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No. 12502/A/MTS

To

The Director
Directorate of Advertisement and Visual Publicity
Government of India
Ministry of Information & Broadcasting (Advertisement Branch)
Soochana Bhavan, 10th Floor, Phase IV
Room No. 289, CGO Complex, Lodhi Road
New Delhi-110 003



AN ISO 9001-2008 CERTIFIED ESTT

SPEED POST

भारत सरकार / Government of India
रक्षा मंत्रालय, (गुआमनि) / Ministry of Defence (DGQA)
वरिष्ठ गुणता आश्वासन स्थापना (इले)
Senior Quality Assurance Estt (Electronics)
कामिस्सारीयेट रोड / Commissariat Road
हेस्टिंग्स डाकघर / Hastings. P.O.
कोलकाता / Kolkata - 700 022

Date : 11 Nov 2016

**PUBLICATION OF ADVERTISEMENT IN EMPLOYMENT NEWS/ROZGAR
SAMACHAR & LOCAL NEWS PAPER FOR FILLING UP OF
GROUP 'C' VACANCY
NAME OF POST : MULTI TASKING STAFF (SANITARY)
NO. OF POST : 01(ONE) (UNRESERVED)**

A draft advertisement in triplicate for recruitment of **01 (ONE) post of MULTI TASKING STAFF (SANITARY) (Un-reserved)** for Senior Quality Assurance Establishment (Electronics), Commissariat Road, Hastings PO, Kolkata-700 022 is enclosed herewith. Since the post is required to be filled up urgently; therefore, it is requested to publish it in the **Employment News/Rozgar Samachar (English & Hindi)** and simultaneously in one of the leading **Bengali News Paper** of West Bengal for one time only on overriding **priority** i.e. on **26 Nov 2016**.

2. The pre-receipted bill in respect of this advertisement along with the relevant News Paper(s) cutting may please be forwarded to the Director General Quality Assurance, Ministry of Defence (DGQA/Adm/RMD/Budget), Nirman Bhawan PO, New Delhi-110 011 for payment under intimation to this establishment.

3. कृपया शीघ्र प्राथमिकता दें ।

(एस के पाल) / (SK PAUL)

स.अ.(गु.आ.) / AE(QA)

प्रभारी अधिकारी / OIC ADMIN

कृते वरिष्ठ गुणता आश्वासन अधिकारी / FOR SQAQO

Encl : As above (12 sheets).

Copy to :

(i) The Director General
DGQA/Adm-7B
New Delhi-110 011

- Wrt your L/No. A/92163/DR/2014-15/DGQA/Adm-7B
dt.01 Feb 2016 for information with encl please.
Encl : As above(04 sheets).

(ii) The Addl DGQA(L)
DGQA/L-2
New Delhi-110 011

- Wrt your L/No. 78823/14/ARP/2014-15/DGQA/L-2
dt. 04 Feb 2016 for information with encl please.
Encl : As above(04 sheets).

(iii) The Director General
Dte General of Employment & Trg
Ministry of Labour & Employment
Shram Shakti Bhavan
Rafi Marg
New Delhi-110 011

- For information please.
Encl : As above(04 sheets).

(iv) The Employment Officer
Sub Regional Employment Exchange
Purta Bhawan
Salt Lake,
Kolkata-700 091

- For information and with a request to place the
Advertisement in Employment exchange website
giving closing date 21 days for receipt of application
from the date of publication of advertisement in the
Employment News.
Encl : As above(04 sheets).

(v) The Director
SDCC
HQ DGQA
'G' Block,
Nirman Bhawan PO
New Delhi-110 011

- It is requested to upload the advertisement in the
DGQA Website for information to all concerned please.
Encl : As above(04 sheets).

