

~~DRAFT ADVERTISEMENT~~

**GOVERNMENT OF INDIA, MINISTRY OF DEFENCE  
DEPARTMENT OF DEFENCE PRODUCTION  
(DIRECTORATE GENERAL OF QUALITY ASSURANCE)  
CONTROLLERATE OF QUALITY ASSURANCE (HEAVY VEHICLES)  
AVADI, CHENNAI - 600 054.**

Applications are invited for filling up of the following posts from Citizens of India, in the prescribed format (as per Appendix 'A') who are fulfilling requisite qualifications/specifications as mentioned below:

Sl. No	Name of Post	Classification of post	Scale of Pay as per 6 <sup>th</sup> CPC	Total Vacancies to be filled up	Reservation Status
1	Lower Division Clerk	Group 'C' Non-Gazetted Ministerial	PB-1 ₹ 5200-20200 and Grade Pay ₹ 1900  Corresponding pay matrix in 7 <sup>th</sup> CPC Level-2 ₹ 19900 - 63200	01	Reserved for Ex-Serviceman

**Place of work :CONTROLLERATE OF QUALITY ASSURANCE(HEAVY VEHICLES), AVADI, CHENNAI -600054**

(However selected candidates will be liable to serve anywhere in India)

**Note: - (i) The 01 LDC UR-vacancy is reserved for Ex-Servicemen and only Ex-Servicemen are eligible to apply.**

(ii) The incumbent on recruitment will be on probation for 2 years.

**Qualitative Requirements as per SRO 26 dt. 14-06-2010 & amendment SRO 25 dt. 01-05-2012**

**Age:** Between 18 and 27 years

**Age relaxation :-**

(i) Ex-servicemen (UR/General) - 03 years after deduction of the military service rendered from the actual age as on the closing date.

(ii) Ex-servicemen(OBC) 06 years (3+3 years) after deduction of the military service rendered from the actual age as on the closing date.

(iii) Ex-servicemen (SC/ST) 08 years (3+5 years) after deduction of the military service rendered from the actual age as on the closing date.

Note: Ex-Servicemen who have already secured employment under Central Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are NOT eligible for claiming benefits of reservation under Ex-Servicemen category.

**Educational Qualification:**

- (i) 12<sup>th</sup> Class or equivalent qualification from any recognized Board or University.
- (ii) Skill Test Norms on computer :  
English Typing @ 35 words per minute; or Hindi Typing @ 30 words per minute (Time allowed - 10 minutes)  
(35 words per minute in English and 30 words per minute in Hindi correspond to 10,500 key depressions per hour/9000 key depressions per hour on a average of 5 key depressions for each word)

**Desirable :** Basic knowledge in Computers.

The post is identified suitable for physically handicapped persons with category of disability OA, OL, OAL, BL, B, LV & HH (applicable for PH Ex-Servicemen only).

A physically handicapped person (Ex-Serviceman) who is otherwise qualified to hold a clerical post but does not possess the said qualification in Typewriting may be appointed subject to the condition that the Medical Board attached to the Special Employment Exchange for handicapped or where there is no such Board, the Civil Surgeon certifies that the said handicapped person is not in a fit condition to be able to type.

**General Instructions & conditions**

(Please read the instructions carefully before filling the applications)

1. Application in the prescribed proforma as given below on plain paper duly typed or neatly handwritten and supported with self attested copies of the relevant mark sheets/certificates etc and copy of Discharge certificate (**original certificates not to be forwarded**) should reach **The Controller, Controllerate of Quality Assurance (Heavy Vehicles), Post Box No. 20, Avadi, Chennai-600054**, clearly mentioning the post applied for on the TOP of the envelope i.e. "**APPLICATION FOR THE POST OF LOWER DIVISION CLERK**" within **21 (twenty one)** days from the date of publication of this advertisement in Employment News/Rojgar Samachar/Local Newspaper.

In respect of applications sent by post/speed post from the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Jammu & Kashmir, Lahaul & Spiti districts and Panji sub-division of Chamba district of Himachal Pradesh, A&N Islands or Lakshadweep or abroad, the last date of receipt of application for all the posts is 28 days from the date of publication of the advertisement.

