

**DRAFT ADVERTISEMENT**

**GOVERNMENT OF INDIA, MINISTRY OF DEFENCE**  
**DEPARTMENT OF DEFENCE PRODUCTION (DGQA)**  
**SENIOR QUALITY ASSURANCE ESTABLISHMENT (VEHICLES)**  
**MEENAMBAKKAM, CHENNAI - 600 114**

Applications are invited for the under mentioned posts in Senior Quality Assurance Establishment (Vehicles), Meenambakkam, Chennai from Citizens of India, who are fulfilling the following requisite qualifications on a plain paper (A4 size) duly typed or neatly hand written in the prescribed format ( as per Appendix 'A' and 'B' ) only

Sl. No.	Name of the Post	Classification of Post	Scale of Pay	No. of vacancies	Categories				
					UR	SC	ST	OBC	PWD
(i)	Store Keeper	General Central Service, Group 'C' Non-Gazetted, Non Ministerial	Pay Band-1 ₹ 5200-20200	01	01	-	-	-	-
(ii)	Civilian Motor Driver (Ordinary Grade)		Plus Grade Pay ₹ 1900	02	01	-	-	01	-

Note: The incumbent by direct recruitment will be on Probation for two years.

Place of work: Senior Quality Assurance Establishment (Vehicles), DGQA Complex, Meenambakkam, Chennai-600 114 (TN) with All India Service Liability.

**QUALITATIVE REQUIREMENTS**

**Sl. No. (1): Store Keeper**

**(a) Age:** Between 18 and 27 years (Age Relaxable for Departmental candidates/Government employees upto 40 years in case of General (unreserved) candidates and 45 years in case of Scheduled Caste and Scheduled Tribes candidates in accordance with the instructions or orders issued by the Central Government). No age relaxation and other benefits will be available to the candidates belonging to SC, ST and OBC category for the post of SK, if applied against UR Vacancy.

Note: (i) The age relaxation for Departmental candidates/Govt. employees will be admissible only where he/she has rendered not less than three years regular service under Central Government.

(ii) For Ex-serviceman, service rendered in Armed Forces shall be deducted from actual age plus three years and resultant age should not exceed the maximum age limit prescribed for the post as on closing/last date. Ex-Serviceman candidate must submit the copy of Armed Forces discharge certificate in this regard duly attested.

**(b) Educational and other Qualification required:**

**Essential:** 10 + 2 class Pass or equivalent from a recognized Board.

**Desirable:** Certificate for completion of a course in Material Management from a recognised institution.

**Sl. No. (2): Civilian Motor Driver (Ordinary Grade)**

**(a) Age:** Between 18 and 27 years for UR candidates and the Upper age limit prescribed shall be relaxed by three years for OBC candidates i.e., upto 30 years. (Age Relaxable for Departmental candidates/Government employees upto 40 years in case of General (unreserved) candidates and 45 years in case of Scheduled Caste and Scheduled Tribes candidates in accordance with the instructions or orders issued by the Central Government). No age relaxation and other benefits will be available to the candidates belonging to SC, ST and OBC category for the post of CMD, if applied against UR Vacancy.

Note: (i) The age relaxation for Departmental candidates/Govt. employees will be admissible only where he/she has rendered not less than three years regular service under Central Government.

(ii) For Ex-serviceman, service rendered in Armed Forces shall be deducted from actual age plus three years and resultant age should not exceed the maximum age limit prescribed for the post as on closing/last date. Ex-Serviceman candidate must submit the copy of Armed Forces discharge certificate in this regard duly attested.

**(b) Educational and other Qualification required:**

**Essential:**

(i) 10<sup>th</sup> class Pass or equivalent from any recognized Board.

(ii) Professional skill in Driving, knowledge of motor mechanics, general smartness and holding of valid permanent licence for driving cars and heavy vehicles with at least four year's experience in driving.

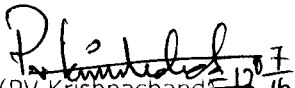
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## General Instructions

(Please read the instructions carefully before filling the application form)

