

GOVERNMENT OF INDIA

MINISTRY OF DEFENCE

DEPARTMENT OF DEFENCE PRODUCTION

DIRECTORATE GENERAL OF QUALITY ASSURANCE

CONTROLLERATE OF QUALITY ASSURANCE (GENERAL STORES)

DGQA COMPLEX, ASHOK PATH, KANPUR -208 004.

1. Applications are invited from Indian Nationals for recruitment of the following vacancies of General Central Service Group 'C' Non-Gazetted, Ministerial posts, who are fulfilling requisite qualifications and other requirements as mentioned below. The application on an A-4 size plain paper duly typed or neatly hand written in the prescribed format (as per Appendix 'A') should reach to the Controller; Controllerate of Quality Assurance ( General Stores) DGQA Complex; Ashok Path; Kanpur -208 004 within 21 days from the date of publication of this advertisement :-

**A. Details of Post**

S. No.	Name of the post	Total vacancies to be filled up	Reservation status					
			General	SC	ST	OBC	Ex-serviceman	Meritorious Sportsman
1.	Lower Division Clerk (Meritorious Sportsman)	02	-	-	-	-	-	02

**Note :-** Number of vacancies may increase/decrease depending upon the status of vacancy prevailing at the time of recruitment.

**B. Eligibility Requirements :-**

S. No.	Name of Post	Educational and other Qualification	Scale of Pay	Age Limit
1.	Lower Division Clerk (Meritorious Sportsman)	(i) 12 <sup>th</sup> Class or equivalent qualification from any recognized Board or University. (ii) Minimum Typing Speed of 30 words per minute in English or 25 words per minute in Hindi on manual typewriter; or Typing Speed of 35 words per minute in English or 30 words per minute in Hindi on computer.	Pay and Pay Matrix (Pay Level 2) (Rs 5200-20200+G.P.1900/-)	18 - 27 years (Relaxation by 5 years for Meritorious Sportsman as on closing date of receipt of application)

Contd...2/-

S. No.	Name of Post	Educational and other Qualification	Scale of Pay	Age Limit
		<p>Note (i) A physically handicapped person 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.</p> <p>(ii) Typing test shall not form a part of the selection process while carrying out recruitment of LDC's under Meritorious Sportsman quota. However, after his/her appointment the selected candidates should qualify the typing test conducted by the establishment before completion of his/her probation period.</p> <p>Desirable : Basic knowledge in computer</p> <p>(iv) A Certificate awarded by either of the under mentioned authorities to sportsmen who have represented in any of the following games, shall be on Central Govt. prescribed format as Annexure – 1, 2, 3, 4, &amp; 5.</p> <p>1. Volleyball 2. Football 3. Kabaddi 4. Table Tennis 5. Carrom 6. Cricket 7. Shooting.</p> <p>(a) A state or the country in the national or international competition. or</p> <p>(b) University in the Inter-university Tournaments conducted by the inter university sports Board. or</p> <p>(c) The State School Teams in the National Sports /Games for School conducted by the All India School Games Federation. or</p> <p>(d) Awarded National Awards in Physical efficiency under the National Physical Efficiency Drive.</p>		<p>(10 years in the case of those belonging to Scheduled Caste and Scheduled Tribes )</p>

C. Age Limit :-

- i) Relaxation for departmental candidates up to the age of 40 years in case of General candidates and 45 years in case of candidates belonging to the Scheduled Caste/Scheduled Tribes and 43 years for Other Backward Class candidates is admissible on the upper age limit.
- ii) The upper age relaxation for the Govt. servants will be admissible where an employee has rendered not less than three years regular service under Central Govt.
- iii) The crucial date for determining the age limit shall be closing date for receipt of applications i.e. 21 days from the date of publication of the advertisement.
- iv) New Pension Scheme will be applicable as per existing orders.

D. Place of work:

Controllerate of Quality Assurance (General Stores)  
DGQA Complex; Ashok Path Cantt; Kanpur-208004.  
or  
Anywhere in India.

E. How to Apply:

- (i) Desirable candidates who are meeting the above said requirements shall forward their applications on the following address by post.  
The Controller

CONTROLLERATE OF QUALITY ASSURANCE (GENERAL STORES)  
DGQA Complex; Ashok Path Cantt; Kanpur-208004.

- (ii) The application shall be as per the format given at Appendix 'A'.

Note: Application incomplete in any respect and received after the closing date shall be summarily rejected and no further correspondence will be entertained in this regard.

