

**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 for the post as mentioned below:

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 (Horticulture) (Erstwhile post of Mali, Gardener and water carrier)	5200-20200 + 1800 G.P.	Matriculation (10 <sup>th</sup> 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 1: 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 Pangti 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.)

Note 2: The above post is also suitable for Physically Handicapped persons with category of disability HH, OL & LV. They can also apply for the above posts subject to fulfilling eligibility criteria.

## 2. GENERAL INSTRUCTIONS:

- (a) Application will be entertained only on the prescribed format Appendix 'A' along with Admit card (in duplicate) should be forwarded 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 (HORTICULTURE)".
- (b) 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 April to 12th April, the date of publication shall be 6th April).
- (c) 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 call letter (admit Card).
- (d) The photographs pasted on **Application Form & Admit Cards** should be attested by Gazetted Officer.
- (e) Attested copies by a Gazetted Officer in respect of Educational Qualifications, Birth proof, Identity proof, experience certificate, if any etc. to be submitted with the application form.
- (f) 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, without attested copies of documents and after the due date will not be entertained / considered and will be summarily rejected without any communication.
- (g) The short listed /eligible candidates will have to appear in the written test. Call letter/Admit Card to the eligible candidates will be sent through Speed Post and no representation of non-receipt/ delay etc will be entertained. Written Test for eligible candidates will be conducted in bilingual i.e. English & Hindi.
- (h) Appointing Authority reserves the right to increase/decrease the vacancies as well as to cancel the selection process without assigning any reason and the applicant's approach to drag the case to legal authorities shall not be tenable.
- (i) The Central Govt servants/services are liable to be transferred to anywhere in India.
- (j) New Contributory Pension Policy will be applicable.
- (k) The post is temporary but likely to continue.
- (l) Canvassing in any form will be disqualification and candidature of candidate is liable to be summarily rejected.

Continued Appendix 'A'

**FORMAT OF APPLICATION FORM**

- 3 -
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

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**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:

dep 10203/11/0080/1516