

No. 2933/Rectt./Gp 'C'/DGAQA/Adm-II  
Government of India  
Ministry of Defence  
Department of Defence Production  
Directorate General of Aeronautical Quality Assurance  
Website:- [www.dgaeroqa.gov.in](http://www.dgaeroqa.gov.in)

Applications are invited from the eligible Indian Nationals for recruitment against following Group 'C' posts in the Field Estts of Directorate General of Aeronautical Quality Assurance (DGAQA):-

| Name of Zone              | Name of Post and No. of vacancies(subject to change)                                      | Vacancies existing at                    | Application to be submitted to                                            | Remarks                                                                     |
|---------------------------|-------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <b>Lucknow</b>            | Steno Gr II (UR-2, SC-1, OBC-1 & ESM-1) Total-04                                          | Kanpur, Ghaziabad, Korwa, Dehradun       | RDAQA, DGAQA, Min of Defence, C/o HAL, Lucknow-226 016.                   | Written test for all the Zones will be conducted on the same date and time. |
|                           | LDC (UR-1, SC-1 & OBC-1) Total-03                                                         | Ghaziabad, Dehradun                      |                                                                           |                                                                             |
|                           | CMTD(Ord Grade) (UR-1) Total-01                                                           | Kanpur                                   |                                                                           |                                                                             |
|                           | MTS(Peon-02, Watchman-02) (UR-3, OBC-1) Total-04                                          | Kanpur, Muradnagar, Dehradun             |                                                                           |                                                                             |
| <b>Kolkata</b>            | Steno Gr II (UR-2) Total-02                                                               | Kolkata, Koraput                         | RDAQA, DGAQA, Min of Defence, 6 Esplande East, Kolkata-700 069            | Candidates are thus advised to apply for only one Zone.                     |
|                           | LDC (UR-2, OBC-1) Total-03                                                                | Kolkata                                  |                                                                           |                                                                             |
|                           | MTS(Peon-02) (UR-1, OBC-1) Total-02                                                       | Kolkata                                  |                                                                           |                                                                             |
| <b>Bengaluru</b>          | Steno Gr II (UR-1, OBC-1) Total-02                                                        | Bengaluru                                | RDAQA, DGAQA, Min of Defence, Vimanapura Post, C/o HAL, Bengaluru-560 017 | Application submitted for one Zone will not be considered for other Zones.  |
|                           | LDC (UR-5, SC-2, OBC-2, ESM*-1) Total-09                                                  | Bengaluru                                |                                                                           |                                                                             |
|                           | MTS(Peon-03, Watchman-05, Safaiwala-01) (UR-5, SC-2, OBC-2, ESM*-1, VH*-1) Total-09       | Bengaluru                                |                                                                           |                                                                             |
| <b>Hyderabad</b>          | Steno Gr II (UR) Total-01                                                                 | Hyderabad                                | RDAQA, DGAQA, Min of Defence, HAL Post, Hyderabad-500 058                 | Selection will be made on Zone wise merit.                                  |
|                           | LDC (UR-5, SC-1, OBC-2 & ST-1) Total-09                                                   | Hyderabad                                |                                                                           |                                                                             |
|                           | CMTD(Ord Grade) (UR-1) Total-01                                                           | Hyderabad                                |                                                                           |                                                                             |
|                           | MTS(Peon-01)(UR-1) Total-01                                                               | Hyderabad                                |                                                                           |                                                                             |
| <b>Nasik</b>              | Steno Gr II (UR-1) Total-01                                                               | Nasik                                    | DDG(Nasik), DGAQA, Min of Defence, C/o HAL, Ojhar-422 207                 |                                                                             |
|                           | LDC(UR-3, OBC-3, ESM*-1) Total-06                                                         | Nasik, Bhandara                          |                                                                           |                                                                             |
|                           | CMTD(Ord Grade) (UR-3, OBC-1) Total-04                                                    | Pune, Ambajhari, Chanda, Bhandara        |                                                                           |                                                                             |
|                           | MTS(Peon-06) (UR-3, SC-1, OBC-2) Total-06                                                 | Nasik, Pune, Ambajhari, Chanda, Bhandara |                                                                           |                                                                             |
| <b>Khamaria, Jabalpur</b> | LDC(UR-3, SC-1, OBC-2 & ST-1, ESM*-1) Total-07                                            | Khamaria, Itarsi                         | CO, AQAW(A), DGAQA, Min of Defence, Khamaria, Jabalpur-482005             |                                                                             |
|                           | MTS(Peon-03, Watchman-01, Safaiwala-01) (UR-2, SC-1, OBC-1, ST-1, ESM*-1, HH*-1) Total-05 | Khamaria                                 |                                                                           |                                                                             |

\*ESM-Ex Serviceman, \*VH-visually handicapped, \*HH-hearing handicapped

\* The vacancies reserved for ESM and PH (VH & HH) shall be adjusted against the category (i.e. UR, SC/ST & OBC) to which the selected candidate belongs.

