

**DRAFT ADVERTISEMENT**  
**GOVERNMENT OF INDIA**  
**MINISTRY OF DEFENCE**  
**DEPT OF DEFENCE PRODUCTION (DGQA)**  
**SENIOR QUALITY ASSURANCE ESTABLISHMENT (ELECTRONICS)**  
**19/13, NATIONAL STADIUM**  
**NEW DELHI -110001**

Applications are invited from Indian nationals for filling up the post of **Stenographer (Group 'C' Non Gazetted Ministerial)**. Those fulfilling the following qualitative requirements may apply as per prescribed proforma (at Appendix A) on plain paper duly typed or neatly hand written:-

1.	<b>Name of Post</b>	:	Stenographer (Group 'C' Non Gazetted Ministerial)
2.	<b>Place of work</b>	:	Senior Quality Assurance Establishment (Electronics), 19/13, National Stadium, New Delhi - 110001 (This is the initial place of posting. Selected candidates will be liable to serve anywhere in India)
3.	<b>No of Post</b>	:	One (Reserved for OBC)
4.	<b>Scale of Pay</b>	:	Pay Matrix Level-4 (Pre revised in Pay Band of PB-1 Rs.5200-20200+ Grade Pay Rs.2400), as per 7 <sup>th</sup> CPC plus other allowances as admissible to central govt employees from time to time
5.	<b>Essential Qualification</b>	:	(a) 12 <sup>th</sup> class pass or equivalent qualification from a recognized Board or University <b>AND</b> (b) Skill Test norms only on computer <b>Dictation</b> : 10 minutes @ 80 words per minute <b>Transcription</b> : 50 minutes (English) 65 minutes (Hindi)
6.	<b>Age Limit</b>	:	18 to 27 years (03 years relaxation for OBC). Relaxable for departmental candidate upto 40 years in accordance with the instructions or orders issued by the Central Government.
7.	<b>Selection Process</b>	:	(a) <b>Written Examination.</b> Eligible candidates will be called for Written Examination. The examination will consist of objective type questions on General Intelligence, English Language, Quantitative Aptitude and General Awareness. Question paper will be bilingual (in English & Hindi).  (b) <b>Skill Test.</b> The candidates declared qualified in Written Examination will be called for Skill Test and same will be carried out in accordance with para 5 (b) above.  (c) Selection will be done on the basis of Written Test and Skill Test only. There will be no interview for selection.
8.	<b>Application Form</b>	:	(a) The candidates may apply for the post by typing the application on a plain paper, or neatly handwritten, as per format at <b>Appendix 'A'</b> . (b) Self attested photocopies of all certificates in support of educational qualification, proficiency in shorthand, age, caste etc, will be enclosed with the application. (c) Candidate should note that any certificate or information furnished in the application form, if found incorrect at any stage (even after offer of appointment), will result in disqualification for the post applied / selected. (d) Three numbers of recent passport size photographs (4.5 cm x 3.5 cm) are required i.e., one photo to be affixed on the top right side of the application form and one photo each to be affixed on both the Admit Cards. Photo on Application Form & Admit Cards should be signed by the candidate in such a way that part sign is on paper and part on photograph.

