

MINISTRY OF DEFENCE, GOVT. OF INDIA
CONTROLLERATE OF QUALITY ASSURANCE (SPECIAL VEHICLE)
DEHU ROAD, PUNE - 412 101.

The following vacancies are available at CQA (SV), Dehu Road, Pune-412101 for filling up by Direct Recruitment: -

Sr. No.	Name of Post	Post Reserved for category	No. of Post	Pre-revised Pay Band & Grade Pay	Education Qualification	Post identified/suitable for PH category
1.	Stenographer	UR	01	5200-20200+ GF 2400	Essential :- i) 12th Class pass or equivalent qualification from recognized Board or University and ii) Skilled test norms only on computers Dictation: .10 minutes at 80 w.p.m Transcription : 50 minutes (English) 65 minutes(Hindi)	OA, OL, BL, B, LV
2.	CMD (Ordinary Grade)	Ex-Service men	01	5200-20200+ GP 1900	Essential :- i) Matriculation (10 th class pass) from any recognized board. ii) Professional skill in Driving, knowledge of Motor Mechanics, general smartness and holding of valid permanent license of driving cars and heavy vehicles with at least 04 yrs. experience in driving.	Not Applicable
3.	Multi Tasking Staff (Office)	OBC	01	5200-20200+ GP 1800	Essential :- i) Matriculation (10 th class pass) from any recognized board.	OA, OL, LV, HH, B
4.	Multi Tasking Staff (Sanitary)	UR	01	5200-20200+ GP-1800	Essential :- i) Matriculation (10 th class pass) from any recognized board.	OA, OL, LV, HH

Abbreviations:

OA – One Arm affected (R or L)
 OL – One Leg affected (R or L)
 BL – Both Legs affected
 LV – Low Vision
 HH – Hearing Handicapped
 B – Blind

Note:

1. The incumbent on recruitment will be on Probation for 02 years
2. Place of work is Dehu Road, Pune (However, selected Candidates will be liable to serve anywhere in India)

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2. **AGE LIMIT:** - Sr. No. 1 & Sr. No. 2 - 18 to 27 years & Sr. No. 3 & Sr. No. 4 - 18 to 25 years for general candidates. The maximum age limit can be relaxed for following categories as given below:

- a) 3 years for OBC candidates applying against vacancy reserved for OBC only.
- b) Age relaxation is also applicable to Government Servants upto 40 years in case of general candidates and 45 years in case of the candidates belonging to the Scheduled Castes/Scheduled Tribes in accordance with the instructions or orders issued by the Central Government.
- c) Age relaxation for Ex-servicemen 03 years after deduction of the military service rendered from the actual age as on the Closing date.
- d) Age relaxation for persons with disabilities is 10 years (13 years for OBCs)

Note: The crucial date for determining eligibility will be the last date of receipt of the application from candidates in India (other than A & N Islands and Lakshadweep).

3. **NATURE OF DUTIES**

Sr. No. 1 - To keep record of incoming/outgoing dak, files/registers etc., filing upto date, fix appointments, to arrange, meetings and collect information desired and collect information desired by the officer, to deal in a a tactful manner with visitors and to attend telephone calls with courtesy; to maintain confidentiality and secrecy; type and take dictation in shorthand and to transcribe it accurately and other PA work .

Sr. No. 2 - The Drivers will drive the departmental heavy and light vehicle. They shall be responsible for the proper upkeep/ maintenance of vehicles.

Sr. No. 3 - The MTS (O) shall handle files between different divisions of the offices. They will keep the offices neat & clean. They shall deliver local official letter to other offices. They shall perform other duties assigned by the Officer.

Sr. No. 4 - The MTS (Sanitary) shall be responsible for the maintaining cleanliness of the office complex including washrooms/toilets and deal with cleaning,sewage of the office premises. Any other work given by the Officer.

4. **METHOD OF SELECTION:**

i) **The selection will be made on the basis of written test only. Skill test of qualifying nature will conducted where ever required. There will be no interview. The marks obtained in skill test would not be counted for deciding merit. In case where two or more candidates secure equal marks in written test the elder candidates (i.e. Date of Birth seniority) will be given preference over others.**

ii) Written test of 100 marks will be objective type with multiple options. There will be no negative marking. Medium of written test Hindi or English. Duration of test will be 90 minutes.

