

GOVERNMENT OF INDIA, MINISTRY OF DEFENCE
DEPARTMENT OF DEFENCE PRODUCTION
DIRECTORATE GENERAL OF QUALITY ASSURANCE
SENIOR QUALITY ASSURANCE ESTABLISHMENT(ARMAMENTS)
COSSIPORE : KOLKATA – 700002

Application are invited from Indian National for recruitment of the following vacancies, General Central Services Group 'C' Non-Gazetted Posts, who are fulfilling requisite qualifications/specifications as mentioned below, on A-4 size plain paper duly typed or neatly hand written in the prescribed format (as per Appendix-'A') should reach **SQAO, Senior Quality Assurance Establishment (Armts) Cossipore, Kolkata-700002** 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.	Multi Tasking Staff (Office)	01 (One)	-	01 (One)	-	-	-	-	-
2.	Multi Tasking Staff (Sanitary)	02 (two)	02 (two)	-	-	-	-	-	-

1. **Scale of Pay** : Pay Band -1 (Rs.5200-20200 Plus Grade Pay Rs.1800/-)

2. **Age Limit** : Between 18-25 years

(a) Relaxation of age for SC will be in accordance with instructions or order issued by Central Govt time to time.

(b) Relaxation for Govt Servants upto the age of 40 years for General candidate and 45 years for Scheduled Caste candidates is admissible on the upper age limit.

(c) 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.

(d) The crucial date of determining the age limit shall be closing date of receipt of applications i.e. 21 days from the date of publication of advertisement.

3. **Educational Qualification** : Matriculation (10th class) from a recognized Board.

4. **Place of Work** : **Senior Quality Assurance Establishment (Armaments)**
Cossipore , Kolkata – 700002 OR Anywhere in India.

5. **How to Apply** :

(a) Desirable candidates who are meeting the above said requirements shall forward their applications to the following address by post.

The Senior Quality Assurance Officer
Senior Quality Assurance Establishment (Armaments)
Cossipore, Kolkata – 700002

Contd....P/2

- (b) The application shall be as per the format given at Appendix- 'A'.
Note : Application incomplete in any respect and received after the closing date shall be summarily rejected and no further correspondence will be entertained in this regard.
- (c) Duly filled Application shall be accompanied with duly filled two Admit Cards & one Self-Addressed envelope of size 30 cm x 12 cm affixed with postal stamp of Rs.25/- value. Address for correspondence should be written / typed in English / Hindi with Pin Code. The Admit Cards shall be as per the format given at Appendix-'B'.
- (d) Alongwith the application and two Admit Cards and self-addressed envelope, the following documents are also to be enclosed and forwarded :
- (i) Self-attested copy of Certificate showing Date of Birth (School Leaving / Matriculation / 10th Standard or equivalent certificate indicating Date of Birth).
 - (ii) Self-attested copies of 10th class pass or equivalent certificate along with marks Sheet.
 - (iii) Self attested copy of the Caste Certificate (in case of SC candidates).

Note : Caste Certificate should be issued by not below the rank of Tehsildar.

(iv) No Objection Certificate : Candidates working in Government Service/ Public Sector Undertakings/Govt Bodies must attach a "No Objection Certificate" from their Head of Office /Head of Establishment stating that they have no objection in releasing them in case of selection. Application not accompanied with No Object Certificate (NOC) will be summarily rejected.

(v) Recent Passport size Colour Photographs : Total four numbers.

Notes : -

- (aa) One photograph duly self attested is to be affixed at the box on the application.
- (ab) Second/Third photographs duly signed by the candidate are to be affixed at the box on the Admit Cards.
- (ac) Fourth photograph duly signed by the candidate is to be enclosed with the application. Please do not affix this photograph.
- (ad) Application for the Post of "**Multi Tasking Staff (Office)**" or "**Multi Tasking Staff (Sanitary)**" is to be written on the top of envelope.
- (ae) In case of certificates and other documents which are not issued in the Hindi or English languages, duly certified copies of the translated documents in either English or Hindi versions are to be attached along with the duly attested copies of the original documents.

6. **Last date of receipt of Applications :-**

- (a) All applications must reach the office of **Senior Quality Assurance Establishment (Armts), Cossipore, Kolkata-700002. within 21 days** from the date of publication of this advertisement.
- (b) In respect of applications received from the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir, Lahoul & Spitit District and Pangi sub-division of Chamba District of Himanchal Pradesh, Andaman Nicobar Islands or Lakhadweep, the last date of receipt of application will be within 30 days (closing hours) from the date of publication. The candidates claiming the benefit of extended time should clearly indicate pin code of his area.

