

DRAFT ADVERTISEMENT

GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
DEPTT. OF DEFENCE PRODUCTION (DGQA)
SENIOR QUALITY ASSURANCE ESTABLISHMENT (SMALL ARMS)
PO: ICHAPUR – NAWABGANJ, DIST : 24 PARGANAS (NORTH)
WEST BENGAL – 743 144

1. Applications are invited from Indian Nationals for filling up the following vacancies of Senior Quality Assurance Establishment(Small Arms), Ichapur. Applications complete in all respect alongwith requisite details/documents should reach the addressee within 21 days of publication of the advertisement in the 'Employment News'.

(a)	Designation of the post(s) to be filled	:	1. Technician(Semi-Skilled) (General Central Service, Group-'C', Non-Gazetted, Non-Ministerial)
(b)	Number of post(s) & Category	:	(i) 18 posts – Trade : Fitter General Mechanic/Machinist. (ii) 01 post – Trade : Fitter Auto Total 19 Posts (UR-10*, SC-3*,ST-1*,OBC-5*) (*including 02xEx-Serviceman and 01xPH(OL/HH) vacancies) No. of posts at any time may increase/decrease at the discretion of the authority.
(c)	Scale of Pay/Pay Matrix & allowances	:	(18000-56900), Level-1 (Revised under 7th CPC) (Plus allowances as admissible from time to time) PB-1(Rs.5200-20200),Grade Pay-Rs.1800/- (Pre-revised under 6 th CPC)
(d)	Qualification	:	Essential (i) Matriculation or equivalent from the recognised Board. (ii) Industrial Training Institute Pass Certificate in the Specified Trade or its equivalent Defence Services Tradesman Course approved as such by the Central Government or State Governments. Applicants having with any one of the following Trades in the ITI may apply :- For 18 Posts-Fitter/Machinist For 01 post – Automobile/Motor Vehicle Mechanic NOTE : All eligible candidates are to qualify in a departmental Trade/Skill Test conducted by the Departmental Committee, for the job of the post for which the candidates are being considered for appointment. (ii) The trade/skill test will only be of qualifying nature & it will be based on Charter of duties/job requirement of the post.

(e)	Age Limit	:	Between 18 to 27 years (As on normal closing date for receipt of application) The upper age limit will be further relaxed upto 5 years for SC,ST & 3 years for OBC candidates against the reserved vacancies for the respective category. (Upper age limit is relaxable for departmental candidates upto the age of 40 years for general category, 43 yrs for OBC & 45 yrs for SC & ST category). Note- The age relaxation for Govt. servant will be admissible where an employee has rendered not less than three yrs regular service under Central Govt. Age relaxation to Ex-serviceman & PH person is applicable as per the existing rule. NOTE :- The crucial date for determining the age limit shall be the normal closing date for receipt of applications from the candidates.
(f)	Probationary Period	:	Two Years. However it may extend upto 4 years.
(g)	Place of work	:	Senior Quality Assurance Establishment(Small Arms), Ichapur- 743 144(W.B.). However, the post is under All India service Liability.
(h)	Closing date for receipt of application	:	21 days from the date of publication of the advertisement in the Employment News for candidates from all over India. (As special case 07 days extension will be given to candidates residing in places like 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 and Nicobar Islands and Lakshadweep.)
(i)	Special instruction for candidates under reservation categories	:	Candidates claiming reservation under any categories shall submit suitable certificate from the Competent Authority alongwith application.