- (iii) Duly filled applications shall be accompanied with duly filled two Admit Cards & one Self Addressed envelope of size 30cm X 12 cm affixed with postal stamp of Rs. 25/- value Address for correspondence should be written/typed in English/Hindi with Pin Code. The Admit Cards shall be as per the format given at Appendix 'B'.
- (iv) Candidates desirous of receiving acknowledgement of receipt of application, may send a self addressed post card only. Acknowledgement will be sent only on the post card received. No enquires in this regard will be entertained.
- (v) Along with the application and two Admit Cards and self addressed envelopes, the following documents are also to be enclosed and forwarded.

- (a) Attested copy of Date of Birth certificate.  
( Date of Birth must be in Christian era).

(b) Attested copies of Intermediate (12<sup>th</sup> Pass) or equivalent certificate along with Marks Sheet.

(c) Attested copy of the Caste Certificate ( In case of SC/ST & OBC candidates)

**Note:** Caste Certificate should be issued by authority not below the rank of Tehsildar.

(d) Copies of sports certificate issued by the competent authority on the Central Government prescribed format given at Annexure 1,2,3,4, & 5. These should be attested by the Gazetted Officer.

(e) **No Objection Certificate :** Candidates working in Government Service/ Public Sector Undertakings / Govt Bodies must attach a "No objection Certificate" from their Head Of the Office/ Head of the Establishment stating that they have no objection in releasing them in case of selection. Application not accompanied with No Objection Certificate (NOC) will be summarily rejected.

(f) Recent Pass port size Colour Photographs: Total four in numbers.

**Note:**

- (i) One photograph duly attested by a Serving Gazetted Officer is to be affixed at the box on the application.
- (ii) Second / Third photographs duly signed by the Candidate are to be affixed at the box on the Admit Cards.
- (iii) Fourth photograph duly signed by the Candidate is to be enclosed with the application. Please do not affix this photograph.
- (iv) "Application for the Post of "Lower Division Clerk" meritorious Sportsman is to be written on the top of the envelop which is addressed to the Controller, Controllerate of Quality Assurance (General Stores) ; DGQA complex, Ashok Path cantt Kanpur 208004.
- (v) In case of certificates and other documents which are not issued in Hindi or English languages ; duly certified copies of the translated documents in either English or Hindi versions are to be attached along with the duly attested copies of the original documents.

**Note:** Please do not mention this content on the self addressed envelops.

**F. Last date for receipt of Applications:-**

- (i) All applications must reach the office of CQA (GS), Kanpur by post/speed post only with in 21 days (closing hours) from the date of publication.

Contd... 5/-

- (ii) In respect of applications received only by post & speed post from the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir, Lahoul & Spiti District & Pangl sub division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshdweep or abroad, the last date for receipt of application will be within 30 days (closing hours) from the date of publication. The candidates claiming the benefit of extended time should clearly indicate pin code of their area.

**G. Selection Process :**

The selection process will comprise of field trials to ascertain the playing capability of the applicants followed by written test. The written test will comprise of objective type multiple choice questions covering General Intelligence, English Language, Quantitative Aptitude and General Awareness.

- (a) **Field Trial** :- The eligible candidate will appear in field trial to ascertain the playing capability in respective games. The field trial test will be conducted by CQA(GS) DGQA Complex, Ashok Path Cantt, Kanpur for the following games :- (1) Volleyball (2) Football (3) Kabaddi (4) Table Tennis (5) Carrom (6) Cricket (7) Shooting.

Note:

- (i) Call letters for Written test and field trial test to eligible candidates will be sent by post. This Organization is not responsible for any postal delay.
- (ii) No TA will be paid for appearing in the Field Trial / Written Test. Candidates may avail the travel concession given by Indian Railways, if any, by producing the call letter. The candidate may have to stay for 2-3 days during selection for which he/she has to make his/her own arrangement.
- (c) Appointment shall be subject to satisfactory Police Verification Report and passing of Medical Fitness test.

**Disqualifications**

- (i) Canvassing in any form will be assessed as disqualification and candidature of such candidate is liable to be summarily rejected.
- (ii) Generally a person who has entered into or contracted a marriage with a person having spouse living/or who having a spouse living/has entered into or contracted a marriage with any person shall not be eligible for appointment to the said post.



