

GOVERNMENT OF INDIA
MINISTRY OF DEFENCE (DGQA)
SENIOR QUALITY ASSURANCE ESTABLISHMENT (ELECTRONICS),
DGQA COMPLEX, LBS MARG, VIKHROLI (W), MUMBAI 400 083

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Applications are invited from Indian Citizens for the under mentioned post in Senior Quality Assurance Establishment (Electronics), Ministry of Defence (DGQA), DGQA Complex, LBS Marg, Vikhroli (West), Mumbai 400 083.

Srl No.	Name of the Post	Classification	Reservation Status of Post	Total Posts
1.	Multi Tasking Staff (Office)	General Central Service , Group 'C' Non-Gazetted, Non-Ministerial	Unreserved (UR)	02 (Two)

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

Place of Work: -

Senior Quality Assurance Establishment (Electronics), Ministry of Defence (DGQA), DGQA Complex, LBS Marg, Vikhroli (W), Mumbai-400 083, but the services are liable to be transferred to any DGQA Establishment throughout India.

Method of selection

The selection will be made on the basis of written test. Written test will be designed to assess the overall suitability of the candidate to the post. Skill test of qualifying nature may be conducted.

Note :In case no. of the applications are too large, screening of applications will be carried out on the basis of the higher qualifications/percentage of mark obtained in the essential qualification by the applicant.

Eligibility criteria for Post of Multi Tasking Staff (Office)

Qualifications

Matriculation (10th Class) pass from any recognized Board

Pay scale

PB-1 ` 5200-20200 + Grade Pay ` 1800 (Pre-revised) plus allowances as admissible to central government employees from time to time. New Pension Scheme will be applicable.

Age limit for the post.

Age: 18 to 25 years.

(Relaxable for Government Servant upto the age of 40 years for General candidates) .

The crucial date for determining the age and eligibility shall be closing/last date for receipt of the application from candidates in India.

Instructions

1. Application should be addressed to The Senior Quality Assurance Officer, Senior Quality Assurance Establishment (Electronics), Ministry of Defence (DGQA), DGQA Complex, LBS Marg, Vikhroli (W), Mumbai 400 083 and candidates should superscribe the name of post applied for, Advertisement No. and Date on the TOP of the envelope.

2. The application should reach within 21 days from the date of publication of the advertisement in Employment News/Rojgar Samachar (Hindi)/local News Paper.

Note : The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalay, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti district and Pangi Sub-Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands of Lakshadweep which will be 28 days from date of publication.).

3. The Appointing Authority reserves the right to increase/decrease the vacancies as well as to cancel/postpone the selection process without assigning any reason.

4. General conditions applicable are given below:-

(a) Only Indian Citizen are eligible for the post.

(b) The applications must be submitted in the prescribed proforma duly typed or neatly hand written in English or Hindi on a A4 plain paper duly supported by attested copies of relevant certificates / documents as mentioned below:-

(i) Date of Birth (Birth Certificate issued by Municipal Council/Corporation or Matriculation Certificate), Educational Qualification, Proficiency Certificate, Experience Certificate, etc & Caste Certificate, (if applicable).

(ii) The experience certificates must contain period with dates, name of the post held, salary drawn and nature of work done.

(c) Candidates are required to submit a self-addressed envelope of size 25 cms X 10 cms with ` 40/- postage stamp affixed on it along with the application for sending all letters by registered/Speed post.

(d) The recruitment Board reserves the right to short list on reasonable grounds. In case no. of the applications are too large, screening of applications will be carried out on basis of the higher qualifications/percentage of mark obtained in the essential qualification by the applicant and/or by the latest rulings on the subject. The decision of the recruitment board on the subject will be final. In case of any dispute with regard to the recruitment, published in this advertisement, the same will be settled within the jurisdiction of Mumbai only.

(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/or disciplinary cases are pending or is being contemplated against him/her and he/she is not under currency of penalty**”.

