

GOVERNMENT OF INDIA, MINISTRY OF DEFENCE
DEPARTMENT OF DEFENCE PRODUCTION (DDP)

1. Applications are invited for the Group 'C', Non-Gazetted posts mentioned below from the eligible candidates in the prescribed proforma (Appendix A-II) by Registered/ Speed Post. **Applications sent by ordinary mail or any other form of mail will not be accepted.**

S.NO	Name of the post	Scale of Pay	Distribution of vacancies				Qualification
			UR	OBC	SC	TOTAL*	
(a)	Stenographer Grade-II* * 01 Post for Steno-II is horizontally reserved for ESM.	Level – 4 Rs.25500-81100	01	01	01	03	(i) 12 th pass or equivalent from a recognised Board or University. (ii) Skill Test Norms: Dictation - <u>10mts@80w.p.m</u> Transcription-50 min (English), 65 min (Hindi) (on computer)
(b)	Senior Store Keeper	Level – 4 Rs.25500-81100	-	-	01	01	(i) 10+2 or equivalent pass from any recognised Board or University (ii) Certificate course in Material Management (iii) Two years experience in the Store Keeping/ Accountancy

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, VH- Visually Handicapped, B- Blind, LV-Low Vision.

(ii) **Place of work.** Selected candidates will be liable to serve anywhere in India. However, initial place of posting is likely to be at Bengaluru, Vizag and Chennai.

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

(iv) The incumbent on recruitment will be on probation for 02 years.

2. **Qualification & Age.**

Name of the Post	Age	Eligibility Qualification	Conditions/	PAY SCALE
Stenographer-II	Between 18-27 years (Relaxable for Govt servants upto 40 yrs in case of general, 43 years in case of OBC and 45 years in case of SC & ST candidates)	(i) 12 th pass or equivalent from a recognised Board or University. (ii) Skill Test Norms: Dictation - <u>10mts@80w.p.m</u> Transcription-50 min (English), 65 min (Hindi) (on computer)		Level-4 Rs.25500-81100
Senior Store Keeper (SSK)	Between 18-27 years (Relaxable for Govt servants upto 40 yrs in case of general, 43 years in case of OBC and 45 years in case of SC & ST candidates)	(i) 10+2 or equivalent pass from any recognised Board or University (ii) Certificate course in Material Management (iii) Two years experience in the Store Keeping/ Accountancy		Level-4 Rs.25500-81100

3. **Age Relaxation.** Permissible relaxations of Upper age limit for different categories are as under: -

<u>Category</u>	<u>Age Relaxation Permissible beyond the Upper age Limit</u>
SC/ST	05 years in case of vacancies reserved for SC/ ST
OBC	03 Years in case of vacancies reserved for OBC
PH	10 Years
PH+OBC	13 Years
PH+SC/ST	15 Years
Ex-Servicemen (Unreserved/General)	03 Years after deduction of the 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 the military service rendered from the actual age as on the Closing date for receipt of application.
Ex-Servicemen (SC/ ST)	08 Years (03 Years + 05 Years) after deduction of the military service rendered from the actual age as on the Closing date for receipt of application.
Department candidates with minimum 03 years continuous service	Upto 40 years of age (UR) Upto 43 years of Age (OBC) Upto 45 years of age (SC/ ST)

(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 proceeding 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 unreserved 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 from Employment Exchange shall be the last date upto which the Employment exchange is asked to submit the names.

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 application 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 Deptt to call all the candidates for the written test/ skill test, Deptt 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 Steno Gde-II**

Written Test.

<u>Part</u>	<u>Subject</u>	<u>Question</u>	<u>Written Marks</u>
(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. Only those candidates qualifying in written test will be called for skill test.

(ii) **For Senior Store Keeper**

Written Test.

<u>Part</u>	<u>Subject</u>	<u>Question</u>	<u>Written Marks</u>
(i)	General Intelligence and Reasoning	25	25
(ii)	General Awareness	25	25
(iii)	English Language and Comprehension	25	25
(iv)	Numerical Aptitude	25	25

(d) Selected candidate(s) will be informed of his selection after completion of selection process and no correspondence in this regards will be entertained.

Note:-

I. Visually handicapped (VH) candidates with visual disabilities of 40% and above can avail the assistance of Scribe in the written examination subject to such request of scribe being made in the Application form.

II. VH candidates will be required to transcribe the matter in 75 minutes for English Shorthand or in 100 minutes for Hindi Shorthand for the post of Stenographer Grade-II.

(a) **Date of Examination.** Exact date, time and venue of examination will be communicated in the Call letter.

(b) **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.

(c) 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.

(d) The candidates applying for the examination should ensure that they fulfil all the eligibility conditions for admission to the examination. Their admission at all the 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.

(e) 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.

(f) **Drawal of Merit List/ Result.** Merit list will be drawn and result declared on the basis of marks obtained in the written test only.

(g) **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.

(h) 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 in the prescribed format in support of their claim at the time of test. Copies of the certificate, etc. will be sought at the time of written test.

7. **How to Apply.** The envelope must be clearly superscribed on the top as **APPLICATION FOR THE POST OF _____ and CATEGORY _____** i.e. SC/ST/OBC/UR/ESM/PwBDs and sent by Registered/ Speed Post only to Chief Quality Assurance Establishment (Warship Equipment), Jalahalli Camp Road, Yeshwanthpur Post Bengaluru – 560022 along with the following documents:-

(a) Duly completed application on 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. Application should be forwarded to "**Chief Quality Assurance Establishment (Warship Equipment), Jalahalli camp road, Yeshwanthpur Post, Bengaluru - 560022**" so as to reach on or before closing date.

(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 on the application form duly attested by Gazetted Officer and other two self-signed, affixed in appropriate box one each on the admit card.

(d) Candidates working in Government Service/ Public Sector Undertaking must submit their application through proper channel alongwith 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 Ex-servicemen duly indicating the proof of ex-servicemen 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 or 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:-

Stenographer-II.

(a) Mailing correspondence, filling papers, making appointments, arranging meetings and collecting information.

(b) Taking dictation in shorthand and its transcription and assisting in drafting and issue of all correspondences as may be directed by the officer.

(c) 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.

(d) Fixing up of appointments.

(e) Screening telephone calls and the visitors in a tactful manner.

(f) Keeping an accurate list of engagements, meetings etc. and reminding the officer sufficiently in advance.

(g) Maintaining, in proper order, the papers required to be retained by the Officer.

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

(j) 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.

(k) Any other work assigned by superior authority.

Senior Store Keeper.

- (a) Procurement of store items through GeM and accountability for all the stocks.
- (b) Maintaining master/ duplicate ledgers and mustering of all store items.
- (c) Receipt of items at store and making of entry in relevant ledgers.
- (d) Place demand and unpack materials, supplies, parts, tools, equipments of stores.
- (e) Maintain various records of material issued, including completing purchase requisitions and computerized input forms.
- (f) Conducts periodic and physical inventory of materials, supplies, parts and equipment and reconciles discrepancies, if any with manual or computer-produced inventory control records.
- (g) Safe handling and custody of all store items.
- (h) Making of bills of procured items and submitting them to relevant authorities.
- (j) Coordinating auctioning/ destruction of store items from time to time in accordance with relevant orders.
- (k) 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-II and Senior Store Keeper is 12th 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 short list 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.