

GOVERNMENT OF INDIA
MINISTRY OF DEFENCE (DGQA)
CONTROLLERATE OF QUALITY ASSURANCE (ENGG EQPT)
AUNDH CAMP, PUNE -27

Applications are invited by The CONTROLLER, CONTROLLERATE OF QUALITY ASSURANCE (ENGG EQPT) AUNDH CAMP, PUNE -411 027 for filling up the following posts from Citizens of India, who are fulfilling requisite qualification as mentioned below in the prescribed format (as per Appx 'B') only.

Sl No	Name of Post	Group	Total vacancies to be filled up	Reservation Status					
				UR	SC	ST	OBC	PH (HH)	ESM
1.	Stenographer	"C"	03	01	Nil	Nil	02	Nil	Nil
2.	Technician (Semi Skilled)	"C"	06	01	02	Nil	03	Nil	Nil
3.	Multi Tasking Staff (Office)	"C"	04	02	Nil	Nil	02	*	Nil
4.	Multi Tasking Staff (Security)	"C"	06	03	01	Nil	02	Nil	**
5.	Multi Tasking Staff (Sanitary)	"C"	03	Nil	03	Nil	Nil	Nil	Nil

* Out of 04 MTS(O) 01 post is reserve for PH(HH: Hearing Handicapped).

** Two vacancy of MTS(Security) will be filled by Ex-serviceman.

Note : the incumbent on recruitment will be on probation for 02 Years.

Place of work

The CONTROLLER, CONTROLLERATE OF QUALITY ASSURANCE (ENGG. EQPT.) / CONTROLLERATE OF QUALITY ASSURANCE (FIRE FIGHTING EQPT) AUNDH CAMP, PUNE -411 027 but the services are liable to be transferred to any DGQA Establishment throughout India.

Eligibility Conditions :

Name of the post	Scale of Pay	Qualification	Syllabus for written test
<u>Stenographer</u>	Pay matrix level-4 (Pre revised in the Pay Band of PB-1 Rs 5200-20200 + Grade Pay Rs 2400) plus allowance as admissible to Central Government Employees from time to time. New pension Scheme will be applicable.	(i) 12 th class Pass or equivalent qualification from any recognized Board or University. (ii) Skill test only on computers: Dictation: 10 minutes @ 80 words per minutes. Transcription: 50 minutes (English) 65 minutes (Hindi)	Multiple choice questions based on General awareness, English Language, General Mathematics, Science, General Intelligence.
<u>Technician (Semi Skilled)</u>	Pay matrix level-1 (Pre revised in the Pay Band of PB-1 Rs 5200-20200 + Grade Pay Rs 1800) plus allowance as admissible to Central Government Employees from time to time. New pension Scheme will be applicable.	10 th pass with Industrial Training Institute Pass Certificate in the specified trade i.e. Fitter, Automobile, Electrician, Refrigeration and Air Conditioner Mechanic, Motor Vehicle Mechanic, Welding (Gas and Electric), plumber or its equivalent Defence Services Tradesman Course approved as such by the central Government or State Government. Selection will be made on the basis of written test & trade test.	Multiple choice questions based on General awareness, Basic English, General Mathematics, Science & Basic Technical Question related with trades, General Intelligence.
<u>Multi Tasking Staff (Office)</u>	Same as above	Matriculation (10 th class pass) from a recognized Board.	Multiple choice questions based on General awareness, Basic English, General Mathematics, Science, General Intelligence.
<u>Multi Tasking Staff (Security)</u>	Same as above	Same as above	
<u>Multi Tasking Staff (Sanitary)</u>	Same as above	Same as above	

Age limit : 18 to 27 years as on closing date of application. Relaxable by 03 yrs for OBC Candidate, 05 yrs for SC Candidate and 10 years for PH candidate (Relaxable for Govt. servant's upto the age of 40 years in case of General Candidates, 45 years for Schedule Castes and Schedule Tribes and 43 Years for candidates belongs to OBC accordance with the instruction or order issued by the Central Government from time to time in this regard). Upper age relaxation for Ex-Serviceman (After deduction of the military service rendered from the actual age as on the Closing date for receipt of application for General candidate 03 years, for OBC 06 years & for SC/ST 08 years).

Note : Age relaxation to departmental / Govt. servants candidate shall only be permissible when the regular service rendered in Central Government will not be less than 03 years regular service under Central Government

General Instruction to all categories

1. The Application should be Addressed to : The Controller
CONTROLLERATE OF QUALITY
ASSURANCE (ENGG EQPT)
AUNDH CAMP, PUNE -411 027
2. Place of work : The Controller
CONTROLLERATE OF QUALITY
ASSURANCE (ENGG EQPT) /
CONTROLLERATE OF QUALITY
ASSURANCE (FIRE FIGHTING EQPT)
AUNDH CAMP, PUNE -411 027
(However selected candidates will be liable to serve anywhere in India)
3. Crucial Date : The crucial date for determining the age limit shall be the closing date for receipt of applications from the candidates.