- (f) Incomplete, unsigned applications without admit card/photographs/proper enclosures or/and applications received after due date will be summarily rejected.
- (g) Latest Photographs pasted on the application and admit card must be duly attested. Also, the candidates are required to carry atleast two additional identical photographs as pasted on application as well as admit card during selection/appointment process.
- (h) Canvassing in any form will be disqualification and candidature of such candidates is liable to be summarily rejected.
- (i) No TA will be admissible for attending test/any process in the selection.
- (j) The applicant should not have more than one living spouse at the time of Appointment, if selected for the post.
- (k) This office will not be responsible for non-receipt/untimely receipt of Application / documents / call letters / Admit card due to postal delay
- (l) Intimation of contact details such as Telephone No.or/Mobile No or./Fax No.or/ E-Mail ID is mandatory.

Nature of duties

- a) Physical maintenance of records of section & store room.
- b) General cleanliness & upkeep of the Section/Unit.
- c) Carrying of files & other papers within the building.
- d) Photocopying, sending of FAX etc.
- e) Other non-clerical work in the Section/Unit.
- f) Assisting in routine office work like diary, dispatch etc. including on computer.
- g) Delivering of Dak inside office premises and dispatch of dak at post office.
- h) Opening & Closing of rooms.
- i) Dusting of furniture etc.
- j) Upkeep of lawns, potted plants, corridor & staircase etc.
- k) To assist PA to open dak and stamping the same
- l) To attend sections / Officers whenever required.
- m) To attend visitors of the office.
- n) To help in smooth functioning of CSD Canteen & regimental duties.
- o) Look after duties related to Hostels and Guest House.
- p) Outside duties like depositing/remitting of cheques/Cash to RBI or other bank concerned.
- q) Duties of arranging office furniture and other items from one place to another as and when necessary.
- r) Any other work assigned by superior authority from time to time.

Format of Application

Post applied for: **MULTI TASKING STAFF (OFFICE)**

Recent Passport size
4.5cm x 3.5 cm
photograph duly
attested to be
affixed (Do not pin
or staple)

To.

Sr.Quality Assurance Officer
Senior Quality Assurance Estt.(Electronics)
DGQA Complex, Vikhroli(W)
MUMBAI - 400 083

(Advertisement No. & Date: _____)

1. Name of candidate (in block letters) :
2. Father's / Husband's Name :
3. Sex (M/F) :
4. Whether UR/SC/ST/OBC/PH/Ex-SM :
(Attach necessary certificate issued
from competent authority for reserved
candidates)
5. Marital Status (Single/Married) :
6. (a) Date of Birth (in Christian Era) :
(b) Age (as on closing/last date for receipt : Year____Month____Days____
of the application) (attach attested copy of the date of birth proof certificate)
7. Educational Qualification :

Srl No.	Examination Passed	University/Board	Year of passing	Major subjects	Division/class/ Grade obtained

8. Experience, if any details including present employment

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

9. Whether NOC has been obtained from the Establishment (Attach copy of the same) :
10. Present Postal address for communication :
11. Permanent address :
12. Telephone No./Mobile No./Fax No./E Mail ID :
13. 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 wrong or incorrect detected before or after test or at any stage of employment, my candidature will stand cancelled and claims for the recruitment will stand forfeited.

I, also, declare that if I am selected for the above post, I am willing to work any where in India.

Place:

Date:

Signature of candidate

Encl: 1. Attested copies of Educational Qualification.

2. Attested copy of Date of Birth proof Certificate

3. Self addressed envelope duly stamped with postal stamp of ` 40/-

4. Admit Card in duplicate.

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

(On a separate sheet of paper in double space)

Recent Passport size 4.5cm x 3.5 cm photograph duly attested to be affixed (Do not pin or staple)

1. Name (in Block letters)

2. Father's/Husband's Name

3. Full Address for communication

(for office use only)

(Signature of the candidate)

4. Date and Time of written test

5. Venue of Test

- Note: 1. Admit card should be submitted duly filled the Srl No. 1 to 2 and signed by the applicant.
2. All documents/testimonials in original regarding date of birth, category, qualification/experience etc will have to be produced at the time of test failing which the candidature will be forfeited.
3. Candidate should be present one hour (01 hr) before commencement of written test.

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Davp 10203/11/0047/1617