

**DRAFT ADVERTISEMENT**

**Government of India  
Ministry of Defence  
Department of Defence Production  
Directorate General of Quality Assurance  
Senior Quality Assurance Establishment (Military Explosives)  
JAWAHARNAGAR , BHANDARA ( MAHARASHTRA)-441906**

Applications are invited for filling up of the following posts from citizens of India, who are fulfilling requisite qualification / specification as mentioned below on a plain paper duly typed or neatly hand written in the prescribed format ( as per appendix "A" ) only.

Sl. No.	Name of Post	Classification of post	Scale of Pay	Total Vacancies to be filled up	Reservation Status					
					UR	SC	ST	OBC	PH	Ex-Servicemen
1.	<b>Lower Division Clerk</b>	General Central Service, Group 'C' Non-Gazetted Ministerial	Pay Band-1 Rs. 5200-20200 Plus Grade pay of Rs. 1900	01	01	-	-	-	-	-
2.	<b>Technician (Semi-Skilled)</b>	General Central Service, Group 'C' , Non-Gazetted, Non-Ministerial	Pay Band-1 Rs. 5200-20200 Plus Grade Pay of Rs. 1800	01	01	-	-	-	-	-

**Place of Work :** Sr. Quality Assurance Establishment  
(Military Explosives) Jawaharnagar, BHANDARA-441906

**Note :-** Application should be addressed to the senior Quality Assurance Officer, Senior Quality Assurance Estt.(Military Explosives), Jawaharnagar, Bhandara (MS) - 441 906.

**Sl No. 1 Lower Division Clerk**

**Educational Qualification**

- (i) 12<sup>th</sup> Class or equivalent qualification from a recognized Board or University  
(ii) Skill Test Norms 'only on computers'.  
A typing speed of thirty-five words per minute in English or thirty words per minute in Hindi on computer .  
( Thirty five words per minute and thirty words per minute correspond to ten thousand and five hundred key Depressions per Hours or nine thousand key Depressions per Hours on an average of five key depressions for each word.)

**Age Limit :-**

Between 18 and 27 years of age (Relaxable for Government servants up to forty years in accordance with the instructions or orders issued by the Central Government).

Note :- All eligible candidates are to qualify in a departmental Skill Test conducted by the Departmental selection Board for the Job of the post for which the candidates are being considered for appointment.

**Sl No. 2 Technician (Semi Skilled)**

**Educational Qualification**

Industrial Training Institute Pass Certificate in the specified trade or its equivalent Defence Service Tradesman course approved as such by the Central Government or State Government in any of the following trades:-

- 1) Instrument Mechanic 2) Electrician 3) Motor Vehicle Mechanic 4) Carpenter  
5) Machinist 6) Painter 7) Information Technology and Electronic System Maintenance

Note:- All eligible candidates are to qualify in a departmental Trade Skill Test conducted by the Departmental selection Board for the Job of the post for which the candidates are being considered for appointment.

**Age Limit:-**

Not exceeding twenty seven years (Relaxable for departmental candidates upto the age of forty years in case of general candidates and forty five years in case of candidates belonging to the Scheduled Castes and the Scheduled Tribe in accordance with the instructions or orders issued by the Central Government from time to time in this regard.

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**General Instructions :-**

1. Place of Work : Senior Quality Assurance Establishment (Military Explosives)  
Jawaharnagar, Bhandara -441906 (Maharashtra)  
(However selected candidates will be liable to serve anywhere in India)
2. The Crucial Date for determining age limit shall be the closing date for receipt of applications.
3. Eligible candidates can apply in the format given below as Appendix 'A' neatly typed in English/Hindi (In A4 Size Paper only) duly supported by the under mentioned documents within 21 days from the date of publication of advertisement in Employment News/Rozgar Samachar (i.e. for example if the advertisement is published in employment News for the week from 29-08-2014 to 05-09-2014, the last date for receipt of applications shall be 26-09-2014 Closing hours of this office). The under mentioned documents shall be attached with the application.
  - i) Attested copies of Proof of Date of Birth, Caste Certificate, Educational Qualification/Technical Qualification certificates, Mark sheets.
  - ii) Two recent passport size photographs, one duly affixed on the application form and duly attested by a Gazetted Officer in the application form (In the box provided.) & the other to be affixed on Admit card duly attested by a Gazetted Officer.
  - iii) One self-addressed envelope (of size 30cmx12 cm) affixed with postal stamp of Rs. 5/- Address should be written/typed in English/Hindi with PIN CODE.
4. The Name of the post applied for, should be mentioned on the top of the envelope.
5. The venue of the interview/written test shall be "**Senior Quality Assurance Establishment (Military Explosives), Jawaharnagar, Bhandara-441906**". The Date, Time & Venue ( in case of change) shall be intimated later.
6. Reserved Category candidate applying for unreserved category will not be eligible for relaxation and concession as admissible to them.
7. The selection of the candidate will be based on written test, interview and medical fitness.
8. 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.
9. Canvassing in any form will be disqualification and candidature of such candidates is liable to be summarily rejected.
10. In case the number of applicants are too large and not be practicable for the establishment to hold written test for such a large number, screening of applications will be carried out based on higher qualification / percentage of marks obtained in essential qualification.
11. Application to be submitted in prescribed format only as given hereunder. Applications received in any other format / plain paper in torn or mutilated condition shall be discarded.
12. Candidate willing to apply for both the post, should submit separate application for each post.

