

Continued from page 32

15. Experience, if any						
Sl. No.	Post held	Emoluments (Monthly)	From	To	Name & address of employer	Nature of Work
(a)						

16. Certificates Enclosed (Tick relevant)	(a) POI (b) Proof of DOB (c) Caste/ Category Certificate (d) Education qualifications (One/ Two/ Three) (e) Work Experience Certificate
17. Details of any other information	

**DECLARATION**

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 may be cancelled/ terminated without any notice.

Left thumb impression of male and

Right thumb impression of female candidate

(Signature of Applicant)

Place:

Date:

**ADMIT CARD**

(In duplicate)

(TO BE FILLED IN BLOCK LETTERS AND PRINT ALL PAGES BACK TO BACK)

Application No: \_\_\_\_\_

(For official use only)

Name of the post applied for (in Bold letters):

Ref. Advertisement No. \_\_\_\_\_ of Employment News dated \_\_\_\_\_

1. Name of the applicant (in full & in Block Letters)	:	
2. Father's/ Husband's Name	:	
3. Email ID	:	
4. Date & Time of Written Test/ Typing test (for official use only)	:	
5. Venue of Written Test/ Typing test (for official use only)	:	
6. Emergency Mobile Number	:	

Left thumb impression of male and

Right thumb impression of female candidate

(Signature of Candidate)

Note:

Admit card should be submitted in duplicate duly filled in Sl. No. 1, 2, 3 & 6 by the applicant.

**Annexure - III**

**UNDERTAKING TO BE GIVEN BY THE CANDIDATE WHO IS AN EX-SERVICEMEN**

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 Appointment 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-S 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 concession of reservation of vacancies admissible to Ex-S.

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 :

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. / Kumar \_\_\_\_\_ 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 the Government of India, Ministry of Social Justice and Empowerment's Resolution No. \_\_\_\_\_ dated \_\_\_\_\_ \* Shri/ Smt./ Kumar \_\_\_\_\_ 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 & 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.

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

Continued from page 31

(viii) Keeping a note of the movement of files, seen by the officer and other officers, as directed.

(ix) Carrying out the correction to the officer's reference books and making fair copies of Draft demi-official letters to be signed by the officer.

(x) Any other work assigned by superior authority.

**(b) CMD (OG):**

(i) Carry out driving duties as per Office requirement.

(ii) Be thoroughly aware about rules of the road, highway codes, road signs and other aspect of road safety and maintenance.

(iii) Any other work assigned by superior authority.

**(c) Carpenter:**

(i) Study drawings or samples to understand the type of structure or article to be made.

(ii) Calculate the quantity of timber required.

(iii) Select timber to suit requirements (Type, Quality etc.).

(iv) Mark timber/ wood pieces to required size, using measuring, marking and marking tools.

(v) Saw, Plane, Chisel, drill wooden pieces to required sized; make joints such as half-lap, tenon & mortise, dovetail etc.

(vi) Assemble parts, secure them by screwing, nailing, dowelling; check with measuring tools for correctness.

(vii) Finish surface of woodwork; smoother, polish, varnish, paint as required.

(viii) Erect or repair wooden structures, furniture, doors/ windows, frames, partitions if required.

(ix) Use portable power tools and hand tools safely and maintain them (sharpening blades, setting tools) etc.

(x) Observe safety precautions at workshop/ sites; first aid, fire safety, housekeeping.

(xi) Any other work assigned by superior authority.

**9. General 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 irregularly 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) Though essential qualification for the post of Stenographer Grade-II, CMD(OG) & Carpenter is 12th / 10th Standard, higher qualification, if any, possessed by the candidate is to be disclosed in the application form.

(d) No TA/ DA is admissible for the test. Candidates will have to make their own arrangements for boarding/ lodging during the test. Duration of the test can be one day or more.

(e) New Contributory Pension Scheme will be applicable.

(f) In case the number of applicants is too large and it is not practicable to hold written for such a large number, the department reserves right to shortlist applicants, on the basis of marks obtained in the prescribed essential qualification examination.