**APPENDIX - A**

**APPLICATION**

**( TO BE FILLED IN CAPITAL / BOLD LETTERS ONLY )**

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

(a) Name of the Post applied for : **Lower Division Clerk (Meritorious Sportsman)**

(b) Ref : Advertisement/Letter No & date  
of the Employment News/  
Rozgar Samachar

1. Name of the applicant : \_\_\_\_\_  
(in full)

2. (a) Mother's Name : \_\_\_\_\_

(b) Father's/Husband's Name \_\_\_\_\_

3. Nationality: \_\_\_\_\_

4. (a) Date of Birth : \_\_\_\_\_  
(in figure & words also)

(b) Age (as on closing date): -----Yrs.      Months      Days

(c) Age relaxation claimed : Yes/No  
(If 'yes', specifically mentioned the name of quota)

5. Whether belongs to SC/ST/OBC/PH/Ex-serviceman: Yes/ No  
(Please mention the category)

6. Sex (Male/Female): \_\_\_\_\_

7. Educational Qualifications :

Educational Qualifications	University/Board	Passing Year	Subjects	Marks with percentage & Division

Affix Passport  
Size Photograph  
duly Attested by  
Serving Gazetted  
Officer

- 8. Additional Qualification/s if any: \_\_\_\_\_
- 9. Details of Work Experience if any: \_\_\_\_\_
- 10. Address for Correspondence: \_\_\_\_\_
- 11. Permanent Address: \_\_\_\_\_
- 12. Employment Registration No. if any : \_\_\_\_\_
- 13. Details of Certificate enclosed:  
(Please mention the names of certificates)
- 14. Any other details:

**DECLARATION**

- 1. I do hereby declare that the particulars furnished above by me are correct to the best of my knowledge and belief. Nothing is concealed by me. In the event of any information being found to be false or incorrect, my candidature/appointment may be cancelled/terminated without any notice.
- 2. I certify that I have enclosed Sports Certificate on the specified format (Annexure 1,2,3,4, & 5) given in advertisement.
- 3. I also certify that I have enclosed the typing certificate with speed of typing in Hindi/English as per the requirement given in the advertisement.

Date:  
Place:  
Encls

Left Hand Thumb Impression in cased Male  
Right Hand Thumb Impression in cased Female

Signature

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**ADMIT CARD**

**(Two copies)**

**( TO BE FILLED IN CAPITAL / BOLD LETTERS ONLY )**

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

(a) Name of the Post applied for : **Lower Division Clerk (Meritorious Sportsman)**

(b) Ref of Advertisement Letter No &  
date of the Employment News/  
Rozgar Samachar :

Affix self -  
signed Passport  
Size Photograph

1. Name of the applicant: \_\_\_\_\_  
(In full)

2. (a) Mother's Name: \_\_\_\_\_

(b) Father's/Husband's Name \_\_\_\_\_

3. Complete postal address for Correspondence : \_\_\_\_\_  
\_\_\_\_\_

**(Signature of the Candidate)**

4. Date & Time Written Test : \_\_\_\_\_

5. Venue of Field Trial Test : \_\_\_\_\_

**(Signature of the Issuing Authority)**

**Note:**

(a) All original certificates and marks sheets in support of entries made in application form will have to be produced at the time of reporting for Field Trial and Written Test, failing which the candidature is likely to be cancelled.

(b) Srl No 4 and 5 points are not be filled by the candidate. These shall be filled by the office

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**Annexure-1**

**FORM 1**

(For representing India in an International Competition in one of the recognized Games/Sports)  
**NATIONAL FEDERATION/NATIONAL ASSOCIATION OF \_\_\_\_\_ IN THE**  
**GAME OF \_\_\_\_\_**

**Certificate to a meritorious sportsmen for employment to Group C Service under the Central Government.**

**Certified that Shri/Smt/Kumari \_\_\_\_\_ Son/Wife/Daughter of**  
**Shri \_\_\_\_\_ resident of \_\_\_\_\_ (complete address)**  
**represented the \_\_\_\_\_ country in the game/event of \_\_\_\_\_**

**in Competition/Tournament held at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_**  
**The position obtained by the individual/team in the above said Competition/Tournament**  
**was \_\_\_\_\_**

**The certificate is being given on the basis of record available in the office of the National**  
**Federation /National Association of \_\_\_\_\_**  
**Place \_\_\_\_\_**

**Date \_\_\_\_\_**  
**Signature \_\_\_\_\_**  
**Name \_\_\_\_\_**  
**Designation \_\_\_\_\_**  
**Name of the Federation/National Association \_\_\_\_\_**  
**Address \_\_\_\_\_**  
**Seal \_\_\_\_\_**

**Note :- This certificate will be valid only when signed, personally by the Secretary, National Federation/ National Association.**

**Annexure-2**

**FORM-2**

(For representing a State India in a National Competition in one of the recognized Games/Sports)  
**STATE ASSOCIATION OF \_\_\_\_\_ IN THE GAME OF \_\_\_\_\_**

