

**GOVERNMENT OF INDIA**

**MINISTRY OF DEFENCE (DGQA)**

**CONTROLLERATE OF QUALITY ASSURANCE (AMMUNITION), KIRKEE, PUNE 411 003**

**DIRECT RECRUITMENT OF LOWER DIVISION CLERK**  
**(UNDER MERITORIOUS SPORTSMAN QUOTA)**

1. Applications are invited from Indian National to fill up the following vacancy at Controllerate of Quality Assurance (Ammunition), Kirkee, Pune 411 003. The qualitative requirements and other details of the post are as given below:-

**Details of Post**

| Sl. No | Name of the post     | No. of vacancies  | Educational Qualification  | Age   | Scale of pay   |
|--------|----------------------|---|--|---|--|
| (i)    | Lower Division Clerk | 01 (One) (Reserved for sportsman under sportsman quota for the game Volley Ball/ Kabaddi) | (i) 12 <sup>th</sup> Class or equivalent qualification from any recognized Board of University.<br>(ii) English typing @35 wpm; or Hindi typing@30 wpm (Time allowed-10 minutes) (35 words per minute in English and 30 wpm in Hindi correspond to 10,500 key depression per hour/9000 key depression per hour or an average of 5 key depression for each word) on computer.<br>(iii) Proficiency in the game of Volley Ball/ Kabaddi (Certificate to this effect issued by the competent authority be attached).<br>(iv) Basic knowledge in Computer. | 18-27 years as on closing date.<br>Relaxation to upper age limit upto a maximum of 05 years for sportsman (10 years in case of those belongs to SC and ST and 08 years for OBC) | Rs.19900 (Level 2 Cell 1) as per VII CPC (Pre-Revised Pay Band 5200-20200 + Grade Pay of Rs.1900/- |

**Note :** The number of vacancy mentioned above is provisional which can be increased or decreased at the discretion of Competent Authority.

In addition to the educational qualification mentioned above for the post of Lower Division Clerk(Reserved for Sportsman quota for the game of Volley Ball/ Kabaddi) the sportsman be considered meritorious with reference to the any one of the following criteria:-

(a) Sportsmen who have represented

(i) A State or the Country in the National or International competition in the game of Volley Ball/ Kabaddi)

(ii) Represented the University in the Inter-University tournament conducted by the Inter-University sports Board in the game of Volley Ball/ Kabaddi)

(iii) Represented the State Schools Team in the National Sports/games for schools conducted by All India School Games Federation in the game of Volley Ball/ Kabaddi)

Contd..2/-

- (iv) Sportsman who have been awarded National Awards in Physical Efficiency under the National Physical Efficiency drive in the game of Volley Ball/ Kabaddi)

**(Note: A certificate to this effect should be furnished in the prescribed Form-1, Form-2, Form-3, Form 4 and Form-5 as applicable to be forwarded alongwith the application)**

Sportsmen who fulfill the eligibility conditions will be considered in the following order of preference:-

- (a) The first preference to those, candidates who have re-presented the country in an International Competition with the clearance of the Department of Youth Affairs and Sports.
- (b) Next preference may be given to those, who have represented a State/Union Territory in the Senior or Junior level National Championship organized by the National Sports Federations recognised by Department of Youth Affairs and Sports or National Games organised by Indian Olympics Association and have won medals or positions upto 3<sup>rd</sup> place. Between the candidates participating in Senior and Junior National Championships/Games, the candidates having participated and won medal in Senior National Championship should be given preference.
- (c) Next preference may be given to those, who have represented a University in all Inter-University competition conducted by Association of Indian University/Inter University Sports Board and have won medals or positions upto 3<sup>rd</sup> place in finals.
- (d) Next preference may be given to those, who have represented the State Schools in the National Sports/Games for Schools conducted by the All India School Games Federation and have won medals or positions upto 3<sup>rd</sup> place.
- (e) Next preference may be given to those, who have been awarded National Award in physical efficiency under National Physical Efficiency Drive.
- (f) Next preference may be given to those, who represented a State/Union Territory/University/State School Teams at the level mentioned in categories (b) to (d) but could not win a medal or position, in the game order of preference.

