

**DRAFT ADVERTISEMENT**

**GOVERNMENT OF INDIA, MINISTRY OF DEFENCE**  
**DEPTT OF DEFENCE PRODUCTION (DGQA)**  
**CONTROLLERATE OF QUALITY ASSURANCE(SMALL ARMS)**  
**MINISTRY OF DEFENCE(DGQA), PO : ICHAPUR - NAWABGANJ**  
**NORTH 24 PGS, WEST BENGAL – 743 144**

Applications are invited from Indian National for filling up the post of Lower Division Clerk (under Sportsman Quota – Table Tennis) (Group ‘C’ Non Gazetted, Ministerial). Those fulfilling the following requirements may apply as per prescribed proforma on plain paper duly typed or neatly hand written:-

1.	Name of Post	:	<b>Lower Division Clerk [under Sportsman Quota – Table Tennis] – Event – Table Tennis (Group ‘C’ Non Gazetted, Ministerial)</b>
2.	Place of Work	:	<b>Sr. Quality Assurance Establishment (Electronics), Hastings, Kolkata – 700 022.</b> This being a Central Govt Service, selected candidates will be governed under All India Service liability.
3.	No. of Post	:	<b>01 (One)</b>
4.	Scale of Pay	:	In the Pay Matrix Level-2, Minimum Pay Rs.19,900/- as per 7 <sup>th</sup> CPC.
5.	Educational Qualification	:	(a) 12 <sup>th</sup> Class Pass or equivalent qualification from any recognized Board or University. <b>(b) <u>Type Test:- (For candidates found eligible based on Field Trials &amp; Written Examination)</u></b> English Typing @ 35 w.p.m (on Computer) <b>OR</b> Hindi Typing @ 30 w.p.m (on Computer) <b>(c) <u>Desirable</u> : Basic knowledge in Computer</b>

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6.	Eligibility criteria	<p>: (a) Sports person who have represented a State or the Country in the National or International competition in the sports of Table Tennis. The certificate to be signed by the Secretary of the National Federation or Secretary of the State Association.</p> <p>(b) Sports person who have represented their University in the Inter-University Tournaments conducted by the Inter-University Sports Board in any of the Table Tennis event. The certificate to be signed by the Dean of Sports or other officer in over all charge of sports of the University concerned.</p> <p>(c) Sports person who have represented the State Schools Team in the National Sports/games for Schools conducted by All India School Games Federation in the Table Tennis event. The certificate to be signed by the Director of Additional / Joint or Deputy Director in overall charge of sports/games for Schools in the Directorate of Public Instructions/Education or the State.</p> <p>(d) Sports person who have been awarded National Awards in Physical Efficiency under the National Physical Efficiency Drive. The certificate to be signed by the Secretary or other officer in overall charge of Physical efficiency in the Ministry of Education &amp; Social Welfare, Government of India.</p>
7.	Age Limit	<p>: (a) 18-27 years. Relaxation up to maximum 5 Years to a Sportsperson (eligible as per para 6 above),</p> <p>(b) In addition 5 years relaxation to SC/ST candidates and 3 years for OBC candidate.</p> <p>(c) For Departmental sportsperson candidate upper age limit is relaxable upto 45 years (50 years for SC &amp; ST).</p> <p>(d) Cut off date for calculating the Age Limit is <b>10 Mar 2020</b>.</p>
8.	Selection Process	<p>: (a) <b>Field Trials :-</b> Field Trials of Table Tennis will be organized by CQA(SA), Ichapur. Short listed candidates of field trials will be called for written examination.</p> <p>(b) <b>Written Examination :-</b> The examination will be based on Multiple Choice Questions on General Intelligence, English Language, Quantitative Aptitude &amp; General Awareness. Question Paper will be bilingual i.e English &amp; Hindi. Duration of Written Examination will be 02 hours.</p> <p>(c) <b><u>Skill/Type Test:- (After appointment before completion of his/her probation period)</u></b> English Typing @ 35 w.p.m (on Computer) <b>OR</b> Hindi Typing @ 30 w.p.m (on Computer)</p> <p>(d) As per latest guidelines, <b>NO</b> Interview will be held.</p>

9.	Application Form	<p>(a) The desirous candidates may apply for the post, typed neatly on a paper or neatly handwritten as per format shown in this advertisement</p> <p>(b) Self attested photocopies of all certificates in support of Educational Qualification, Table Tennis Participation Certificates, age, Caste Certificate, Proficiency in Typing (English or Hindi) etc should be enclosed along with the application.</p> <p>(c) Three numbers of coloured photographs (Size 4.5cm x 3.5cm) are required i.e. one photo to be affixed on the top right corner of the application form, one photo to be affixed on the Admit Card and one loose photo to be enclosed to the Application Form for official use. Photo on Application Form &amp; Admit Card should be signed by the candidate in such a way that part sign are on paper &amp; part on photograph. Candidate should write his name on the reverse of loose photograph.</p> <p>(d) Candidate should note that any certificate or information furnished in the application form, if found incorrect at any stage (even after offer of appointment) will result into disqualification for the post applied/selected.</p>
10.	Closing date of receipt of application	<p><b>21 Days</b> from the date of publication of this Advertisement in the Employment News/ Rozgar Samachar for candidate from all over India.</p>
		<p>(As a special case, <b>07 days</b> extension will be given to candidates residing in places like Assam, Meghalaya, Arunachal Pradesh Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu &amp; Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands &amp; Lakshadweep. Applicants applying from any of those areas should <b>super scribe</b> the name of area on envelop in capital letter).</p>
11.	Probation	02 years which may be extended upto 04 years?