2. Pay Scales and Qualifications are as under:-

| Name of Post                                                | Pay Scale                                        | Qualifications                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Stenographer Grade II                                       | Grade Pay Rs 2400 in Pay Band-1, (Rs 5200-20200) | (i) 12 <sup>th</sup> Class pass or equivalent qualification from a recognised Board or University;<br>(ii) <b>Skill Test Norms :-</b><br><u>Dictation</u> : 10 minutes @ 80 words per minute.<br><u>Transcription</u> : 50 minutes for English and 65 minutes for Hindi on Computer. |
| Lower Division Clerk (LDC)                                  | Grade Pay Rs 1900 in Pay Band-1, (Rs 5200-20200) | (i) 12 <sup>th</sup> Class pass or equivalent qualification from a recognised Board or University;<br>(ii) <b>Skill Test Norms :-</b><br>Typing speed of 35 words per minute in English or 30 words per minute in Hindi on Computer.                                                 |
| Civilian Motor Transport Driver (Ordinary Grade) [CMTD(OG)] | Grade Pay Rs 1900 in Pay Band-1, (Rs 5200-20200) | 1. Matriculation from a recognised Board.<br>2. Possessing a valid Driving Licence for driving Cars and Heavy Vehicles with at least 2 years experience in driving.                                                                                                                  |
| Multi Tasking Staff (Peon/Watchman/ Safaiwala)              | Grade Pay Rs 1800 in Pay Band-1, (Rs 5200-20200) | Matriculation from a recognised Board or equivalent                                                                                                                                                                                                                                  |

3. Age limit (as on last date of receipt of applications):-

- |      |                             |   |                |
|------|-----------------------------|---|----------------|
| (i)  | Stenographer Grade II & LDC | : | 18 to 27 years |
| (ii) | CMTD(Ord Grade) & MTS.      | : | 18 to 25 years |

Relaxable by 5 years for SC/ST, 3 years for OBC and for other categories as per existing Govt. instructions.

4. (a) Application (on A4 size paper) must be submitted as per given format in Appx 'A', duly typed or neatly written in English/Hindi with recent Passport size photograph (size 4.5cm x 3.5cm). The Admit Card as per prescribed format given at Appx 'B' is to be submitted in DUPLICATE alongwith Application Form.

(b) Three passport size photographs duly signed by the candidate are to be affixed, one on the application and one each on duplicate Admit Cards.

(c) Self attested photocopies of certificates for date of birth, educational qualification, experiences, caste where applicable, discharge certificate for Ex-Servicemen and Typing speed certificate/Short Hand certificate from recognized institute /valid Driving licence alongwith two Self addressed envelopes (brown/white in colour & size 23cm x 10cm) affixing postal stamps of Rs. 25/- (on one envelope) to be enclosed with the application.

(d) Candidates working in Govt. Offices/PSU/Autonomous body/statutory body must submit their application through proper channel while applying for the post. 'No Objection Certificate' from their Employer that "the candidate, if selected will be relieved by the Office" is to be furnished at the time of skill test.

5. Instructions to candidates:-

(a) Applications found incomplete, incorrect, illegible, without signature, in an inappropriate format and received after due date will be rejected summarily and no correspondence will be entertained in this regard. After scrutiny candidates found eligible will only be called for the Written Examination. The decision of appointing authority in this regard will be final and no (NO) appeal will be entertained.

(b) The application addressed to Regional Directors of respective zone shall be sent by Post. Application in person will not be accepted. The unit will not be responsible for any kind of postal delay. Candidates should superscribe the word "**APPLICATION FOR SECONDARY LEVEL/SENIOR SECONDARY LEVEL TEST**" on the top of envelope while sending the application form.

3

3

(c) **Last date for receipt of application – 21 Days from the date of publication in Employment News.**

(d) **Written Test** - Written Exam will be conducted at the respective Zonal Centres. The syllabus for the written test will be based on the minimum educational qualification prescribed for each post. There shall be one written exam for the post of Steno II and LDC(12<sup>th</sup> Standard) called Sr Secondary Level Test and another for CMTD(OG) and MTS (10<sup>th</sup> Standard) called Secondary Level Test. Date/Time of Written Exam will be intimated by this office while sending **Admit Cards**. The list of shortlisted candidates will be uploaded on our website. **Candidates are advised to visit our website [www.dgaeroga.gov.in](http://www.dgaeroga.gov.in) for any information and checking if they are being called for written exam etc.**

(e) It is made clear that merely fulfilling the basic essential qualification requirements does not automatically entitle a person to be called for written test. Appointing Authority reserves the right to screen the applications to bring the number of candidates to manageable limit for written exam. The screening will be done on the basis of marks obtained in examination (10<sup>th</sup> or 12<sup>th</sup>) prescribed for the post(s) applied for.

