

MINISTRY OF DEFENCE (DGQA)
DIRECTORATE OF QUALITY ASSURANCE (WP)
QUALITY ASSURANCE ESTABLISHMENT (EFS), KOLKATA

Advertisement No.

Closing Date : Refer Para 5

1. Applications are invited for the posts mentioned below from the eligible candidates in the prescribed proforma appended below by Registered/Speed Post. Applications sent by ordinary mail or any other form of mail will not be accepted.

| <u>Sl No.</u> | <u>Name of the post</u> | <u>Scale of Pay</u> | <u>Distribution of vacancies*</u> | | | | | <u>Remarks</u> |
|----------------------|--------------------------------|---|--|------------------|------------------|-------------------|---------------------|---|
| | | | <u>UR</u> | <u>SC</u> | <u>ST</u> | <u>OBC</u> | <u>TOTAL</u> | |
| I | Multi Tasking Staff | Rs.5200-20,200 GP 1800/- (PB-1) (pre-revised) | 01 | -- | 01 | -- | 02 | |
| II | Steno Gde-II | Rs.5200-20,200 GP 2400/- (PB-1)(pre-revised) | -- | -- | -- | 01 | 01 | Horizontal reservation for 01 Ex serviceman |

*Subject to variation of vacancies

(a) **Abbreviations used.** Gen-General, UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Class, ESM - Ex-Servicemen, PwDs-Persons with Disabilities, MTS-Multi Tasking Staff.

(b) **Place of Work.** Selected candidates will be liable to serve anywhere in India. However, initial place of posting is likely to be at Kolkata.

(c) **Reservation.** Reservation for SC/ST/OBC/ESM/PwDs categories is as per extant Government Orders.

2. **Qualification & Age.**

| <u>Name of DR Post</u> | <u>AGE</u> | <u>ELIGIBILITY CONDITIONS/QUALIFICATION</u> |
|-------------------------------|--|--|
| <u>MTS</u> | Between 18- 25 Years. Upper age limit relaxable for Govt servants upto 40 yrs in case of General and 45 years in case of SC & ST | Matriculation or equivalent from a recognized Board OR Industrial Training Institute Pass Certificate from a recognised Institute |
| <u>STENO-II</u> | Between 18- 27 Years. Upper age limit relaxable for Govt servants upto 40 yrs in case of General and 45 years in case of SC & ST | (a)12 th pass or equivalent from a recognized Board or University (b) <u>Skill Test Norms</u> Dictation-10 mts @ 80 wpm Transcription 50 min (Eng) 65 min (Hindi) (on computer) |

3. **Age Relaxation.** Permissible relaxations of Upper age limit for different categories are as under:-

| Category | Age Relaxation permissible beyond the Upper age limit |
|--|--|
| SC/ST | 05 years in case of vacancies reserved for SC/ST |
| OBC | 03 years in case of vacancies reserved for OBC |
| PH | 10 years |
| PH+OBC | 13 years |
| PH+SC/ST | 15 years |
| Ex-Servicemen (Unreserved/ General) | 03 years after deduction of the military service rendered from the actual age as on the Closing date for receipt of application. |
| Ex-Servicemen (OBC) | 06 years (03 years+03 years) after deduction of the military service rendered from the actual age as on the Closing date for receipt of application. |
| Ex-Servicemen (SC&ST) | 08 years (03 years+05 years) after deduction of the military service rendered from the actual age as on the Closing date for receipt of application. |
| Departmental candidates with minimum 03 years continuous service | Upto 40 years of age (UR) Upto 45 years of age (SC/ST) |

(a) **Process of certification and format of certificates** Candidates who wish to be considered against vacancies reserved or seek age-relaxation must submit requisite certificate, whenever such certificates are sought by this office at the time of Document Verification. Otherwise, their claim for SC/ ST/ OBC/ PH (PWD)/ ESM status will not be entertained and their candidature/ applications will be considered under General (UR) category. OBC certificate in the creamy layer status should have been obtained within three years before the closing date for receipt of application.

(b) Provided that SC, ST, OBC and PH (PWD) candidates, who are selected on their own merit without relaxed standards, along with candidates belonging to other communities, will not be adjusted against the reserved share of vacancies. Such SC, ST, OBC and PH (PWD) candidates will be accommodated against the general/unreserved vacancies as per their position in the overall Merit List. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs, OBCs and PH candidates which will thus comprise of SC, ST, OBC and PH (PWD) candidates who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for appointment even by relaxed standard.

