4 Size Paper only) duly supported by the under-mentioned documents should reach this office address **within 21 days** from the date of publication of this advertisement in Employment News/Rozgar Samachar till closing hours i.e. 1730 Hrs.
(i) Attested copies by a Gazetted Officer or equivalent in support of Date of Birth (Birth Certificate issued by Municipal Council/Corporation or Matriculation Certificate), Educational Qualification, Proficiency Certificates, Experience Certificates, etc & Caste Certificate, if applicable.
(ii) Two recent passport size identical photographs one duly affixed on the application form and attested by a Gazetted Officer or equivalent in the application form (in the box provided) and second photograph duly enclosed. Candidates are required to preserve at least 02 additional photographs for selection/appointment process.
(iii) One self-addressed envelope (of size 30 cm x 12 cm) affixed with postal stamp of Rs. 25/- Address should be written/typed in English/Hindi with PIN CODE.
- The Name of the Post applied, Advt No. should be mentioned on the top left corner of the envelope.
- The Venue of the written test/Typing test/interview shall be Senior Quality Assurance Establishment, (Engg Eqpt), DGQA Complex, LBS Marg, Vikhroli, Mumbai-400083. The exact date and time shall be intimated later to the shortlisted candidates.
- The selection of the candidate will be based on his performance in Written test/Typing test/ Interview subject to medical fitness and Character Verification from concerned authority.
- Applications incomplete in any respect and or received after the closing date shall be summarily rejected and no further correspondence will be entertained in this regard.

- Canvassing in any form will lead to disqualification and his/her candidature is liable to be summarily rejected.
- Those candidates who are already employed in Government services/Central/State/PSU/ Autonomous Bodies etc. should apply through Proper Channel and required to produce. No Objection Certificate (NOC) at the time of attending the Interview.
- 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 Employment Exchange for handicapped or where there is no such Board., the Civil Surgeon certifies that the said handicapped person is not in a fit condition to be able to type.
- Appointing Authority reserves the right to increase/decrease the vacancies as well as to cancel the selection process without assigning any reason.
- Appointing Authority reserves the right to restrict the number of candidates to be called for Written/Typing test/Interview.
- Ex-Servicemen** : Age limit will be present age minus period of service rendered in Armed Forces, the resultant age should not exceed the upper limit by more than three years.
- The post is temporary in nature but likely to continue.
- Candidates called for Written test/Typing test/Interview will be paid TA, if admissible under Central Govt. Rules.
- Selected candidate will be governed as per pension policy of Government of India.

Appendix 'A'

Application
(To be filled in block letters only)

Name of the Post applied for :
Ref : Your advertisement No..... the Employment News/Rozgar Samachar dated.....

1. Name of the Applicant :
2. Father's/Husband's Name :
3. Nationality :
4. (a) Date of Birth :
(b) Age as on Closing Date. : Years/ Months/ Days
(c) Age relaxation claimed : Yes/No
5. Whether belongs to SC/ST/OBC/PH/Ex-Serviceman (Please mention the category) :

6. Sex (Male/Female) :
7. Educational Qualifications :

Educational Qualification	University/Board	Year	Subject	Marks % & Division

Affix Passport size Photograph duly Attested by Gazetted Officer

- Speed in Typewriting : English wpm Hindi..... wpm
- Experience, if any :
Name of Organisation Post Pay Scale From To Nature of Job
- Address for Correspondence with Contact No./email id, if any :
11. Permanent address :
12. Employment Registration No, if any :
13. Details of certificate enclosed (Please mention the name of certificate) :
14. Marital Status (Married/Unmarried/Divorcee/Widow) :
15. Clear Identification mark on body, if any :
16. 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. In the event of any information being found to be false or incorrect, my candidature/appointment may be cancelled/terminated without any notice.

Place :

Date :
davp 10203/11/0004/1112

(Signature of applicant)
EN 5/41