

GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
(Department of Defence Production/DGQA Organisation)

SENIOR QUALITY ASSURANCE ESTABLISHMENT (GENERAL STORES)
HASTINGS, KOLKATA – 700 022

1. Applications are invited for filling up the post of LOWER DIVISION CLERK from Citizens of India, in the prescribed format (As per Appendix 'A' & 'B') who fulfill requisite qualifications as mentioned below :-

S. No	Name of the post	Classification	Scale of Pay	Categories					Total Vacancy
				UR	SC	ST	OBC	PH	
01	Lower Division Clerk	General Central Service, Group 'C', Non-Gazetted, Ministerial	Pay Rs.19900/- (Level-2 & Cell-1, as per 7th CPC) [Pre-revised PB-1 (Rs.5200-20200) + GP Rs.1900/-]	--	--	--	01	--	01 (ONE)

Note: The incumbent upon recruitment will be on probation for 02 (Two) years.

2. Place of work:- Selected candidate will be liable to serve anywhere in India. However, initial appointment will be at :

Senior Quality Assurance Establishment (General Stores),
5, Commissariat Road, Hastings,
Kolkata – 700 022

3. Eligibility Conditions:-

(a) Education Qualifications:

(i) 12th Class or equivalent qualification from any recognized Board or University.

(ii) Skill Test Norms on computer:

English typing @ 35 words per minute or Hindi Typing @ 30 words per minute (Time allowed 10 minutes)

(35 words per minute in English and 30 words per minute in Hindi correspond to 10,500 key depressions per hour/9000 key depressions per hour on an average of 5 key depressions for each word).

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 certifies that the said handicapped person is not in a fit condition to be able to type.

Desirable : Basic knowledge in Computers.

(b) Age Limit : Between 18 to 27 years as on closing date of application. Relaxable by 03 years for OBC Candidate and 10 years for PH candidate (OBC) (Relaxable for Government Servants upto the age of 40 years accordance with the instructions or orders issued by the Central Government from time to time). Upper age relaxation for Ex-Serviceman from OBC Category is as per existing rules.

(c) Candidate(s) belonging to OBC category must submit a valid 'Non Creamy Layer' certificate from the appropriate authority, failing which such candidate(s) will not be considered as reserved category (OBC) candidate(s).

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 in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi sub-division of Chamba District of Himachal Pradesh, the Union Territory of the Andaman and Nicobar Islands or the Union Territory of Lakshadweep.)

Note 3 : The crucial date for determining the age limit in the case of candidates from Employment Exchange shall be the last date upto which Employment Exchange is asked to submit the names.

Note 4 : The post is suitable for physically handicapped persons with categories of disability OA, OL, HH, BL, B, LV, OAL. They can apply subject to fulfilling the eligibility criteria. OA- One arm affected, OL One leg affected, HH-Hearing handicapped, BL- Both legs affected but not arms, B- Blind (visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses; or limitation of the field of vision subtending an angle of 20 degree or worse, LV- Lower Vision, OAL-One Arm & One Leg.

Note 5 : Ex-Servicemen-Service rendered in Armed Forces shall be deducted from actual age and resultant age should not exceed the maximum age limit prescribed for the post by more than 3 years, as on the closing date for receipt of applications.

4. GENERAL INSTRUCTIONS & CONDITIONS

(Please read the instructions carefully before filling the applications)

(a) Application in the prescribed proforma as given below on plain paper duly typed or neatly handwritten and supported with self attested copies of the relevant mark sheets/certificates (**Original copy should not be forwarded**) etc should reach to **The Senior Quality Assurance Officer, Senior Quality Assurance Establishment (GS), DGQA Complex, 5, Commissariat Road, Hastings, Kolkata – 700 022 (WB)**, clearly super scribing the post applied for on TOP of the envelop i.e “**APPLICATION FOR THE POST OF LOWER DIVISION CLERK**” within 21 (twenty one) days from the date of publication of this advertisement in Employment News/Rozgar Samachar /Local Newspaper. In respect of applications sent by post/speed post from the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi sub-division of Chamba District of Himachal Pradesh, the Union Territory of the A& N Islands or the Union Territory of Lakshadweep or abroad, the last date of receipt of application for the post is 28 days from the date of publication of the advertisement.