(c) An Ex-Serviceman or persons with disability category candidate who qualifies on the basis of relaxed standards is to be counted against reserved vacancies and not against general vacancies subject to fitness of such candidate for selection. Such candidates may also be recommended at the relaxed standards to the extent of the number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit. In so far as cases of Ex-Serviceman are concerned, deduction of the military service rendered from the age of Ex-Servicemen is permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards in regard to age.

(d) Central Government civilian employees claiming age relaxation should be in possession of Certificate in the prescribed format (**Annexure-I**) from their office in respect of the length of continuous service which should not be less than three years as on the closing date for receipt of application. They should continue to have the status of Central Government civilian employees from the date of application till the time of appointment, in the event of their selection.

4. **Age Determination/Crucial Date.**

(a) The crucial date of determining the age limit would be the closing date for receipt of applications from candidates i.e. 21 days from the date of publication of advertisement in the Employment News in respect of all candidates, irrespective of their place of residence.

(b) The crucial date for determining age limit in case of candidates from Employment Exchange shall be the last date upto which the Employment Exchange is asked to submit the names.

5. **Application Closing Date.** The closing date for receipt of Applications from candidates i.e 21 days from the date of publication of advertisement in Employment News and the last date of receipt of application from the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep will be 28 days from the date of publication of advertisement in Employment News.

6. **Mode of Selection.**

(a) **Shortlisting of Applications.** Where the number of applications received is too large in proportion to the vacancies and it is not convenient or possible for the Deptt to call all the candidates for the skill test/written test, Deptt at their discretion, may restrict the number of candidates to a reasonable limit, based on the marks obtained in the qualifying examination.

(b) **Scheme of Written Examination.** The question papers of written test (objective type-Multiple choice question) will be of matriculation level for MTS and of 12th standard for Steno-II and bilingual (except for General English) covering aspects as below:-

For MTS-

| Part | Subject | Question | Written Marks |
|-------|------------------------------------|----------|---------------|
| (i) | General Intelligence and Reasoning | 30 | 30 |
| (ii) | Numerical Aptitude | 20 | 20 |
| (iii) | General English | 20 | 20 |
| (iv) | General Awareness | 30 | 30 |

For Steno Gde-II

Skill Test at prescribed norms. Only those candidates qualifying in skill test will be subjected to written test.

Written Test.

| Part | Subject | Question | Written Marks |
|-------|------------------------------------|----------|---------------|
| (i) | General Intelligence and Reasoning | 25 | 25 |
| (ii) | General Awareness | 25 | 25 |
| (iii) | English Language and Comprehension | 25 | 25 |
| (iv) | Numerical Aptitude | 25 | 25 |

- (c) **Date of Examination.** Exact date, time and venue of examination will be communicated in the Call letter.
- (d) **Appointment Letter.** The appointment of provisionally selected candidates will be strictly based on satisfaction of Document Verification, Medical Examination and other requirement as specified by the Government of India.
- (e) Success in the examination confers no right of appointment unless Government is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service/post.
- (f) The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all the stages of examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled/services terminated, if already appointed.
- (g) Candidates, who are appointed on the basis of this examination, shall be on probation for a period of two years and during the period of probation, the candidates would be required to undergo such training or pass such examinations as prescribed by the Controlling Authority. On successful completion of the period of probation, the candidates shall, if considered fit for permanent appointment, be confirmed to their post by the Controlling Authority.
- (h) **Drawal of Merit list/Result.** Merit list will be drawn and result declared on the basis of marks obtained in the written test only.
- (j) **Resolution of Tie cases.** In case where more than one candidate secure equal marks, tie will be resolved by applying the following methods one after another: - (i) Date of birth, with older candidates placed higher. (ii) Alphabetical order in which first names of the candidates appear.
- (k) Candidates seeking reservation benefits available for SC/ST/OBC/PWD/ESM must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice. They should also be in possession of the certificates in the prescribed format in support of their claim at the time of test. Copies of the certificate, etc. will be sought at the time of Skill Test, where applicable, else at the time of written test.
- (l) Candidates with physical disability of 40% and more only would be considered against vacancies reserved for PWDs.

