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F. No. 2933/SOP/DR/DGAQA/ADM-II
Govt. of India
Directorate General of
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Ministry of Defence,
'H' Block, New Delhi – 110 011

06 Jan 2015

To,

All DDGs of DGAQA organisation

Addl. Director General, SSQAG, Hyderabad

Principal Director, MSQAA, Hyderabad

Commanding Officer, AQAW(A), Khamaria

DIRECT RECRUITMENT TO GROUP 'C' POSTS IN DGAQA

1. Reference is made to the Standard Operating Procedure (SOP) issued vide this HQs letter of even number dated 06 Aug 2014 whereby all Dy Director Generals declared as Head of Selecting Zones were requested to initiate recruitment process for vacancies falling under direct recruitment quota of Group 'C' posts in DGAQA.
2. It was also stipulated vide para 8 of the ibid letter that recruitment process to fill up such vacancies through direct recruitment is required to be initiated only after obtaining Non-Availability Certificate (NAC) from the Surplus Cell at MP-4(Civ), AG's Branch, Army HQrs. Accordingly, all Selecting Zones were required to forward their case for issue of NAC to this HQrs in the prescribed proforma. However, requests for NAC from none of DDGs have been received till date resulting in undue delay in filling up the vacancies in Group 'C' posts. It appears that the matter has not been assigned the importance it deserves.
3. The matter was also discussed in DDGs meet held at Head Office on 29 Oct 2014 and it was expressed by DDGs that initiating such proposal entirely from DDG level will not be feasible with the given admin manpower. It was suggested that recruitment to various Group 'C' posts may be made at local level by the concerned Field Estt./Units and after finalisation of the proposal the same may be sent to the Head Office through concerned DDG for approval of Director General, AQA.
4. In view of the above, various issues pertaining to direct recruitment to various Group 'C' posts have been reconsidered and decision of the Competent Authority in this regard are conveyed in the succeeding paragraphs.

Amendment to SOP for recruitment at Field Estt./Unit Level

5. The Director General, AQA has accorded approval that direct recruitment to various Group 'C' posts (Non-Technical) be made at local level by the concerned Head of Estt./Unit as per the existing Recruitment Rules (RRs). The SOP stands amended accordingly to this extent. The direct recruitment shall be made by the concerned FEs/Units following the SOP and instructions issued by Govt. of India on the subject from time to time.

Determination of Vacancies

6. As the recruitment process by the FEs/Units is to be initiated for the first time, the Head Office, as one time measure, will determine vacancies of direct recruitment quota for various Group 'C' (Non-Technical) posts and process a consolidated case for obtaining NAC from the Surplus Cell at MP-4(Civ), AG's Branch, Army HQrs.

7. The details of vacancies in the grade of LDC, MTS and Stenographer Grade-II existing in various FEs/Units have been worked out by the Head Office as indicated in Annexure-I, II & III respectively. The Heads of all FEs/Units are requested to verify and confirm the vacancy position of their FE/Unit to the Head Office positively by **23 Jan 2015**. All FEs/Units will require to start the process of recruitment immediately after release of exact number of vacancies by the Head Office in respect of their FE/Unit.

Future Maintenance of Vacancy Register and Reservation Roster

8. After the current vacancy year 2014-15, all FEs/Units will be required to maintain post-wise vacancy register and reservation roster for all Group 'C' posts for which direct recruitment is to be undertaken by them. The direct recruitment quota vacancies for vacancy year 2015-16 and onwards shall be worked out on the basis of the vacancy register and reservation roster of respective FEs/Units.

Adjustment of vacancy where employee of same FE/Unit in the feeder grade is promoted

9. Besides direct recruitment, the RRs for the post of LDC also provide for promotion quota of 5% and Limited Departmental Competitive Examination (LDCE) quota of 10% to be filled through Group 'C' employees in the pay scale of Grade Pay Rs.1800. The DPC and LDCE for promotion to the post of LDC are conducted at AQAW(A), Khamaria.

