

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

EMPLOYMENT NOTIFICATION

1. Applications are invited for the post of **LOWER DIVISION CLERK (MERITORIOUS SPORTSMAN (MEN/WOMEN) UNDER SPORTS QUOTA** 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	Total no. of vacancies	Pay Scale	Classification	Reservation Category	Educational Qualification
Lower Division Clerk	01	Rs.19900(Level -2 Cell-1) as per VII CPC(Pre-revised Pay Band 5200-20200 + Grade Pay of Rs.1900)	General Central Service Gp 'C' Non-Gazetted, Ministerial Post.	Meritorious Sportsperson (Men/Women) under Sports Quota.	<p><u>Essential Qualification:</u></p> <p>(a) 12th class or equivalent qualification from any recognized Board or University.</p> <p>(b) Skill Test Norms on Computer: English Typing <i>at</i> 35 words per minute; or Hindi <i>at</i> 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 depression per hour on an average of 5 key depressions for each word).</p> <p><u>Desirable:</u> Basic knowledge in computers.</p>

Age Limit: Between 18 years to 27 years of age (Upper age relaxation upto a maximum of 05 years for General Category Sportspersons, 10 years for those Sportspersons belonging to SC & ST category & 08 years for OBC category sportspersons). (Relaxable for departmental candidates in accordance with the instructions or orders issued by the Government from time to time.)

Note : The Physically Handicapped persons with category of disability OA, OI, OAL, BL, B, LV, HH can also apply for above post subject to fulfilling Qualitative requirement for the post and eligibility criteria for meritorious sportsman.

Eligibility Criteria:

- i. Sportspersons who have represented a State or the Country in the National or International competition in any of the games/sports mentioned in the list below.
- ii. Sportspersons who have represented their University in the Inter-University Tournaments conducted by the Inter-University Sports Board in any of the games/sports mentioned in the list below.
- iii. Sportspersons who have represented the State School Teams in the National Sports Games for Schools conducted by the All India School Games Federation in any of the games/sports mentioned in the list below.
- iv. Sportspersons who have been awarded National Awards in Physical Efficiency under the National Physical Efficiency Drive.

List of games/sports which qualify for consideration:

Kabaddi, Cricket, Carom & Table Tennis.

List of authorities competent to award certificates on eligibility for recruitment of sportspersons:

S.No.	Competition	Authority awarding certificate	Form in which certificate is to be awarded
(i)	International Competition	Secretary to the National Federation of the Game concerned	Form-1
(ii)	National Competition	Secretary to the National Federation or Secretary to the State Association of the Game concerned.	Form-2
(iii)	Inter-University Tournaments	Dean of Sports or other Officer in the Overall charged of the sports of the University concerned	Form-3
(iv)	National/Sports Games for Schools	Director or Additional/ Joint or Deputy Director in overall charge of sports Games for schools in the Dte. of Public Instructions Education of the State	Form-4
(v)	Physical Efficiency Drive	Secretary or other officer in overall charge of physical efficiency in the Ministry of Educational & Social Welfare, Government of India.	Form-5

2. **Procedure for Application:**

(a) Eligible candidates should forward application only on the prescribed format as given at Appendix 'A' addressed to "SQAQO, Senior Quality Assurance Establishment (G.S.), 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 LOWER DIVISION CLERK (MERITORIOUS SPORTSPERSON) UNDER SPORTS QUOTA**".

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, Meritorious sportsman certificate issued by Competent Authority on the Government prescribed Formats only which are enclosed as Annexure-1, 2, 3, 4 & 5 to this advertisement, Birth Certificate, Caste Certificate on the Government prescribed format only, Experience Certificate (if any) having date of issue and period of Experiences of candidate 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 Nov to 12th Nov, the date of publication shall be 06th Nov).
- (b) The crucial date for determining the age limit shall be the closing date 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, Andaman & Nicobar Islands 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 field trials (skill test) followed by Written Test. 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) Typing test shall not form a part of the selection process while carrying out recruitment of LDCs under meritorious sportsperson quota. However, after his/her appointment the selected candidates should qualify the typing test conducted by the Establishment before completion of his/her probation period.
- (i) Method of selection: Final select list will be prepared in order of merit based on the marks obtained by candidates in written test only. Field trial (skill test) will only be of qualifying nature.

4. GENERAL INSTRUCTIONS:

- (a) If the application received is incomplete, mutilated, sports certificate not on the prescribed format (as above), 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. Duration of the test can be 02 to 03 days. Candidates have to make their own arrangement for lodging/boarding. Appointing Authority will not be responsible for any injury which may occur during the process of recruitment field trial/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. Employ. News Advertisement No. :
2. Post applied for :
3. Name (in full) (Mrs/Mr/Miss) :
(in Block Letters)
4. Father's Name/Husband Name :
(in Block Letters)
5. Date of Birth (Christian Era) & :
age as on closing date of application
6. Sex (Male/Female)
7. Nationality :
8. Religion :
9. Whether SC/ST/OBC/PH/
Ex-Serviceman
10. Permanent Address :
11. Present postal address (in full) for :
Correspondence
12. Whether belongs to any priority category :
13. Language known :
14. Academic Qualification :

