

MINISTRY OF DEFENCE (DGQA)
DIRECTORATE OF QUALITY ASSURANCE (NAVAL)
CHIEF QUALITY ASSURANCE ESTABLISHMENT (NAVAL), SECUNDERABAD
E-mail: gaensecbad-dgqa@nic.in Telephone: 040-27741170 / 27741187

Advertisement No. 2381/Group 'C'/2017-18/Secunderabad

Closing Date : Refer Para 5

1. Applications are invited for the posts mentioned below from the eligible candidates in the prescribed proforma appended below by Registered/Speed Post. Applications sent by ordinary mail or any other form of mail will not be accepted.

Sl No.	Name of the post	Scale of Pay	Distribution of vacancies*					Remarks
			UR	SC	ST	OBC	TOTAL	
a.	Stenographer Grade-II	Pay Level – 4 [Rs.5200-20,200 GP 2400/- (PB-1)(pre-revised)]	01	--	--	--	01	
b.	Superintendent (Store)	Pay Level – 4 [Rs.5200-20,200 GP 2400/- (PB-1)(pre-revised)]	01	--	--	--	01	

*Subject to variation of vacancies

(a) **Abbreviations used:** UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Class

(b) **Place of Work:** Selected candidates will be liable to serve anywhere in India. However, initial place of posting is likely to be at Secunderabad.

2. **Qualification & Age.**

Name of DR Post	AGE	ELIGIBILITY CONDITIONS/QUALIFICATION
STENO-II	Between 18- 27 Years. Upper age limit relaxable for Govt servants upto 40 yrs.	(a) 12 th pass or equivalent from a recognized Board or University (b) <u>Skill Test Norms</u> Dictation-10 mts @ 80 wpm Transcription 50 min (Eng) 65 min (Hindi) (on computer)
SUPERINTENDENT (STORE)	Between 18- 27 Years. Upper age limit relaxable for Govt servants upto 40 yrs.	(a) 10+2 or equivalent pass from any recognized Board or University; (b) Certificate Course in Material Management; and (c) Two years experience in the Store Keeping/ Accountancy.

3. **Age Relaxation.** Permissible relaxations of Upper age limit for different categories are as under:-

<u>Category</u>	<u>Age Relaxation permissible beyond the Upper age limit</u>
Physically Handicapped (PH)	10 years
Ex-Servicemen	03 years after deduction of the military service rendered from the actual age as on the Closing date for receipt of application.
Departmental candidates with minimum 03 years continuous service	Upto 40 years of age

Central Government civilian employees claiming age relaxation should be in possession of Certificate in the prescribed format (**Annexure-I**) from their office in respect of the length of continuous service which should not be less than three years as on the closing date for receipt of application. They should continue to have the status of Central Government civilian employees from the date of application till the time of appointment, in the event of their selection.

4. **Age Determination/Crucial Date.**

(a) The crucial date of determining the age limit would be the closing date for receipt of applications from candidates i.e. 21 days from the date of publication of advertisement in the Employment News in respect of all candidates, irrespective of their place of residence.

(b) The crucial date for determining age limit in case of candidates from Employment Exchange shall be the last date upto which the Employment Exchange is asked to submit the names.

5. **Application Closing Date.** The closing date for receipt of Applications from candidates will be 21 days from the date of publication of advertisement in Employment News while the last date of receipt of application from the candidates residing in Assam, Meghalaya, Arunachal 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, Andaman & Nicobar Islands and Lakshadweep will be 28 days from the date of publication of advertisement in Employment News.

6. **Mode of Selection.**

(a) **Shortlisting of Applications.** Where the number of applications received is too large in proportion to the vacancies and it is not convenient or possible for the establishment to call all the candidates for the skill test/written test, establishment at their discretion, may restrict the number of candidates to a reasonable limit, based on the marks obtained in the qualifying examination.

(b) **Scheme of Written Examination.** The question papers of written test (objective type-Multiple choice question) will be of 12th standard and bilingual (except for General English) covering aspects as stated below:-

For Steno Gde-II

Skill Test at prescribed norms:

- i) Dictation: 10 minutes @ 80wpm;
ii) Transcription: 50 Minutes (English), 65 Minutes (Hindi){on computer} { Upto 7% Error / Mistakes admissible}

[Only those candidates qualifying in skill test will be subjected to written test.]

Written Test.

Part	Subject	Question	Written Marks
(i)	General Intelligence and Reasoning	25	25
(ii)	General Awareness	25	25
(iii)	English Language and Comprehension	25	25
(iv)	Numerical Aptitude	25	25

For Superintendent (Store)

Written Test.