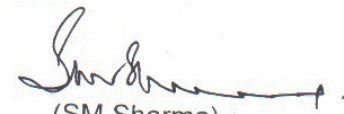
10. The promotion quota and LDCE quota vacancies are to be determined from the total number of vacancies arising in a particular vacancy year. Hence, all FEs/Units will be required to forward details of all vacancies arising in the grade of LDC in vacancy year 2015-16 to AQAW(A), Khamaria by 15 Mar 2015 and for subsequent vacancy year by 31 December of the preceding year. AQAW(A), Khamaria shall ensure that DPC panel and select list of LDCE are issued by 01 April of every year. The vacancy of FE from where employee(s) of the feeder grade has/have been empanelled/selected for promotion to the grade of LDC, shall be considered to be utilised by the promotee and in such case direct recruitment to LDC grade shall be made by the concerned FE/Unit only for the remaining vacancy(ies), if any. The resultant vacancy(ies) in the feeder grade shall accordingly be filled by direct recruitment.

Maintenance of Seniority Roll of Direct Recruits

11. Though the direct recruitment to various Group 'C' posts will now be made by concerned FEs/Units but further promotions of such direct recruits will continue to be considered by the DPCs as provisioned in the RRs of the post. Hence, a combined Seniority Roll of direct recruits of all FEs/Units will be required to be maintained to be placed before the DPCs. Therefore, all FEs/Units will require to forward complete details of the direct recruitments made by them in each grade clearly indicating the vacancy year of recruitment, date of examination/interview, date of issue of Select List and date of joining by the candidate to AQAW(A), Khamaria immediately after completion of the recruitment process or by 15 April of successive year, whichever is earlier. AQAW(A), Khamaria shall prepare a combined Seniority Roll as per the guidelines issued by the Govt./DoP&T on the subject from time to time. The draft Seniority Roll shall be circulated to all concerned and shall be finalised after disposing off representations received, if any.

12. This issues with the approval of Director General, AQA.

Encl:- As above


(SM Sharma)
Director(HR)
for Director General, AQA

VACANCY POSITION OF LDC IN DGAQA ORGANISATION**As on 31.12.2014**

Srl. No.	Estt/Dett	AUTHORISED			POSTED			VACANCY
		OS	UDC	LDC	OS	UDC	LDC	
1	MSQAA, Hyderabad	0	0	3	0	1	0	2
2	SSQAG, Hyderabad	0	2	1	0	0	0	3
3	ORDAQA, Bengaluru	3	5	3	2	2	2	5
4	ALISDA, Bengaluru	1	7	1	2	0	1	6
5	ORDAQA (HAL) Hyd'bad	1	3	2	1	1	0	4
6	ORDAQA (GW) Hyderabad	1	0	1	0	1	0	1
7	ORDAQA, Trichy	0	1	0	0	0	0	1
8	ORDAQA, Lucknow	1	1	3	0	4	1	0
9	ORDAQA, Korwa	0	0	2	1	0	1	0
10	ORDAQA, Kanpur	0	0	2	0	1	1	0
11	ORDAQA, Ghaziabad	1	1	0	0	0	1	1
12	ORDAQA(AA), Kirkee	2	0	03\$	0	3	3	-1
13	ORDAQA, Dehradun	0	2	2	0	1	2	1
14	ODDG(Nasik)	1	4	01\$	1	1	0	4
15	ODDG(Koraput)	1	1	2	2	1	1	0
16	OAQA, Kolkata	0	1	0	0	0	0	1
17	AQAW(A), Khamaria	4	8	4	1	5	4	6
18	Dett. GCF Jablapur	0	1	0	0	0	0	1
19	Dett. Ambajhari	0	1	1	0	2	0	0
20	Dett. Cossipore	0	3	0	0	0	1	2
21	Dett. Chanda	0	0	2	0	0	2	0
22	Dett. Kanpur	0	1	1	0	1	1	0
23	Dett. Muradnagar	1	1	2	1	1	1	1
24	Dett. Itarsi	0	0	1	0	0	0	1
25	Dett. Bhandara	0	1	2	0	0	1	2
Total		17	44	39	11	25	23	41

\$ one post of LDC stands transferred from ODDG(Nasik) to ORDAQA(A), Kirkee till retirement of Shri VS Gaikwad, LDC i.e. till 30 Sep 2016 (Letter No.5037/DGAQA/Adm-I dated Mar 2008)

