

**GOVERNMENT OF INDIA, MINISTRY OF DEFENCE**  
**DEPARTMENT OF DEFENCE PRODUCTION,**  
**DIRECTORATE GENERAL OF QUALITY ASSURANCE,**  
**SENIOR QUALITY ASSURANCE ESTABLISHMENT (ARMAMENTS)**  
**COSSIPORE : KOLKATA – 700002**

Applications are invited from Indian National for recruitment of Central Services Group 'C' Non-Gazetted Posts, who are fulfilling requisite qualifications/specifications as mentioned below, on A-4 size plain paper duly typed or neatly hand written in the prescribed format along with requisite documents (as per Appendix-'A') should reach **SQAO, Senior Quality Assurance Establishment (Armts), Cossipore, Kolkata-700002** within **21 days** from the date of publication of this advertisement :-

Sr No.	Name of Post	Total vacancies to be filled up	UR	SC	ST	OBC	PH	Ex-serviceman
1.	Lower Division Clerks	02 (two)	01 (one)	-	-	01 (one)	-	-

1. **Scale of Pay** : 7<sup>th</sup> CPC Level -2, Pay Matrix.
2. **Age Limit** : (a) Between 18-27 yrs in General Candidate as on closing date. The crucial date of determining the age limit shall be closing date of receipt of applications i.e. 21 days from the date of publication of advertisement.  
 (b) The upper age relaxation available to the OBC candidate for 27+3 = 30 years.  
 (c) Relaxation for serving Govt Servants up to the age of 40 years for UR Candidate and 40 + 3 = 43 years for OBC candidate.  
 (d) The upper age relaxation for the Govt. servants will be admissible where an employee has rendered not less than three years regular service under Central Govt.
3. **Educational Qualification** : (a) 10 + 2 Pass or equivalent Qualification from a recognized Board or University  
 (b) Minimum typing speed of 30 words per minute in English or 25 words per minutes in Hindi on Computer or manual typewriter.
4. **Desirable** : Basic Knowledge in Computer.
5. **Place of Work** : **Senior Quality Assurance Establishment (Armaments)**  
**Cossipore, Kolkata – 700002 OR Anywhere in India.**
6. **How to Apply** : (a) Desirous candidates who are meeting the above said requirements shall forward their application to the following address by post.

**The Senior Quality Assurance Officer**  
**Senior Quality Assurance Establishment (Armaments)**  
**Cossipore, Kolkata – 700002**

(b) The application shall be as per the format given at Appendix- 'A'.

(c) Application shall be accompanied with duly filled two Admit Cards & one Self-Addressed envelope of size 30 cm x 12 cm affixed with postal stamp of Rs.40/- value. Address for correspondence should be written / typed in English / Hindi with Pin Code. The Admit Cards shall be as per the format given at Appendix-'B'.

**Note : Incomplete application in any respect and received after the closing date shall be summarily rejected and no further correspondence will be entertained in this regard.**

(e) Apart from the two Admit Cards and self-addressed envelope, following documents are also to be enclosed alongwith Application and forwarded :-

(i) Self-attested copy of Certificate for Date of birth, from valid registration authority.

(ii) Self-attested copy of 12<sup>th</sup> class certificate along with marks Sheet.

(iii) **No Objection Certificate** : Candidates working in Government Service/Public Sector Undertakings/Govt. Bodies must attach a "No Objection Certificate" from their Head of Office /Head of Establishment stating that they have no objection in releasing them in case of selection. Application not accompanied with No Objection Certificate (NOC) will be summarily rejected.

(iv) Recent Passport size Colour Photographs : Total four numbers.

**Notes : -**

(aa) One photograph duly self attested is to be affixed at the box on the application.

(ab) Second/Third photograph duly self attested are to be affixed at the box on the Admit Cards.

(ac) Fourth photograph duly signed by the candidate is to be enclosed with the application. Please do not affix this photograph.

(ad) Application for the Post of "**LOWER DIVISION CLERK**" is to be Written on the top of envelope.

(ae) In case of certificates and other documents which are not issued in the Hindi or English languages, duly certified copies of the translated documents in either English or Hindi versions are to be attached alongwith the duly attested copies of the original documents.

## 7. **Last date of receipt of Applications**

(a) All applications must reach the office of **Senior Quality Assurance Establishment (Armts), Cossipore, Kolkata-700002** within **21 days** from the date of publication of this advertisement.

(b) In respect of applications received from the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir, Lahoul & Spiti District and Pangi sub-division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep, the last date of receipt of application will be within 30 days (closing hours) from the date of publication. (The candidates claiming the benefit of extended time should clearly indicate pin code of his area.)