4. Eligible candidates can apply in the format given at Appencix 'B' neatly typed in English/Hindi (In A4 Size Paper only) duly supported by the under mentioned documents within 21 days from the date of publication of advertisement in Employment News. As a special case 07 days extension will be given to candidates residing in places like Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Negaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir, Lahaul & Spiti District and Pangi Sub Division of Chamba district of Himachal Pradesh, A&N Islands and Lakshadweep. Applicants applying from any of those areas should superscribe the name of area on envelop in capital letter. All should be sent only by ordinary post/speed post. No application will be received by hand.

Documents to be attached:-

- (i) Attested copies of Proof of Date of Birth, Caste Certificate, PH Certificate, Educational Qualification/Experience Certificates, Mark sheets,
- (ii) Certificate from authorized/ recognized Institute for passing Shorthand typing test.(only for post at Ser No. 1)
- (iii) One recent passport size photograph duly self attested affixed on the application form.(in the box provided).
- (iv) Two recent passport size photograph duly affixed on the Admit Card form and self attested (in the box provided).
- (v) Candidates are required to submit one self addressed envelop of size 30 cm x 12 cm affixed with Rs. 40/- postage stamps on it along with the application for sending call letters by Speed post/Registered post. Address should be written/typed in English/Hindi with Pin Code.

For PH Candidate : Physically Handicap(Only Hearing Impaired – not less than 40% Permanent disability). The disability Certificate Form-III (Disability Certificate in case of multiple disabilities) or Form – IV (Disability Certificate in cases other than those mentioned in Forms II and III) under Rule 4. as given in the official website of Office of The Chief Commissioner for Persons with Disabilities, Ministry of Social Justice and Empowerment, Government of India will only be accepted.

5. The Name of the post applied for, should be mentioned on the top left corner of the envelope.

6. The date, time and venue of written exam shall be intimated later to eligible candidates only, (The venue of the written Skill/Trade test will be **CONTROLLERATE OF QUALITY ASSURANCE (ENGG EQPT) AUNDH CAMP, PUNE -411 027**).

7. The selection of candidate will be based on Written examination, Qualifying Trade/Skill test, Medical Fitness and other formalities as per Govt Orders. As per the latest guidelines, No interview will be held. Based on written examination short listed candidates will be put through a Qualifying Trade / Skill Test.(For Stenographer and Technical (SS) only)

8. Applications incomplete in any respect and received after the closing date shall be summarily rejected and no further correspondence will be entertained in this regard.

09. This office will not be responsible for non-receipt / untimely receipt of application / documents / admit cards due to any postal delay.

10. Persons working in Central / State Govt / PSU must apply through proper channel alongwith the certificate from their establishment that no disciplinary action is contemplated/pending against them and that they have no objection in releasing them in case of selection.

11. No TA will be admissible for appearing in the written test / trade test.

12. The recruitment process can be cancelled / postponed / suspended / terminated without any prior notice / without assigning any reason at any stage.



(S M AHMED)
Brig
Controller

Appendix-B

FORMAT OF APPLICATION

(to be filled in Block letters only)

Name of the Post applied for :

Ref. Your advertisement No. dated.....
the Employment News/Rozgar Samachar

Affix passport size
photograph dully
Self attested.

1. Name of the Applicant :
2. Father's/Husband's Name :
3. Nationality :
4. (a)Date of Birth :
(b)Age (as on closing date) :
(c)Age relaxation claimed : Yes/No
5. Whether belongs to SC/ST/
OBC/PH/ESM :
(Please mention the category)
6. Sex (Male/Female) :
7. Educational Qualifications :

Educational Qualification	University/Board	Year	Subject	Marks % & Division

8. Experience if any :
9. Address for Correspondence :
10. Permanent address :
11. Employment Registration No if any :
12. Details of certificate enclosed (Please mention the name of certificate)
13. 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 :

(Signature of applicant)

ADMIT CARD

(to be submitted in duplicate. only Srl. No. 1,2, & 3 to be filled by candidate)

ADMIT CARD FOR THE POST OF
(UR/ OBC/SC/)

Affix passport size
photograph dully
self attested

1. Name of the Applicant :
(in Block Letters)

2. Father's/Husband's Name :

3. Full address for communication:
.....
.....

4. Date of Written Test :

5. Time of Written Test :

6. Venue of Written Test :
.....
.....

7. Short listed candidates based on their performance in Written test will be called for Skill Test/Trade Test. All documents/testimonial in original regarding Date of Birth, Category, Qualification experience etc will have to be produced at the time of Skill Test/Trade Test, failing which the candidature is likely to be cancelled.

Date :

(Signature of applicant)

DAVP/10203 /11 / 0024 / 17 18