7. **How to Apply.** The envelope must be clearly superscribed on the top as **APPLICATION FOR THE POST OF _____** and **CATEGORY “ _____ ”** (i.e. SC/ST/OBC/UR/ESM/PwDs) and sent by Registered/Speed Post only to _____ along with the following documents :-

- (a) Duly completed application on the prescribed format as per Appendix 'A I' typed in English (in A4 size paper) along with admit card as per Appendix 'A II' in duplicate. Application should be forwarded to "The QAO, QAE(EFS), DGQA Complex, Commissariat Road, Hastings, Kolkata - 700022" so as to reach on or before closing date.

- (b) One self-addressed envelope (size approximately 25cm x 10cm) should be enclosed with the application form for sending call letter.
- (c) Three recent passport size photographs one duly affixed in appropriate box on the application form duly attested by Gazetted Officer and other two self-signed, affixed in appropriate box one each on the admit cards.
- (d) The Govt Servants are to produce No Objection Certificate from the Employer **(Annexure-I)**.
- (e) Self attested copy of SC/ST/OBC certificate as per formats prescribed by GoI from time to time attached issued by competent authority. The OBC certificate **(Annexure-II)** in the creamy layer status should have been obtained within three years before the closing date of receipt of application.
- (f) Self attested certificates in respect Ex-servicemen duly indicating the proof of ex-servicemen issued by competent authority, where applicable **(Annexure-III)**.
- (g) Self attested copy of certificate showing the Disability for Physically Handicapped Personnel.

8. **Nature of duties in brief.** Indicative duties and responsibilities of the posts are as follows: -

MTS

- (a) Physical maintenance of records of section.
- (b) General cleanliness & upkeep of the Section/Unit.
- (c) Carrying of files and other papers within the building.
- (d) Photocopying, sending of FAX etc.
- (e) Other non-clerical work in the Sections/Unit.
- (f) Delivering of Dak (inside & outside the Section/Unit)
- (g) Watch & ward duties.
- (h) Opening and closing duties
- (j) Cleaning of rooms including washrooms
- (k) Dusting of furniture etc
- (l) Jobs related to proficiency of the post
- (m) Any other work assigned by superior authority.

Steno-II

- (a) Mailing correspondence, filing papers, making appointments, arranging meetings and collecting information.
- (b) Taking dictation in shorthand and its transcription in the best manner possible.
- (c) Fixing up of appointments.
- (d) Screening telephone calls and the visitors in a tactful manner.
- (e) Keeping an accurate list of engagements, meetings etc. and reminding the officer sufficiently in advance.
- (f) Maintaining, in proper order, the papers required to be retained by the Officer.
- (g) Keeping a note of the movement of files, seen by the officer and other officers, as directed.
- (h) Carrying out the corrections to the officer's reference books and making fair copies of draft demi-official letters to be signed by the officer.
- (j) Any other work assigned by superior authority.

Note. The above list of duties is only illustrative and not exhaustive. Section/ Department may add in the list, duties of similar nature, ordinarily performed by officials at this level.

9. **Instructions.**

- (a) Only Indian nationals can apply for the above posts
- (b) Application received after the due date (even due to postal delay) will be rejected summarily and no correspondence will be entertained.
- (c) The following act/omissions will render a candidate/applicant disqualified/application rejected: -
 - (i) Application not in the prescribed format or incomplete or unsigned or undated or improperly filled.
 - (ii) Furnishing of false, inaccurate or tampered or dubious information.
 - (iii) Application not accompanied by self-attested copies of certificates/ prescribed certificates in support of age, qualification, caste, disability, discharge etc, as applicable.
 - (iv) If more than one application is submitted by the candidate for the same post.
 - (v) Any other deemed irregularity or reason as observed by the Board of Officers.
 - (vi) Canvassing in any form and/or bringing in any influence, political or otherwise, will entail disqualification.
 - (vii) In case the candidate is found using unfair means or adopting any malpractice at any stage of selection process.
 - (viii) If the candidate not found to possess the essential qualification.
 - (ix) If the Application of candidate who is working in Government Establishment is not received through proper channel with NOC.
 - (x) Duration of the test can be one day or more. Candidates will make their own arrangement for lodging/boarding during the test.
 - (xi) Though essential qualification for the post is matriculation for MTS and 12th standard for Steno II, higher qualification, if any, possessed by the candidate is to be disclosed in the application form.

10. The recruitment process can be cancelled/postponed/suspended/terminated without any notice/assigning any reasons, at any stage.