2. The above posts are subject to All India Service Liability.

3. The candidates fulfilling the above qualitative requirements may apply to **the Controller, Controllerate of Quality Assurance (Ammunition), Kirkee, Pune-411003** in the prescribed format attached as **Appendix 'A'**. The closing date of application is 21 days from publication of the advertisement. The applications received after the stipulated date will not be considered under any circumstances.

4. The new entrants to the Central Government Service are governed under new restructured defined Contribution Pension System replacing the existing system of defined benefit pension scheme.

5. The following documents are required to be forwarded alongwith the application:-

(a) A recent passport size photograph should be affixed at the marked place in the application form and one copy of photograph should be duly affixed on the Admit Card with Candidates signature on the both the photographs, Application form and Admit Card. The application will not be considered without photograph.

(b) Candidates should submit their applications alongwith self attested single copy of each certificates. (i) Age Proof (ii) Educational and Professional Qualifications supported by mark sheets (iii) Caste Certificate should be enclosed alongwith the application failing which application will be rejected.

(c) The candidates belonging to SC / ST should forward the latest Certificate duly attested by a Gazetted Officer.

(d) Copy of Certificate in the prescribed Form No.1, Form No.2, Form No.3, Form No.4 and Form – 5 as applicable be attached duly attested by a Gazetted Officer for the post of Lower Division Clerk (**Reserved for Sportsman quota for the game of Volley Ball/ Kabbadi**). Without this Certificate, the application will not be considered.

**Note:-** Name of Sports considered for recruitment for meritorious sportsperson will be restricted to any of these games only :-

|   |             |   |         |
|---|-------------|---|---------|
| 1 | Volley Ball | 2 | Kabbadi |
|---|-------------|---|---------|

6. As a special case 07 days extension will be given to candidates residing in places like Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir, Labaul and Spiti Districts and Pangi Sub division of Chamba district of Himachal Pradesh A&N Island and Lakshadweep). Application received in any other format, paper in torn/mutilated condition shall be rejected. Application should be sent only by ordinary post / speed post.

7. The Selection process will comprise of field trials in the Volley Ball/ Kabbadi to ascertain the playing capability of the applicants followed by written test. The field and written test will be conducted at Controllorate of Quality Assurance (Amrnition)Kirkee, Pune – 411 003. The field trials (skill tests)will only be of qualifying nature. The Written test comprising of objective type multiple choice questions covering General Intelligence, English Language, Quantitative Aptitude and General Awareness based on educational qualification as mentioned in the above advertisement and knowledge required for the duties and job requirement of the post. Assessment will be done on the basis of marks obtained in the written test by the applicant who have qualified in the field trials. Based on the final results of the merit list, candidates will be offered appointment for the above post subject to Medical Fitness and other formalities as per latest Govt., orders.

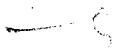
8. The decision of appointing authority regarding mode of selection to the post and eligibility conditions of the applicant shall be final and binding. No correspondence will be entertained in this regard. Mere possession of the prescribed qualitative requirements does not entitle the candidate to be called for field trials / written test.

9. No interview will be conducted for the recruitment to the above post.

10. No TA/DA will be admissible for appearing in the field trials / written test at Controllerate of Quality Assurance, Khadki, Pune - 411 003.

11. It is not necessary that sportsperson should qualify in typing skill test before appointment to the post. But after appointment, he/she qualify in the typing skill test conducted by this establishment. Failure to qualify in the prescribed typing skill test will result in adverse consequences as per the policy in vogue.