**INSTRUCTIONS TO THE CANDIDATES APPLIED FOR THE POST OF
TECHNICIAN (SEMI SKILLED)**

1. The applications in the proforma given in Appendix-'A' duly typed or neatly handwritten on a A-4 size plain paper, supported with attested copies of relevant certificates should be forwarded by post only.
2. Incomplete application in any respect will be summarily rejected and no further correspondence will be entertained in this regard. Incomplete or unsigned application without supporting documents or received after due date will be liable to be rejected. The authority reserves the right to reject the candidature of such candidates.
3. Submission of false / incorrect / incomplete information, and / or dubious / bogus documents shall disqualify the candidate.
4. The New Pension Scheme i.e. Defined Contributory Pension Scheme is compulsory for all Central Govt. Employees who are appointed on or after 01-01-2004.
5. The applicant /candidate should ensure that copies of under mentioned list of documents duly self attested is attached to the application.
 - (a) Matriculation Certificate
 - (b) ITI certificate in the Fitter General Mechanic/Machinist/Fitter Auto Trade or its equivalent Defence Services Tradesman Course approved by the Central or State Govt.
 - (c) Birth Certificate from Competent Authority
 - (d) Caste Certificate in case of reservation claimed.
 - (e) Discharge Certificate in case of Ex-Serviceman.
 - (f) Non-Creamy layer certificate in case of OBC.
 - (g) NOC in case of serving Government employee.
 - (h) Certificate from competent Medical Board in case of PH.
6. Persons working in Central/State/PSUs must apply through proper channel along with a No Objection Certificate (NOC) from their establishment/Unit stating that no disciplinary/vigilance case is pending against the individual.
7. Method of selection : Written test (objective type) followed by skill test.
8. Date, Venue and time of Written Examination and Skill Test will be intimated to short listed candidates.
9. No TA will be paid for appearing in the Written Test/Skill Test.
10. Three numbers of photographs, all self attested are required i.e. one copy of passport size photo to be affixed on the top right side of the application form, one photo each to be affixed on the Admit Card which is to be submitted in duplicate. Candidates are required to submit a self addressed stamped envelope (Rs.5/-) of size 25x10 cms alongwith the application.
11. Any approach / recommendation in any form will be liable to disqualification and candidature of such candidates will be liable to be cancelled.
12. Mere submission of application will not confer any right on the applicant to be called for written test.
13. Candidates should super scribe the name of the post applied on the TOP of the envelop.

Appendix 'A'

PROFORMA FOR APPLICATION

(TO BE FILLED IN **BLOCK LETTERS** ONLY)

Name of the Post applied for : _____

Category of applicant (**UR/SC/ST/OBC/PH/ESM**) : _____

(Attach Xerox copy of Certificate duly attested)

Advt./Employment News No. and date : _____

Affix self
passport size
photograph
duly self
attested

1. Name in full : _____

2. Father's/Husband's Name : _____

3. Date of birth (Self attested copy of : _____
Age proof to be enclosed)

4. whether age Relaxation claimed (Yes/No) : _____

5. Nationality : _____

6. **Academic/Professional Qualification** : From 10th onwards

Educational Qualification	University/ Board	Year	Duration ITI (in year)	Subject	Marks(%) obtained	Division

Note : Self attested copies of certificate to be enclosed.

7. Present Postal Address : _____
for correspondence

8. Professional Qualification, if any : _____

9. List/Details of attested copies of certificates/documents attached :-

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 ineligibility detected before or after written/ skill test, my candidature for appointment will stand automatically cancelled without any notice and all claims for the recruitment will stand forfeited.

Encl : Sheets

Place :

Date :

(Signature of the Applicant)
Name in Full

ADMIT CARD
(On a separate sheet of paper in double space)
(Admit Card should be submitted in duplicate)
Serial No.1 to 4 only to be filled by the candidates)

Affix self
attested

recent
passport size
(4.5 cm x 3.5
cm)
photograph

To be filled by the candidate

1. Name (In block letters) : _____
2. Father's/Husband's Name : _____
3. Full address for communication (with Pin Code) : _____
4. Post applied for : _____

FOR OFFICIAL USE ONLY

5. Date of Written Test
6. Time of Written Test
7. Venue of Written Test

- NOTE :**
- (i) All documents/testimonials **in original** regarding Date of Birth, Category, Qualification & experience etc. will have to be produced at the time of the written test /skill test, failing which the authority reserves the right to reject the candidature.
 - (ii) Any Electronics device i.e. Mobile Phone, Smart Watch, Calculator, blue tooth/wireless gadget etc will not be allowed in the Examination Hall.

Davp 10203/11/0031/1718