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REGISTERED

Government of India
Ministry of Defence,
Deptt of Defence Production
Directorate General of
Aeronautical Quality Assurance
'H' Block, New Delhi - 110011

No. 2933/SOP/DR/DGAQA/ADM-II

06 Aug 2014

All DDGs

**SOP FOR DIRECT RECRUITMENT IN
GROUP 'C' POSTS(TECHNICAL & NON-TECHNICAL)
IN FIELD ESTTS. DGAQA**

1. The DoP&T, vide their OM dated 19 Aug 2011 (copy enclosed) has exempted the Defence Units/Field Establishment from the purview of Staff Selection Commission for recruitment to all Group 'C' posts (Non-technical) including Multi Tasking Staff (erstwhile Group 'D'). Recruitment to Group 'C' Technical posts was already being made at local level in DGAQA. Accordingly, the Competent Authority has approved that recruitment to all Group 'C' posts in DGAQA hence onwards be made at local level by Selecting Zones. DDGs shall be the Head of Selecting Zones.
2. Recruitment process in Govt. is required to be fair and transparent. A uniform procedure to fill up the vacancies for Group 'C' posts of civilian employees in the Field Establishments of DGAQA has been considered necessary to avoid any deviation or irregularity in the process of recruitment to be followed by various Field Establishments. Accordingly, a detailed Standard Operating Procedure (SOP) with respect to action to be taken by the Selecting Zones for vacancies occurring in their respective Zones is enclosed. All DDGs are requested to follow the same.
3. This issues with approval of DG, AQA.



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

Encl: As above

Copy to:-

✓ Director(IT) – for uploading the SOP on DGAQA website.

निदेशक (मानव संसाधन) / Director (HR)
वै. गु. आ. य. नि. / रक्षा मंत्रालय
DGAQA/Ministry of Defence
'एच' ब्लॉक, नई दिल्ली-110011
'H' Block New Delhi-110011

**STANDARD OPERATING PROCEDURE FOR DIRECT RECRUITMENT IN
GROUP 'C' CATEGORIES IN THE FIELD ESTABLISHMENTS OF
DIRECTORATE GENERAL OF AERONAUTICAL QUALITY ASSURANCE**

Objective

1. The vacancy position at any point of time is the sum difference between the number of posts authorized on the PE and the number of employees held/posted. Action to fill up existing and/or anticipated vacancies likely to arise during a recruitment year (01 April to 31 March) is required to be taken by respective Field Establishments as and when required. Recruitment in Government process is required to be fair and transparent and appointing authorities have to ensure that only the most deserving candidates are selected as per the provisions of the recruitment rules applicable to the relevant posts. A uniform procedure to fill up the vacancies for Group 'C' posts of civilian employees in the Field Establishments of DGAQA has been considered necessary to avoid any deviation or irregularity in the process of recruitment followed by various Field Establishments.

Appointing Authority.

2. The Appointing Authority in terms of Part V of the Schedule to CCS (CCA) Rules, 1965, is specified as under:-

(i) Group 'A' posts : Govt of India, MoD is the Competent Authority for filling the vacancies in Group 'A' category.

(ii) Group 'B' & 'C' posts : DG, AQA is the appointing authority for all Group 'B' and 'C' posts.

3. Action for filling up of vacancies with regard to Groups 'A' & B posts shall be handled at HQ. As regards group 'C' posts, the management of vacancies falling under this category shall be the responsibility of Selecting Zone. DDG's shall be the head of Selecting Zones.

Selection Zones.

4. For the purpose of management and effective monitoring of Recruitment action, the FEs are placed under the respective DDG's as under:-

S. No	Selection Zone	Field Establishments covered
(i)	DDG (SZ)	All FEs located at Hyderabad including MSQAA and SSQAG, Bengaluru and Tiruchirapally
(ii)	DDG (N&CZ)	ORDAQAs located at Lucknow, Korwa, Kanpur, Kirkee, Kolkata, Ghaziabad and Dehradun. AQAW(A), Khamaria and all its detachments at GCF Jabalpur, Ambajhari, Cossipore, Chanda, Kanpur, Muradnagar, Itarsi and Bhandara
(iii)	DDG, Nasik	ODDG(N), Ojhar, Nasik.
(iv)	DDG, Koraput	ODDG, Koraput.

