

**GOVERNMENT OF INDIA**  
**MINISTRY OF DEFENCE**  
**DEPARTMENT OF DEFENCE PRODUCTION**  
**DIRECTORATE GENERAL OF QUALITY ASSURANCE CHIEF QUALITY**  
**ASSURANCE ESTABLISHMENT (WEAPON SPARES)**  
**DQAN/NMRL COMPLEX, 9<sup>th</sup> FLOOR, NAVAL DOCKYARD, TIGER GATE**  
**MUMBAI – 400023**

**Advertisement No:**

**Closing Date: Refer Para 5**

1. Applications are invited for the post mentioned below from the eligible candidates in the prescribed proforma at Appendix A1 by Registered/Speed Post. (Applications sent by ordinary mail or any other form of mail will not be accepted):-

<b><u>Name of the Post</u></b>	<b><u>Scale of Pay</u></b>	<b><u>Distribution of Vacancies*</u></b>						<b><u>Eligibility</u></b>
		<b>UR</b>	<b>SC</b>	<b>ST</b>	<b>OBC</b>	<b>EWS</b>	<b>TOTAL</b>	
Lower Division Clerk (LDC)	Pay Level – 2 [Rs.19900 – 63200]	02	01	-	02	01	06	(i) 12 <sup>th</sup> Pass from recognized Board.  (ii) Minimum Typing Speed 35 wpm in English or 30 wpm in Hindi (on computer) Time allowed – 10 Minutes

**\*01 Post of LDC is horizontally reserved for ESM.**

(a) **Abbreviations Used.** **UR**-Unreserved, **SC**-Scheduled Caste, **ST**-Scheduled Tribe, **OBC**-Other Backward Class, **EWS** – Economic Weaker Section, **ESM** - Ex-Servicemen, , **PWDs**-Persons with Disabilities.

(b) **Place of Work.** Selected candidates will be liable to serve anywhere in India. However, initial place of posting is likely to be at Mumbai / Pune.

(c) **Reservation.** **Reservation for SC/ST/OBC/ESM/EWS/PwDs categories is as per extant Government Orders.**

2. **Qualification & Age.** Between 18 – 27 Years (Relaxable for departmental candidates upto the age of 40 years in case of General candidates and upto 45 years in case of Scheduled Castes and Scheduled Tribes in accordance with the instructions or orders issued by the Central Government).

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

<b><u>Ser</u></b>	<b><u>Category</u></b>	<b><u>Age Relaxation permissible beyond the Upper age limit</u></b>
(a)	SC/ST	05 years (available only in case of reserved vacancies)
(b)	OBC	03 years (available only in case of reserved vacancies)

(c)	PH	10 years
(d)	PH+OBC	13 years
(e)	PH+SC+ST	15 years
(f)	Ex-Servicemen (Unreserved)	03 years after deduction of the military service rendered from the actual age as on the Closing date for receipt of application.
(g)	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.
(h)	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.
(j)	Departmental candidates with minimum 03 years continuous service	Upper age limit relaxable:- Upto 40 years of age for UR Upto 45 years of age for SC/ST Upto 43 years of age for OBC

**Note:-** 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. **21 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 will be **21 days** from the date of publication of advertisement in Employment News while the last date of receipt of application from the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, UT of Ladakh, Lahaul & Spiti District and Pangti Sub-division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep will be **28 days** from the date of publication of advertisement in Employment News.

6. **Mode of Selection.**

(a) **Short – listing 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 department to call all the candidates for the skill test/written test, department at their

discretion, may restrict the number of candidates to a reasonable limit, based on the marks obtained in the qualifying examination (12<sup>th</sup> standard mark).

(b) **Scheme of Written Examination.** The question papers of written test (objective type-Multiple choice question) will be of 12<sup>th</sup> standard and bilingual (except for General English) covering aspects as stated below:-

(i) **Skill Test at prescribed norms: Lower Division Clerk (LDC)**

(ii) **Written Test.** Only those candidates qualifying in written test in following subjects will be called for skill test:-

S.No.	Subject	Question	Marks
(a)	General Intelligence and Reasoning	25	25
(b)	General Awareness	25	25
(c)	English Language and Comprehension	25	25
(d)	Numerical Aptitude	25	25

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

(d) **Appointment Letter.** The appointment of provisionally selected candidates will be strictly based on satisfactory of Document Verification, Medical Examination and other requirement as specified by the Government of India.