Part	Subject	Question	Written Marks
(i)	General Intelligence and Reasoning	25	25
(ii)	General Awareness	25	25
(iii)	English Language and Comprehension	25	25
(iv)	Numerical Aptitude	25	25

- (c) **Date of Examination.** Exact date, time and venue of examination will be communicated in the Call letter.
- (d) **Appointment Letter.** The appointment of provisionally selected candidates will be strictly based on satisfaction of Document Verification, Medical Examination and other requirement as specified by the Government of India.
- (e) Success in the examination confers no right of appointment unless Government is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service/post.
- (f) The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all the stages of examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled/services terminated, if already appointed.
- (g) Candidates, who are appointed on the basis of this examination, shall be on probation for a period of two years and during the period of probation, the candidates would be required to undergo such training or pass such examinations as prescribed by the Controlling Authority. On successful completion of the period of probation, the candidates shall, if considered fit for permanent appointment, be confirmed to their post by the Controlling Authority.

(h) **Drawal of Merit list/Result.** Merit list will be drawn and result declared on the basis of marks obtained in the written test only.

(j) **Resolution of Tie cases.** In case where more than one candidate secure equal marks, tie will be resolved by applying the following methods one after another: - (i) Date of birth, with older candidates placed higher. (ii) Alphabetical order in which first names of the candidates appear.

7. **How to Apply.** The envelope must be clearly superscribed on the top as **APPLICATION FOR THE POST OF _____** and **CATEGORY “ _____ ”** (i.e. SC/ST/OBC/UR/ESM/PWDs) and sent by Registered/Speed Post only to _____ along with the following documents :-

(a) Duly completed application on the prescribed format as per Appendix 'A I' typed in English (in A4 size paper) along with admit card as per Appendix 'A II' in duplicate. Application should be forwarded to “The OIC/QAO” so as to reach on or before closing date.

(b) One self-addressed envelope (size approximately 25cm x 10cm) should be enclosed with the application form for sending call letter.

(c) Three recent passport size photographs, one self-signed photo affixed in appropriate box on the application form and other two self-signed, one each on the admit cards.

(d) The Government Servants are to produce No Objection Certificate from the Employer (**Annexure-I**).

(e) Self attested certificates in respect Ex-servicemen duly indicating the proof of ex-servicemen issued by competent authority, where applicable (**Annexure-II**).

(f) Self attested copy of certificate showing the Disability for Physically Handicapped Personnel.

8. **Nature of duties in brief.** Indicative duties and responsibilities of the posts are as follows: -

Steno-II

(a) Mailing correspondence, filing papers, making appointments, arranging meetings and collecting information.

(b) Taking dictation in shorthand and its transcription on Computer in the best manner possible.

(c) Fixing up of appointments.

(d) Screening telephone calls and the visitors in a tactful manner.

(e) Keeping an accurate list of engagements, meetings etc. and reminding the officer sufficiently in advance.

(f) Maintaining, in proper order, the papers required to be retained by the Officer.

(g) Keeping a note of the movement of files, seen by the officer and other officers, as directed.

(h) Carrying out the corrections to the officer's reference books and making fair copies of draft demi-official letters to be signed by the officer.

(i) Any other work assigned by superior authority.

Note. The above list of duties is only illustrative and not exhaustive. Section/ Department may add in the list, duties of similar nature, ordinarily performed by officials at this level.

Superintendent (Store)

(a) Checking of posting in inventories/bin cards/registers etc.

- (b) Progress of receipted copies of vouchers, Registers, Expendable and non-Expendable store vouchers for correctness before posting inventories, Registration of firms, Supply Orders, Daily receipt and issue of store, Discrepancies/claims on railways and taking open delivery railway stations, post offices etc.
- (c) Convene and assist boards for stock taking, condemnation, opening of tenders, Opening of foreign packages.
- (d) Submit demands for stationery. Progressing of demands, receipt distribution and accounting thereof.
- (e) Any other work assigned by superior authority.

Note. The above list of duties is only illustrative and not exhaustive. Section/ Department may add in the list, duties of similar nature, ordinarily performed by officials at this level.