5. **SYLLABUS:** -

- a) General Intelligence & Reasoning
- b) Numerical Aptitude
- c) General Awareness including Computer Science
- d) English Language

6. **LAST DATE:** -

Application in the under mentioned prescribed formant should reach to **'The Controller, Controllerate of Quality Assurance (Special Vehicle) Dehu Road, Pune - 412101, (Maharashtra)'** within **21 days** from the date of publication of this advertisement.

7. **GENERAL INSTRUCTION: -**

i) The name of post applied should be mentioned on the Top Left Corner of the Envelop. Application received after 1700 hours on the last date of receipt will not be considered. This office will not be responsible for postal delay. Application incomplete in any respect and received after closing date shall be summarily rejected a no further correspondence will be entrained in this regard. Canvassing in any form shall lead to disqualification of the candidate.

ii) Departmental candidates who fulfill the above requirements and are desirous of being considered for Direct Recruitment at CQA (SV), Dehu Road along with the candidates sponsored by the Central Employment Exchange may submit their applications as per the format attached in Duplicate and attested copies of all relevant certificates to this establishment through proper channel within 21 days of issue of this letter.

iii) Candidate employed in Central Govt. State Govt. and PSU should be applying through Proper Channel only. Otherwise their application is liable to be rejected. Candidate appearing for written test will come on their own expenditure.

iv) Application in any Case should not be sent to Central Employment Exchange/ Local Exchange.

v) No Traveling allowance will be admissible to the Candidates and they should travel under their own arrangement.

vi) Venue of Written test / Skill test and date of written test will be intimated later by call letter.

vii) Submit Self Attested Copies of Certificate (Not Original) of Education Qualification, Proof for the Date of Birth, Caste Certificate and Mark Sheet alongwith application. However original certificate should be brought while attending written test for verification. Candidates belonging to OBC category shall produce caste certificate only in format given in DoPT OM No. 36036/2/2013-Estt. (Res) dated 30 May 2014 (Format given below). Caste certificate any other format will render candidate ineligible for the test & accordingly application will be rejected.

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Smt./Kumari..... son/daughter of.....of village/townin District/Division..... in the State/Union Territory..... belongs to the community which is recognized as a backward class under the Government of India. Ministry of Social Justice and Empowerment's Resolution No.....dated.....*

Shri/Smt./Kumari.....and/or his/her family ordinarily resides (s) in the.....District/Division of the..... State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 8.9.1993**.

District Magistrate
Deputy Commissioner etc.

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Dated _____
 Seal _____
 * The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.
 ** As amended from time to time.
Note: - The term "Ordinarily" used here will have the same meaning as section 20 of the Representation of the People Act, 1950.

FORMAT OF APPLICATION

Affix latest
 passport size
 Photograph

1. Post Applied for: _____
2. Name of the candidate (in Block Letters only): _____

 (First) (Middle) (Surname)
3. Date of Birth (DD/MM/YYYY format only): _____
4. Father's Name: (First) (Middle) (Surname) _____
5. Postal Address (with Pin code): _____

6. Permanent Address (with Pin code): _____

7. Contact No.: _____
8. E-mail (Optional): _____
9. Nationality: _____
10. Whether UR/OBC/PH/Ex-Serviceman: _____
 (Attach attested Photocopy of supporting certificate)

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11. Academic Qualification: _____
(Attach attested Photocopy of Certificate in support of Educational Qualification)

Sr. no.	Examination	Board / university	Year of passing	Percentage	Grade

12. Experience (if any): _____
(Attach attested Photocopy of Certificate in support of Experience)

Sr. no.	Name of Employer/ Organisation	Period		Designation	Pay Scale	Nature of Duties	Reason for leaving
		From	To				

I solemnly declare that the statements made by me in the form are correct to the best of my knowledge and belief.

Place:

Date:

(Signature of the candidate)

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