Activities to be undertaken

5. The following activities are required to be undertaken during the recruitment process in respect of a post proposed to be filled through direct recruitment :-

- (a) Calculation of Vacancies
- (b) Reservation for SC/ST/OBC/ESM/PH
- (c) Clearance from Surplus Cell
- (d) Notification of Vacancies.
- (e) Constitution of Selection Boards.
- (f) Selection as per prescribed procedure.
- (g) Promulgation of Select Panel.
- (h) Completion of Pre-appointment formalities.
- (j) Issue of offer for appointment.
- (k) Completion of Post-appointment formalities.

Calculation of Vacancies

6. The number of vacancies likely to arise in the year has to be assessed taking into account the existing vacancies and anticipated vacancies on account of retirement/technical resignation/resignation/death/promotion etc. The cut off period for calculating year wise vacancies is from 01 Apr to 31 Mar. Vacancies arising due to following occurrence are to be taken into account:-

(a) Newly sanctioned posts in the cadre are to be added to authorized establishment.

(b) Vacancies, if any, arising due to death, retirement on superannuation/resignation and promotions during the recruitment year are to be reckoned.

(c) Restriction, if any, imposed by the Government of India on the number of vacancies to be filled should be calculated and applied to the vacancies.

7. The vacancies so calculated must be distributed among various modes of appointment as per quotas fixed for direct recruitment/promotion/absorption /deputation provided in the recruitment rules applicable to the posts. It is, thus, essential that the provisions of recruitment rules applicable to the post proposed to be filled are invariably checked before deciding the applicable method of recruitment. For example, if the prescribed mode of recruitment in the RRs is "by promotion" failing which "by direct recruitment", first the promotion mode is to be exhausted before intimating the vacancy to DGAQA HQ for release of Non Availability Certificate (NAC) for direct recruitment.

Clearance from Surplus Cell of MOD in AG's Branch/IHQ MoD(Army)

8. As per instructions contained in AO 22/2001, vacancies falling in Direct Recruitment quota in MoD can be filled up only after obtaining a Non-Availability Certificate (NAC) from the Surplus Cell at MP-4(Civ), AG's Branch, Army HQrs.

All requests for issue of NAC are to be addressed to this HQ by the Selecting Zones duly recommended by DDGs in the prescribed proforma well within the prescribed period. No request would be made directly to AG MP-4(Civ)/IHQ MoD(Army).

Reservation for SC/ST/OBC/ESM/PH

9. The relevant instructions issued by DoP&T providing for reservations for various categories are required to be followed strictly by all appointing authorities. The "Reservation Roster" for each post will be prepared and maintained by each Selecting Zone. In this regard the following points need to be highlighted:-

(a) The reservation for SC/ST and OBC are to be determined on the basis of post-based rosters, required to be maintained by the Selecting Zones in respect of each category of the posts authorized to them. The extent of reservation, applicable in case of direct recruitment to Group 'C' (including erstwhile Group 'D') posts normally attracting candidates from a locality or a region, which is generally fixed in proportion to the population of Scheduled Castes and Scheduled Tribes in the respective states/UTs, is to be decided as per instructions contained in DoP&T OM No. 360/1711/12004-Estt(Res) dated 05 Jul 2005.

(b) While the reservation for SC, ST and OBC is vertical, the reservation for Physically Handicapped (PH) & Ex-serviceman (ESM) is horizontal. This would require that persons selected against the quotas reserved for PH & ESM are also to be adjusted in the post based rosters among respective SC/ST/OBC and Unreserved (UR) categories.

(c) The exact number of vacancies available under each category as per reservation applicable to various eligible categories are to be clearly indicated in the Recruitment Notification to be issued.

