

**GOVERNMENT OF INDIA**  
**MINISTRY OF DEFENCE (DGQA)**  
**CONTROLLERATE OF QUALITY ASSURANCE (METALS)**  
**P.O. – ICHAPUR- NAWABGANJ, DIST-NORTH 24 PARGANAS**  
**WEST BENGAL – 743 144**

Applications are invited by Controllerate of Quality Assurance (Metals), Ichapur from Indian Nationals for filling up the following vacancies at CQA (Metals) Ichapur. Application's complete in all respect alongwith requisite details/documents should reach the addressee within 30 days of publication of the advertisement in the 'Employment News'.

(a)	Name of the Post(s) & Classification.	::	(i) Multi Tasking Staff (Office) Group-'C' (Non-Gazetted) Non-Ministerial (ii) Multi Tasking Staff (Sanitary) Group-'C' (Non-Gazetted) Non-Ministerial
(b)	Number of post(s) & Category	::	For (i) Multi Tasking Staff (Office) – 01 post (Reserved for ST) For (ii) Multi Tasking Staff (Sanitary) – 06 posts (Unreserved - 03, 01 Reserved for SC and 02 Reserved for OBC ) No. of posts at any time may increase/decrease at the discretion of the authority.
(c)	Scale of Pay & allowances	::	For (I) & (II) PB-1 Rs. 5200 – 20200, Grade pay-Rs.1800/- (Revised) plus allowances as admissible from time to time
(d)	Educational Qualification required	::	For (i) Multi Tasking Staff (Office) & (ii) Multi Tasking Staff (Sanitary) - Matriculation (10 <sup>th</sup> class pass) from a recognized Board.
(e)	Age Limit	::	<b>Between 18 and 25 years.</b> <b>Age limit applicable:-</b> As on normal closing date for receipt of application. [The upper age limit will be further relaxed up to <b>5 yrs for SC/ST &amp; 3 years for OBC</b> candidates against the reserved vacancies for the respective category.] [Upper age limit is relaxable for departmental candidate upto the age of 40 Yrs for Gen category & 45yrs for SC/ST category]. Note - The age relaxation for the Govt. servant will be admissible where an employee has rendered not less than three yrs regular service under central Govt. Age relaxation to Ex-serviceman person is applicable as per the existing rules.
(f)	Place of work	::	<b>At Controllerate of Quality Assurance (Metals) Ichapur-743144</b> However, all the posts are under All India Service Liability (AISL)
(g)	Closing date of receipt of application	::	<b>30 days</b> from the date of publication of the Advertisement in the Employment News for candidates from all over India. ( As special case 07 days extension will be given to candidates residing in places like 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 and Nicobar Islands and Lakshadweep.)

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**Instructions to the candidates:-**

1. The applications in proforma given below on A-4 size plain paper duly typed in Hindi / English and supported with self attested copies of the relevant mark sheets and certificates etc. should reach to **The Controller, Controllerate of Quality Assurance (Metals), P.O- Ichapur-Nawabganj, Dist - North 24 Parganas, West Bengal – 743 144 within specified date.**
2. The selection of candidates will be based on Written Examination, Medical Fitness and other formalities as per Govt. Orders. **As per the latest guidelines, no interview will be held.**
3. The syllabus for written test will be based on educational qualification as mentioned in the column 'd' of the advertisement and knowledge required for the duties and job requirement of the post. Based on the result of written examination, a list of provisionally selected candidates will be displayed on notice board of CQA(Met), Ichapur/notice board of M&S Factory near main gate as well as near entrance of examination centre.
4. **Photographs pasted on the application and copies of Certificates enclosed should be self attested by the applicant itself.**
5. Candidates with higher qualification may apply but no separate criteria will be followed in the selection process based on higher qualification.
6. Women candidates are also eligible to apply for the said post.
7. The serving candidates should apply through proper channel and they should submit NOC alongwith a certificate from their Head of Office that 'No disciplinary / vigilance case is pending or is being contemplated against him/her nor he/she is under currency of penalty.
8. Canvassing in any form will be a disqualification and candidature of such candidates is liable to be summarily rejected.
9. **Candidates should mention the name of the post & Category to which they belong (whether UR or SC or ST or OBC) on the TOP of the envelope.**
10. The decision of appointing authority regarding mode of selection to the post and eligibility conditions of the applicants shall be final and binding. No correspondence will be entertained in this regard. Mere possession of the prescribed qualification does not entitle the candidate to be called for written examination.
11. **Incomplete or unsigned applications and applications received without photographs or proper enclosures or received after due date will be summarily rejected.**
12. The crucial date for determining the age and eligibility shall be the normal closing / last date for receipt of applications.
13. Candidates satisfying the requisite age, qualification & caste where applicable should only apply.
14. Traveling Allowance as per the existing rules is only admissible to SC/ST category, but the same is not admissible to OBC candidates and who are already in Central/State Govt. service.

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**PROFORMA FOR APPLICATION**

(TO BE FILLED IN **CAPITAL / BLOCK LETTERS** ONLY)

Name of Post applied for \_\_\_\_\_

Category of applicant [**UR or SC or ST or OBC**]: \_\_\_\_\_

Advt./ Employment News No. and date \_\_\_\_\_

Paste recent  
Passport size  
Photograph  
duly self  
attested

1. Name in full : \_\_\_\_\_

2. Father's / Husband's Name : \_\_\_\_\_

3. Date of birth (Self attested copy of : \_\_\_\_\_  
Age proof to be enclosed)

4. Whether Age Relaxation claimed (Yes/No): \_\_\_\_\_

5. Nationality : \_\_\_\_\_

6. **Academic Qualification** : Self attested copies of certificate to be enclosed

Educational Qualification	University/ Board	Year	Subject	Marks (%) obtained	Division
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7. **Experience** : Self attested copies of certificate to be enclosed

Name of Post held	Period From - To	Last Pay drawn	Description of Work/ duty	Unit
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8. Professional Qualification, if any : \_\_\_\_\_

9. Whether belonging to UR/SC/ST/OBC: \_\_\_\_\_

(Attach self attested copy of **Caste Certificate** in case of reserved category)

10. (a) Present postal address for \_\_\_\_\_

Correspondence with distt, State, & Pin Code: \_\_\_\_\_

11. List/Details of attested copies of Mark Sheets, age proof qualification etc.: \_\_\_\_\_

**DECLARATION**

I, 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 to be false / incorrect or ineligibility being detected before or after, my candidature for appointment will stand automatically cancelled without any notice.

PLACE :

DATE :

SIGNATURE OF THE CANDIDATE

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**PROFORMA DULY SIGNED BY OBC CANDIDATES TO BE ENCLOSED WITH THE APPLICATION**

In case of OBC candidates in addition to Certificate issued by the competent authority in prescribed proforma, a declaration in the following format should also be enclosed:

**DECLARATION BY OBC CANDIDATES**

" I, \_\_\_\_\_ son/ daughter of Shri \_\_\_\_\_ resident of village / town/ city \_\_\_\_\_ district \_\_\_\_\_ state \_\_\_\_\_ hereby declare that I belong to the \_\_\_\_\_ community which is recognized as a

backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 36012/22/93-Estt.(SCT) dated 8-9-1993. It is also declared that I do not belong to persons/ sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993."

PLACE :  
DATE :

\_\_\_\_\_  
**SIGNATURE OF THE CANDIDATE**

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darp 10203 / 11/0009/1617