- (b) The applications must be submitted in the prescribed proforma (as per **Appendix 'A' & 'B'**) duly typed or neatly hand written in **English or in Hindi** on a A4 size plain paper, with duly self attested copies of the Educational Qualification, proof of date of birth(DOB), valid Caste and PH Certificates.
- (c) Candidates are required to submit a **self-addressed envelope of size 30cm x 12cm affixed with Rs 40/- postage stamps** on it alongwith the application for sending call letters by Speed Post/Registered Post.
- (d) Three recent **colour passport size (3.5 x 4.5cm) self attested photographs** of the candidate must be pasted on specified space in the Application Form & Admit card.
- (e) Only complete applications received on or before due date will be **accepted**.
- (f) Candidates serving in Govt/PSU/Autonomous bodies must apply "Through proper channel". Candidates should obtain NOC from the present employer alongwith 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) The venue of the written test shall be in Senior Quality Assurance Establishment, (General Stores), Hastings, Kolkata-700 022(WB). Any change of location will be intimated. The exact date and time shall be intimated later to the shortlisted candidates. Written test will be conducted in English & Hindi (the candidate may choose either English or Hindi).
- (h) No TA/DA will be provided for attending written test.
- (i) The selection of eligible candidate will be based on his / her performance in written & skill test.
- (j) National Pension System (NPS) will be applicable to the selected candidate.
- (k) Candidate should also note that if at any stage of recruitment, it is found that the candidate has submitted any false/fabricated information/documents, his/her candidature will be cancelled immediately and he / she will be liable for criminal charges under relevant provisions of the CrPC.
- (l) The candidates should also note that at any stage of recruitment, if he/she is found to be having tried to canvass/influence the recruitment authority, his/her candidature will be outrightly rejected.
- (m) Appointing authority reserve the right to cancel the selection process without assigning any reason.
- (n) In case of any dispute with regard to the Recruitment, published in this advertisement, the same shall be settled within the jurisdiction of Kolkata city only.
- (o) This office will not be responsible for non-receipt/ untimely receipt of applications/documents/admit cards due to any postal delay.

(DBS KUSHWAHA)
Colonel
Senior Quality Assurance Officer

Dated: Sep 2017

APPLICATION FORMAT
Application to be filled in Block Capital letters only

Name of the Post applied for : LOWER DIVISION CLERK

Advertisement No. & Date

1. Name of the Candidate :
2. Father's /Husband's name :
3. Whether belongs to OBC/PH(OBC)/ Ex-servicemen(OBC) :
(Please mention the category)
(Attached necessary certificate)
4. (a) Date of Birth(in Christian Era) :
(b) Age (As on Closing date) : Years_____/Months_____/Days_____
(c) Age relaxation claimed : Yes/No
(d) If answer to 4(c) is yes, then reason for age relaxation :
5. Nationality :
6. Sex (Male/Female) :
7. Educational Qualification :
(Beginning from Matriculation/
10th Class Pass) from a recognized Board

Affix recent
Passport Size
3.5 cm x 4.5 cm
self attested
Photograph (not
more than three
months old)

Exam Passed	University/Board of Examination	Year	Subject	Marks % & Division

8. Professional/ Technical Qualification, if any :

9. Experience, if any, details showing last pay drawn

Post held	Emoluments	From	To	Last pay drawn	Nature of work

10. Languages known

Sl No.	To write	To read	To Speak

11. Present Postal Address with Pin Code :
For Communication, including e-mail ID

12. Permanent address :

13. Any other additional information :
14. Phone No. and/or Mobile No. :

DECLARATION

I do hereby declare that all the information furnished in this application is true, complete and correct to the best of my knowledge and belief and that I have not withheld any material fact/ evidence pertaining to this application. In the event of my information being found false, incorrect or ineligibility detected before or after test or at later stage, my candidature will stand cancelled and claims for the recruitment will be forfeited.

Place :

Date :

(Signature of the Applicant)

Encl the following :

1. Self Attested copies of Educational Qualification/Technical Qualification/Experience.
2. Self Attested copies of Date of Birth Certificate.
3. Ex-serviceman – Self Attested copy of discharge certificate.
4. PH Candidates –Self Attested copy of medical certificate.
5. Self - Addressed envelop with Stampage of Rs. 40/-.
6. Admit card in duplicate.

ADMIT CARD FOR RECRUITMENT TO THE POST OF LOWER DIVISION CLERK

(On a separate sheet of paper in double space)

(To be filled in Block Capital Letters only & to be submitted in duplicate (02 copies))

Affix recent
passport size
3.5 cm x 4.5cm
Self attested
Photograph
(not more than
three months old)

1. Name :
2. Father's/Husband's Name :
3. Present address for
Communication (with Pin Code) :
4. Preferred Language for written
Test (Hindi or English) :

NOTE : -

- (a) Candidates should be present one hour (1 hr) before commencement of written test.
- (b) Candidates will not be allowed to appear for written test after 30 minutes of commencement of test.
- (c) Documents / testimonials in original regarding Qualification, Date of Birth, Experience etc, will have to be produced at the time of written test, failing which the authority reserves the right to reject candidature.

(For office use only)

1. Date and Time of Written Test :
2. Venue of Written Test :

Davp/10203/11/0040/1718

