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1056/Ty Order/DQA(N)

17 Nov 21

**MINISTRY OF DEFENCE (DGQA)**  
**Directorate of Quality Assurance (Naval)**

**ADDITIONAL DIRECTOR GENERAL'S**  
**TEMPORARY MEMORANDUM NO. 30 /2021**

**CONSTITUTION OF BOARD OF OFFICERS:**  
**RECRUITMENT AGAINST GROUP 'C' VACANCIES**

1. Reference DQA(N), HQ letter No 2381/Gp'C'/DQAN/Pers/2021 dated 01 Nov 21 regarding release of vacancies.
2. Board of Officers (BOOs) at Mumbai ,Bangalore, Secunderabad, Kolkata, Vadodara and Bhopal comprising the following Officers, are hereby constituted for Recruitment against 25 Group 'C' vacancies of Stenographer Grade-II, Lower Division Clerk(LDCs), Civilian Motor Driver(Ordinary Grade) [CMD(OG)] and Multi Tasking Staff (MTS) as under:-

Sl No	Board Constituted at	Board of Officers	Name & No. of the Post
<b>BOO constituted at DQA(N)</b>			
1.	Mumbai CQAE(WS), Mumbai	(a) <b>Presiding Officer</b> (i) Cmde Arvind Sharma (b) <b>Members*</b> (i) Shankar V Taram, SSO-II (ii) Shri SA Chaugule, Steno-I (iii) Shri DN Gupta, AE(NQA)	Lower Division Clerk (LDC)-06  Civilian Motor Driver(Ordinary Grade) [CMD(OG)]-02
2.	Bangalore CQAE(WE), Bangalore	a) <b>Presiding Officer</b> (i) Cmde Vivek Aggarwal (b) <b>Members*</b> (i) Capt KS Cariappa (ii) Cdr Albert Raju (iii) Shri Sudhakar Menda, SSO-I	Stenographer Garde-II-02  Multi Tasking Staff (MTS)-04
3.	Secunderabad CQAE(N), Sec'bad	a) <b>Presiding Officer</b> (i) Cmde Mukesh Kumar (b) <b>Members*</b> (i) Cdr Kanad Bhagwat (ii) Shri RCS Rao, AE	Lower Division Clerk (LDC)-01  Multi Tasking Staff (MTS)-02

*Board to meet  
re on Monday  
for discussion.*

गुणता आश्वासन स्थापना (यु.सप.), वडोदरा  
QUALITY ASSURANCE ESTT. (WE), VADODRA  
दिनांक / INWARD NO.: 1162

दिनांक / DATE: 19/11/21  


4.	Kolkata QAE(N), Kolkata	a) <b>Presiding Officer</b> (i) Capt Ripon Paul (b) <b>Members*</b> (i) Shri Pramod Kumar Kushwaha, SSO-II (ii) Shri SK Maji, AE(NQA)	Stenographer Grade-II-01  Civilian Motor Driver(Ordinary Grade) [CMD(OG)]-01  Lower Division Clerk (LDC)-02
<b>BOO constituted at DQA(WP)</b>			
5.	Vadodara QAE(WE), Vadodara	a) <b>Presiding Officer</b> (i) Capt D Bahuguna (b) <b>Members*</b> (i) Shri SD Powar, AE(NQA) (ii) Shri Ajay Kumar, AE(NQA) (iii) Shri TR Asokan, Steno-I	Lower Division Clerk (LDC)-01
6.	Bhopal QAE(WE), Bhopal	a) <b>Presiding Officer</b> (i) Capt V Gupta (b) <b>Members*</b> (i) Shri GG Patware, SSO-II (ii) Shri Aman Kumar Bhouria, AE(NQA)	Multi Tasking Staff (MTS)-01  Stenographer Grade-II-02

\* Presiding Officer may nominate one co-opted member belonging to reserved community wherever recruitment is to be made against reserved vacancies.

2. The Guidelines & Checklist for the Board of Officer (BOO) for making recruitment against these vacancies are placed at Appx 'A'.
3. The Boards of Officer (BOOs) are directed to finalise Board Proceedings and submit recommendations latest by 30 Apr 22.
4. Respective RRs of the posts are also enclosed for ready reference.

Encls: As stated.

*Sanjay Sharma*  
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(Sanjay Sharma)  
Rear Admiral  
ADGQA(N)

Distribution: Standard.

**GUIDELINES FOR MODEL RECRUITMENT PROCESS :**  
**GROUP 'C' EMPLOYEES**

1. The guidelines for model recruitment process are as under:-
  - (a) Vacancies to concerned Establishments have already been released by DQA(N) HQ, after obtaining NACs from Surplus Cell of Integrated HQ of MoD(Army)/AG/MP-4.
  - (b) After receipt of vacancy, the BOO will be responsible to process the entire activities related to the recruitment. The BOO may seek the guidance of DQA (N)/Pers directly for any clarification on rules/guidelines related to the recruitment process, as and when required if in doubt.
  - (c) Concerned establishment on receipt of vacancy notification, will seek list of candidates from Employment Exchange and also advertise in Employment News and at least one Leading local newspaper as per standard Advertisement proforma at **Appx A-'I'**. A minimum time of 21 days be given for closing date for receipt of applications from date of publication of the advertisement in the Employment news. Special care to be taken while filling data in respect of reserved categories, age relaxation, educational qualification, experience etc.