DRAFT ADVERTISEMENT

**GOVERNMENT OF INDIA
MINISTRY OF DEFENCE (DGQA)
SENIOR QUALITY ASSURANCE ESTABLISHMENT (ELECTRONICS)
COMMISSARIAT ROAD, HASTINGS PO, KOLKATA-700 022**

Applications are invited from Indian Nationals for the under mentioned post in Senior Quality Assurance Establishment (Electronics), Ministry of Defence(DGQA), Commissariat Road, Hastings PO, Kolkata-700 022

Name of the post	Details of Reservation	Total No. of post
MULTI TASKING STAFF (SANITARY)	UNRESERVED	01 (ONE)

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

2. **Place of Work** : Senior Quality Assurance Establishment (Electronics), Ministry of Defence(DGQA), Commissariat Road, Hastings PO, Kolkata-700 022 but the services are liable to be transferred to any DGQA Establishment throughout India.

3. **Eligibility Condition** :-

(a) **Educational Qualifications** 10th class pass or equivalent qualification from a recognized board or university (**Attach Self Attested copies of certificates**).

(b) **Pay Scale** Level 1 with basic pay of Rs. 18000/- p.m. + DA + other allowances as applicable for Central Govt employees as per 6th CPC.

(c) **Age** 18-25 years (for General candidates)
Relaxable :
(i) For SC/ST/OBC/ PH/Ex-Serviceman as per Govt Rules.
(ii) The age relaxation for the Government Servants will be admissible where an employee has rendered not less than three years regular service under Central Government (not on ad-hoc basis).

The crucial date for determining the age limit shall be the closing date for receipt of applications from the candidates as published in Employment News.

(d) **Syllabus** The syllabus of written test will be based on objective type (Written Test) pattern of class 10th standard. The question paper will be of "Objective-Multiple-Choice type" in bilingual, i.e. in English and Hindi.

(e) **Nature of Work** (i) Daily cleaning of office premises including washrooms and toilets.
(ii) General cleanliness and upkeep of the section/unit.
(iii) Cleaning of building, fixtures etc.
(iv) Any other work assigned by the superior authority.

4. Application addressed to the Recruitment Board, Senior Quality Assurance Establishment (Electronics), Ministry of Defence(DGQA), Commissariat Road, Hastings PO, Kolkata-700 022 as per format at Appendix A shall be sent by Registered / Speed post. Applications will not be accepted through courier and by hand. The last date of receipt of applications is within 21 days (28 days in respect of candidates belonging to Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Jammu & Kashmir, Lahul & Spiti districts and Panji sub division of Chamba district of Himachal Pradesh, A&N Islands) from the date of publication of this advertisement in Employment News/Rozgar Samachar. Applications incomplete in many manner or received after due date shall summarily be rejected and no query in this regard will be entertained. This establishment will not be responsible for any kind of postal delay. Candidates should super scribe the name of post applied for, advertisement No. & date on the TOP of the envelope.

Contd.....P/2

5. **GENERAL INSTRUCTIONS**

(Please read the instructions carefully before filling the applications)

- (a) The crucial date for determining the age shall be closing date (i.e. 21 days from the date of publication in the Employment News) for receipt of the applications from the candidates as published in the Employment News.
- (b) Candidates are required to submit a self-addressed envelope of size 25cmsX10cms with postage stamp of Rs. 40/- (for applicants from outside Kolkata) or Rs. 17/- (for applicants from Kolkata) affixed on it alongwith the application for sending all letters by speed post.
- (c) The management reserves the right for screening & short listing the applications if number of applications is too large.
- (d) 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/or disciplinary cases are pending or is being contemplated against him/her and he/she is not under currency of penalty".
- (e) Two recent passport size (3.5cm X 4.5cm) self-attested colored photographs must be pasted on the Application form and Admit Card respectively.
- (f) Applications incomplete in any respect and/or received after the closing date shall be summarily rejected and no further correspondence will be entertained in this regard. Application received in any other format/paper in torn/mutilated condition shall be discarded. Incomplete or unsigned applications received without photographs or proper enclosures or received after due date will be summarily rejected. Canvassing in any form will lead to disqualification and candidature of such candidates is liable to be summarily rejected.
- (g) The applications and the admit card must be submitted in the prescribed proforma (as per Appendix 'A' & 'B' respectively) duly typed or neatly hand written in English/Hindi on a plain paper, supported with self-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.
- (h) The exact date, venue and time of the written test shall be intimated later to the short listed candidates.
- (j) The selection of candidates will be based on his/her performance in Written Test and Skill Test subject to Medical Fitness and Police Verification from concerned authority.
- (k) The applicant should not have more than one living wife at the time of appointment, if selected for the post.
- (l) Candidates should note that, if at any stage of recruitment, it is found that the candidate has submitted any false/fabricated information/documents, his/her candidature will be cancelled immediately and he/she will be liable for criminal charges under IPC. The candidates should also note that, if at any stage of recruitment, if he/she is found to have tried to influence the recruitment authority from other sources, his/her candidature will be out rightly rejected.
- (m) This office will not be responsible for non-receipt/untimely receipt of the application/ documents/call letters/Admit card due to postal delay.
- (n) Intimation of Telephone No./Mobile No./Fax No./E mail ID is mandatory.
- (o) Appointing authority reserves the right to cancel the selection without assigning any reason.
- (p) The free travel concession extended by Ministry of Railways to appear in test for selection to Central Govt jobs for unemployed youth should be availed of by applicable candidates. No TA/DA is admissible for attending the written test from this establishment.