VACANCY POSITION OF MTS IN DGQA ORGANISATION

Annexure -II

As on 31.12.2014

Srl. No.	Estt/Dett	AUTHORISED						POSTED						Total Vacancies of MTS for DR		
		Erstwhile Posts						Erstwhile Posts								
		Peon	Safai-wala	Record Keeper	Daftry	Watch-man	Lascar	Total MTS Posts	Peon	Safai-wala	Record Keeper	Daftry	Watch-man		Lascar	Total MTS Posted
1	ORDAQ, Bengaluru	2	0	0	0	0	0	2	1	0	0	0	0	0	1	1
2	ALISDA, Bengaluru	2	3	0	1	9	0	15	1	2	0	0	4	0	7	8
3	ORDAQ (HAL) Hyd'bad	1	0	0	0	0	0	1	0	0	0	0	0	0	0	1
4	ORDAQ (GW) Hyderabad	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5	ORDAQ, Trichy	1	0	0	0	0	0	1	1	0	0	0	0	0	0	0
6	ORDAQ, Lucknow	1	0	0	0	0	0	1	1	0	0	0	0	0	1	0
7	ORDAQ, Korwa	1	0	0	0	3	0	4	1	0	0	0	3	0	4	0
8	ORDAQ, Kanpur	2	0	0	1	0	0	1	1	0	0	0	0	0	1	0
9	ORDAQ, Ghaziabad	2	0	0	0	0	0	3	2	0	0	0	0	0	2	1
10	ORDAQ(AA), Kirkee	1	1	0	0	0	0	2	2	0	0	0	0	0	2	0
11	ORDAQ, Dehradun	2	1	0	0	4	0	7	0	1	0	0	0	0	1	1
12	ODDG(Nasik)	2	0	0	0	0	0	2	1	0	0	0	2	0	5	2
13	ODDG(Korapur)	1	0	0	0	0	0	1	1	0	0	0	0	0	1	1
14	OAAQ, Kolkata	1	0	0	0	0	0	1	1	0	0	0	0	0	1	0
15	AQAW(A), Khamaria	2	4	0	2	1	0	9	1	3	0	0	0	0	4	5
16	Dett. GCF Jablapur	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
17	Dett. Ambajhari	1	0	1	0	0	0	2	0	0	0	0	0	0	0	0
18	Dett. Cossipore	1	1	0	0	0	1	3	0	1	0	0	0	0	1	2
19	Dett. Chanda	1	0	0	0	0	0	1	0	0	0	0	0	0	0	1
20	Dett. Kanpur	0	1	0	0	0	0	1	0	1	0	0	0	0	1	1
21	Dett. Muradnagar	1	1	0	0	0	1	3	1	1	0	0	0	0	2	1
22	Dett. Itarsi	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
23	Dett. Bhandara	1	0	0	0	0	0	1	0	0	0	0	0	0	0	1
24	Total	26	12	1	4	17	2	62	16	10	0	0	9	0	35	27

The erstwhile posts of Peon, Daftry, Watchman, Lascar, Safaiwala and Record Keepers stands merged by SRO 12 dated 13 Feb 2014

VACANCY POSITION IN THE GRADE OF STENOGRAPHER GRADE-II (G.P. Rs.2400)**As on 31.12.2014**

Srl. No.	Estt/Dett	AUTHORISED		POSTED		Total Vacancy
		Steno-I (G.P. Rs.4200)	Steno-II (G.P. Rs.2400)	Steno-I (G.P. Rs.4200)	Steno-II (G.P. Rs.2400)	
1	MSQAA, Hyderabad	4	0	0	3	1
2	ORDAQA, Bengaluru	5	1	2	0	4
3	ALISDA, Bengaluru	2	1	1	1	1
4	ORDAQA (HAL) Hyd'bad	2	0	1	0	1
5	ORDAQA (GW) Hyderabad	0	1	0	0	1
6	ORDAQA, Trichy	0	0	0	0	0
7	ORDAQA, Lucknow	3	0	1	1	1
8	ORDAQA, Korwa	0	1	0	0	1
9	ORDAQA, Kanpur	0	1	1	0	0
10	ORDAQA, Ghaziabad	1	1	1	1	0
11	ORDAQA(AA), Kirkee	1	0	0	0	1
12	ORDAQA, Dehradun	0	1	1	0	0
13	ODDG(Nasik)	2	1	0	1	2
14	ODDG(Koraput)	1	1	1	0	1
15	OAQA, Kolkata	0	1	1	0	0
16	AQAW(A), Khamaria	2	0	0	0	2
17	Dett. Ambajhari	1	0	0	0	1
18	Dett. Chanda	1	0	0	1	0
19	Dett. Bhandara	1	0	1	0	0
	Total	26	10	11	8	17