

GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
DEPARTMENT OF DEFENCE PRODUCTION
DIRECTORATE GENERAL OF QUALITY ASSURANCE
SENIOR QUALITY ASSURANCE ESTT(ARMAMENTS)
DGQA COMPLEX, LBS MARG, VIKHROLI; MUMBAI-400 083.

THE POST IS GOVERNED BY RECRUITMENT RULES AVAILABLE ON THE DGQA DEPARTMENT'S WEBSITE -(dggadefence.gov.on) AGE AND OTHER CONCESSIONS WHERE APPLICABLE WILL BE AS PER GOVT.ORDERS/RULES APPLICABLE.

1. Application on a plain paper duly typed or neatly hand written in the prescribed format(as per Appx 'A') only are invited for the following post from Citizens of India, who fulfil requisite qualifications / requirements as mentioned below:-

Sr.No.	Name of Post	Total No. of Posts	Reserved for	Classification of Post	Pay Band and Grade Pay applicable	Recruitment Rule applicable	Period of probation as per Rect. Rules
01	Multi Tasking Staff (Office)	01	Schedule Caste	Group 'C'-Non Gaz, Non- Ministerial Staff	PB-1 Rs.5200-20200 plus Grade Pay Rs. 1800/-	SRO No.02 dated 11/12/2013	Two years

2. The post is temporary but likely to continue.
3. The Appointees to this post will be governed by the New Pension Scheme, which is presently in vogue.
4. Requirement of the above post is as under (For full details,please refer to applicable Recruitment Rules available on DGQA Website and other Govt Orders on age relaxation etc.)

POST SPECIFIC REQUIREMENTS

Post : MULTI TASKING STAFF (OFFICE)

Age limit : Between 18-25 years(Relaxable for Government Servant's upto age of forty years in case of General candidates and forty-five years in case of the candidates belonging to the Scheduled Castes or Scheduled Tribes in accordance with the instruction or orders issued by the Central Government from time to time.

Note 1: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India(and not the closing date prescribed for those in Assam, Meghalaya, Arunchal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir state, Lahaul and spiti District and Pangi sub-division of Chamba district of Himachal Pradesh, the Union Territory of the Anadaman and Nicobar Islands or the Union Territory of Lakshadweep)

Note 2: The crucial date for determining the age-limit in the case of candidates from Employment Exchange shall be the last date up to which the Employment Exchange is asked to submit the names.

Educational and other qualifications required for Direct Recruits : Matriculation (10th Class pass) from a recognised Board. Relaxation to Educational qualifications : Nil

5. General Conditions

- (A) **Relaxation** : Age relaxation and other concessions required to be provided for the SC/ST/ EX-Servicemen and other special categories of persons in accordance will be as per order issued by the Central Govt from time to time in this regard.
Though not reserved for Physically Handicapped (PH) persons, the persons with the following type of physical disability can also apply for the above post as shown below :-

(B) Eligible persons with Physical disability for the above post

Post	Eligible persons with Physical disability	Legend
MTS(OFFICE)	OA,OL,OAL, BL,B,LV H, C	OA- One Arm affected OL- One Leg affected OAL- One Arm Leg BL- Both Legs B- Blind LV- Low Vision H- Hearing C- Communication

(C) **Disqualification:** ..

No person

- (a) Who has entered into or contracted a marriage with a person having a spouse living; or
(b) Who, having a spouse living, has entered into or contracted a marriage with any person shall be ineligible for appointment to the said posts.

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of the above rule.

(D) **Place of work** : Presently at SQAE(Armts) Vikhroli Mumbai. But the appointees are subject to All India Field Service liability and will be required to serve anywhere in the country, at any time.

(E) **Crucial date for determining the age limit** : The closing date for receipt of applications from candidates in India (which is 21 days from the date of publication of the Advt in Employment News / Rojgar samachar).

(F) **Selection** : The applications received in response to his advertisement and the candidates sponsored by the Local Employment Exchange will be considered for the selection process (in accordance with Govt of India, Ministry of Personnel, PG & Pensions, DOP & T OM No. 14624/2/96-Estt(D) dt 18/05/1998).

6. Procedure for Application:-

(a) Eligible candidates can apply in the prescribed format given below as Appendix 'B', typed or neatly handwritten in English or Hindi (in A4 Size Paper only) duly supported by the under mentioned documents so as to reach this Office within 21 days from the date of publication of this advertisement in Employment News/Rozgar Samachar/Employment exchange, till closing hours i.e. 1730 hrs. The applications should be addressed to **" THE SQAO, SQAE(ARMAMENTS), DGQA COMPLEX, LBS MARG, NEXT TO CIPLA, VIKHROLI(WEST) MUMBAI-400 083"**

(i) Attested copies by a Gazetted Officer or equivalent in support of Date of Birth (Birth certificate issued by Municipal Council/Corporation or Matriculation certificate),

(ii) Two recent passport size identical photographs, one duly affixed on the application form and attested by a Gazetted Officer of equivalent in the application form (in the box provided) and second photograph duly enclosed. Candidates are required to preserve atleast 02 additional photographs which may be call for during selection/appointment process.