(28 days in respect of candidates belonging to Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Jammu & Kashmir, Lahul & Spiti districts and Panji sub division of Chamba district of Himachal Pradesh, A&N Islands)

Format of Application

Post applied for : MULTI TASKING STAFF (SANITARY) (UNRESERVED)

Advertisement No. :

Affix recent
Passport size
(3.5cmX4.5cm)
self-attested
photograph
(not more than
03 months old)

1. Name of the candidate (in block letters) :
2. Father's / Husband's Name :
3. Sex (M/F) :
4. Whether SC/ST/OBC/PH/Ex-Serviceman/
(attach necessary certificate issued from
competent authority) :
5. Marital Status :
6. Date of Birth and age as on closing date of application :
(attach self-attested copy of age proof certificate) :
7. Nationality :
8. Educational/Technical/Professional Qualification :

Sr No.	Educational Qualification	University/Board	Year of passing	Subject(s)	Div & % of marks

9. Experience, if any details including present employment

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

10. Present Postal address for communication with PIN Code :
11. Permanent Postal address with PIN Code :
12. Clear Identification Mark on body :
13. Whether NOC has been obtained from the office :
(Attach copy of the same) :
14. Telephone No./Mobile No./Fax No./E mail ID(mandatory):
15. 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 or ineligibility detected before or after test or at later stage, my candidature will stand cancelled and claims for the recruitment will stand forfeited.

Place :

Date :

(Signature of candidate)

Encl :

1. **Self-attested copies of Educational Qualification & Experience certificate.**
2. **Self-attested copy of Age Proof Certificate.**
3. **Self-attested copy of caste certificate (if applicable).**
4. **Self-addressed envelope of size 25cmsX10cms with postage stamp of Rs. 40/- (for applicants from outside Kolkata) or Rs. 17/- (for applicants from Kolkata).**
5. **Admit Card in duplicate.**

**ADMIT CARD FOR RECRUITMENT TO THE POST OF
MULTI TASKING STAFF (SANITARY) (UNRESERVED)**

(On a separate sheet of paper in double space)

(Admit card should be submitted **in duplicate** duly filled in Serial 1, 2 & 3 only by the candidate)

Affix recent Passport
size (3.5cmX4.5cm)
self-attested
photograph
(not more than 03
months old)

1. Name (in block letters) :
2. Father's/Husband's name :
3. Full Address for communication with PIN code :

(Signature of the candidate)

NOTE :

- (a) Candidates should be present one hour (01 hr) before commencement of written test.
- (b) Candidates will not be allowed to appear for written test after 30 minutes of commencement of test.
- (c) Documents/testimonials in original regarding Qualification, Date of Birth, Experience etc., will have to be produced at the time of written test, failing which the authority reserves the right to reject candidature.

For Office use only

4. Date and Time of written test :

5. Venue of Test :

6. All documents/testimonials in original regarding Date of Birth, Category, Qualifications, experience etc. will have to be produced at the time of Test, failing which the candidature will stand forfeited.

Place :

Date :

ADMIN OFFICER / OIC ADMIN
SQAE(L), Kolkata-700 022