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

**Appendix A-II**

Recent  
passport size  
self-attested  
photo

**APPLICATION FORM**  
(TO BE FILLED IN BLOCK LETTERS AND PRINT  
ALL PAGES BACK TO BACK)

Name of the post applied for:

Ref : Advertisement No. \_\_\_\_\_ of Employment News  
dated \_\_\_\_\_

1.	Name of the applicant (in Block Letters)	:	
2.	(a) Father's/ Husband's Name	:	
	(b) Mother's Name	:	
3.	Permanent Address	:	
4.	Address for correspondence	:	
5.	Proof of Identity (Aadhar/PAN/Voter ID)	:	
6.	(a) Date of Birth	:	
	(b) Age on closing date	:	_____ Yrs Months _____ days
	(c) Age relaxation claimed, if any (if yes, specially mention name of quota)	:	Yes/ No
7.	Name of Employment Exchange where registered	:	
8.	Employment Exchange Registration No.	:	
9.	Nationality	:	
10.	Whether belongs to SC/ ST/ OBC/ EWS/Ex-Serviceman (if yes, mention the category)	:	Yes/ No Category
11.	Sex (Male/ Female)	:	
12.	Email ID	:	
13.	Mobile No.	:	

**14. Education Qualification**

Sl. No.	Education Qualification	University/ Board	Year of passing	Subject	Marks (%)
(a)	Class 10 Standard				
(b)					
(c)					
(d)					

Continued on page 33

Continued from page 30

- (d) Selected candidates will be informed of his selection after completion of selection process and no correspondence in this regard will be entertained.
- (e) **Date of Examination:** Exact date, time and venue of examination will be communicated in the Call letter.
- (f) **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.
- (g) 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.
- (h) The candidates applying for the examination should ensure that they fulfil all the eligibility conditions for admission to the examination. Their admission at all 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 fulfil any of the eligibility conditions, their candidature for the examination will be cancelled/services terminated, if already appointed.
- (i) 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.
- (j) **Drawal of Merit List/ Result:** Merit list will be drawn and result declared on the basis of marks obtained in the Written test only. Skill test, wherever applicable will be for qualifying purpose only.
- (k) **Resolution of Tie Cases:** In case where more than one candidate secures equal marks, tie will be resolved by applying the following methods one after another-  
(i) Date of Birth, with older candidates placed higher  
(ii) With higher marks in Numerical Aptitude then Reasoning & then General Awareness.
- (l) Candidates seeking reservation benefits available for SC/ST/OBC/PWBD/ESM must ensure that they are entitled to such reservations as per eligibility prescribed in the notice. They should also be in possession of the certificates issued from Competent Authority as per list mentioned in para (m) below as applicable vide provisions of Govt. of India, DoP&T guidelines issued and amended from time to time.
- (m) The authorities competent to issue caste certificates are indicated below -  
(i) District Magistrate/ Additional Magistrate/ Collector/ Deputy Commissioner/ Addl. Dy. Commissioner/ Dy. Collector/ First Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (not below the rank of First Class Stipendiary Magistrate).  
(ii) Chief Presidency Magistrate/ Add. Chief Presidency Magistrate/ Presidency Magistrate.  
(iii) Revenue Officer not below the rank of Tehsildar, and  
(iv) Sub-Divisional Officer of the area where the candidate and/ or his family resides.

**7. How to apply:** The envelope must be clearly superscribed on the top as 'APPLICATION FOR POST OF \_\_\_\_\_ and CATEGORY \_\_\_\_\_' (i.e. SC/ ST/OBC/UR/ESM/PWBD) and sent by Speed Post only to "Chief Quality Assurance Establishment (Eastern Fleet Stores), Near NSTL, Opposite Ralhu Bazar, Marripalem Post, Visakhapatnam - 530018" so as to reach on or before closing date along with the following documents:-

- (a) Duty completed application in the prescribed format as per Appendix 'A-II' typed in English (in A4 size paper) along with admit card as per Appendix 'A-III' in duplicate.
- (b) One self-addressed envelope (size approximately 25 cm x 10 cm) should be enclosed with the application form for sending call letter.
- (c) Three recent passport size photographs one duly affixed in appropriate box of the application form and other two self-signed, affixed in appropriate box one each the admit card.
- (d) Candidates working in Government Service/ Public Sector Undertaking must send their application through proper channel along with the certificate from their Head of Office/ Establishment that no vigilance or disciplinary case is pending or contemplated against him and that they have no objection in releasing him in case of selection. Application not accompanied with 'No Objection Certificate' will be summarily rejected without any communication. 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 Govt. from time to time issued by the 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 of Ex-Serviceman duty indicating the proof of Ex-Serviceman issued by the competent authority, where applicable (Annexure-III). Self-attested copy of certificate showing the Disability for Physically Handicapped Personnel.
- (g) Self-attested copies of Educational Qualification/ Professional qualification, Proof of Date of Birth (Birth Certificate/ School leaving/ Matriculation/ 10th standard equivalent certificate indication Date of Birth), Physically Handicapped Certificate, Caste Certificate, Experience Certificate having date of issue and period of Experience of candidate be attached with the application form.

