

~~DRAFT ADVERTISEMENT~~

**Government of India, Ministry of Defence
Department of Defence Production
(Directorate General of Quality Assurance)
Controllerate of Quality Assurance (Heavy Vehicles)
Avadi, Chennai – 600 054.**

Applications are invited for filling up of the following posts from Citizens of India, in the prescribed format (as per Appendix 'A') who are fulfilling requisite qualifications/specifications as mentioned below:

Sl. No	Name of Post	Classification of post	Scale of Pay (as per Vith CPC)	Total No. of vacancies to be filled	Reservation Status			
					UR	OBC	SC	ST
1.	Technician (Semi-Skilled)	Group 'C' Non-Gazetted Non- Ministerial (Industrial Post)	Pay Band-1 ₹5200-20200 Grade Pay ₹ 1800	01	01	-	-	-
2.	Multi Tasking Staff (Office) (Erstwhile JGO, Messenger, Daftry, Record Keeper etc)	Group 'C' Non-Gazetted Non- Ministerial	Pay Band-1 ₹5200-20200 Grade Pay ₹ 1800	01	01	-	-	-
3.	Multi Tasking Staff (Security) (Erstwhile Chowkidar/ Durwan)	Group 'C' Non-Gazetted Non-Ministerial	Pay Band-1 ₹5200-20200 Grade Pay ₹ 1800	01	*01	-	-	-
					* Reserved for Ex-Servicemen (only Ex-servicemen are eligible to apply)			
4.	Multi Tasking Staff (Sanitary) (Erstwhile Safaiwala)	Group 'C' Non-Gazetted Non- Ministerial	Pay Band-1 ₹5200-20200 Grade Pay ₹ 1800	03	02	01	-	-

Note :- The number of vacancies mentioned above is provisional which can be increased or decreased at the discretion of competent authority.

Place of Work : Controllerate of Quality Assurance (Heavy Vehicles)
Avadi, Chennai – 600 054.
(The selected candidates are liable to serve anywhere in India)

-2-

Qualitative Requirements

Sl. No. 01 – Technician (Semi-Skilled)

Essential :

Age: Between 18 and 27 years (Relaxable for departmental candidates upto the age of 40 yrs in case of General candidates and 45 yrs in case of candidates belonging to SC/ST in accordance with the instructions or orders issued by the Central Government from time to time). Age relaxation for PH candidates is 10 years for general candidates.

Educational and other Qualification required:

Industrial Training Institute Pass Certificate in the trade of **Fitter** or its equivalent Defence Services Tradesman Course approved as such by the Central Government or State Governments.

The post is identified suitable for physically handicapped persons with category of disability OL, HH.

Nature of duties in brief of Technician (Semi Skilled)

- (a) Workshop work connected in the trade of Fitter
- (b) Maintenance of Machineries & equipments
- (c) Any other work assigned by the superior authority

Note: All eligible candidates are to qualify in Trade skill test conducted by Departmental selection Board in the trade of Fitter.

Sl. No. 02 – Multi Tasking Staff (Office)

Essential :

Age: Between 18 and 25 years (Relaxable for departmental candidates upto the age of 40 yrs in case of General candidates and 45 yrs in case of candidates belonging to SC/ST in accordance with the instructions or orders issued by the Central Government from time to time). Age relaxation for PH candidates is 10 years for general candidates.

Educational and other Qualification required:

Matriculation (10th Class Pass) from any recognized Board.

The post is identified suitable for physically handicapped persons with category of disability OA, OL, LV, HH, B.

Nature of duties in brief of Multi Tasking Staff (Office)

- (a) Opening and closing duties
- (b) Cleaning & upkeep of the office
- (c) Maintenance of records of the Section.
- (d) Dispatch & Delivery of Dak, assisting in routine office work
- (e) Any other work assigned by the superior authority.

- 3 -

Sl. No. 03 – Multi Tasking Staff (Security)

(Only Ex-Servicemen are eligible to apply for the reserved 01 post)

Essential :

Age: Between 18 and 25 years

For Ex-servicemen UR/General candidates 03 years, OBC candidates 06 years and SC/ST candidates 08 years after deduction of the military service rendered in Army/Navy/Air force from the actual age as on the closing date.

Educational and other Qualification required:

Matriculation (10th Class Pass) from any recognized Board.