**Certificate to a meritorious sportsmen for employment to Group C Service under the Central Government.**

**Certified that Shri/Smt/Kumari \_\_\_\_\_ Son/Wife Daughter of**  
**Shri \_\_\_\_\_ resident of \_\_\_\_\_ (complete address)**  
**represented the state of \_\_\_\_\_ in the Game/Event of \_\_\_\_\_**

**in the National Competition/Tournament held at \_\_\_\_\_ from \_\_\_\_\_**  
**to \_\_\_\_\_**  
**The position obtained by the individual/team in the above said Competition/Tournament**  
**was \_\_\_\_\_**

**The certificate is being given on the basis of record available in the office of the State**  
**Association of \_\_\_\_\_**  
**Place \_\_\_\_\_**

**Date \_\_\_\_\_**  
**Signature \_\_\_\_\_**  
**Name \_\_\_\_\_**  
**Designation \_\_\_\_\_**  
**Name of the State Association \_\_\_\_\_**  
**Address \_\_\_\_\_**  
**Seal \_\_\_\_\_**

**Note :- This certificate will be valid only when signed, personally by the Secretary of the State Association.**

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FORM-3

(For representing a University in an Inter-University Competition in one of the recognized Games/ Sports)

UNIVERSITY OF \_\_\_\_\_

Certificate to a meritorious sportsmen for employment to Group C Service under the Central Government.

Certified that Shri/Smt/Kumari \_\_\_\_\_ Son/Wife/Daughter of Shri \_\_\_\_\_ resident of \_\_\_\_\_ student of \_\_\_\_\_ represented the University of \_\_\_\_\_ in the Game/Event of \_\_\_\_\_ in the Inter-University Competition /Tournament held at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

The position obtained by the individual/team in the above said Competition/Tournament was \_\_\_\_\_

The certificate is being given on the basis of record available in the office of the Dean of Sports or Officer in overall charge of sports in the University of \_\_\_\_\_

Place \_\_\_\_\_  
Date \_\_\_\_\_

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Name of the University \_\_\_\_\_  
Address \_\_\_\_\_  
Seal \_\_\_\_\_

Note :- This certificate will be valid only when signed personally by the Dean/Director or other Officer in overall charge of sports in the University of \_\_\_\_\_

Annexure-4

FORM-4

(For representing a State School Team in the National Games for School Competition in one of the recognized Games/ Sports)

Directorate of Public Instructions/Education of the State of \_\_\_\_\_

Certificate to a meritorious sportsmen for employment to Group C Service under the Central Government.

Certified that Shri/Kumari \_\_\_\_\_ Son/Daughter of Shri \_\_\_\_\_ resident of \_\_\_\_\_ (complete address) student of \_\_\_\_\_ School represented the \_\_\_\_\_ State School Team in the Game/Event of \_\_\_\_\_ in the National Game for School held at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

The position obtained by the individual/team in the above said Competition/Tournament was \_\_\_\_\_

The certificate is being given on the basis of record available in the office of the Directorate of Public Instructions/Education of \_\_\_\_\_

Place \_\_\_\_\_  
Date \_\_\_\_\_

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Name of the School \_\_\_\_\_  
Address \_\_\_\_\_  
Seal \_\_\_\_\_

1)

**Note :- This certificate will be valid only when signed personally by the Director or Additional / Joint or Deputy Director in overall charge of sports/games/for schools in the Directorate of Public Instruction/Education of the State.**

**Annexure-5**

**FORM-5**

(For the awardees in Physical Efficiency performances conducted by the Ministry of Education and Social Welfare).

**Government of India/Ministry of Education and Social Welfare.**

**Certificate to a meritorious sportsmen for employment to Group C Service under the Central Government.**

**Certified that Shri/Kumari \_\_\_\_\_ Son/Daughter of  
Shri \_\_\_\_\_ resident of \_\_\_\_\_ (complete address)  
student of \_\_\_\_\_ school represented the \_\_\_\_\_ School Team in the  
Game/Event of \_\_\_\_\_ in the National Competition held at \_\_\_\_\_ from  
\_\_\_\_\_ to \_\_\_\_\_**

**The certificate is being given on the basis of record available in the Ministry of Education and Social Welfare.**

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

Seal \_\_\_\_\_

**Note :- This certificate will be valid only when signed personally by the Secretary or other Officer in overall charge of Physical Efficiency in the Ministry of Education and Social Welfare.**

day 10203 / 11 / 0073 / 1617