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

- (a) **Stenographer Grade - II.**
- (i) Mailing correspondence, filing papers, making appointments, arranging meetings and collecting information.
- (ii) Taking dictation in short hand and its transcription and assisting in drafting and issue of all correspondences as may be directed by the officer.
- (iii) Destroying by shredding/burning the stenographic record of the confidential and secret letters, assisting the officer in such a manner as she/he may direct.
- (iv) Fixing up of appointments.
- (v) Screening telephone calls and the visitors in a tactful manner.
- (vi) Keeping an accurate list of engagements, meetings etc. and reminding the officer sufficiently in advance.
- (vii) Maintaining, in proper order, the papers required to be retained by the Officer.

Continued on page 32

Ex-Servicemen (SC & ST)	08 years (03 years + 05 years) after deduction of military service rendered from the actual age as on the Closing date for receipt of application.
Departmental candidates with minimum 03 years continuous service	Upper age limit Relaxable: - Upto 40 years of age of UR Upto 45 years of age of SC/ ST Upto 43 years of age of OBC

(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(s), whenever such certificate(s) are sought by this office at the time of Document Verification. Otherwise, their claim for SC/ST/OBC/PH (PWBD)/ 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.**

\*Note: The Non-Creamy Layer Certificate would be applicable to OBC candidates who are covered under Income/Wealth test criterion. The income limit is decided on the basis of income earned during three previous financial years preceding the year of appointment.

(b) Provided that SC, ST, OBC and PH (PWBD) candidates, who are selected on their own merit without any relaxed standards in age etc., along with candidates belonging to other communities, will not be adjusted against the reserved share of vacancies and the reserved category candidates who are selected through relaxed standards (age etc.) will not be adjusted against unreserved vacancies.

(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 military service rendered from the age of Ex-Servicemen is permissible against the reserved or undeserved 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. **28 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

ment Exchange shall be the last date upto which the

**5. Application Closing Date:** The closing date for receipt of applications from candidates i.e. **28 days** from the date of publication of advertisement in Employment News and the last date of receipt of applications from the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Lahual and Spiti District and Pangi sub-division of Chamba District of Himachal Pradesh, Ladakh, Andaman & Nicobar Islands and Lakshadweep will be **35 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 Department to call all the candidates for the written test/skill test, Department at their discretion, may restrict the number of candidates to a reasonable limit (20 or more per vacancy), based on the marks obtained in the qualifying examination.

(b) The eligible candidates will require to appear in the written test and trade test, if applicable. No Negative marking will be done for wrong answers of question attempted in written examination.

(c) **Scheme of Written Examination:** The question papers of written test (objective type - Multiple choice question) will be of 12th Standard CBSE syllabus and bilingual except for General English covering aspects as below: -

##### (i) For Stenographer Grade-II

##### 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

**Note:** - Skill test at prescribed norms Skill Test norms (Dictation- 10 mts @ 80 wpm Transcription 50 mts (Eng) 65 mts (Hindi (on computer)). Only those candidates qualifying in written test will be called for skill test.

##### (ii) For CMD(OG)

##### 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

**Note:** - Professional skills in driving, knowledge of motor mechanics, general smartness for Heavy/ Light vehicles will be tested.

##### (iii) For Carpenter

##### 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

**Note:** - Trade Test will be conducted in the field of work.

## Department of Defence Production (DGQA)

CQAE (EFS), Near NSTL, Opp Raithu Bazar, Mairipalem Post, Visakhapatnam-530018

1. Applications are invited for the **Group C, Non-Gazetted, Non-Ministerial and Ministerial Posts** mentioned below from the eligible candidates in the prescribed proforma by Speed Post. Applications sent by ordinary mail or any other form of mail will not be accepted.