**IMPORTANT INSTRUCTIONS TO THE CANDIDATES / APPLICANTS**

- Applications should be addressed to the Controller, Controllerate of Quality Assurance (Small Arms), P.O - Ichapur-Nawabganj, North 24 Parganas, Pin – 743 144 clearly super-scribing “Application for the Post of ‘Lower Division Clerk [Sportsman Quota – Table Tennis] at SQAE(L). Hastings’ on the top of the envelop.
- The selection of candidates will be based on total marks obtained in the field trials and written examination as well as medical fitness and Police Verification Report.

3. **Incomplete or unsigned applications and applications received without photographs or proper enclosures or received after due date will be summarily rejected. No representation of any sort will be entertained in this regards.**
4. All applications should be forwarded by **POST** only. No **“BY HAND”** application will be entertained.
5. The decision of appointing authority regarding mode of selection to the post and eligibility conditions of the applicants shall be final and binding. No correspondence will be entertained in this regard. Mere possession of the prescribed qualification does not entitle the candidate to be called for written test/skill test.
6. Canvassing in any form will be a disqualification and candidature of such applicants will be summarily rejected.
7. Submission of false/incorrect/incomplete information, and/or dubious/bogus documents shall disqualify the candidature.
8. Appointing authority reserves the right to cancel the selection process without assigning any reason and/or correspondence to this effect.
9. After the selection process is over, only selected candidate will be intimated about the selection. In addition, the result will be uploaded on DGQA Website, **dgqadefence.gov.in**.
10. The selected candidate will be governed by **New Pension Scheme (NPS)** i.e Defined Contributory Pension Scheme which is compulsory for all Central Govt Employees who are appointed on or after 01.01.2004.
11. **The applicants should ensure that under mentioned self-attested photocopies of documents are enclosed to the application form.**
  - (a) 12<sup>th</sup> Class or equivalent qualification from any recognized Board or University.
  - (b) Birth Certificate from Competent Authority or 10<sup>th</sup> Class certificate in support of Date of Birth.
  - (c) Certificate of Higher Qualification, if any.
  - (d) Table Tennis Proficiency Certificate (as mentioned in Column 6)
  - (e) Certificate of Proficiency in Typing (Hindi or English on Computer).
  - (f) NOC in case of serving Government employee(s).
  - (g) Admit Card (in duplicate) with self attested photograph and complete in all respects.
12. Persons working in Central/State/PSUs must apply through proper channel **ONLY** along with a **“No Objection Certificate (NOC)”** from their establishment/Unit.
13. Date, Venue and time of Field Trials will be intimated to eligible candidate, only whose application are found correct and complete in all respect.
14. **No TA will be paid for appearing in the Field Trials/Written Examination.**
15. Application received without Admit Cards as per prescribed format will be rejected.

**FORMAT OF APPLICATION**  
**(To be filled in Block letters only)**

Affix self  
attested recent  
passport size  
(4.5x3.5cm)  
photograph

Name of Post Applied for : **LOWER DIVISION CLERK**  
**(under Sportsman Quota – Table Tennis)**  
**at SQAE(L), Hastings**

Advertisement No. \_\_\_\_\_

1. Name of the candidate (in Block Letters) : \_\_\_\_\_
2. Father's/Husband's Name : \_\_\_\_\_
3. Address (for communication)  
(Including Pin Code No.) : \_\_\_\_\_  
\_\_\_\_\_
4. Nationality : \_\_\_\_\_
5. Whether SC/ST/OBC : \_\_\_\_\_
6. Date of Birth (In words and figure) : (In Words) \_\_\_\_\_  
(In Figure) \_\_\_\_\_
7. Sex (Male/Female) : \_\_\_\_\_
8. Educational Qualification (Self Attested copies of certificate to be enclosed) :

Educational Qualification	University/Board	Year	Subjects	Marks (%) obtained	Division

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9. Details of participation in various Table Tennis Tournaments/Competitions (Self attested copies of certificates to be enclosed) :-					
Sl No.	Name of the Tournament/ Competitions	Venue	Date		Remarks
			From	To	

10. Extra curricular activities, if any -

**Declaration**

I, Shri/Smt/Km/Mrs....., S/O, D/O, W/O  
.....do hereby declare that all the statements made in this  
application are true, complete and correct to the best of my knowledge and belief. I further  
declare that I have not suppressed any Material Information. In the event of any information  
being found to be false/ incorrect or ineligibility being detected before or after recruitment,  
my candidature for appointment will stand automatically cancelled without any notice to me  
and all my claims for recruitment shall stand forfeited.

NOTE : Only SELF ATTESTED photocopies of certificates will be enclosed with the  
application. Original certificates will be required at the time of Field Trials/Written Test.

Station :

(Signature of the applicant)  
Full Name

Date :

**Post Applied for LOWER DIVISION CLERK**  
**(under Sportsman Quota – Table Tennis) at SQAE(L), Hastings**

## **ADMIT CARD**

(On separate sheet of paper in double space)  
(Admit Card should be submitted in duplicate)

Affix self  
attested recent  
passport size.  
(4.5x3.5cm)  
photograph

**To be filled by Candidate**

1. Name (In Block letters) : \_\_\_\_\_
2. Father's/Husband's Name : \_\_\_\_\_
3. Full address for communication (with Pin Code) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Post applied for : \_\_\_\_\_

**To be filled by COA(SA), Ichapur**

5. Date of Field Trial : \_\_\_\_\_
6. Venue of Field Trial : \_\_\_\_\_
7. Time of Field Trial : \_\_\_\_\_

**NOTE** : All documents / testimonials **IN ORIGINAL** regarding Date of Birth, Category, Qualification (Educational & Table Tennis Proficiency Certificate), experience etc will have to be produced at the time of the Field Trial/Written Test, failing which the authority reserves the right to reject the candidature and such candidates will **NOT** be allowed to appear in the Field Trial/Written Examination.