(e) 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.

(f) 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 fulfill any of the eligibility conditions, their candidature for the examination will be cancelled/services terminated, if already appointed.

(g) 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.

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

(j) **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.

7. **How to Apply.** The envelope must be clearly superscribed on the top as **APPLICATION FOR THE POST OF LOWER DIVISION CLEAR (LDC)** and **CATEGORY “\_\_\_\_\_”** (i.e. SC/ST/OBC/UR/EWS/ESM/PWDs) and sent by only Registered/Speed Post to below mentioned address along with the following documents :-

**The Application should be addressed to:**

**The Chief Quality Assurance Officer  
Chief Quality Assurance Establishment (WEAPON SPARES)  
Post Box No 414  
Mumbai - GPO  
Pin – 400001**

(a) Duly completed application on the prescribed format as per **Appendix ‘A I’** typed in English (in A4 size paper) along with admit card as per **Appendix ‘A II’** in duplicate.

(b) One self-addressed envelope (size approximately 25cm x 10cm) should be enclosed with the application form for sending call letter.

(c) Three recent passport size, one self-signed photograph affixed in appropriate box on the application form and other two self-signed photographs, one each on the admit cards.

(d) The Government Servants are to produce No Objection Certificate from the Employer (**Annexure-I**).

(e) Self attested certificates in respect of Ex-servicemen duly indicating the proof of ex-servicemen issued by competent authority, where applicable (**Annexure-II**).

**(f) EWS candidate should attach self-attested photocopy of income and asset certificate issued by a competent authority in the prescribed format.**

8. **Nature of Duties in Brief.** Indicative duties and responsibilities of the post are as follows:-

(a) Lower Division Clerk are ordinarily entrusted with work of routine nature, for example - Registration of Dak, Maintenance of section diary, File Register, File Movement Register, Typing, Photocopying, Faxing, E-mailing, Indexing & Recording, Dispatch, Preparation of Arrears and other statements, Supervision of correction of reference books and submission of routine and simple drafts, any other official tasks assigned etc.

**Note.** The above list of duties is only illustrative and not exhaustive. Section/ Department may add to the list, duties of similar nature, ordinarily performed by officials at this level.

9. **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, 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 irregularity 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) Duration of the test can be one day or more. No TA / DA is admissible for the test. Candidates will make their own arrangement for lodging/boarding during the test.
- (xi) Though essential qualification for the post is 12<sup>th</sup> Pass for LDC, higher qualification, if any, possessed by the candidate is to be disclosed in the application form.

10. The recruitment process can be cancelled/postponed/suspended/terminated without any notice/assigning any reasons, at any stage.

**APPLICATION आवेदन पत्र**

(स्पष्ट अक्षरों में भरा जाय एवं स्पष्ट में दोनो तरफ आगे एवं पिछे प्रिंट ले)

**(To be filled in Block Letters and print all pages back to back)**

Recent passport  
size photo self-  
attested  
हाल ही की पासपोर्ट  
आकार की  
स्वहस्ताक्षरित फोटो

आवेदन पद / Name of the post applied for: \_\_\_\_\_

संदर्भ विज्ञापन संख्या \_\_\_\_\_ रोजगार समाचार दिनांक \_\_\_\_\_.

Ref: Advertisement No \_\_\_\_\_ of Employment News dated \_\_\_\_\_.

1.	आवेदक का नाम(स्पष्ट अक्षरों में): Name of the Applicant (in Block Letters)	:	
2.	(a) पिता/पति का नाम Father's / Husband's Name	:	
	(b) माता का नाम Mother's Name	:	
3.	स्थायी पता Permanent Address	:	
4.	पत्राचार के लिए पता Address of correspondence	:	
5.	पहचान प्रमाणपत्र (आधार क्रमांक) Proof of Identity (Aadhaar No.)	:	
6.	(a) जन्म तिथि Date of Birth	:	
	(b) आवेदन खत्म होने की तारीख को आयु Age as on closing date	:	_____ वर्ष _____ महीने _____ दिन _____ Yrs _____ months _____ Days
	(c) आयु में छूट यदि है (Age relaxation claimed, if any) यदि हाँ तो श्रेणी का उल्लेख करे (if yes, specially mention name of quota)	:	हाँ / ना Yes / No
7.	रोजगार कार्यालय जहाँ पंजीकृत है Name of Employment Exchange where Registered	:	
8.	रोजगार कार्यालय पंजीकरण संख्या Employment Exchange Registration No.	:	
9.	राष्ट्रीयता Nationality	:	
10.	क्या अनुसूचित जाती/अनुसूचित जनजाती/अन्य पिछडा वर्ग/आर्थिक रूप से कमजोर वर्ग/पूर्व सैन्य कर्मों से संबंधित है (यदि हां तो श्रेणी) Whether belongs to SC/ST/OBC/EWS/Ex- Serviceman (if yes, mention the category)	:	हाँ / ना Yes / No  श्रेणी / Category
11.	लिंग (पुरुष/स्त्री) Sex (Male / Female)	:	
12.	ई मेल पता Email ID	:	
13.	मोबाइल संख्या Mobile No.	:	