Notification of Vacancies

10. In accordance with DoP&T OM No. 14024/2/96-Estt(D) dated 18 May 1998, all vacancies to be filled on regular basis, except those which fall within the purview of UPSC/SSC, are to be notified to the Local Employment Exchange. However, the vacancies are to be notified to Employment Exchange after obtaining NAC from AG/MP4 (Civ) and the "Recruitment Notice" with details of reservations is to be displayed on the Notice Board placed outside the Gate of Unit/Estt. In addition to notifying vacancies to Employment Exchange, Recruitment Notice is to be published in the Employment News/Rojgar Samachar along with two local newspapers through the Directorate of Advertising and Visual Publicity, New Delhi. For better response, besides print media, the vacancies can also be given wide publicity through electronic media i.e. Radio, TV and DGAQA Website.

11. While notifying QRs of the post, the advertisement should mention only the Essential Qualifications and/or Desirable Qualifications strictly as prescribed in the Recruitment Rules of the post. The advertisement issued must give all essential details viz. Name and probable number of vacancies with distribution of reserved categories ('No. of vacancies likely to change' shall also be mentioned invariably), pay scale, likely areas/place of initial employment, all India service liability or otherwise, minimum educational qualifications, age limit and relaxation thereof, last date of receipt of completed application form, location of test centre(s), syllabus for written test and format of application. It should also be made clear that 'merely fulfilling the basic selection criteria does not automatically entitle a person to be called for test/interview/skill test'. **NO extra weightage** should be given for additional/extra/higher qualification for recruitment and therefore, no such indications should be mentioned in the advertisement. In addition to names sponsored by Employment Exchanges, candidates applying in response to advertisement in the print and electronic media are also to be considered. At least three weeks time should be allowed to

the candidates between publication of advertisement and last date of submission of application. Prescribed application format alongwith details of reservations etc is to be published in the advertisement. Selling of application form published by the Unit/Estt authorities is prohibited. A specimen copy of application form is attached as Annexure-I.

Constitution of Selection Board:

12. For assessing the suitability of the applicants and also determining their comparative merit for employment against the post, a Selection Board is to be constituted. The Selection Board for selection of candidates for appointment is to be constituted under an officer junior in rank to the Appointing Authority. One member belonging to SC/ST/OBC and one member belonging to minority community is essential if the selection is for more than 10 posts. There should be a Female Member on the Board if none of the representative of SC/ST/OBC and minority community is a Female Officer. A Female Member has to be co-opted in the Board in case there is no lady member in the board from General / minority or representative for SC/ST/OBC.

13. The suggested composition of the Selection Boards is as under:-

- (a) Chairman - Director or equivalent.
- (b) Members - Two Group 'A' Officers.

In addition, representatives of SC/ST, minority community and female member will also be co-opted with the Selection Boards.

Selection Procedure

14. Scrutinizing for Eligibility

The eligibility of the candidates is to be reckoned strictly in accordance with the Recruitment Rules for the post. Neither any relaxation in the essential qualification is permissible nor any additional qualification need to be fixed other than those prescribed in the Recruitment Rules. The SC/ST/OBC candidates who are found eligible as per General Category standards and do not avail age or any

other concession meant for SC/ST/OBC category and get selected on merit vis-a-vis the general candidates are not to be counted towards SC/ST/OBC quota. If selected, they shall be termed as 'RAUV' (Recommended against Unreserved Vacancy).

15. All applications are to scrutinized in terms of upper age limit, minimum educational qualifications and experience prescribed in the Recruitment Rules. Application not fulfilling any of the criteria would be rejected out-rightly.

