

GOVERNMENT OF INDIA
MINISTRY OF DEFENCE (DGQA)
SENIOR QUALITY ASSURANCE ESTT (GS)
DGQA COMPLEX, LBS MARG, VIKHROLI (W), MUMBAI 400 083

RECRUITMENT NOTICE

1. Applications are invited for the following General Central Service Non-Gazetted, Non-Ministerial Gp 'C' post from the citizens of India on the prescribed format only (as per Appendix 'A') who are fulfilling qualitative requirements & eligibility criteria for the post as mentioned below:

Post details & Qualitative Requirements:

Name of the Post	Pay Band & Grade Pay (G.P.)	Minimum essential Qualification & Experience	Age limit for Direct Recruitment	No of vacancy & category for which reserved
Multi Tasking Staff (Office) erstwhile Laboratory Attendant	5200-20200 + 1800 G.P. (pre-revised) Revised Level-1 cell-1	Matriculation (10 th class pass) from a recognized Board.	18 and 25 years (Relaxable for Government Servant's upto the age of forty years in case of general candidates and forty five years in case of candidate belonging to Scheduled Caste and the Scheduled Tribe in accordance with the instructions or orders issued by the Central Government from time to time).	01 General Category

Note : The above post is also suitable for Physically Handicapped persons with category of disability OA,OL,LV,HH,B. They can also apply for the above posts subject to fulfilling eligibility criteria.

2. **Procedure for Application:**

(a) Eligible candidates should forward application only on the prescribed format Appendix 'A' along with Admit card (in duplicate) to "SQAQ, Senior Quality Assurance Estt (GS), DGQA Complex, LBS Marg, Vikhroli(W), Mumbai-400 083" so as to reach on or before closing date. Envelope containing application must be superscripted in bold letter "**APPLICATION FOR THE POST OF MULTI TASKING STAFF (OFFICE)**".

(b) **The following documents /testimonials should be enclosed with application:-**

- (i) Duly filled Admit card (in duplicate).
- (ii) One self-addressed envelope (size approximately 25 cm x 10 cm), affixing Rs 25/- amount of postal stamp, should be enclosed with the application form for sending Admit Card/call letter.

(iii) The photographs pasted on **application form & Admit Cards** should be attested by Gazetted Officer.

(iv) Attested copies by a Gazetted Officer in respect of Educational Qualification, Birth Certificate, Experience Certificate (if any) having date of issue and period of Experiences of candidate, Identity proof (Adhar Card/Pan Card) be attached with the application form.

3. **General Terms & Conditions:**

(a) The closing date for receipt of application is 30 days from the date of publication of the advertisement in the Employment News (For example say the Employment News is from 06th Dec to 12th Dec , the date of publication shall be 6th Dec).

(b) The crucial date for determining the age limit shall be the closing date(i.e. 30 days from date of publication of advertisement) for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalay, Arunachal Pradesh, Mizoram, Manipur , Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti district and Pangi Sub-Division of Chamba district of Himachal Pradesh, Union Territory of the Andaman & Nicobar Islands or Union Territory of Lakshadweep which will be 37 days from date of publication in Employment News.)

(c) Candidates working in Government Service (Central/State)/Govt recognized societies/Public Sector undertaking must submit their application through proper channel along with the certificate from their Head of Office/Establishment that no vigilance or disciplinary case is pending or contemplated against them and that they have no objection in releasing them in case of selection. Application not accompanied with No Objection Certificate from the employer will be summarily rejected without any communication.

(d) Age relaxation for Government Servant/Departmental candidate shall only be permissible when the regular service rendered in Government will not be less than 03 years.

(e) The short listed/eligible candidates will have to appear in the written Examination. Call letter/Admit Card to the eligible candidate will be sent through Speed Post and no representation of non-receipt/ delay etc will be entertained.

(f) Written Test will be bilingual i.e. in English and Hindi language comprising of objective type multiple choice questions covering General Intelligence, English Language, Quantitative Aptitude and General Awareness.

(g) Probation period on appointment will be of 02 years.

(h) Method of selection: Final select list will be prepared in order of merit based on the marks obtained by candidates in written test only.

4. **GENERAL INSTRUCTIONS:**

(a) In case, large numbers of applications are received, the Competent Authority reserves the right to shortlist the candidates based on reasonable grounds i.e. application received is incomplete , mutilated, documents not attested by Gazetted Officer and receipt of duly filled application forms after the due date will not be entertained / considered and will be summarily rejected without any communication.

- (b) The Appointing Authority reserves the right to cancel or modify this notification without citing any reason. The complete recruitment process can be cancelled/ postponed/ suspended/terminated without any prior notice/assigning any reasons by the Appointing Authority at any stage due to administrative reasons and decision in this regard will be final and no appeal will be entertained.
- (c) No Travelling Allowance/DA will be paid to attend recruitment test.
- (d) Number of vacancy can be increased, decreased or cancelled by the Competent Authority.
- (e) The Central Govt services are liable to be transferred to anywhere in India.
- (f) New Contributory Pension Policy will be applicable.
- (g) The post is temporary but likely to continue.
- (h) Canvassing in any form will be disqualification and candidature of candidate is liable to be summarily rejected.



FORMAT OF APPLICATION FORM

1. Employment News Advertisement date :
2. Post applied for :
3. Name of the Employment Exchange
with Registration No. :
4. Name (in full) (Mrs/Mr/Miss)
(in Block Letters) :
5. Father's Name/Husband Name
(in Block Letters) :
6. Date of Birth (Christian Era) &
Age as on closing date of application :
7. Sex (Male/Female) :
8. Nationality :
9. Religion :
10. Whether SC/ST/OBC/Ex-Ser/PH :
11. Permanent Address :
12. **Present postal address** (in full) for
Correspondence :
13. Whether belongs to any priority category :
14. Language known :
15. Academic Qualification :

Affix recent
passport size
photograph
attested by
Gazetted
Officer

Sl.No	Exam'Passed	Board/Univ.	Year	Div & % of Marks
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16. Experience ,if any: (a) Name of the Employer (b) Designation of post (c) Pay Scale(d)
Nature of duties (e) Period of employment from.....to.....
(f) Last pay drawn (enclose certificate from employer)
17. The Central Govt servants/services are liable
to be transferred to anywhere in India. Are you : Yes/No
prepared to be posted anywhere in India :
18. Extra curricular activities.

Note: All the attested copies of relevant documents by a Gazetted Officer in support of the claim must be attached with the application form.

DECLARATION

I solemnly declare that the statements made by me in this form are correct to the best of my knowledge and belief. In the event of any information being found false/incorrect or ineligibility being detected at any stage of the selection process or subsequently, my candidature will automatically be cancelled.

(Left hand thumb impression
of the candidate)

(Signature of the candidate)

Place:

Date:

Continued Admit Card (5/)

5/-

ADMIT CARD

(To be submitted in duplicate)
(Sr.No1,2 & 3 only to be filled by candidate)

1. Name of Candidate :
(In Block Letter)
2. Full address for communication:
(with pin code)
3. Post applied for :
4. Date of Written Test:
5. Time of Written Test :
6. Venue of Written Test :

Affix recent
photograph
(passport
size) attested
by Gazetted
Officer

Note: All documents/testimonials in original regarding date of birth, academic qualifications, experience, etc will have to be produced at the time of the Written Test, failing which the candidature is likely to be cancelled.

(Left hand thumb impression
of the candidate)

(Signature of the candidate)

Date:

day 10203/11/0074/1617