14.	शैक्षणिक योग्यता Educational Qualification				
Sl.No. क्रम सं.	Educational Qualification शैक्षणिक योग्यता	University /Board यूनीवर्सिटी/बोर्ड	Year of Passing पास करने का वर्ष	Subject विषय	Marks (%) प्राप्तांक
(a)	Class 10 Standards				

15.	अनुभव, यदि कोई हो Experience, if any					
Sl. No. क्रम सं.	Post held पदनाम	Emoluments (Monthly) भत्ते	From कब से	To कब तक	Name & address of employer नियोक्ता का पता	Nature of Work कार्य का नाम

16.	संलग्न प्रमाण पत्रों का विवरण Details of Certificates Enclosed	:	(a) Identity Proof (copy of Aadhaar) (b) Proof of Birth (c) Caste / Category Certificate (d) Education Qualification (Mark Sheet & Passing Certificate) (One /Two/Three) (e) Typing Certificate (f) Work Experience Certificate
17	टाइप करने की गति Typing Speed	:	
18	Typing Language टाइपिंग भाषा	:	English / Hindi _____ अंग्रेजी / हिंदी
19	कोई और जानकारी यदि हो Any other details if any	:	

### **घोषणा DECLARATION**

मैं घोषणा करता हूँ / करती हूँ कि ऊपर दिया गया विवरण मेरे ज्ञान और विश्वास के अनुसार सही हैं। मेरे द्वारा दिया गया विवरण असत्य पाए जाने पर मेरा आवेदन / भर्ती बिना सूचना के अमान्य और रद्द माना जाएगा।  
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 incorrect at a later date, my candidature / appointment may be cancelled / terminated without any notice.

बायें हाथ के अंगूठे का निशान (पुरुष आवेदकों के लिए) Left thumb impression of male candidate

दायें हाथ के अंगूठे का निशान (स्त्री आवेदकों के लिए) Right thumb impression of female candidate

स्थान/Place:

तिथि/Date:

आवेदक के हस्ताक्षर

(Signature of Applicant)

**प्रवेश पत्र ADMIT CARD**  
(दो प्रतिओ में in duplicate)

(स्पष्ट अक्षरों में भरा जाय एवं स्पष्ट में दोनो तरफ आगे एवं पिछे प्रिंट ले)

**(To be filled in Block Letters and print all pages back to back)**

Recent passport  
size photo self-  
attested  
हाल ही की पासपोर्ट  
आकार की  
स्वहस्ताक्षरित फोटो

**Application No:** \_\_\_\_\_  
(कार्यालय के उपयोग हेतु / For Official use only)

पदनाम जिसके लिए आवेदक दिया गया है

Name of the post applied for (in bold letters): \_\_\_\_\_

संदर्भ विज्ञापन संख्या \_\_\_\_\_ रोजगार समाचार दिनांक \_\_\_\_\_

Ref: Advertisement No \_\_\_\_\_ of Employment News dated \_\_\_\_\_

1. आवेदक का नाम (स्पष्ट अक्षरों में) : \_\_\_\_\_  
Name of the Applicant  
(in full & Block Letters)
2. पिता/पति का नाम : \_\_\_\_\_  
Father's / Husband's Name
3. ई मेल पता : \_\_\_\_\_  
Email ID
4. लिखित/टंकण का दिनांक और समय (कार्यालय के उपयोग हेतु): \_\_\_\_\_  
Date & Time of Skill Test/Written Test (for official use only)
5. लिखित/टंकण का दिनांक और समय (कार्यालय के उपयोग हेतु): \_\_\_\_\_  
Date & Time of Skill Test/Written Test (for official use only)
6. आपातकालीन मोबाइल संख्या : \_\_\_\_\_  
Emergency Mobile Number