16. Written Examination

Common Written Test will be conducted for all eligible candidates. All eligible applications will be allotted roll number without considering the category (SC/ST/OBC/UR) of candidates. Written Test can be held in two or more shifts per day in case of large number of candidates. Different sets of question papers for Written Test are to be prepared for different shifts/days of the test. However, it should be seen that the standard of questions should be appropriate to the duties/job requirements of the post(s) concerned and should be uniform. The Board shall set up question papers/scheme for practical tests commensurate with the qualifications prescribed in Recruitment Rules. Marks for written, Practical/physical test and interview should be allotted in the ratio of 40:40:20. Skill tests like typing / stenography for the post of LDC/Stenographer/Hindi Typist should be qualifying in nature as prescribed in the syllabus and no separate marks should be allotted to it. Candidates who qualify in the typing test/skill test/stenography should only be called for the interview. In that case, the Written Test and Interview should be allotted marks in the ratio of 80:20. The Question cum Answer paper should invariably be bilingual (both in Hindi and English versions). The number of candidates to be called for interview should not exceed normally 10 times the number of vacancies.

17. Syllabus

- (a) LDCs/Stenographers-----Appendix A
- (b) MTS-----Appendix B

(c) For other Group 'C' categories except (a) & (b) above, question paper can be prepared by the concerned O/o DDGs as per the charter of duties of the post.

Promulgation of Select Panel

18. The select panel will be prepared in the following sequence:-

(a) Prepare a combined merit list of all categories based on total marks obtained.

(b) Select Lists of candidates falling under Ex-serviceman & Physically Handicapped.

(c) Super-impose these candidates against their respective reserved quotas for SC/ST/OBC. Others will be adjusted against Unreserved vacancies.

(d) Select List of General Category Candidates in the order of merit. Care be taken to exclude candidates belonging to reserved categories who have availed any relaxation/concession i.e. age etc.

(e) Prepare separate merit lists for each category i.e. UR, SC, ST, OBC.

19. The select list, so prepared, must be got approved by the designated Appointing Authority before its promulgation. The panel of selected candidates will be uploaded on DGAQA website and notified to the Employment Exchange, apart from informing the selected candidates. The same will also be put on the notice board of the unit concerned. The panel is to be kept effective till all the candidates on the Selected Panel (not necessary in case of reserve candidates) are offered appointment or next recruitment exercise is initiated.

20. Candidates may also be selected and placed in "Reserve List" for meeting any unforeseen situations including refusal of selected candidates for each category to join duties without compromising the general standards of marks.

Such Reserve List shall be operative for a period of 1 year or initiation of next recruitment drive whichever is earlier.

Pre-Appointment Formalities

21. Verification of Antecedents

No candidate is to be appointed in DGAQA without prior verification of character and antecedents through both i.e., police and IB authorities. Police verification will be got done by concerned unit and District authorities are to be approached for detailed verification of character and antecedents. IB verification will be got done by the HQ.

22. Medical Examination

The selected candidates are to be referred/asked to get his/her medical examination done from the competent/prescribed authorities as per existing rules. For male candidates, Civil Surgeon/DMO/equivalent Medical Officer is the competent authority. For female candidates, Asstt Surgeon Grade I (Woman Officer) or RMP (Woman) is the competent authority. When a candidate is required to produce a 'Medical Certificate' from a Govt Medical Officer, the Head of concerned establishment should make a written request to the Medical Officer giving full particulars of the candidate.

23. As per existing instructions, appointments are to be made only after the character and antecedents of the selected candidates are verified. The selected candidates are also required to undergo medical examination before joining their duties. Further, it is advisable that the certificates produced by the selected candidates in support of their castes etc. are got verified from the issuing authorities, before allowing the selected candidates to join their duties.

Issue of Offer for Appointment:-

24. After completion of pre-recruitment formalities, the proposal for according approval to issue Offer of Appointment shall be submitted to this HQ for obtaining approval of the Competent Authority i.e. DG. The offer of

appointment should spell out that the appointment is provisional and purely on temporary basis and subject to verification of certificates produced in favour of the candidature. If subsequent verification proves any of the certificates to be false, the appointment of the candidates is to be terminated forthwith. Condition of probation including Probation Period of 2 years should be written in the offer of appointment. The candidate is required to produce certificate of medical fitness from prescribed medical authority. 'Selected candidates(s) should be warned in the offer of appointment that the candidates(s) will be disqualified for Govt. Service in case he or she has more than one spouse living, except in cases where plural marriage is permissible under the personal law applicable to such persons. Condition of All India transfer liability should be inserted in the offer of appointment. The last date for reporting for duty failing which offer will stand terminated should invariably be mentioned in the offer of appointment.