Ser	Name of the Post	Scale of Pay	Distribution of Vacancies						Eligibility
			UR	SC	ST	OBC	EWS	TOTAL	
(a)	Stenographer Grade - II	Level-4 Rs. 25,500- 81100	03	01	--	01	--	05	(i) 10+2 or equivalent pass from any recognized Board or University. (ii) <b>Skill Test norms Dictation</b> - 10 mts @ 80 wpm Transcription 50 mts (Eng) 65 mts (Hindi) (on computer)
(b)	CMD (OG)#	Level - 2 Rs. 19,900- 63200	01	--	--	--	01	02	(i) Matriculation or equivalent from any recognized Board or University. (ii) Professional skill in driving, knowledge of motor mechanics, general smartness and holding of a valid permanent license for driving cars and heavy vehicles, with at least 04 years experience in driving. # 01 Post of CMD(OG) is Horizontally reserved for ESM
(c)	Carpenter	Level - 2 Rs. 19,900- 63200	--	--	--	01	--	01	(i) Matriculation or equivalent from any recognized Board or University. (ii) Industrial Training Institute Certificate in the specified trade or equivalent. (iii) Two years experience in field of work. <b>Note:</b> Eligible departmental candidates are to qualify in a departmental trade test.

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

### NOTE: -

(i) **Abbreviations Used:** Gen-General, UR-Unreserved, SC - Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Class, EWS-Economically Weaker Section, ESM - Ex - Servicemen, PwBDs - Persons with Benchmark Disabilities, (D-Deaf, HH-Hearing Handicapped).

(ii) **Place of Work:** Selected candidates will be liable to serve anywhere in India. However, initial place of posting is likely to be at Bangalore, Pune, Jalandhar, Vizag, Kolkata, Secunderabad & Mumbai.

(iii) **Reservation:** Reservation for SC/ST/OBC/ESM/PwBDs categories is as per extant Government Orders.

### 2. Qualification & Age:

Name of the Post	Age	Eligibility Conditions/ Qualification	Pay Scale
Steno-grapher Grade-II	Aged between 18-27 years	(i) 10+2 or equivalent pass from any recognized Board or University. (ii) <b>Skill Test norms Dictation</b> -10 mts @ 80 wpm Transcription 50 mts (Eng) 65 mts (Hindi) (on computer)	Level-4 Rs. 25,500- 81100
CMD (OG)	Aged between 18 - 27 years	(i) Matriculation or equivalent from any recognized Board or University. (ii) Professional skill in driving, knowledge of motor mechanics, general smartness and holding of a valid permanent license for driving cars and heavy vehicles, with at least 04 years experience in driving.	Level - 2 Rs. 19,900- 63200

ascripvoid(0);

Carpenter	Aged between 18 - 37 years	(i) Matriculation or equivalent from any recognized Board or University. (ii) Industrial Training Institute Certificate in the specified trade or equivalent. (iii) Two years experience in field of work. <b>Note:</b> Eligible departmental candidates are to qualify in a departmental trade test.	Level-2 Rs. 19,900- 63200
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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 (available only in case of reserved vacancies)
OBC	03 years (available only in case of reserved vacancies)
PH	10 years
PH + OBC	13 years
PH + SC/ ST	15 years
Ex-Servicemen (Unreserved/ General)	03 years after deduction of 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 military service rendered from the actual age as on the Closing date for receipt of application.

Continued from page 33

Annexure-4

**FORM OF CERTIFICATE TO BE SUBMITTED BY CENTRAL GOVERNMENT EMPLOYEES HOLDING CIVIL POSTS SEEKING AGE RELAXATION**

**(To be filled by Head of the Office or Department in which the candidate is working)**

It is certified that Shri/ Smt./ Kum. \_\_\_\_\_ is a Central Government employee holding a civil post in the pay scale of Rs. \_\_\_\_\_ with 03 years continuous and regular service in the grade as on the closing date of receipt of application stipulated in the notice.

In case of his/ her selection for the post of \_\_\_\_\_, he/ she will be relieved of his/ her duties in this office to join the new assignment.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Office seal \_\_\_\_\_

Place:

Date:

CBC 10203/100020520

EN 52/116

**IMPORTANT NOTICE**

The relaxation does not include the results of the vertical competitive examinations conducted by the UPSC, SSC, Railway Recruitment Board etc. Candidates are requested to make a photocopy of this certificate for their own use. Employees have to sign this certificate for any further proceeding.