**Note- Advertisement for the vacancies MUST be Bilingual.**

  - (d) Age relaxation to SC/ST/OBC is applicable in respect of vacancies reserved for these categories only. i.e. if a vacancy is UR then no age relaxation for SC/ST/OBC. If the vacancy is reserved for SC, then age relaxation is available for SC only and not for ST/OBC and so on. However, age relaxation for ex-servicemen is available for each category of vacancy over and above the said relaxation, if any, as applicable. Utmost care to be taken to cater for latest and current orders/instructions of Govt of India on the subject.
  - (e) Scrutiny of applications received till last date of receipt of applications will be undertaken by BOO and short-listing of the eligible candidates done. For short-listing, marks obtained by the candidates in essential qualification exam can be one of the criteria. Candidates with higher educational qualification than the prescribed Essential qualification shall NOT be given overriding Priority. If possible, 20 or more candidates to be shortlisted for each vacancy.
  - (f) After fixing a date for written test/trade test by BOO, issue of Call letters to all the eligible candidates by Registered/Speed Post to be ensured with proof of dispatch recorded. A minimum time of 21 days be given from date of forwarding of call letter and scheduling of the written test. **Call letters/Admit Cards to be bilingual as per Appendix A- 'II' & 'III'**.
  - (g) The BOO may depute an "OBSERVER"(Group 'A'/'B' Gazetted officer) to oversee the written test/trade test on the scheduled dates. Requisition for observer must accompany with **Appx-'IV'** (certificate to be endorsed by BOO) duly completed. **Question paper etc to be bilingual and as per CBSE syllabus.**
  - (h) Photograph of each candidate with finger printing on paper to be taken and recorded in respect of all candidates appearing for the trade test (only qualifying) and the written test.

(j) Details of criteria for assessing suitability for each post should be as under: -

Sl.	Post	Type of Test	Criteria
(i)	LDC	Written Test. Typing test for candidates (only qualifying) using software tools like Type Master.	100% written
(ii)	Steno-II	Written Test Stenography test and transcribing using software tools (only qualifying)	100% written
(iii)	MTS	Written Test No Trade test	100% written
(iv)	Civilian Motor Driver	Written Test Driving/Maintenance Test for candidates (only qualifying)	100% written

(k) Observer is required to prepare a report as per **Appx-'V'** in duplicate. One copy to be handed over to President of BOO and other copy to be submitted to DQA(N) HQ by the Observer directly.

(l) Observer to sign below the last answer of each candidate appeared in written test on the answer sheet immediately after conclusion of the written test

(m) BOO to prepare final result and submit the proceedings as per check list of documents to be forwarded alongwith BPs as per **Appx-'VI'** duly concurred by HOE for approval of the Cadre Controller (ie) ADGQA(N). However, there is no need to submit the answer sheets of the candidates, marks allotted by individual board members etc to DQA(N) HQ. These working sheets should be retained by HOE for further reference, if any. Only the proceedings of the Board consisting final recommendation/result should be submitted to the DQA(N) HQ duly concurred by HOE within a week of conclusion of the written test. A panel of at least 04 candidates (01 selected plus 03 reserved) should be drawn merit wise so that contingent vacancies arising due to non joining or resignation of the selected candidates within prescribed period may be filled up.

(n) After approval of ADGQA(N), the result will be published in the DGQA website besides being displayed on notice board of the Estt and also intimated to all the candidates who appeared for test or alternately result published in Employment News.

(p) The answer sheets of the written test to be retained for a period of two years in r/o successful candidates (including reserved candidates) and one year in r/o other candidates from the date of declaration of results.

(o) On publication of the result, Estt to get Attestation forms (copy enclosed at **Appx-VII'**) completed in all respects by the selected candidate(s) and submit it to the concerned civil authorities for verification. Caste certificate, if applicable, also to be verified from issuing authority simultaneously.

(q) After verification, the original verification report is to be submitted to DQA(N) HQ for issuance of the offer of Appointment.

2. Entire activity of recruitment shall be concluded within 06 months from the date of release of vacancy by DQA(N) as per GOI, DOP& T guidelines.

Government of India  
Ministry of Defence(DGQA)  
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**RESULTS OF RECRUITMENT FOR LOWER DIVISION CLERK (OBC)**  
**CONDUCTED ON 01 & 02 SEP 22**

The undermentioned candidates have been selected/reserved for the post of Lower Division Clerk (OBC-01) as per details given against advertisement No. DAVP 10203/11/0014/2223 published vide employment newspaper dated 09 Jul 22:-

SRL NO	ROLL NO	STATUS
1.	LDC048	SELECTED
2.	LDC046	RESERVE



(दीपक बहुगुणा /D Bahuguna)  
कप्तान(भा.नौसेना)/Captain(IN)  
गुणता आश्वासन अधिकारी  
Quality Assurance Officer