9. **Instructions.**

- (a) Only Indian nationals can apply for the above posts
- (b) Application received after the due date (even due to postal delay) will be rejected summarily and no correspondence will be entertained.
- (c) The following act/omissions will render a candidate/applicant disqualified/application rejected: -
 - (i) Application not in the prescribed format or incomplete or unsigned or undated or improperly filled.
 - (ii) Furnishing of false, inaccurate or tampered or dubious information.
 - (iii) Application not accompanied by self-attested copies of certificates/ prescribed certificates in support of age, qualification, caste, disability, discharge etc, as applicable.
 - (iv) If more than one application is submitted by the candidate for the same post.
 - (v) Any other deemed irregularity or reason as observed by the Board of Officers.
 - (vi) Canvassing in any form and/or bringing in any influence, political or otherwise, will entail disqualification.
 - (vii) In case the candidate is found using unfair means or adopting any malpractice at any stage of selection process.
 - (viii) If the candidate not found to possess the essential qualification.
 - (ix) If the Application of candidate who is working in Government Establishment is not received through proper channel with NOC.
- (d) Duration of the test can be one day or more. Candidates will make their own arrangement for lodging/boarding during the test.
- (e) Though essential qualification for the posts of Stenographer Grade-II and Superintendent (Store) is 12th standard, higher qualification, if any, possessed by the candidate is to be disclosed in the application form.

10. The recruitment process can be cancelled/postponed/suspended/terminated without any notice/assigning any reasons, at any stage.

~~DAVP/10203/11/0072/1#18~~

~~1/11/18~~

APPLICATION आवेदन पत्र
(To be filled in Block Letter only)
(स्पष्ट अक्षरों में भरा जाय)

Recent passport size self-
signed photo हाल ही की
पासपोर्ट आकार की
स्वहस्ताक्षरित फोटो

Name of the post applied for आवेदन पद :

Reference advertisement No. **2381/Group 'C'/2017-18/Secunderabad** dated _____.

दिनांक _____ के विज्ञापन संख्या **2381/समूह 'ग'/2017-18/सिकंदराबाद** के संदर्भ में

1. Name of the Applicant (in Block Letters) आवेदक का नाम (स्पष्ट अक्षरों में):

Last Name _____ First Name _____

2. (a) Father's / Husband's Name पिता/पति का नाम :

(b) Mother's Name माता का नाम :

3. Permanent Address स्थाई पता :

4. Address of correspondence पत्राचार के लिए पता :

5. (a) Date of Birth (in figure & word) जन्म तिथि (अकों और शब्दों में):

(b) Age as on closing date आवेदन खत्म होने की तारीख को आयु :

_____ Yrs _____ months _____ days वर्ष----- महीने-----दिन

(c) Age relaxation claimed, if any आयु में छूट यदि है : Yes/No हाँ/ना

(if yes, specifically mention name of quota) यदि हाँ तो श्रेणी का उल्लेख करे

6. Name of Employment Exchange where रोजगार कार्यालय जहाँ पंजीकृत है (यदि हो तो) :

Registered, if any

7. Employment Exchange Registration No., if registered रोजगार कार्यालय पंजीकरण संख्या

(यदि पंजीकृत हों तो) :

8. Nationality राष्ट्रियता :

9. Whether belongs to SC/ST/OBC/Ex-Serviceman/PH: Yes/No

क्या अनुसूचित जाति /अनुसूचित जनजाति /अन्य पिछडा वर्ग/पूर्व सैन्य कर्मी/दिव्यांग व्यक्ति से संबंधित है (यदि

हां तो श्रेणी) (if yes, mention the category)

10. Sex (Male / Female) लिंग (पुरुष/स्त्री) :

11. Educational Qualification शैक्षणिक योग्यता :

Sl.No. क्रम सं.	Educational Qualification शैक्षणिक योग्यता	University /Board यूनीवर्सिटी/बोर्ड	Year of Passing पास करने का वर्ष	Subject विषय	Marks (%) and Division प्रासांक एवं श्रेणी

12. Experience, if any अनुभव, यदि कोई हो :

Sl.No. क्रम सं.	Post held पदनाम	Emoluments भत्ते	From कब से	To कब तक	Name & address of employer नियोक्ता का पता	Nature of Work कार्य का नाम

13. Additional Qualification/s, if any अतिरिक्त योग्यता विवरण यदि हे तो :

14. Details of Certificates* Enclosed संलग्न प्रमाण पत्रों का विवरण

* Age, Qualification, Caste, Disability, Discharge, Experience (if applicable)

^ आयु, योग्यताएं, जाति, अशक्तता, विमुक्ति, अनुभव (अगर लागू), आदि :

15. Any other details if any कोई और जानकारी यदि हो :

16. Email ID for correspondence (if any) ई मेल पता (यदि हे तो) :

17. Telephone / Mobile No. दूरभाष/मोबाइल संख्या :

DECLARATION घोषणा

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 incorrect at a later date, my candidature / appointment may be cancelled / terminated without any notice.