The post is identified suitable for physically handicapped persons with category of disability OA (Ex-servicemen only)

Nature of duties in brief of Multi Tasking Staff (Security)

- (a) Watch & ward duties (in shift duties)
- (b) Opening and closing of rooms
- (c) Any other work assigned by the superior authority

Sl. No. 04 – Multi Tasking Staff (Sanitary)

Essential :

Age: Between 18 and 25 years (upper age limit relaxable upto 03 years for OBC candidates against the 01 post reserved for OBC), for departmental candidates relaxable upto the age of 40 years in case of general candidates and 45 yrs in case of SC/ST candidates in accordance with the instructions or orders issued by the Central Government). Age relaxation for PH candidates is 10 years for general candidates and 13 years for OBC candidates.

Educational and other Qualification required:

Matriculation (10th Class Pass) or equivalent from any recognized Board.

The post is identified suitable for physically handicapped persons with category of disability OA, OL, LV, HH.

Nature of duties in brief of Multi Tasking Staff (Sanitary)

- (a) Daily cleaning of office premises including washrooms and toilets.
 - (b) General cleanliness and upkeep of the section/unit.
 - (c) Cleaning of building, fixtures etc.
 - (d) Any other work assigned by the superior authority.
- 4 -

- 4 -

General Instructions & conditions

(Please read the instructions carefully before filling the applications)

I. 1. Application in the prescribed proforma as given below on plain paper duly typed or neatly handwritten and supported with self attested copies of the relevant mark sheets/certificates etc (**original certificates not to be forwarded**) should reach **The Controller, Controllerate of Quality Assurance (Heavy Vehicles), Post Box No. 20, Avadi, Chennai-600054**, clearly mentioning the post applied for on the TOP of the envelope i.e. **"APPLICATION FOR THE POST OF _____"** within **21 (twenty one)** days from the date of publication of this advertisement in Employment News/Rojgar Samachar/Local Newspaper.

In respect of applications sent by post/speed post from the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Jammu & Kashmir, Lahaul & Spiti districts and Panji sub-division of Chamba district of Himachal Pradesh, A&N Islands or Lakshadweep or abroad, the last date of receipt of application for all the posts is 28 days from the date of publication of the advertisement.

2. Recent passport size photograph should be pasted at appropriate places provided for in the application form and self attested. A candidate can apply for any one post viz. Technician (Semi Skilled) or MTS (Office) or MTS (Security) or MTS (Sanitary) and should clearly mention the same in the application form. Application received without mentioning clearly the name of the post applied will out rightly be rejected.

3. One Self addressed envelope (of size 30cms x 12cms) affixed with postage stamp of Rs. 25/- should be submitted alongwith the application for sending call letter for written test, otherwise short listed.

4. The departmental 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". The relaxation in age is applicable to departmental candidates only if they have rendered not less than three years of continuous service on regular basis (and not on ad-hoc basis).

5. The following applications will be deemed invalid and rejected without information to the candidate:- (a) Application without signature of the candidate (b) Application not as per the prescribed proforma published in the advertisement (c) Application received through FAX (d) Application received after due date for any reason (e) Incomplete/illegible application (f) Latest photograph not pasted on application and not self attested (g) Copy of self attested certificates of essential qualifications not enclosed (h) Application received without mentioning clearly the post applied for, as mentioned in sub para 1&2 above (j) Application received for more than one post etc.

Note: Candidates should clearly specify the name of the post applied for that is Technician (Semi Skilled) or Multi Tasking Staff (Office) or Multi Tasking Staff (Security) or Multi Tasking Staff (Sanitary), failing which, their applications will be treated as invalid.

- 5 -

5

6. Eligible/short listed candidates will only be called for written test through call letters (to be forwarded to addresses as mentioned by candidates on envelope enclosed with their application forms).

7. (a) Syllabus/Pattern for Technician (Semi Skilled)

Syllabus for written test will be as per essential qualification mentioned against the post covering subjects in the ITI Trade of 'Fitter', General Science, Quantitative Aptitude & General awareness. The question paper will be of "Objective-Multiple-choice type" in bilingual, ie. in English and Hindi.

(b) Syllabus/Pattern for MTS (Office), MTS (Security) & MTS (Sanitary)

Syllabus for written test will be as per essential qualification mentioned against the posts and will include four section namely General Intelligence & General Reasoning, General English & General awareness. The question paper will be of "Objective-Multiple-choice type" in bilingual, ie. in English and Hindi.

8. (i) The selection for the post of Technician (Semi Skilled) will be based on Written Test followed by Trade test in the trade of 'Fitter'. Trade test for the post of Technician (Semi Skilled) will be of qualifying in nature and selection will not be done on the basis of marks obtained in the trade test. Written test will be conducted using OMR type answer sheets.

(ii) The selection for the posts of MTS(Office), MTS(Security) & MTS(Sanitary) will be based on Written Test, followed by skill test in respective fields. Skill test will be of qualifying in nature and selection will not be done on the basis of marks obtained in skill test. Written test will be conducted using OMR type answer sheets.