बायें हाथ के अंगूठे का निशान (पुरुष आवेदकों के लिए) Left thumb impression of male candidate

दायें हाथ के अंगूठे का निशान (महिला आवेदकों के लिए) Right thumb impression of female candidate



आवेदक के हस्ताक्षर (Signature of Candidate)

**Note:** नोट

1. आवेदन प्रवेश पत्र की दो प्रति आवेदक द्वारा, सीरीयल संख्या 1, 2, 3 एवं 6 प्रविष्टियों को भरकर जमा की जाये। Admit card should be submitted in duplicate with Sl. 1, 2, 3 and 6 duly filled in by the applicant.



**FORM OF CERTIFICATE TO BE SUBMITTED BY CENTRAL GOVERNMENT CIVILIAN  
EMPLOYEES SEEKING AGE-RELAXATION**

(To be filled by the Head of the Office or Department in which the candidate is working).

1. It is certified that \*Shri/Smt./Km. \_\_\_\_\_ is a Central Government Civilian employee holding the post of \_\_\_\_\_ in the pay scale of Rs. \_\_\_\_\_ with not less than 3 years regular service in the grade as on closing date.
2. There is no objection to his appearing for the \_\_\_\_\_ Examination 2022-23 and/or skill test of the Examination. The individual will be relieved on his selection for the post.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Office seal

Place:

Date:

(\*Please delete the words which are not applicable.)

**(FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES  
APPLYING FOR APPOINTMENT OF POSTS UNDER THE GOVERNMENT OF INDIA)**

This is to certify that Shri / Smt. / Kumari \_\_\_\_\_ son / daughter of \_\_\_\_\_ of village / town \_\_\_\_\_ in District / Division \_\_\_\_\_ in the State / Union Territory \_\_\_\_\_ belong to the \_\_\_\_\_ community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. \_\_\_\_\_ dated \_\_\_\_\_ Shri / Smt. / Kumari \_\_\_\_\_ and / or his / her family ordinarily reside(s) in the \_\_\_\_\_ District / Division of the \_\_\_\_\_ State / Union Territory.

This is also to certify that he / she does not belong to the person / sections (Creamy Layer) mentioned in Column 3 of the Scheduled to the Government of India, Department of Personnel & Training O.M. No. 36012 / 22 / 93 – Estt (SCT) dated 8.9.1933\*\*.

District Magistrate

Deputy Commissioner etc.

Dated :

Seal:

\* The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

\*\* As amended from time to time.

**UNDERTAKING TO BE GIVEN BY THE CANDIDATE WHO IS AN EX-SERVICEMAN.**

I understand that, if selected on the basis of the recruitment/examination to which the application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-servicemen Re-employment in Central Civil Services and Posts rules, 1979, as amended from time to time.

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-SM in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.) by availing of the benefits admissible to Ex-SM.

I further submit the following information:

- (a) Date of appointment in Armed Forces \_\_\_\_\_
- (b) Date of discharge \_\_\_\_\_
- (c) Length of service in Armed Forces \_\_\_\_\_
- (d) My last Unit / Corps \_\_\_\_\_

**(Signature of the Candidate)**

**Place:**

**Date:**

**Government of \_\_\_\_\_**

**(Name & Address of the authority issuing the certificate)**

**Certificate No.** \_\_\_\_\_

**Date:** \_\_\_\_\_

**VALID FOR THE YEAR** \_\_\_\_\_

This is to certify that Shri / Smt / Kumari \_\_\_\_\_ son / daughter of \_\_\_\_\_ permanent residence of \_\_\_\_\_ Village / Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the state / Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_

whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his / her family\*\* us below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His / her family does not own or possess any of the following assets\*\*\*.

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. ft yards and above in notified municipalities;
- IV. Residential plot of of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri / Smt / Kumari \_\_\_\_\_ belongs to the caste which is not recognized as scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Recent Passport size Attested Photograph of the applicant

Signature with seal of Office \_\_\_\_\_ Name \_\_\_\_\_ Designation \_\_\_\_\_

\*Note 1:, Income covered at source i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his / her parents and siblings below the age of 18 years as also his / her spouse and children below the age of 18 years.

\*\*\*Note 3 : The property held by a "Family" in different locations or different places / cities have been clubbed while applying the land or property holding last to determine EWS status.