2. Recent passport size photograph should be pasted at appropriate places provided for in the application form and self attested.
  3. One Self addressed envelope (of size 30cms x 12cms) affixed with postage stamp of Rs. 25/- should be submitted alongwith the application for sending call letter for written test, otherwise short listed.
  4. The following applications will be deemed invalid and rejected without information to the candidate:- (a) Application without signature of the candidate (b) Application not as per the prescribed proforma published in the advertisement (c) Application received through FAX (d) Application received after due date for any reason (e) Incomplete/illegible application (f) Photograph not pasted on application and not self attested (g) Copy of self attested certificates of essential qualifications not enclosed.
  5. Eligible/short listed candidates will only be called for written test through call letters (will be forwarded in the to address as mentioned by candidates on return envelope enclosed with their application).
  6. Syllabus/Pattern for Written Test  
Syllabus for written test will be based on the essential qualification mentioned against the post covering General Intelligence & Reasoning, Numerical Aptitude, General English & General awareness . The question paper will be of "Objective-Multiple-choice type" in bilingual, ie. in English and Hindi(except for English test).
  7. (i) The selection for the post will be based on Written Test followed by Typing Test in Computer. Typing Test will be of qualifying in nature and selection will not be done on the basis of marks obtained in the Typing Test.
- Note: No interview will be conducted and selection will be based on the merit of Written test and subject to qualifying in Typing Test in computer.**
8. No TA/DA will be paid for appearing in the Written Test/Trade Test.
  9. The posts are temporary but likely to continue.
  10. The incumbent on recruitment will be on probation for 2 years.
  11. Canvassing in any form will be a disqualification and candidature is liable to be summarily rejected.
  12. The crucial date for determining the age limit shall be the closing/last date for receipt of the applications ie. 21 days from the date of publication in Employment news.

13. In respect of names forwarded by the Employment Exchanges the crucial date for determining the age limit shall be the closing/last date for receipt of the application, as published in the advertisement under column "Central Employment Exchange" of Employment News.
14. (a) Physically Handicapped Ex-Servicemen should enclose copy of Medical Certificate issued by CMO/Civil Surgeon of Govt. Hospital/Military Hospital certifying the disability.  
(b) Ex-servicemen candidates should enclose the self attested copy of their discharge certificate.  
(c) The proof of belonging to reserved category such as SC/ST and Non-creamy layer of OBC with validity as on closing date alongwith application is to be submitted by the applicant of respective category.
15. This office will not be responsible for non-receipt/untimely receipt of applications/documents/call letters/Admit cards due to any postal delay. Mere submission of application will not confer any right on the applicant to be called for written test...

— 5 —

- 5 -

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

Appendix 'A'

Affix recent  
Passport size  
photograph & self  
attested

Name of Post applied for : **Lower Division Clerk**  
(Only Ex-Sevicemen are eligible)

Advertisement No.& Date : \_\_\_\_\_

1. Name of the candidate (in block letter) :
2. Father's/Husband's name :
3. Whether belongs to SC/ST/OBC/PH/Ex-servicemen (Please mention the category) :  
(Attach necessary certificate issued from competent authority/civil surgeon)
4. (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 :
5. Nationality :
6. Sex (Male/Female) :
7. Educational Qualification (Beginning from Matriculation or equivalent) :

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

8. Professional/Technical qualification if any :

- 6 -

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 :

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/interview or at later stage, my candidature will stand cancelled and claims for the recruitment will be forfeited.

Place :

Signature of the Applicant

Date :

- Encl: 1. Self attested copies of Educational Qualification/Technical Qualification/ Experience (if any)  
2. Self attested copy of Date of Birth Certificate  
3. Self attested copy of Caste certificate  
4. Self Addressed envelope with Postage Stamp of Rs. 25/-  
5. Ex-servicemen to enclose self attested copy of Discharge Book

- 7 -

CONTROLLERATE OF QUALITY ASSURANCE (HEAVY VEHICLES)  
AVADI, CHENNAI-600054

ADMIT CARD

(On a separate sheet of paper in double space)

(Admit card would be submitted in **duplicate**)  
(Serial 1, 2, 3 & 4 only to be filled by candidates)

Affix recent  
Passport size  
photograph & self  
attested

1. Name (in block letters) :
2. Father's/Husband's name :
3. Full address for correspondence  
with PIN code :
4. Post applied for :

Signature of the candidate

(For office use)

5. Date of written test/trade 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 the Test, failing which the candidature stands cancelled.

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