

GOVERNMENT OF INDIA
Ministry of Defence (DGQA)

CONTROLLERATE OF QUALITY ASSURANCE (VEHICLES),
POST BOX No. 2, AURANGABAD ROAD, AHMEDNAGAR-414003

Applications are invited from Indian Nationals for the under mentioned post at Controllerate Of Quality Assurance (Vehicles), Post Box No. 2, Aurangabad Road, Ahmednagar-414003:-

<u>Name of the Post</u>	<u>Details of Reservation</u>			<u>Total</u>
Lower Division Clerk	a) Schedule Caste	01	} Includes (01) One Ex-Serviceman	10 (Ten)
	b) Other Backward Class	03		
	c) UR (Unreserved)	06		

Note: - The incumbent on recruitment will be on probation for 02 years.

Place of Work:- Controllerate Of Quality Assurance (Vehicles), Post Box No. 2, Aurangabad Road, Ahmednagar-414003 but the services are liable to be transferred to any DGQA Establishment throughout India.

1. Eligibility conditions:-

(A) Qualifications:

- i) 12th class or equivalent qualification from any recognized Board or University.
- ii) Skill Test Norms on computer:

English typing @ 35 words per minute; or Hindi typing @ 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 depression for hour / 9000 key depressions per hour on an average of 5 key depressions for each word).

Desirable

Basic knowledge in computers

(B) Age limit for Direct Recruitment:

Between 18-27 years (UR), (OBC-30), (SC- 32). However, Ex-Serviceman and Departmental Candidates may get age relaxation as applicable. Crucial date for determining the age limit of the candidates shall be from **21 days from the date of publication** in the Employment News.

2. Pay Scale: PB-1 Rs.5200-20200 + Grade Pay Rs. 1900 plus allowances as admissible to Central Government employees from time to time. New Contributory Pension Policy will be applicable.

3. Application should be addressed to **"The Controller, Controllerate Of Quality Assurance (Vehicles), Post Box No. 2, Aurangabad Road, Ahmednagar-414003"** and Candidates should superscribe the name of post applied for, advertisement No. and dated on the TOP of the envelope.

4. The application should reach **within 21 days** from the date of advertisement in the Employment News (i.e. for example if the advertisement is published in the employment News for the week from 11 May 2014 to 17 May 2014, the last date for receipt of applications shall be 07 Jun 2014 closing hours of this Establishment).

5. **General condition applicable are given below:-**

- a) The application must be submitted in the prescribed proforma duly typed or neatly hand written on a plain A4 size paper, supported with attested copies of the relevant certificates. The experience certificates must contain period with dates, name of the post held, salary drawn and nature of work done.
- b) Candidates are required to submit a self addressed envelope of size 25 cm x 10 cm with **Rs. 25/- Postage stamp affixed** on it along with the application for sending call letters by registered post.
- c) The selection of candidates will be based on test and interview.
- d) The management reserves the right to shortlist on reasonable grounds.
- e) Candidates working in Government Offices / Public Sector Undertakings/ Autonomous Bodies should apply through proper channel and they should submit NOC along with a certificate from their Head of Establishment that "No Vigilance and no disciplinary cases are pending or is being contemplated against him / her and he / she is not under period of any penalty".
- f) Incomplete or unsigned applications received without photographs or proper enclosures or received after due date will be summarily rejected.
- g) Photographs must be pasted on the application, Admit Card and must be duly attested by a serving Gazetted Officer.
- h) Canvassing in any form will be disqualification and candidature of such candidates is liable to be summarily rejected.
- j) The crucial date for determining the age and eligibility shall be closing / last date for receipt of the application.
- k) Date, time and venue of the practical test, interview shall be intimated later.
- l) The applicants should not have more than one living spouse at the time of appointment, if selected for the post.

No. CQAV/DPC/DR/2012-13/QAV-54

Dated: Mar 2014

(Col PK Srivastav)
Offg Controller
CQA (V), Ahmednagar

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Format of Application

Post applied for: _____

Advertisement No. and dated _____

Passport size
photograph
duly attested
by a serving
Gazetted
Officer to be
affixed

1. Name of the candidate (In block letters) :
2. Father's / Husband's name :
3. Sex (Male / Female) :
4. Whether SC/ST/OBC/EX-SM :
(Attach necessary certificate issued by
Competent Authority)
5. Marital status :
6. Date of Birth :
(Attach attested copy of age proof certificate)
7. Nationality :
8. Educational qualification :
(Matriculation and onwards)
(Attested copies of certificates to be enclosed)

Name of School	Name of recognized University / Board of Examination	Examination passed	Division / class obtained	Percentage of marks obtained

9. Experience details including present employment.

Post Held	Emoluments	From	To	Name & address of the employer	Nature of work

10. Whether NOC has been obtained from the Establishment (Attach copy of the same) :
11. Present postal address for communication :
12. Permanent address. :
13. Give additional information if any :

DECLARATION

I do hereby declare that all 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, detected before or after test / interview, my candidature will stand cancelled and claim for the recruitment will stand forfeited.

Station:

Date:

Signature of the Applicant

- Encl: 1) **Attested** copies of Educational Qualification.
2) **Attested** copies of Age Proof Certificate.
3) **Self-addressed** envelope with **stampage of Rs. 25/-**.
4) Admit Card **two copies** (Photo attested by serving Gazetted Officer).

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ADMIT CARD

(To be submitted in duplicate)

1. Name (In block letters) :
2. Full address for Communication :
(With Pin Code)
3. Post applied for :
4. Date of Test / Interview :
5. Time of Written Test / Interview :
6. Venue of Test/Interview :

Passport size
photograph
duly self
attested by a
serving
Gazetted
Officer to be
affixed

Signature of the Candidate

Note:-

1. Two copies of Admit Card should be submitted duly filled i.e. Srl No. 1 and 2 by the applicant
2. All documents / testimonials in original regarding date of birth, category, qualification, experience, etc will have to be produced on the time of the

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