(f) The Question Papers for the Written Exam (objective type) will be bilingual i.e. English & Hindi. The Written Exam will be conducted for Reasoning (Aptitude), English, Maths & General Knowledge as per requirement of the post. The duration of Written Exam will be 02 hours.

(g) Candidates willing to appear in Written Exam for both categories should submit two separate applications complete in all respect. However, a candidate appearing for one written exam will be considered for both the posts on the basis of his order of preference cum merit if he fulfils the requisite qualifications. For example a candidate appearing for the Senior Secondary Level Test (12<sup>th</sup> standard) will be considered both for the post of Steno II and LDC on the basis of his choice-cum-merit. Canvassing in any form shall disqualify the candidate.

(h) The candidates applying for the post of MTS may clearly indicate their choice of the subcategory (Peon/Watchman/Safaiwala) for which they wish to be considered or not considered.

(j) No TA/DA would be admissible.

(k) **Skill Test** – Candidates up to 5 times of vacancies in that category who qualify in the Written Exam will be called for Skill Test (Stenography, Typing or Driving as required).

(l) **Place or Work** – All the posts carry **All India Transfer Liability**. At the time of initial posting, this office may accommodate the candidates to their choice stations subject to availability of a vacancy.

— 11 —

**Application for Stenographer/LDC (Senior Secondary/12<sup>th</sup>)**  
**and CMTD/MTS (Secondary/10<sup>th</sup>) Level Posts**

1. Post applied for (1) ..... (2) .....  
 (Candidates applying for post of MTS may clearly indicate their choice for the subcategory ie. I, II or III in the order of preference as under)  
 Peon ....., Watchman ....., Safaiwala.....
  2. Name of Candidate:.....  
 (in block letters)
  3. Father's name: .....
  4. Date of Birth : ...../...../.....  
 (attach self-attested copy of Birth Certificate)
  5. Age as on closing date of receipt of applications : Years..... Month..... Days.....
  6. Sex (M/F) : ..... 7. Marital Status : .....
  8. Nationality : .....
  9. Address for Correspondence with contact number:
  10. Permanent Address:-
  11. Category: Gen/OBC/SC/ST/PH/ESM.....  
 (Attach self attested Certificate in support of your claim)
  12. Educational Qualification:..... [Attach self attested copy of certificates and copy of marks sheet of Minimum Qualification prescribed for the post i.e. 10<sup>th</sup> or 12<sup>th</sup> Class Pass.  
 Marks obtained(10<sup>th</sup>/12<sup>th</sup>) : ..... out of .....(percentage\* of marks .....).  
 CGPA\* ..... (where grading system is applicable)
- \*Incorrect percentage may render the application being rejected.
13. Any other qualification/Experience:.....
  14. Employment Registration No., if any:
  15. I hereby certify that above particulars mentioned in the application are correct and true to the best of my knowledge and belief, if particulars mentioned by me are found false at any stage then I shall be liable to be terminated without any notice.

Paste a self  
Attested  
Photograph.  
Do not staple.

Dated: .....

(Signature of candidate)

**FOR OFFICIAL RECORD ONLY**

1. Received on .....
2. Accepted/Rejected.....
3. Reason for rejected: Underage/Overage/incomplete documents/Any other reason to be specified.....
4. Reference .....

**ADMIT CARD**

(Office use)

Zone ..... Post(s) 1. .... 2. ....

Roll No. ....

Name of Candidate .....

Father's Name .....

Date of Birth .....

Date and time of Test ..... hrs.

Centre of Test .....

Paste a self  
Attested  
Photograph.  
Do not staple.

| Candidate's Signature(to be signed during test before Invigilator) | Signature of Invigilator | Exam Controller |
|--------------------------------------------------------------------|--------------------------|-----------------|
|                                                                    |                          |                 |

**ADMIT CARD****Secondary/Senior Secondary Level Test**

(Candidate copy)

(Please bring one Photo ID Proof)

Zone ..... Post(s) 1..... 2. ....

Roll No. ....

Name of Candidate .....

Father's Name .....

Date of Birth ..... Sex :- (Male/Female)

Date and time of Test ..... hrs.

Centre of Test .....

Paste a self  
Attested  
Photograph.  
Do not staple.

| Candidate's Signature | Exam Controller |
|-----------------------|-----------------|
|                       |                 |

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