Note: No interview will be conducted to any of the posts.

9. No TA/DA will be paid for appearing in the Written Test/Trade Test.

10. New Contributory Pension Policy will be applicable.

11. The posts are temporary but likely to continue.

12. The incumbent on recruitment will be on probation for 2 years.

13. Canvassing in any form will be a disqualification and candidature is liable to be summarily rejected.

14. The crucial date for determining the age and eligibility shall be the closing/last date for receipt of the applications ie. 21 days from the date of publication in Employment news.

15. In respect of names forwarded by the Employment Exchanges the crucial date for determining the age limit shall be the closing/last date for receipt of the application, as published in the advertisement under column "Central Employment Exchange" of Employment News.

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II. Reservation:

(a) OBC candidates applying for the post reserved for them are required to submit a copy of valid certificate regarding his/her having non creamy layer status issued by the competent authority as per the proforma at Annexure-I

(b) Physically Handicapped candidates should enclose copy of Medical Certificate issued by CMO/Civil Surgeon of Govt. Hospital certifying the disability.

(c) SC/ST/OBC candidates, who apply against UR vacancies are not eligible for age relaxation and other concessions meant for SC/ST/OBC.

(d) Candidates selected under Ex-serviceman quota will be adjusted against the respective category ie. SC/ST/OBC/UR.

(e) Ex-servicemen candidates should enclose the self attested copy of their discharge certificate.

III. This office will not be responsible for non-receipt/untimely receipt of applications/documents/call letters/Admit cards due to any postal delay. Mere submission of application will not confer any right on the applicant to be called for written test.

27-

Appendix 'A'

FORMAT OF APPLICATION
(To be filled in Block letters only)

Name of Post applied for : _____
(Mention whether Technician (Semi Skilled) or MTS (Office) or MTS (Security) or MTS (Sanitary).

Note : Write one post only

Affix recent
Passport size
photograph &
self attested

Advertisement No.& Date : _____

1. Name of the candidate (in block letter) :
2. Father's/Husband's name :
3. Whether belongs to SC/ST/OBC/PH/Ex-servicemen (Please mention the category) (Attach necessary certificate issued from competent authority/civil surgeon) :
4. (a) Date of Birth (in Christian Era) :
- (b) Age (As on closing date) :
- (c) Age relaxation claimed : Yes/No
- (d) If answer to 4(c) is yes, then reason for age relaxation :
5. Nationality :
6. Sex (Male/Female) :
7. Educational Qualification (Beginning from Matriculation or equivalent) :

Exam Passed	University/Board Examination	of	Year	Subject	Div & % of Marks

8. Professional/Technical qualification if any :

8-

9. Experience, if any details showing last pay drawn

Post held	Name of Unit	From	To	Last Pay drawn	Description of work

10 Present postal address for communication :

11 Permanent address :

12. Any other additional information:

13. Phone No. or Mobile No. :

Declaration

I do hereby declare that all the information furnished in this application is 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/interview or at later stage, my candidature will stand cancelled and claims for the recruitment will be forfeited.

Place :

Signature of the Applicant

Date :

- Encl: 1. Self attested copies of Educational Qualification/Technical Qualification/ Experience (if any)
2. Self attested copy of Date of Birth Certificate
3. Self attested copy of Caste certificate
4. Self Addressed envelope with Postage Stamp of Rs. 25/-
5. Ex-servicemen to enclose self attested copy of Discharge Book

— 9 —

CONTROLLERATE OF QUALITY ASSURANCE (HEAVY VEHICLES)
AVADI, CHENNAI-600054

ADMIT CARD

(On a separate sheet of paper in double space)

(Admit card would be submitted in **duplicate**)
(Serial 1, 2, 3 & 4 only to be filled by candidates)

Affix recent
Passport size
photograph &
self attested

1. Name (in block letters) :
2. Father's/Husband's name :
3. Full address for correspondence with PIN code :
4. Post applied for :

Signature of the candidate

(For office use)

5. Date of written test/trade test :
6. Time of written test :
7. Venue of written test :

Note: All documents/certificates in original regarding Date of Birth, Category, Qualifications, experience etc. should be produced at the time of the Test, failing which the candidature stands cancelled.

105

Annexure-I

Format 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 Backward Class under 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 Schedule to the Government of India, Department of Personnel and Training
O.M. No. 36012/22/93 - Estt. (SCT), dated 8-9-1993**.

Dated :

Seal :

District Magistrate
Deputy Commissioner etc.

* 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.

Note - The term " Ordinarily" used here will have the same meaning as in Section
20 of the Representation of the People Act, 1950.