**8. Selection Process for LDC** The selection process will commence with written test followed by Typing test /Skill Test. Venue for the written test & Typing test/Skill Test will be intimated later. The Typing test/Skill Test will only be of qualifying nature (Pass or Fail). Candidates declared "Pass" in written test only will be considered for further Typing test and selection process.

(a) After scrutiny of applications call letter for written test will be sent only to eligible candidates (12<sup>th</sup> Pass).

(b) Call letters for written test & Typing test/Skill Test will be sent by registered post. This organization is not responsible for any postal delay.

(c) The syllabus of written test will be of 12<sup>th</sup> standard and will cover 100 MCQ Questions. Maths-20 marks, English-20 marks, General studies-20 marks, Science- 20 marks & General awareness -20 marks. Candidates will be given option to answer the question paper in Hindi or English. Minimum passing/qualifying marks for written test will be 50%.

(d) Candidates declared Pass in written test will be short listed as per vacancy in each category and called for Typing test/Skill Test keeping administrative practicability in mind. Minimum passing / qualifying marks for written and Typing test will be 50%.

(e) TA will be paid to SC/ST Candidates for appearing in the written test. They will be paid TA for Sleeper Class Train Fare on production of Railway tickets for onward and return journey.

(f) No interview will be conducted for the recruitment to the above post.

(g) The final merit /Panel shall be based on the marks obtained by the applicants in the Written Test. Typing test/Skill Test will be of only qualifying nature (Pass/Fail).

(h) Appointment shall be confirmed subject to satisfactory Police Verification Report and Medical Fitness.

(j) Canvassing in any form will be assessed as disqualification and candidature of such candidate is liable to be summarily rejected.

**Notes :** In case, the number of applications received are too large and not practicable for the establishment to hold written test, short listing of applicants on the basis of 12<sup>th</sup> class percentage of marks will be carried out. Call letters for written examination will be sent only to short listed candidates.

09. Nature of Duty Clerical Job.

10. GENERAL INSTRUCTIONS

- (a) Incomplete or unsigned, mutilated application, application without photographs /self attested or without proper supporting certificates and received after due date will be summarily rejected.
- (b) The appointing authority reserves the right to cancel or modifies 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) The post carries all India service liability.
- (d) New Contributory Pension Scheme (NPS)/ Policy will be applicable.
- (e) The post is temporary but likely to be confirmed on completion of the probation period.
- (f) Canvassing in any form will be disqualification and candidature of candidates is liable to be summarily rejected.
- (g) The decision of Appointing Authority regarding mode of selection to the post and eligibility conditions of the applicants shall be final and binding. No correspondence will be entertained in his regard.

**FORMAT OF APPLICATION FORM**

Passport size  
photograph  
duly self  
attested  
affixed

1. Advertisement No. and date :
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)  
(Attach attested copy of age proof certificate)
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 with mobile No.
12. Educational Qualification

Name of Exam Passed	Name of recognized Board/Institute	Year of Passing	Total Percentage of marks obtained	Grade / Division
10 <sup>th</sup> Class or Equivalent				
12 <sup>th</sup> Class or Equivalent				
Graduation / Post Graduation				

13. **Works Experience if any**

Post Held	Name of the Employer	From	To	Last Salary Drawn	Description of work

14. Details of attested copies of certificates/documents as a proof (covering Sl No. 5, 9, 10, 12 & 13 of above)

**DECLARATION**

I solemnly declare that the statements made by me in this application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false/incorrect or ineligibility being detected before or after the selection process or at later stage, my candidature will stand cancelled.

Place :

(Signature of the candidate)

Date :

- Encl: 1) Attested copies of Educational Qualification.  
2) Attested copies of Date of Birth certificate.  
3) Attested copies of caste certificate.  
4) Self addressed envelope with stamps of Rs.40/-

**ADMIT CARD**

Passport size  
photograph  
duly self  
attested to be  
affixed.

(To be filled in Capital/Bold on a separate sheet of paper in double space)  
(Admit Card should be submitted in **DUPLICATE**)

(Serial Number – 1,2, 3,& 4 only to be filled by candidates)

Roll No.....

1. Name (in block letters) :
2. Fathers / Husband's Name :
3. Full address for communication :  
(with Pin Code)
4. Post applied for :
5. Date and Time of Written Test :
6. Venue of Written Test :
7. Date and Time of Typing Test :
8. Venue of Typing Test :

9. All documents /testimonials in original regarding Date of Birth, Category, Qualifications, Experience etc. will have to be produced at the time of the written Test / Typing test, failing which the candidate will not be permitted to appear in the test.

\_\_\_\_\_  
(Left Thumb impression of the candidate)

Place :

Date :

(Signature of the candidate)

Office Seal

(Signature of the Presiding Officer).

Date :

AVP/10203/11/0045/1718