

**DRAFT ADVERTISEMENT**

**GOVT. OF INDIA, MINISTRY OF DEFENCE, DEPARTMENT OF  
DEFENCE PRODUCTION / DGQA, CONTROLLERATE OF  
QUALITY ASSURANCE (FIRE FIGHTING EQUIPMENT),  
AUNDH CAMP, PUNE-411 027**

Applications are invited from Indian nationals for filling up the following posts in Group 'C' Non Gazetted, Ministerial Post from candidates fulfilling the following qualitative requirements.

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- (A) Name of post : **Stenographer**
- (a) No. of post : 01 (UR)
- (b) Pay Scale : PB-1 5200-20200 + Grade Pay 2400/-  
plus allowance as admissible from time to time.
- (c) Educational Qualification : (i) 12<sup>th</sup> Class or equivalent qualification from any recognized Board or University
- (ii) Skill Test norms only on computers:  
**Dictation** : 10 minutes @ 80 wpm.  
**Transcription** : 50 minutes (English) or 65 minutes (Hindi)
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- (B) Name of post : **Lower Division Clerk**
- (a) No. of post : 01 (UR)
- (b) Pay Scale : PB-1 5200-20200 + Grade Pay 1900/-  
plus allowance as admissible from time to time.
- (c) Educational Qualification : (i) 12<sup>th</sup> Class or equivalent qualification from any recognized Board or University
- (ii) Typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer.
- (iii) **Desirable:** Basic knowledge of Computers.
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**Common Criteria for both the posts:**

1. Place of Work : CQA(FE), Aundh Camp, Pune-411 027  
(with All India Service Liability)
2. Age limit : 18 to 27 years (for General candidates)  
Relaxable:  
(i) For SC/ST/OBC/PH/Ex-Servicemen as per Govt. Orders.  
(ii) For Departmental candidates General upto 40 years of age, & all Govt. orders on age relaxation are applicable in case of reserved categories. Relaxation applicable to Govt. Servant, only if 03 years regular service has been rendered under Central Govt.
3. Probation : Two years
4. Syllabus for Written Test : The written test will be of General objective type based on 12<sup>th</sup> class standards.
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**GENERAL CONDITIONS**

1. Application on the proforma given below on plain paper, duly typed or neatly hand written, supported with attested copies of the proof of identity, relevant marks sheets/certificates etc. should reach the CQA(FE), Aundh Camp, Pune-411 027 **within 30 days** from the date of publication.
2. Candidates should submit one self addressed white envelope (size 30 cm x 12 cm) affixed with postal stamp of ₹. 40/- be enclosed with the application for sending call letters.
3. The management reserves the right of screening & short listing the applications if number of applications is too large.
4. The selection of candidates will be based on Written Examination, Skill Test, Interview and Medical Fitness.
5. Photographs pasted on the application will be duly signed by a serving Gazetted Officer.
6. No TA will be paid for attending the test.
7. Serving candidates should apply through proper channel with a certificate from the HOE that no disciplinary/vigilance case is pending against them.
8. Canvassing in any form will invite disqualification and candidature of such candidates is liable to be summarily rejected.
9. Candidates should super scribe the name of the post on the TOP of the envelope.
10. Incomplete or unsigned application and applications received without photographs or proper enclosures or received after due date will be summarily rejected.

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**APPLICATION FOR THE POST OF STENOGRAPHER / LOWER DIVISION CLERK**

Ref. advertisement No. : \_\_\_\_\_  
& Date \_\_\_\_\_

(To be filled in Block letter only)

Affix self Passport  
Size Photograph  
duly attested by a  
Gazetted Officer

	<b>Post applied for</b>	:			
1.	Name of the Applicant	:			
2.	Father's/Husband Name	:			
3.	Date of Birth & Age	:			
	Age as on Closing Date	:	Years	Months	Days
	Whether Age relaxation claimed	:	Yes / No		
4.	Sex (Male/ Female)	:			
5.	Nationality	:			
6.	Category (Gen/SC/ST/OBC/PH/ Ex-SM)	:			
7.	Address for Correspondence	:			
8.	Permanent Address	:			
9.	Contact No. & e-mail ID	:			
10.	Educational qualification	:			
	Educational Qualifications	University / Board	Year	Subject	Marks (%) Division
11.	Experience if any	:			
	Post Held	From	To	Name of the Employer	Nature of Work
12.	Any other details	:			
13.	Details of Certificates enclosed	:			

**DECLARATION**

I do hereby declare that, the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or in-eligible detected before OR after test / interview, my candidature will stand cancelled and my all claims for the recruitment will stand forfeited.

Place:

Date:

Signature of the Applicant.

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**ADMIT CARD**

(On a separate sheet of paper in double space)

(Admit Card should be submitted in duplicate duly filled in **Sl. No. 1, 2 & 3 only** & signed by the Candidate)

1. Name :  
(in block letters)
2. Present address :  
For correspondence  
(with pin code)
3. Post Applied for :
4. Roll No. :
5. Date of Test / Interview :
6. Time of Test / Interview :
7. Venue of Test / Interview :

Place one self  
signed passport  
size photograph  
(signature must  
be across the  
photograph)

\_\_\_\_\_  
(Signature of Candidate)

Note1: All documents / testimonials in original regarding Date of Birth, Category, Qualification, Experience etc., will have to be produced at the time of test / interview, failing which the candidature will be forfeited

day 10203/11/0003/1516