**12. Application form should be as per the format published in the advertisement.**



# FORMAT

Appendix 'A'

To

The Controller  
Controllerate of Quality Assurance(Ammunition)  
**Kirkee, PUNE-411 003.**

APPLICATION FOR THE POST OF \_\_\_\_\_  
ADVERTISEMENT NO. \_\_\_\_\_ DATE \_\_\_\_\_

1. Full Name of the Applicant: \_\_\_\_\_  
(in block letters)
2. Date of Birth: \_\_\_\_\_(in Christian era)
3. Age \_\_\_\_\_ (as on closing date)
4. Father's Name: \_\_\_\_\_  
(in block letters)
5. Present Address: \_\_\_\_\_  
\_\_\_\_\_
6. Permanent Address: \_\_\_\_\_  
\_\_\_\_\_
7. Nationality: \_\_\_\_\_
8. Whether belongs to SC/ST/OBC : \_\_\_\_\_  
(if yes, attach latest Caste Certificate.)
9. Proficiency Certificate in Sports: Form-1 / Form-2 / Form-3 / Form-4/Form-5  
**(As applicable for the post of Lower Division Clerk under sportsman quota for the game of Volley Ball/ Kabbadi)**

**Affix your latest  
passport size  
Photograph  
duly signed by  
the candidate**

| Name of Competition / Tournament | Year of Participation | Sports Award Certificate in Form |        |        |        |        | Achievement, if any |
|----------------------------------|-----------------------|----------------------------------|--------|--------|--------|--------|---------------------|
|                                  |                       | Form 1                           | Form 2 | Form 3 | Form 4 | Form 5 |                     |
|                                  |                       |                                  |        |        |        |        |                     |

10. Educational Qualifications (Starting from Matriculation or equivalent)

| Examination Passed | Year of passing | Board/University | Grade/Class | Percentage of marks |
|--------------------|-----------------|------------------|-------------|---------------------|
|                    |                 |                  |             |                     |
|                    |                 |                  |             |                     |

11. Experience

| Name and Address of the recognized Organisation | Period |    | Nature of Duty |
|---|--------|----|----------------|
|   | From   | To |                |
|   |        |    |                |
|   |        |    |                |

12. Mobile No. \_\_\_\_\_ Telephone No. \_\_\_\_\_

I solemnly declare that the statement made by me in this form are correct to the best of my knowledge and belief. In the event of any information being found false or incorrect my candidature will stand cancelled and my claim for the recruitment will stand forfeited.

Place:

Date:

(Signature of the Applicant)



FORMAT

ADMIT CARD

(TO BE FILLED IN CAPITAL / BOLD LETTERS ONLY ON A-4 SIZE PAPER)

1. Name of the post applied for \_\_\_\_\_
2. Advertisement No. and date of publication in the  
Employment News \_\_\_\_\_
3. Name of the Applicant(in full) :
4. Father's Name :
5. Complete Postal address for  
Correspondence :
6. Signature of the Applicant :

**Affix your latest  
passport size  
Photograph duly  
signed by the  
candidate**

CQA(A) Seal

Officers Signature

7

7-

**FORM-1**

**(For representing India in an International Competition in the game of Volley Ball/  
Kabbadi)**

NATIONAL FEDRATION/NATIONAL ASSOCIATION OF \_\_\_\_\_

Certificate to meritorious sportsman for employment to Group C Services under the Central  
Government.

Certified that Shri/Smt./Kumari \_\_\_\_\_ Son/Wife/Daughter  
of Shri \_\_\_\_\_ resident of \_\_\_\_\_ represented  
(Complete address)  
the Country in the game/event of \_\_\_\_\_ competition/Tournament  
held at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual/team in the above said Competition/  
Tournament was \_\_\_\_\_.

The certificate is being given on the basis of record available in the office of National  
Federation/National Association of \_\_\_\_\_.

Place: \_\_\_\_\_

Signature \_\_\_\_\_

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

Name \_\_\_\_\_

Designation \_\_\_\_\_

Name of the Federation/National  
Association \_\_\_\_\_

Address \_\_\_\_\_

Seal \_\_\_\_\_

**Note: This certificate will be valid only when signed personally by the  
Secretary, National Federation/National Association.**

8-

- 8 -

**FORM-2**

**(For representing a State in India in a National Competition in the game of  
Volley Ball/ Kabbadi)**

STATE ASSOCIATION OF \_\_\_\_\_ IN THE GAME OF \_\_\_\_\_

Certificate to a meritorious sportsman for employment to Group C Services under the  
Central Government.