Affix recent
passport size
photograph
attested by
Gazetted
Officer

Exam Passed	Board/Univ.	Year	Div & % of Marks
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15. Typewriting speed in English /Hindi
and computer literacy:
16. Sports achievements (in r/o list of sports :
enlisted in advertisement)
17. Experience: (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)
18. Are you prepared to be posted anywhere in India (Yes/No):
19. Extra curricular activities:

Note: All the attested copies by a Gazetted Officer of relevant documents 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:

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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 Field Trial & Time:
5. Venue of Field Trial:
6. Date of Written Exam and Time:
7. Venue of Written Exam:

Affix recent
passport size
photograph
attested by
Gazetted
Officer

Note: All documents/testimonials in original regarding date of birth, qualification, Sports Certificate, Caste Certificate (if any), experience certificate(if any) etc will have to be produced at the time of the Field Trial/Written Test, failing which the candidature is likely to be cancelled.

(Left hand thumb impression
of the candidate)

(Signature of the candidate)

Date:

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FORM I

(For representing India in an International Competition in one of the enlisted recognized Games/Sports).

NATIONAL FEDERATION/NATIONAL ASSOCIATION OF _____

IN THE GAME OF _____

Certificate to a meritorious sportsmen for employment to Group C Service under the Central Government.

Certified that Shri/Smt/Kumari _____ Son/Wife Daughter
of Shri _____ resident of _____

_____ (complete address) represented the _____
country in the game/event of _____ in
Competition/ Tournament held at _____ from
to _____

The position obtained by the individual/team in the above said Competition/ Tournament
was _____

The Certificate is being given on the basis of record available in the office of the National
Federation/National Association of _____

Place _____
Date _____

Signature _____
Name _____
Designation _____
Name of the Federation/National
Association _____
Address _____
Seal _____

Note: This certificate will be valid only when signed personally by the Secretary, National
Federation/National Association.



FORM 2

(For representing a State in India in a National competition in one of the enlisted recognized Games/Sports).

STATE ASSOCIATION OF _____ IN THE
GAME OF _____

Certificate to a meritorious sportsman for employment to a Group C Service under the Central Government.

Certified that Shri/Smt/Kumari _____ Son/Wife/ Daughter
of Shri _____ resident of _____
(complete address) represented the state of _____ in the Game/Event
of _____ in the National Competition/Tournament held at
_____ from _____ to _____

The position obtained by the individual/team in the above said Competition/Tournament
was _____

The Certificate is being given on the basis of record available in the office of the State
Association of _____

Place _____
Date _____

Signature _____
Name _____
Designation _____
Name of the State Association _____
Address _____
Seal _____

Note: This certificate will be valid only when signed personally by the Secretary of the State Association.

FORM 3

(For representing a University in the Inter-University competition in one of the enlisted recognized Games/ Sports).

UNIVERSITY OF _____

Certificate to a meritorious sportsman for employment to a Group C Service under the Central Government.

Certified that Shri/Smt/Kumari _____ Son/Wife/ Daughter
of Shri _____ resident of _____
_____ student of _____ represented the
University of _____ in the Game/Event of _____ in the Inter-
University Competition/Tournament held at _____
from _____ to _____.

The position obtained by the individual/team in the above said Competition/ Tournament
was _____.

The Certificate is being given on the basis of records available in the office of the Dean of
Sports or Officer in overall charge of sports in the University of _____.

Place _____
Date _____

Signature _____
Name _____
Designation _____
Name of the University _____
Address _____
Seal _____

Note: This certificate will be valid only when signed personally by the Dean/Director or other
Officer in overall charge of sports in the University of _____.

[Handwritten signature]

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FORM 4

(For representing a State School Team in the National Games for School competition in one of the enlisted recognized Games/Sports).

Directorate of Public Instructions/Education of the State of _____

Certificate to a meritorious sportsman for employment to a Group C Service under the Central Government.

Certified that Shri/Kumari _____ Son/Daughter of
Shri _____ resident of _____
_____ (Complete address) student of _____
_____ School represented the _____ State School Team in the
Game/Event of _____ in the National Game for School held at _____
from _____ to _____

The position obtained by the individual/team in the above said Competition/ Tournament was _____

The Certificate is being given on the basis of records available in the office of Directorate of Public Instructions/Education of _____

Place _____
Date _____

Signature _____
Name _____
Designation _____
Name of the School _____
Address _____
Seal _____

Note: This certificate will be valid only when signed personally by the Director or Additional/Joint or Deputy Director in overall charge of sports/games/for schools in the Directorate of Public Instruction/Education of the State.

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FORM 5

(For the awardees in Physical Efficiency performances conducted by the Ministry of Education and Social Welfare).

Government of India/Ministry of Education and Social Welfare.

Certificate to a meritorious sportsman for employment to a Group C Service under the Central Government.

Certified that Shri/Kumari _____ Son/Daughter of
 Shri _____ resident of _____
 _____ (Complete address) student of _____
 _____ School represented the _____ School Team in the Game-Event
 of _____ in the National competition held at _____
 from _____ to _____.

The Certificate is being given on the basis of records available in the Ministry of Education and Social Welfare.

Place _____
 Date _____

Signature _____
 Name _____
 Designation _____
 Address _____
 Seal _____

Note: This certificate will be valid only when signed personally by the Secretary or other Officer in overall charge of Physical Efficiency in the Ministry of Education and Social Welfare.

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