

**GOVT. OF INDIA, MINISTRY OF DEFENCE, DEPARTMENT OF DEFENCE  
PRODUCTION / DGQA, CONTROLLERATE OF QUALITY ASSURANCE  
(FIRE FIGHTING EQUIPMENT), AUNDH CAMP, PUNE-411 027**

Applications are invited from Indian nationals for filling up the following posts in Group 'C' Non Gazetted, Ministerial Post from candidates fulfilling the following qualitative requirements:-

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- Name of the post : **Lower Division Clerk**
- (a) No. of post : 01 (One)
- (b) Post reserved for : OBC Category
- (c) Pay Matrix : Pay Level-2 Rs. 19900/-plus allowance as admissible from time to time.
- (d) Educational Qualification : (i) 12<sup>th</sup> Class or equivalent qualification from any recognized Board or University.  
(ii) Typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer.  
(iii) **Desirable:** Basic knowledge of Computers.
- (e) Place of Work : CQA(FE), Aundh Camp, Pune-411 027 (with All India Service Liability)
- (f) Age limit : 18 to 30 years for OBC candidates as on closing date for receipt of application.  
Age Relaxable:-  
(i) For Departmental OBC candidates with 03 years regular service up to 43 years of age.  
(ii) For Persons with disabilities in OBC category upto 40 years of age.  
(iii) For Ex-Servicemen in OBC category by period of military service plus 03 years.
- (g) Probation : Two years
- (h) Written Test : The written test will be of objective type, general in nature based on 12<sup>th</sup> standard. No Interview will be conducted for the selection.
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**GENERAL CONDITIONS**

1. Application on the proforma given below on plain paper, duly typed or neatly hand written, supported with attested copies of the proof of identity, relevant marks sheets/certificates etc. should reach the CQA(FE), Aundh Camp, Pune-411 027 **within 30 days** from the date of publication.
2. Candidates should submit oneself addressed white envelope (size 30 cm x 12 cm) affixed with postal stamp of ₹. 40/- along with the application for sending call letters.
3. The management reserves the right of screening & short listing the applications if number of applications is too large.
4. The selection of candidates will be based on Written Examination & Skill Test as applicable.
5. Photographs pasted on the application will be duly signed by a serving Gazetted Officer.
6. No TA will be paid for attending the test.
7. Serving candidates should apply through proper channel with a certificate from the HOE that no disciplinary/vigilance case is pending against them.
8. Canvassing in any form will invite disqualification and candidature of such candidates is liable to be summarily rejected.
9. Candidates should super scribe the name of the post on the TOP of the envelope.
10. Incomplete or unsigned application and applications received without photographs or proper enclosures or received after due date will be summarily rejected.

**APPLICATION FOR THE POST OF LOWER DIVISION CLERK**

Ref. advertisement No.: \_\_\_\_\_  
& Date \_\_\_\_\_

(To be filled in Block letter only)

Affix self Passport  
Size Photograph  
duly attested by a  
Gazetted Officer

<b>Post applied for</b>		:				
1.	Name of the Applicant	:				
2.	Father's/Husband Name	:				
3.	Date of Birth & Age	:				
	Age as on Closing Date	:		Years	Months	Days
	Whether Age relaxation claimed	:		Yes / No		
4.	Sex (Male/ Female)	:				
5.	Nationality	:				
6.	Category (Gen/SC/ST/OBC/PH/ Ex-SM)	:				
7.	Address for Correspondence	:				
8.	Permanent Address	:				
9.	Contact No. & e-mail ID	:				
10.	Educational qualification		:			
	Educational Qualifications	University / Board	Year	Subject	Marks (%) Division	
11.	Experience if any		:			
	Post Held	From	To	Name of the Employer	Nature of Work	
12.	Any other details		:			
13.	Details of Certificates enclosed		:			

**DECLARATION**

I do hereby declare that, 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 false or incorrect or in-eligible detected before OR after test, my candidature will stand cancelled and all my claims for the recruitment will stand forfeited.

Place:

Date:

Signature of the Applicant.

**ADMIT CARD**

(On a separate sheet of paper in double space)

(Admit Card should be submitted in duplicate duly filled in Sl. No. 1, 2 & 3 only & signed by the Candidate)

1. Name :  
(in block letters)
2. Present address :  
For correspondence  
(with pin code.)
3. Post Applied for :
4. Roll No. :
5. Date of Test / Interview :
6. Time of Test / Interview :
7. Venue of Test / Interview :

Place one self  
signed passport  
size photograph  
(signature must  
be across the  
photograph)

\_\_\_\_\_  
(Signature of Candidate)

Note: All documents / testimonials in original regarding Date of Birth, Category, Qualification, Experience etc., will have to be produced at the time of test / interview, failing which the candidature will be forfeited

DAVP/10203/11/0021/1718