Certified that Shri/Smt./Kumari \_\_\_\_\_ Son/Wife/Daughter  
of Shri \_\_\_\_\_ resident of \_\_\_\_\_ represented  
(Complete address)  
the State of \_\_\_\_\_ in the game/event of \_\_\_\_\_ in the National  
Competition/Tournament held at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual/team in the above said Competition/  
Tournament was \_\_\_\_\_.

The certificate is being given on the basis of record available in the office of  
the State Association of \_\_\_\_\_.

Place: \_\_\_\_\_

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

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Name of the State Association \_\_\_\_\_

Address \_\_\_\_\_

Seal \_\_\_\_\_

**Note: This certificate will be valid only when signed personally by the  
Secretary to the State Association.**

- 9 -

- 9 -

**FORM-3**

**(For representing a University in the Inter-University Competition in the game of  
Volley Ball/ Kabbadi)**

UNIVERSITY OF \_\_\_\_\_

Certificate to a meritorious sportsman for employment to Group C Services under the  
Central Government.

Certified that Shri/Smt./Kumari \_\_\_\_\_ Son/Wife/Daughter  
of Shri \_\_\_\_\_ resident of \_\_\_\_\_ student  
(Complete address)  
of \_\_\_\_\_ represented the University of \_\_\_\_\_  
in the game/event of \_\_\_\_\_ in Inter-University Competition/Tournament held  
at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual/team in the above said Competition/  
Tournament was \_\_\_\_\_.

The certificate is being given on the basis of record available in the office of  
Dean of Sports or Officer in overall charge of sports in the University of \_\_\_\_\_.

Place: \_\_\_\_\_

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

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Name of University \_\_\_\_\_

Address \_\_\_\_\_

Seal \_\_\_\_\_

**Note:** This certificate will be valid only when signed personally by the  
Dean/Director or other officer in overall charge of sports in the University  
of \_\_\_\_\_.

- 10 -  
**FORM-4**

**(For representing a State School Team in the National Games for School in the game  
of Volley Ball/ Kabbadi)**

DIRECTORATE OF PUBLIC INSTRUCTIONS/EDUCATION OF THE STATE  
OF \_\_\_\_\_

Certificate to a meritorious sportsman for employment to Group C Services under the  
Central Government.

Certified that Shri/Smt./Kumari \_\_\_\_\_ Son/Wife/Daughter  
of Shri \_\_\_\_\_ resident of \_\_\_\_\_ student  
(Complete address)  
of \_\_\_\_\_ represented the \_\_\_\_\_ State  
School Team in the game/event of \_\_\_\_\_ in the National  
Game for Schools held at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual/team in the above said Competition/  
Tournament was \_\_\_\_\_.

The certificate is being given on the basis of record available in the office of  
Directorate of Public Instructions/Education of \_\_\_\_\_.

Place: \_\_\_\_\_

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

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

Seal \_\_\_\_\_

**Note: This certificate will be valid only when signed personally by Director or  
Additional/Joint or Deputy Director in overall charge of sports/games for  
schools in the Directorate of Public Instructions/Education of the state.**

— 11 —

11  
**FORM-5**

**(For the Awardees in Physical Efficiency performance conducted by the Ministry of  
Education and Social Welfare)  
Government of India / Ministry of Education and Social Welfare**

Certificate to a meritorious sportsman for employment to a Group 'C' service under the Central Government.

Certified that Shri/Smt./Kumari \_\_\_\_\_ Son/Wife/Daughter  
of Shri \_\_\_\_\_ resident of \_\_\_\_\_ (complete  
address) student of \_\_\_\_\_ School represented by  
the \_\_\_\_\_ School Team in the Game/Event of \_\_\_\_\_ in  
the National Competition held at \_\_\_\_\_ from \_\_\_\_\_  
to \_\_\_\_\_.

The Certificate is being given on the basis of records available in the Ministry of Education and Social Welfare.

Place: \_\_\_\_\_

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

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

Seal \_\_\_\_\_

**Note: This certificate will be valid only when signed personally by the Secretary or other Officer in overall charge of Physical Efficiency in the Ministry of Education and Social Welfare, GOI.**

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