**APPLICATION आवेदन पत्र
(To be filled in Block Letter only)
(स्पष्ट अक्षरों में भरें)**

Paste recent passport size photo attested by serving Gazetted Officer
हाल की पासपोर्ट फोटो
राजपत्रित कार्यरत अधिकारी
द्वारा सत्यापित करके
चिपकाए

Name of the post applied for : _____
आवेदित पद का नाम : _____
Reference advertisement No. _____ in the Employment News/Rozgar
Samachar dated _____.
दिनांक _____ के रोजगार समाचार पत्र में प्रकाशित विज्ञापन सं. _____ के संदर्भ में)

1. Name of the Applicant (in Block Letters) आवेदक का नाम (स्पष्ट अक्षरों में)
Last Name अंतिम नाम _____ First Name प्रथम नाम _____
2. (a) Father's / Husband's Name : _____
पिता / पति का नाम
(b) Mother's Name : _____
माता का नाम
3. Permanent Address : _____
स्थायी पता

4. Address of correspondence : _____
पत्राचार के लिए पता

5. (a) Date of Birth (in figure & word) : _____
जन्मतिथि (अंको और शब्दों में)
(b) Age as on closing date : _____ Yrs _____ months _____ day
आवेदन खत्म होने की तारीख को आयु : _____ वर्ष _____ महीने _____ दिन
(c) Age relaxation claimed, if any (if yes, specifically mention name of quota) : Yes / No
आयु में छूट, यदि है (यदि हाँ तो श्रेणी का उल्लेख करें) : हाँ / नहीं
6. Name of Employment Exchange where registered, if any : _____
रोजगार कार्यालय का नाम जहाँ पंजीकृत है (यदि हो तो)
7. Employment Exchange Registration No., if registered : _____
रोजगार कार्यालय पंजीकरण सं. (यदि पंजीकृत हों तो)
8. Nationality राष्ट्रीयता
9. Whether belongs to SC/ST/OBC/Ex-Serviceman/PWD : Yes / No
(if yes, mention the category)
क्या अनुसूचित जाति, अनुसूचित जनजाति, अन्य पिछड़ा वर्ग, पूर्व सैन्य क्रमी, दिव्यांग व्यक्ति से संबंधित है (यदि हाँ तो श्रेणी) : हाँ / नहीं
10. Sex (Male / Female) लिंग (पुरुष / स्त्री) : _____

11. Educational Qualification शैक्षणिक योग्यता

| <u>Sl.No.</u> क्र. सं. | <u>Educational Qualification</u> शैक्षणिक योग्यता | <u>University/Board</u> विश्वविद्यालय/बोर्ड | <u>Year of Passing</u> पास करने का वर्ष | <u>Subject</u> विषय | <u>Marks (%) and Division</u> प्राप्तांक एवं श्रेणी |
|---------------------------|--|--|--|------------------------|--|
| | | | | | |
| | | | | | |
| | | | | | |

12. Experience, if any अनुभव, यदि कोई हो

| <u>Sl.No.</u> क्र. सं. | <u>Post held</u> पदनाम | <u>Emoluments</u> भत्ते | <u>From</u> कब से | <u>To</u> कब तक | <u>Name & address of employer</u> नियोक्ता का नाम एवं पता | <u>Nature of Work</u> कार्य का प्रकार |
|---------------------------|---------------------------|----------------------------|----------------------|--------------------|--|--|
| | | | | | | |
| | | | | | | |
| | | | | | | |

13. Additional Qualification/s, if any अतिरिक्त योग्यता, यदि हो तो

14. Details of Certificates enclosed संलग्न प्रमाण पत्रों का विवरण

15. Any other details, if any कोई और जानकारी, यदि हो तो

16. Email ID for correspondence (if any) ई-मेल पता (यदि हो तो)

17. Telephone / Mobile No. दूरभाष / मोबाईल सं.

DECLARATION घोषणा

I do hereby declare that the particulars furnished above by me are correct to the best of my knowledge and belief. In the event of any information being found to be incorrect at a later date, my candidature / appointment maybe cancelled / terminated without any notice.

