

Government of India  
Ministry of Defence  
**Department of Defence Production (DGQA)**  
Controllerate of Quality Assurance (Systems)  
Secunderabad-500009 (AP)

1. Applications are invited for the post of Civilian Motor Driver (Ordinary Grade) from the citizens of India, 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:-

- (a) S.No : 01
- (b) Name of the post : Civilian Motor Driver (Ordinary Grade)
- (c) Total No of posts : One (01)
- (d) Group & Classification : Group 'C' Non-Gazetted Industrial
- (e) Pay Band : Rs. 5200 - 20200 Grade Pay : Rs. 1900/-
- (f) Reservation position : UR-01
- (g) Requisite Qualification :
  - (i) Matriculation (10th pass) or equivalent from any recognized Board.
  - (ii) Professional skill in driving, knowledge of motor mechanics, general smartness and holding of a valid permanent licence for driving cars and heavy vehicles, with at least four years' experience in driving.

2. Age Limit : 18 to 27 years (relaxable for Govt Servants upto 40 years in case of General candidates, 43 years in case of Other Backward Classe candidates and 45 years, in case of candidates belonging to Scheduled Castes and Scheduled Tribes in accordance with the instructions or orders issued by the Central Govt).

3. Application should be addressed to the Controller, Controllerate of Quality Assurance (Systems), DGQA Complex, Manovikas Nagar, Secunderabad - 500009 (AP) and the same should reach within 15 days from the date of this advertisement.

4. General conditions applicable are given below :

- (a) The applications in proforma given in Appendix - 'A' duly typed or neatly handwritten on a plain paper, supported with attested copies of the relevant certificates should reach the Controller, Controllerate of Quality Assurance (Systems), Secunderabad-500009 (AP) within 15 days from the date of publication of this advertisement in Employment News. The experience certificates must contain period with dates, name of the post held, salary drawn and nature of work done and duly signed by the authorized signatory and affixed with their office seal.
- (b) The selection of candidates will be based on written examination/interviews and medical fitness.
- (c) The management reserves the right to shortlist the applications on reasonable grounds.
- (d) Candidates working in Govt Offices/Public Sector Undertaking/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.
- (e) Incomplete or unsigned applications received without photographs or proper enclosures or received after due date will be summarily rejected.
- (f) Photographs must be pasted on the application and must be duly attested by a serving Gazetted Officer.
- (g) No TA will be paid for the written test.
- (h) Canvassing in any form will be disqualification and candidature of such candidates is liable to be summarily rejected.
- (i) Candidates should superscribe the name of post, advertisement No. and date on the TOP of the envelope.
- (j) Candidates are required to submit a self-addressed envelope of size 25 cms x 10 cms with Rs. 5/- postage stamp affixed on it along with the application.
- (k) The crucial date for determining the age and eligibility shall be closing/last date for receipt of the application.
- (l) Date, venue and time of the written test/interview shall be intimated later.
- (m) The applicant should not have more than one living wife at the time of appointment, if selected for the post.
- (n) 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.

Where the number of applications received in response to the advertisement is large and it will not be convenient or possible for the establishment to interview all the candidates. The Controller, CQA(S), Secunderabad at his discretion may restrict the number of candidates to a reasonable limit by any or more of the following methods : (a) on the basis of desirable qualification or (b) By holding a screening test. The candidates should therefore, mention all the qualifications and experience in the relevant field over and above the minimum qualifications and should attach attested copies of the certificates in support thereof.

Date, venue and time of the interview shall be intimated later.

**Appendix 'A'**

**Format of Application**

**For the Post of Civilian Motor Driver (Ordinary Grade)**

Post applied for \_\_\_\_\_

Advertisement No. & Date \_\_\_\_\_

1. Name of the candidate (in block letters) :
  2. Father's/Husband's name :
  3. Whether SC/ST/OBC/PH/Ex-SM  
(attach necessary certificate issued from competent Authority/Civil Surgeon) :
  4. Date of Birth (attach attested copy of the Birth certificate) :
  5. Nationality :
  6. Educational Qualification (Matriculation onwards):  
(Attested copies of certificate(s) to be enclosed)
- | Exam Passed | Year | Division & percentage of marks | Subjects | Board/ University |
|-------------|------|--------------------------------|----------|-------------------|
|             |      |                                |          |                   |
7. Details of Driving Licence (Number, Date of Issue, Place of Issue, etc) :
  8. Professional Qualification, if any :  
(Attested copies of certificates(s) to be enclosed)
  9. Experience, if any :
  10. Present postal address for communication :
  11. Permanent Address :
  12. Employment Registration No. & NCO Code No.:

**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

**Admit Card**  
(On a separate sheet of paper in double space)

1. Name (in block letters) :
2. Full Address for communication :
3. Post applied for :
4. Date of Test/Interview :
5. Time of Test/Interview :

**davp 10203/11/0009/1112**

Passport size  
photograph duly  
attested by a  
serving  
Gazetted  
Officer to be  
affixed.

**EN 6/19**