7. **Selection Process :**

Selection of candidate will be based on merit list of selected candidates in written test only. No interview will be held.

Notes :


- (a) The candidate can apply for one post i.e. either MTS(S) or MTS(O) and should clearly mention the same in application form.
- (b) In case, the number of applications received are too large and not practicable for the establishment to hold written test, short listing of applicants on the basis of 10th class percentage of marks will be carried out. Only eligible candidates will be sent Call letters for written examination
- (c) The syllabus of written test will be of 10th standard and will cover 100 Questions. Maths-20 marks English- 20 marks, General studies - 20 marks, Science- 20 marks, General awareness -20 marks. Candidates will be given option to answer the question paper in Hindi or English.
- (d) Call letters for written test will be sent by post. This organization is not responsible for any postal delay.
- (e) No TA/DA will be paid for appearing in Written Test except SC Candidates who will be paid TA/DA for Sleeper Train Fare on production of Rly ticket.
- (f) Appointment shall be subject to satisfactory Police Verification Report and Medical Fitness.
- (g) Canvassing in any form will be assessed as disqualification and candidature of such candidate is liable to be summarily rejected.

8. Nature of Duty :

Multi Tasking Staff (Sanitary):-

- (a) Daily cleaning of office and office premises including washrooms, toilets (Ladies and Gents) etc.
- (b) Cleaning of rooms, office tables, furniture, windows, machinery and equipments, etc.
- (c) Any other work assigned by superior authority.

Multi Tasking Staff (Office):-

- (a) Opening and closing of rooms, cleaning of rooms, dusting of furnitures, etc.
 - (b) General cleanliness and upkeeps of the Section / Unit.
 - (c) Assisting in routine office work like diary, dispatch etc.
 - (d) Any other work assigned by superior authority.
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APPLICATION FORM

(TO BE FILLED IN CAPITAL/BLOCK LETTERS ONLY)
(To be typed/written in double space & fonts 14 on A-4 size paper)

(a) Name of the Post applied for : _____
[Write MTS(S) or MTS(O)]

(b) Advertisement No and date : _____

Paste recent
passport size
photograph
duly self
attested

1. Name of the applicant _____
(in full)

2. (a) Mother's Name : _____

(b) Father's/Husband's Name : _____

3. Nationality : _____

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

(b) Age (as on closing date) : _____ Yrs _____ Months _____ Days

(c) Age relaxation claimed : Yes / No _____
(If 'Yes', specifically mention the name of quota)

5. Category of applicant (UR/SC) : _____

6. Sex (Male / Female) :

7. Educational Qualifications :-

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

8. Additional Qualification's if any : _____

9. Details of work experience, if any : _____

(a)

(b)

10. Address for Correspondence : _____
11. Permanent address : _____
12. Employment Registration No, if any : _____
13. Details of Certificates enclosed : _____
 - (a)
 - (b)
 - (c)
 - (d)
14. Any other details _____
15. Contact details : Mobile / Landline No /E-mail _____

DECLARATION

I do hereby declare that the particulars furnished above by me are correct to the best of my knowledge and belief. Nothing is 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 :

No of Enclosures :

Signature of applicant:

APPENDIX- B

ADMIT CARD
(Two Copies)

(TO BE FILLED IN CAPITAL / BOLD LETTERS ONLY)

1. Roll No : _____
2. Name of the post applied for : _____
3. Name of the applicant
(in full) : _____
4. (a) Mother's Name : _____
(b) Father's/Husband Name : _____
5. Complete Postal address for
correspondence (with Pin Code) : _____

6. Date of Written Test : _____
7. Venue of Written Test : _____

Paste recent
passport size
photograph
duly self
attested

(Left (for Male) / Right (for Female)
Hand Thumb Impression of the candidate)

Date :

(Signature of Candidate)

(Signature of Issuing Authority)

Note :

(a) All original certificates and marks sheets in support of entries made in application form will have to be produced at the time of reporting for written test, failing which the candidature is likely to be cancelled.

(b) Details at Srl. No.1, 6 and 7 are not to be filled by the candidate. These shall be filled by office.

day 10203/11/0024/1617

Hand Test →