मैं घोषणा करता हूँ / करती हूँ कि उपर दिया गया विवरण मेरे ज्ञान और विश्वास के अनुसार सही हैं। मेरे द्वारा दिया गया विवरण असत्य पाए जाने पर मेरा आवेदन / भर्ती बिना सूचना के अमान्य और रद्द माना जाएगा।

Left thumb impression (for Male) बायें हाथ के अंगूठे का निशान (पुरुष के लिए)

Right thumb impression (for Female) दायें हाथ के अंगूठे का निशान (स्त्री के लिए)

Place :

Date :

Signature of Applicant

आवेदक के हस्ताक्षर

ADMIT CARD

(TO BE FILLED IN BLOCK LETTERS ONLY)

(स्पष्ट व बड़े अक्षरों में भरें)

(To be typed / written in double space & font size 14 on A-4 size paper)

(A-4 पेपर पर फोन्ट साईज 14 एवं डबल स्पेस में टाईप/लिखें)

Name of the post applied for : _____

आवेदित पद का नाम

Ref: Advertisement / Letter No. _____ in the Employment News/Rozgar Samachar dated _____.

संदर्भ : रोजगार समाचार पत्र में प्रकाशित विज्ञापन / पत्र सं. _____ दिनांक _____

Paste recent passport size photo

हाल की पासपोर्ट साईज फोटो चिपकाए

1. Name of the Applicant आवेदक का नाम
Last Name _____ First Name _____
2. (a) Father's / Husband's Name : _____
पिता / पति का नाम
3. Complete postal address पता : _____

4. Date & Time of Skill Test / Written Test : _____
(for official use only कार्यालय के उपयोग हेतु)
दिनांक और समय कुशलता/लिखित परीक्षा
5. Venue of Skill Test / Written Test : _____
(for official use only कार्यालय के उपयोग हेतु) _____
कुशलता/लिखित परीक्षा का स्थान _____

Left thumb impression (for Male) बायें हाथ के अंगूठे का निशान (पुरुष के लिए)

Right thumb impression (for Female) दायें हाथ के अंगूठे का निशान (स्त्री के लिए)

Signature of Applicant

आवेदक के हस्ताक्षर

Note: नोट

1. All original certificates and mark sheets in support of entries made in application form will have to be produced at the time of reporting of Skill Test /Written Test, failing which the candidature is likely to be cancelled. सारे मूल प्रमाण पत्रों एवं अंक सारणीओं को जिनकी प्रविष्टि आवेदन पत्र में की गई कुशलता / लिखित परीक्षा के समय है उपलब्ध करना आवश्यक है अन्यथा उम्मीदवारी को रद्द कर दिया जायेगा।

2. Admit card should be submitted in duplicate with Sl. 1, 2,& 3 duly filled in by the applicant. आवेदन प्रवेश पत्र की दो प्रति आवेदक द्वारा, सीरीयल संख्या 1,2 एवं 3 प्रविष्टियों को भरकर जमा की जाये।

ANNEXURE-I

FORM OF CERTIFICATE TO BE SUBMITTED BY CENTRAL GOVERNMENT CIVILIAN EMPLOYEES SEEKING AGE-RELAXATION (To be filled by the Head of the Office or Department in which the candidate is working).

1. It is certified that *Shri/Smt./Km. _____ is a Central Government Civilian employee holding the post of _____ in the pay scale of Rs. _____ with not less than 3 years regular service in the grade as on closing date.

2. There is no objection to his appearing for the _____ Examination 2016 and/or skill test of the Examination. The individual will be relieved on his selection for the post.

Signature _____

Name _____

Office seal

Place:

Date :

(*Please delete the words which are not applicable.)

ANNEXURE-II

(FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)

This is to certify that Shri /Smt./Kumari _____ son/daughter of _____ of village/town _____ in District/Division _____ in the State/Union Territory _____ belongs to the _____ Community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated _____*. Shri/Smt./Kumari _____ and/or his/her family ordinarily reside(s) in the _____ District/Division of the _____ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Scheduled to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt (SCT) dated 8.9.1993**.

District Magistrate

Deputy Commissioner etc.

Dated:

Seal:

* The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** As amended from time to time.

ANNEXURE-III

UNDERTAKING TO BE GIVEN BY THE CANDIDATE WHO IS AN EX-SERVICEMAN.

I understand that, if selected on the basis of the recruitment/examination to which the application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-servicemen Re-employment in Central Civil Services and Posts rules, 1979, as amended from time to time.

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-SM in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.) by availing of the benefits admissible to Ex-SM.

I further submit the following information:

- a) Date of appointment in Armed Forces _____
- b) Date of discharge _____
- c) Length of service in Armed Forces _____
- d) My last Unit / Corps _____

(Signature of the Candidate)

Place:

Date: