

**DRAFT ADEVERTISEMENT**

**GOVERNMENT OF INDIA  
MINISTRY OF DEFENCE  
DEPARTMENT OF DEFENCE PRODUCTION (DGQA)  
SENIOR QUALITY ASSURANCE ESTABLISHMENT (ENGG.EQPT)  
DGQA COMPLEX, PALVANTHANGAL P.O, CHENNAI – 600 114**

Applications are invited from Indian nationals for recruitment of the following vacancy of General Central Services Group 'C' Ministerial STENOGRAPHER post at Senior Quality Assurance Establishment (Engineering Equipment) , Ministry of Defence (DGQA) , DGQA Complex, Pazhavanthangal P.O, CHENNAI – 600 114 (Tamilnadu) . Completed applications along with requisite details should reach the address within 21 days from the date of publication of this advertisement.

S.No	Name of the Post	Classification of post	Scale of Pay	Post Reserved for	No. of Post
01	STENOGRAPHER	Group 'C' (Non-Gazetted) Ministerial	Pay Band-1 Rs.5200- 20200+ Grade Pay Rs.2400 (Pre revised) Level 4 Rs.25,500/- (As per 7 <sup>th</sup> CPC)	UN RESERVED  (UR)	01

**NOTE** : The incumbent on recruitment will be on probation for 2 years.

- PLACE OF WORK** : Senior Quality Assurance Establishment ( Engg.Eqpt)  
DGQA Complex, Pazhavanthangal P.O, CHENNAI, TN – 600 114  
(However, selected candidates will be liable to serve anywhere in India)
- ELIGIBILITY CONDITIONS**
  - QUALIFICATION**:  
Essential - (i) 12<sup>th</sup> class pass or equivalent from a recognized Board or University.  
(ii) Skill Test Norms. Dictation:- 10 mts @ 80 words per minute (short hand).  
Transcription: 50 mts (English) 65 mts (Hindi) on Computer.
  - AGE** : 18-27 Years (Relaxable for Central Government Employees up to 40 years in accordance with the instructions/orders issued by Government from time to time). Crucial Date for determining age limit shall be the closing date for receipt of applications.
- PAY SCALE** : Pay Band I –Rs.5200-20200 + Grade Pay Rs.2400 (Pre revised) .  
Level 4 Rs.25,500/- (As per 7<sup>th</sup> CPC)

**Note 1** The Crucial Date for determining 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, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir, Lahaul & Spiti districts and Pangi sub division of Chamba district of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep)

**Note 2** The Crucial Date for determining age limit in the case of candidates from Employment Exchange shall be the last date up to which the Employment Exchange is asked to submit the names.

**Note 3** Upper age relaxation for Ex-Servicemen is as per existing Rules. Attested copy of discharge certificate to be enclosed with the application.

### **GENERAL INSTRUCTIONS**

1. Applications in the prescribed format as per Appendix 'A' & 'B' typed in English ( in A 4 size Paper) should reach the **Senior Quality Assurance Officer , Senior Quality Assurance Establishment (Engg.Eqpt) , DGQA Complex, Pazhavanthangal P.O , CHENNAI,TAMIL NADU-600 114** with in 21 days from the date of publication of advertisement in Employment News/Rozgar Samachar. 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 Pangi sub division of Chamba district of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep or abroad, the last date of receipt of application for the post is 28 days from the date of publication of the advertisement.
2. The Name of the post applied for should be mentioned on the top left corner of the envelope. Applications received after closing hrs on the last date of receipt will **NOT** be considered.
3. Applications incomplete in any respect and received after the closing date shall be summarily rejected and no further correspondence will be entertained in this regard.
4. Canvassing in any form shall lead to disqualification of the candidate.
5. Attested copies of Certificates (not original) of Educational Qualification , Proof of Date of Birth, Mark sheets and one self addressed envelope ( of size 30 x 12 cm ) with required postal stamp affixed thereon and full address written/typed in English are to be enclosed along with the application. However, original certificates should be brought while attending the test for verification.
6. Candidates employed in Central Govt, State Govt and Public Sector Undertaking should apply through proper channel only. Otherwise their applications are liable to be rejected.
7. Candidates appearing for test will come on their own arrangement. No TA/DA will be provided.

8. The Selection/Appointment of the candidate will be based on written test, qualifying in skilled test, medical fitness and character verification. Method and date of Written Test may be changed due to Administrative reasons. As per latest guidelines, **INTERVIEW WILL NOT BE HELD.**
9. New Contributory Pension Scheme is applicable.
10. This office will not be responsible for non-receipt/untimely receipt of applications/documents/admit cards due to any postal delay.
11. The written test will be based on General Intelligence & Reasoning, Numerical aptitude, General English and General Awareness commensurate to the level of Plus Two (12<sup>th</sup> Class).

**APPLICATION**

(To be filled in Block letters only)

Name of the post applied for:

Reference advertisement No:  
in the Employment News/Rozgar Samachar dated

Affix Recent Passport size Photograph duly attested
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1	Name of Applicant		:			
2	Father's/Husband's Name		:			
3	Address for Correspondence		:			
4	Permanent Address		:			
5	a) Date of Birth		:			
	b) Age as on closing date		:			
	c) Age relaxation claimed, if any		:			
6	Nationality		:			
7	Sex (Male/Female)		:			
8	Whether Ex-Serviceman		:	Yes/No		
9	Whether Physically Handicapped		:	Yes/No		
10	Educational Qualifications		:			
S. No	Educational Qualifications	University/Board	Mark	Subject	Marks(%)/ Division	
11	Experience , if any		:			
S. No	Post held	Emoluments	From	To	Name & Address of employer	Nature of Work
12	Details of Certificates enclosed		:			
13	Any other details		:			

## 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 later or incorrect, my candidature/ appointment may be cancelled/terminated without any notice.

Place :

Date : (Signature of Applicant)

## ADMIT CARD

**SQAE (ENGG.EQPT), MINISTRY OF DEFENCE , DGQA COMPLEX,**  
**CHENNAI- 600 114**

**Name of the post :- STENOGRAPHER**

Admit Card should be submitted in double spacing on a separate sheet in duplicate

( SI No.1,2 &3 only to be filled by candidates )

Roll No.----- (to be filled by office)

<b>Affix Recent Passport size Photograph duly attested</b>
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1. Name (in block letters) :
2. Address for communication :  
with PIN Code
3. Post applied : (Signature of the Candidate)

To be filled by Office

4. Date of Test :
5. Time of Test :
6. Venue of Test :

### Note

1. All original certificates and mark sheets in support of entries made in application form will have to be produced at the time of reporting for the test/interview, failing which the candidature is likely to be cancelled.
2. Candidates should be in possession of original Photo identity proof (PAN Card, Voters Identity Card, Driving License, Passport etc.)

**DAVP/10203/11/0044/1718**