**FORMAT OF APPLICATION FORM**

Name of the post applied for : -----  
 ( Ref : Advertisement No. ----- the employment News/ Rozgar Samachar  
 dated ----- )

Affix self-  
 passport size  
 photograph duly  
 attested by a  
 Gazetted Officer

1. Name of the applicant (Mr./Mrs/Miss)-----  
 ( In Block Letters)
2. Father's /Husband's Name :-----
3. Nationality :-----
4. a) Date of Birth  
 b) Age ( As on Closing Date ) :-----  
 c) Age relaxation Claimed :- Yes/ No
5. Whether belongs to SC/ST/OBC/PH/Ex-servicemen -----  
 ( Please mention the category)
6. Sex ( Male/ female ) :-----
7. Address for correspondence :- -----  
 -----  
 -----
8. Permanent address :-  
 (i) Address (in Full) :-----  
 -----  
 -----  
 ii) Tel No. / Mobile No. :-----  
 iii) E-mail ID:-----
9. Education Qualification  
 ( Attested copies of certificate to be enclosed)

Sl No	Education Qualification	University / Board	Year	Subjects	Marks % & Division

10. Experience if any (Attested copies of experience to be enclosed ):-
11. Employment Registration No If any:-
12. Details of Certificate enclosed ( Please mention the name of certificate)
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 false or incorrect, my candidature / appointment may be cancelled / terminated without any notice.

Date :  
 Place :

( Signature of the Candidate )

**SENIOR QUALITY ASSURANCE ESTABLISHMENT ( MILITARY EXPLOSIVES ),  
JAWAHARNAGAR, BHANDARA - 441906**

**ADMIT CARD**

**NAME OF THE POST :** .....

**[LOWER DIVISION CLERK (CATEGORY-UR) / TECHNICIAN (SEMI SKILLED){CATEGORY- UR}]**

<b>For Office Use Only</b>	
Roll No. :	.....
Date & Time of Written Test :	..... .....
Examination Centre :	..... .....
<b>To be filled in by the Candidate</b>	
Name (In Block Letters) :	.....
Full Address of Communication with Pin Code :	..... ..... .....
Signature of the Candidate :	.....

Affix self-  
passport size  
photograph duly  
attested by a  
Gazetted Officer

**Note :-** All documents / testimonials regarding date of birth, Caste certificate, Qualification , Experience etc. will have to be produced in original at the time of the written Test / Interview, failing which the candidature is likely to be cancelled.

**Instruction :-**

1. This admit Card is issued provisionally subject to Eligibility.
2. The candidate should occupy his/ her seat in the exam hall 15 minutes before the commencement of examination.
3. No candidate will be allowed to appear in Examination without Admit card. Examinee is bound to produce this Admit Card as and when demanded.
4. No candidate will be allowed to enter the exam hall after the start of the exam.
5. No examinee will be allowed to go out of the exam hall till examination gets over.
6. No examinee shall bring any kind of books, written papers, calculators or any objectionable materials / devices in the examination hall.
7. Each candidate will be given Question-Answer books in the hall. All the relevant details shall be filled in by the candidate in capital letters.
8. Every candidate shall maintain discipline in the exam hall during examination.
9. The candidate found using unfair means in the hall or violating the above rules shall be disqualified.
10. Candidate shall come prepared with Black point Ball pen.
11. Short listed candidates based on the merit in written test shall only be called for the interview.
12. No TA will be paid for attending written test / interview.
13. There will be multiple choice type questions and duration of the written test shall be of two hours duration.
14. As regards the syllabus for written test, candidate to come prepared in accordance with the educational qualification published in this advertisement.

*Handwritten:* Group 10203/11/0045/1415