(iii) One Self addressed envelope (of size 30x12 cms) affixed with postal stamp of Rs.25/- . Address should be written/typed in English or Hindi with Pin code.

(b) The name of the Post applied, Advt No. should be mentioned on the Top left corner of the envelope.

(c) The exact date, time and venue of the written test/practical test shall be intimated later to the short listed candidates, by post.

(d) The selection of the candidate will be based on his/her performance in written test/practical test and will also be subject to Medical Fitness and satisfactory report on character verification from concerned authority.

(e) Applications incomplete in any respect and/or received after the closing date shall be summarily rejected and no correspondence will be entertained in this regard.

(f) Canvassing in any form will lead to disqualification and his/her candidature is liable to be summarily rejected.

(g) The applicants who already employed in the Government Services/State/PSU/ Autonomoüs Bodies etc. Should apply through proper channel and required to produce a No Objection Certificate (NOC) at the time of reporting for written test. The relaxation in age is applicable to departmental candidates, only if they rendered not less than three years of continuous service on regular basis (and not on ad-hoc basis).

(h) In case the number of applications received for the above post are too large and will not be practicable to hold written test for such a large number, screening of applications would be carried out on the basis of percentage of marks obtained in essential qualification. The Appointing Authority reserves the right to increase/decrease the number of candidates to be called for written test/practical test and also to cancel the selection process without assigning any reason whatsoever.

(j) The free travel concession extended by Ministry of Railways to appear in test for selection to Central Govt jobs for unemployed youth should be availed of by applicable candidates.

7. **RESERVATION :**

(a) SC candidates are only eligible to apply as the post is reserved for them and are required to submit a copy of SC Certificate issued by the Competent Authority.

(b) Physically Handicapped candidates (SC candidates only) should enclose copy of medical certificate issued by CMO/Civil Surgeon of Govt Hospital certifying the disability.

(c) Ex Servicemen (SC candidates only) – Attested copies of discharge certificates should be enclosed with the application form.

8. This Office will not be responsible for non-receipt /untimely receipt of applications/documents / all letters / Admit cards due to any postal delay.

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FORMAT OF APPLICATION

(To be filled in Block Letter only)

Affix recent
Passport size
photograph duly
signed by
Gazetted Officer
or equivalent

Name of Post applied for : MTS (OFFICE)
Advertisement No. & Date : _____

- 1. Name of the Candidate :
- 2. Father's /Husband's Name :
- 3. Sex (Male/Female) :
- 4. Whether belongs to SC/ST/OBC/PH/Ex-Ser :
- 5. (a) Date of Birth (in Christian Era) :
- (b) Age (as on closing date) :
- (c) Age relaxation claimed : Yes/No
- (d) if answer to 4(c) is yes, then reason for age relaxation :

- 6. Nationality :
- 7. Educational Qualification (Beginning from Matriculation or equivalent) :

Exam Passed	University/Board of Examination	Year	Subject	Div & % of marks

- 8 Professional/Technical qualifications if any :
- 9. Experience, if any details showing last pay drawn :

Post held	Name of Unit	From	To	Last Pay Drawn	Description of work

- 10. Present Postal Address for communication :

- : 2 : -

11 Permanent Address :

12 Any other additional information :

13. Phone No. or Mobile No. :

DECLARATION

I do 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.

Place :

Date :

Signature of the Applicant

Encl the Following:-

1. Attested copies of Educational Qualification/Technical Qualification/Experience.
2. Attested copy of Date of Birth Certificate
3. Attested copy of SC Certificate
4. PH Candidates : Attested copy of SC Certificate and medical certificate
5. Ex -Servicemen : Attested copy of SC Certificate and Discharge certificate
6. Self Addressed envelope affixed with stamp of Rs. 25/-
7. Admit Card in Duplicate with photograph.

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SENIOR QUALITY ASSURANCE ESTT(ARMAMENTS)

DGQA COMPLEX, LBS MARG, VIKHROLI(W) MUMBAI-400 083

ADMIT CARD

(On a separate sheet of paper in double space)

(Admit Card to be submitted in duplicate)

(Serial No.1,2,3 & 4 only to be filled by Candidates)

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

- 1. Name (in block letters) : _____
- 2. Father's /Husband's Name : _____
- 3. Full Address for correspondence with PIN : _____

- 4. Post applied for : _____

Signature of the Candidate

(FOR OFFICE USE)

- 5. Date of written test : _____
- 6. Time of written test : _____
- 7. Venue of written test : _____

Note : All documents/certificates in original regarding date of birth, category, qualifications, experience etc. Should be produced at the time of Test failing which the candidature stands cancelled.

day 10203/11/0056/1617