मैं घोषणा करता हूँ/करती हूँ कि ऊपर दिया गया विवरण मेरे ज्ञान और विश्वास के अनुसार सही हैं। मेरे द्वारा दिया गया विवरण असत्य पाए जाने पर मेरा आवेदन/भर्ती बिना सूचना के अमान्य और रद्द माना जाएगा।

Left thumb impression of male candidate बायें हाथ के अंगूठे का निशान (पुरुष आवेदकों के लिए)

Right thumb impression of female candidate दायें हाथ के अंगूठे का निशान (स्त्री आवेदकों के लिए)

Place: स्थान

आवेदक के हस्ताक्षर(Signature of Applicant)

Date: तिथि

ADMIT CARD (Bilingual) प्रवेश पत्र (द्विभाषी)

(TO BE FILLED IN BLOCK LETTERS ONLY)

(स्पष्ट व बड़े अक्षरों में भरा जाय)

(To be typed / written in double space & font size 14 on A-4 size paper)

(A-4 पेपर पर फोन्ट साईज 14 टाईप/लिखित डबल स्पेस में फोटो सहित)

Name of the post applied for पदनाम जिसके लिए आवेदक दिया गया है :
(in Bold letters)

Ref: Advertisement No. 2381/Group 'C'/2017-18/Secunderabad dated _____.

दिनांक _____ के विज्ञापन संख्या 2381/समूह 'ग'/2017-18/सिकंदराबाद के संदर्भ में

1. **Name of the Applicant आवेदक का नाम :**
Last Name _____ First Name _____
(in full & Block Letters)
2. **Father's / Husband's Name पिता/पति का नाम :** _____
3. **Complete postal address पता :** _____
4. **Date & Time of Skill Test /Written Test (for official use only)**
दिनांक और समय कुशलता/लिखित परीक्षा (कार्यालय के उपयोग हेतु): _____
5. **Venue of Skill Test /Written Test**
कुशलता/लिखित परीक्षा का स्थान (पता) : _____
(कार्यालय के उपयोग हेतु/for official use only)
6. **Date & Time of Skill Test/Written Test**
कुशलता/लिखित परीक्षा का दिन और समय : _____
(कार्यालय के उपयोग हेतु/for official use only)

Recent passport size
photo हाल की
पासपोर्ट आकार की
फोटो

Left thumb impression of male candidate बायें हाथ के अंगूठे का निशान (पुरुष आवेदकों के लिए)

Right thumb impression of female candidate दायें हाथ के अंगूठे का निशान (स्त्री आवेदकों के लिए)

आवेदक के हस्ताक्षर (Signature of Candidate)

Note: नोट

1. All original certificates and mark sheets in support of entries made in application form will have to be produced at the time of reporting of Skill Test /Written Test, failing which the candidature is likely to be cancelled. सारे मूल प्रमाण पत्रों एवं अंक सारणीओं को जिनकी प्रविष्टि आवेदन पत्र में की गई कुशलता /लिखित परीक्षा के समय है उपलब्ध करना आवश्यक है अन्यथा उम्मीदवारी को रद्द कर दिया जायेगा।
2. Admit card should be submitted in duplicate with Sl. 1, 2,& 3 duly filled in by the applicant. आवेदन प्रवेश पत्र की दो प्रति आवेदक द्वारा, सीरीयल संख्या 1,2 एवं 3 प्रविष्टियों को भरकर जमा की जाये।

ANNEXURE-I

FORM OF CERTIFICATE TO BE SUBMITTED BY CENTRAL GOVERNMENT CIVILIAN EMPLOYEES SEEKING AGE-RELAXATION (To be filled by the Head of the Office or Department in which the candidate is working).

1. It is certified that *Shri/Smt./Km. _____ is a Central Government Civilian employee holding the post of _____ in the pay scale of Rs. _____ with not less than 3 years regular service in the grade as on closing date.

2. There is no objection to his appearing for the _____ Examination 2017/2018 and/or skill test of the Examination. The individual will be relieved on his selection for the post.

Signature _____

Name _____

Office seal

Place:

Date :

(*Please delete the words which are not applicable.)

ANNEXURE-II

UNDERTAKING TO BE GIVEN BY THE CANDIDATE WHO IS AN EX-SERVICEMAN.

I understand that, if selected on the basis of the recruitment/examination to which the application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-servicemen Re-employment in Central Civil Services and Posts rules, 1979, as amended from time to time.

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-SM in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.) by availing of the benefits admissible to Ex-SM.

I further submit the following information:

- a) Date of appointment in Armed Forces _____
- b) Date of discharge _____
- c) Length of service in Armed Forces _____
- d) My last Unit / Corps _____

(Signature of the Candidate)

Place:

Date:

DAMP / 10203 / 11 / 0072 / 1718