

## 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:

Name of Post	Classification of post	Scale of Pay as per 6 <sup>th</sup> CPC	Total Vacancies to be filled up	Reservation Status
<b>Lower Division Clerk</b>	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	<b>Reserved for Meritorious Sports person (men/women) under Sports Quota</b>

**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 vacancy is reserved for Meritorious Sports person  
(ii) The incumbent on recruitment will be on probation for 2 years.

### **Qualitative Requirements**

(a) Age between 18 to 32 years for General category Sportsperson, 18 to 37 years for SC & ST category Sportsperson & 18 to 35 for OBC category Sportsperson, as on closing date of receipt of application. Relaxation for departmental candidates in accordance with instructions or orders issued by the Government from time to time.

### **(b) 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.

**Note:- Typing Skill Test shall not form a part of the selection process while carrying out recruitment of LDC under meritorious sports quota. However, after his/her appointment the selected candidates should qualify the Typing Skill Test conducted by the Establishment before completion of the probation period of 02 years.**

(c) Name of Sports considered for recruitment for Meritorious Sports person will be restricted to any of these games only:-

(i)	<b>Volleyball</b>
(ii)	<b>Table Tennis</b>
(iii)	<b>Carrom</b>

(d) List of authorities competent to award certificates on eligibility for recruitment of sports person in the order of following preference:-

Sl.No.	Competition	Authority awarding certificate	Form in which certificate is to be attached
1	International competition	Secretary of the National Federation of the Game concerned	Form 1
2	National competition	Secretary of the National Federation or Secretary of the State Association of the Game concerned	Form 2
3	Inter-University Tournaments	Dean of Sports or other officer in overall charge of Sports of the University concerned	Form 3
4	National/Sports/Games for Schools	Director or Additional/Joint or Deputy Director in overall charge of sports/games for Schools in the Directorate of Public Instructions/Education of the State	Form 4
5	Physical Efficiency Drive	Secretary or other Officer in overall charge of Physical Efficiency in the Ministry of Education & Social Welfare Government of India	Form 5

Note:- Specimens of the forms 1,2 3 4 & 5 referred to above may be downloaded from DoPT website <http://www.permin.nic.in> in the dynamic form (OM & Orders Establishment (B) Personnel (I) Service matters (m) Sportsperson/Sports Quota) GOI, DoPT O.M. No. 14015/1/76-ESTT(D) dated 04 Aug 1980.

Physically handicapped persons with category of disability OA, OL, OAL, BL, B, LV & HH can also apply for the post subject to fulfilling Qualitative requirement for the post and eligibility criteria for Meritorious Sportsman.

**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 (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 ie. "**APPLICATION FOR THE POST OF LOWER DIVISION CLERK**" within **21 (twenty one)** days from the date of publication of this advertisement in Employment News/Rozgar Samachar/Local Newspaper.

In respect of applications sent by 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. 27/- 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 (h) Copy of certificate from competent authority as per Form 1,2,3,4 & 5, as applicable mentioned above, not enclosed.

5. Eligible/short listed candidates will only be called for written test through call letters (will be forwarded in the 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 Qualitative Requirements of the post mentioned above covering General Intelligence & English Language, Quantitative Aptitude & 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 process will comprise of field trials to ascertain the playing capability of the applicants followed by Written Test. For proper assessment of the playing capability of the candidates, experts in the concerned sports/games from the National/State Sports bodies like NIS etc. will be associated during the field trials and assessment of the applicants. As per the terms and instructions issued by DoPT vide their OM No. 39020/01/2013-Estt(B)-Part dt. 29 Dec 15, the field trials (skill tests) will only be of qualifying nature. Assessment will not be done on the basis of marks awarded to the field trials. The final merit list/panel will be based on the marks obtained by the applicants in the written test only.

**Note: No interview will be conducted and selection will be based on the field trials, which will be qualifying nature followed by Written test.**

8. No TA/DA will be paid for appearing in the Written Test/Field Trials.
9. The post is 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 Sports Personnel should ~~enclose~~ copy of Medical Certificate issued by CMO/Civil Surgeon of Govt. Hospital/Military Hospital certifying the disability.  
(b) 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.

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

Name of Post applied for : **Lower Division Clerk**  
(Only Meritorious Sports men/women are eligible to apply)

Affix recent  
Passport size  
photograph & self  
attested

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 by competent authority)
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	Div & % of Marks

8. Name of the Games/Sports participated (Attach copies of certificates mentioned in para (d) of the advertisement)

Name of Games/Sports	Year of Participation	Games/Sports Award Certificate in Forms (tick the appropriate coloum)					Remarks/achievements
		Form 1	Form 2	Form 3	Form 4	Form 5	

9. Work 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 :

Copies of the following Documents to be enclosed

(no original documents are to be enclosed :-

- (a) Recent passport size photograph to be pasted & self attested in application & Admit cards
- (b) Self attested copies of Educational Qualification/Technical Qualification/ Games/Sports certificates, Experience (if any)
- (c) Self attested copy of Date of Birth proof
- (d) Self attested copy of Caste certificate
- (e) Copy of certificate from competent authority as per Form 1,2,3,4 & 5, as applicable
- (e) Self Addressed envelope with Postage Stamp of Rs. 27/-
- (g) Admit Card duly filled (in duplicate)

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/Field Test :
6. Time of written test :
7. Venue of written test :

Note: All documents/certificates in original regarding Date of Birth, Category, Qualifications, Games/Sports certificates, experience etc. should be produced at the time of the Written Test, failing which the candidature stands cancelled.

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