

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

(a)	Designation of the post(s) to be filled.	::	1. Senior Store Keeper (Gp-'C') 2. Lower Division Clerk (Gp-'C') 3. Technician (Semi Skilled) (Gp-'C')
(b)	Number of post(s) & Category	::	1. SSK: 01 (One) – post is Reserved for SC 2. LDC: 02(Two) – 01 (One) post is Unreserved & 01 (One) post is Reserved for PH(OH) [OA,OL,OAL,BL] (★) 3. Technician (SS): 10 (Ten) – 07 Unreserved, 02 Reserved for SC, 01 Reserved for OBC. No. of posts at any time may increase / decrease at the discretion of the authority.
<p>(★) PH – Physically Handicapped, OH – Orthopaedically Handicapped, OA – One Arm Affected (Right or Left), OL- One Leg Affected (Right or Left), OAL – One Arm and One Leg Affected, BL – Both Leg Affected but Not Arms. [Only such persons would be eligible for reservation in service who suffers from not less than forty percent (40%) of relevant disability. The competent authority to issue Disability Certificate shall be a Medical Board duly constituted by the Central or a State Government. The Central/ State Government may constitute Medical Board(s) consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing the disability. The Medical Board shall, after due examination, give a permanent disability certificate in cases of such permanent disabilities where there are no chances of variation in the degree of disability. The Medical Board shall indicate the period of validity where there are chances of variation:]</p>			
(c)	Scale of Pay & allowances	::	1. SSK:[PB-1 Rs. 5200 – 20200, Grade pay-Rs.2400/- (Revised)] plus allowances as admissible from time to time 2. LDC: [PB-1 Rs. 5200 – 20200, Grade pay-Rs.1900/- (Revised)] plus allowances as admissible from time to time 3. Technician(SS): [PB-1 Rs. 5200 – 20200, Grade pay-Rs.1800/- (Revised)] plus allowances as admissible from time to time
(d)	Qualification	::	1. SSK: Essential - (i) 10+2 pass or equivalent from a recognized Board, (ii) certificate for completion of a course in Material Management from a recognized institution. and (iii) two years experience in Store Keeping or Accountancy. 2. LDC: Essential - (i)10+2 pass or equivalent from a recognized Board, (ii) Minimum typing speed of 30 words per minute in English or 25 words per minute in Hindi on manual typewriter; and Typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer. Desirable - Basic knowledge in Computers. 3. Technician (SS): Essential – Industrial Training Institute Pass Certificate in the specified Trade or its equivalent Defence Services Tradesman Course approved as such by the Central Government or State Governments. Trades: (i) Tools and Die Maker or Tools and Die(Jigs and Fixture) (ii) Fitter (iii) Electrician (iv) Turner (v) Motor Vehicle Mechanic (vi) Welder (vii) Machinist (viii) Machinist Grinder (ix) Information Technology and Electronic System Maintenance (x) General Mechanic –cum-Machine Operator (xi) Computer Hardware and Networking

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(e)	Age Limit	::	1.SSK: Between 18 to 27 years 2. LDC: Between 18 to 27 years 3. Technician(SS): Not exceeding 27 years Applicable for all above: as on normal closing date for receipt of application. [The upper age limit will be further relaxed up to 5 yrs for SC & 3 yrs for OBC candidates against the reserved vacancies for the respective category.] [Upper age limit is relaxable for departmental candidates upto the age of 40 Yrs(Gen) & 45yrs(SC&ST)]. 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.
(f)	Place of work	::	Controllerate of Quality Assurance (Metals), Ichapur-743144 (W.B.) However all the post are under All India Service Liability (AISL).
(g)	Closing date of receipt of application	::	30 days 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 Pangri Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep.)

Instructions:

1. The applications in proforma given below on A4 size plain paper duly typed in Hindi / English and supported with attested copies of the relevant marks sheets and certificates etc. should reach: **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, Interview, Medical Fitness and other formalities as per Govt. Orders.
3. **Photographs pasted on the application and copies of Certificates enclosed should be attested by any of the following authorities:**
 - i) A serving Central / State Govt. Gazetted Officer. ii) Local MP or MLA. iii) Sub-Divisional Magistrate/ Officers. iv) Tehsildars or Naib /Deputy Tehsildars. v) Principal / Head-Master of a recognized School / College/ Institution vi) Block Development Officer. vii) Post Masters viii) Panchayat Inspectors.
4. Candidates with higher qualification may apply.
5. Women candidates are also eligible to apply for the said post.
6. 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.
7. Canvassing in any form will be a disqualification and candidature of such candidates is liable to be summarily rejected.

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- 8. **Candidates should superscribe the name of the post & Category to which they belong (UR or OBC or SC or ST) on the TOP of the envelope.**
- 9. 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 test/ interview. In case response is more, selection may be restricted to those with higher percentage of marks.
- 10. **Incomplete or unsigned applications and applications received without photographs or proper enclosures or received after due date will be summarily rejected.**
- 11. **The crucial date for determining the age and eligibility shall be the normal closing / last date for receipt of applications.**

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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PROFORMA FOR APPLICATION
(TO BE FILLED IN BLOCK LETTERS ONLY)

Name of Post applied for _____

Category of applicant [**UR** or **OBC** or **SC** or **PH(OH)**] : _____

Advt./ Employment News No. and date _____

Paste recent
Passport size
Photograph
duly attested

1. Name in full : _____

2. Father's / Husband's Name : _____

3. Date of birth (Attested copy of : _____
Age proof to be enclosed)

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

5. Nationality : _____

6. **Academic Qualification** : _____
(Attested copies of certificate to be enclosed)

Educational Qualification	University/ Board	Year	Subject	Marks (%) & Division obtained

7. **Experience** : _____
(Attested copies of certificate to be enclosed)

Name of Post held	Period From - To	Last Pay drawn	Description of Work/ duty	Unit

8. Professional Qualification, if any : _____

9. Whether belonging to UR / SC / ST / OBC/ PH(OH): _____
In case of being SC/OBC & PH(OH) state details of category: _____

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

10. (a) Present postal address for correspondence with Pin Code: _____

(b) e-mail ID : _____

11. Details of attested copies of Mark Sheets/ Certificates attached : _____

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 :

J. D. M. M. M.

SIGNATURE OF THE CANDIDATE

day 10/203/11/0030/1410