1. Application on A-4 size plain white paper duly typed in English as per prescribed format (Appx- 'A') along with attested copies of educational certificate & mark sheets and relevant date of birth, caste, certificates/documents, NOC and Driving licence etc., addressed to **The SQAQ, Senior Quality Assurance Establishment (Vehicles), DGQA Complex, Meenambakkam East, Chennai – 600 114**, clearly superscribing the post applied for, advertisement No. and date on the TOP of the envelope should reach **within 30(thirty) days** from the date of publication of this advertisement in the Employment News/Rozgar Samachar/Local Newspapers to the above address. (As a special case 07 days extension will be given to candidates residing in places like Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir, Lahaul & Spiti Districts and Pangri Sub-division of Chamba district of Himachal Pradesh, A&N Islands and Lakshadweep). Applications received in any other format, paper in torn/mutilated condition shall be rejected. Applications should be sent only by ordinary post/speed post.
2. Recent passport-size photograph should be pasted at places provided for in the application duly attested by a Serving Gazetted Officer only.
3. Candidates should submit one self-addressed white envelope (size: 30cms x 12cms) affixed with postal stamp of ₹ 40/- and Call Letter for written test (Appx-'B'), in duplicate, duly filled-in should be enclosed with the application form for sending call letters.
4. Departmental candidates/Government employees should apply through proper channel and should submit NOC along with a certificate from their Head of Office that "No disciplinary/vigilance case is pending or is being contemplated against him/her nor is under currency of penalty".
5. The Proof of certificate belonging to reserved category such as SC/ST and non-creamy layer of OBC with validity as on closing date is to be submitted along with application by the applicant.
6. Incomplete or unsigned application and applications received without photographs/attestation or without proper supporting certificates or received after due date will be summarily rejected.
7. The crucial date of determining the age and eligibility shall be the closing/last date for receipt of the applications i.e. **within 30 days** from the date of publication. No application will be received by hand.
8. SQAQ (V), Chennai will not be responsible for non-receipt/untimely receipt of application/certificates/call letter/admit Card etc. due to any postal delay.
9. New Contributory Pension Scheme/Policy for the above posts will be applicable as per rules in vogue. The appointments of the above posts are temporary but likely to continue.
10. Canvassing in any form will amount to outright disqualification and candidature of such candidates is liable to be summarily rejected.
11. The selection of candidates will be based on Preliminary screening, written test and Professional driving test (for CMD post) conducted at Senior Quality Assurance (Veh), Meenambakkam, Chennai. The Syllabus for Written test (objective type) for both posts will be based on educational qualification as mentioned at Srl. No. 1(b) and Srl. No. 2(b) of the advertisement and knowledge required for the duties and job requirement of the above posts. **For the post of CMD only:** candidates will be called for Driving Skill test as per merit list prepared after written test. Based on the final results of the merit list, candidates will be offered appointment for the above posts subject to Medical Fitness and other formalities as per latest Govt Orders.
12. The decision of appointing authority regarding mode of selection to the post and eligibility conditions of the applicants shall be final and binding. No correspondence will be entertained in this regard. Mere possession of the prescribed qualification does not entitle the candidate to be called for written test.
13. No interviews will be conducted for the recruitment to the above posts. The recruitment shall be made on the basis of the marks obtained by the candidates in the written examination.
14. The recruitment process can be cancelled/postponed/suspended/terminated without any prior notice/without assigning any reasons at any stage.
15. No TA/DA will be admissible for appearing in the written test/Skill test.

  
(PV Krishnachand) 12/16  
Sr QA Officer

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**FORMAT OF APPLICATION**  
(to be filled in Block letters only)

Name of Post applied for:  
Advertisement Number and date:

Affix recent  
Passport size  
photograph & to  
be attested by a  
Gazetted Officer

1. Name of the Candidate :  
(in block letters)
2. Father's/Husband's Name :
3. Whether belongs to UR/SC/ST/OBC/  
Ex-SM (Attach attested certificate  
issued by competent authority)
4. Date of Birth (in Christian era) :
5. Nationality and Religion :
6. Sex (Male / Female) :
7. Correspondence Address:  
With Mobile Number
8. Permanent Address:

9. Qualification

(i) Educational Qualification:

Name of Examination	Name of the Board / recognized Institute	Year of passing	Total Percentage of marks obtained	Grade / Division
10 <sup>th</sup> class or equivalent				
12 <sup>th</sup> class or equivalent				

(ii) Applicable for CMD (OG) Post: Following details to be filled-in & Photo copy of Valid Driving Licence(s) are to be enclosed)

- (a) Light & Heavy Vehicle Driving Licence Number:
- (b) Validity upto:
- (c) Issued by:
- (d) Vehicle Class (MCWGR/LMV-NT/HTV):

10. Work Experience, if any:

Post held	Name of employer	From	To	Last Pay drawn	Description of Work

11. Details of attested copies of certificates/documents as a proof:  
(Covering Sl. No. 3, 4, 8, 9 (i) & 9(ii) and 10 of above)

**DECLARATION**

I hereby declare that all the information furnished in this application is true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or 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 and my services will be terminated without notice.

Date:

(Signature of the Applicant)

- Encl.: 1. Attested copies of Educational /Skill Qualification & Experience certificates.  
2. Attested copy of Date of Birth Certificate.  
3. Attested copy of Caste certificate.  
4. Attested copy of Permanent Address Proof.  
5. Self-addressed envelope with Postal Stamps of ₹ 40/-.  
6. Call letter for written test **in duplicate** (Appendix 'B')

*Retained 07*  
12/16.

**CALL LETTER FOR WRITTEN TEST**

(On a separate sheet of paper in double space)

(Call letter should be submitted **in duplicate** duly filled in Sl. No. 1 to 6 by the candidates)

Affix recent  
Passport size  
photograph  
& to be  
attested by a  
Gazetted

1. Name of the Candidate :  
(in Block letters)
2. Date of Birth :
3. Post applied for :
4. Full Correspondence Address :  
(With Mobile Number)
5. Signature of the Candidate :
6. L T I of the Candidate :

**(FOR OFFICE USE ONLY)**

7. Your application has been considered and Roll No. is allotted as under and directed to report for written test as details given below:

8. Roll Number:

9. Written test

(a) Date:

(b) Time:

(c) Venue:

Office Seal

(Signature of Presiding Officer)  
Date:

Note: (i) Candidates should bring original documents/Certificates in support of information submitted in the application form on the date of written test for verification, failing which candidature will be forfeited for recruitment.

(ii) Mobile phones are not permitted /allowed in defence area / inside examination hall.

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*[Signature]*  
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