25. After completion of the prescribed recruitment formalities, a formal offer of appointment containing, inter-alia, the details of post offered, pay scale & grade pay attached to the post, period of probation, disqualifications in the case of plural marriage, all India service liability and the last date for reporting duties, will be issued. A specimen format of the offer of appointment is attached as Appendix C.

Post-Appointment Formalities

26. On reporting of the candidates for duty, the authorities concerned must prima-facie verify the identity, certificates of educational qualification, proof of age, caste certificate, medical certificate etc. The Head of concerned establishment should thereafter, administer the Oath of Allegiance to Constitution of India in the prescribed format and Oath of Secrecy as required under Official Secrets Act. The establishment should publish DO Part II order taking the selected candidate on strength and post him/her to the concerned

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section. A service Book should be opened for the individual in the prescribed format.

Conclusion

27. It is imperative that the recruitment process is not unduly stretched beyond reasonable period and efforts should be made to conclude the same during the validity period of the NAC, which is one year, at present. In this regard, a suggested time frame for the whole recruitment process is attached as Annexure II.

Written examination syllabus for the post of Lower Division Clerk (LDC)

SYLLABUS:

The syllabus for 4 Papers is as follows:

(1) **General Intelligence:** It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis judgement, decision making, visual memory, discriminating observation, relationship concepts, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

(2) **English Language:** In addition to the testing of candidates understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. His/her writing ability would also be tested.

(3) **Numerical Aptitude:** This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.

(4) **General Awareness:** Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters as of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially

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pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

NOTE I: For VH candidates of 40% and above visual disability and opting for SCRIBE there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning/General Awareness Paper.

NOTE II: Only those candidates, who secure at least the minimum qualifying marks in the written examination, as may be fixed by the Selection Board at their discretion, will be called for skill test.

Provided that candidates belonging to Scheduled Castes, Scheduled Tribes, OBC, ExS and PH may be called for the Skill Test by the Selection Board by applying relaxed standards if the Board is of the opinion that sufficient number of candidates of these categories are not likely to be called for the skill test on the basis of general standard in order to fill up the vacancies reserved for these categories (i.e. SC, ST, OBC, PH and ExS).

NOTE III: A Central Government civilian employee must furnish "No Objection Certificate" from his Employer/Office at the time of the skill test that in the event of his final selection for the relevant post, he would be relieved by his Office for joining the new post/service else his candidature will be cancelled.

Skill Test for LDCs: (Skill Test will be taken on Computer)

- * Typing Test will be of Qualifying in nature.
- * English Typing @35 w.p.m.(Time allowed 10 minutes)(30 minutes for VH candidates).
- * Hindi Typing @ 30 w.p.m. (Time allowed 10 minutes) (30 minutes for VH candidates)
- * (35 w.p.m. and 30 w.p.m. corresponds to 10500 Key Depressions Per Hour/9000 Key Depressions Per Hour on an average of 5 key depressions for each word).

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- * (Typing Test will be conducted later for those candidates who qualify in the Written Examination. Such Typing Test will be conducted only in English or Hindi and candidates while applying for the Examination, will have to indicate his/her choice for Skill Test Medium separately in the Application Form).

Written examination syllabus for the post of Stenographer Grade II

SCHEME OF EXAMINATION: The examination will consist of a written examination and skill test in stenography.

SYLLABUS

General Intelligence & Reasoning: It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgement, decision making, visual memory, discriminating observation, relationship concepts, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

General Awareness:

Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian

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Constitution and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

NOTE: For VH candidates of 40% and above visual disability and opting for SCRIBE there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning/General Awareness Paper.

English Language & Comprehension: In addition to the testing of candidates' understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. His/her writing ability would also be tested.

B. Skill Test in Stenography:

Candidates who qualify in the Written Examination will only be called for the Skill Test.

The SKILL TEST WILL BE OF QUALIFYING NATURE.

For Skill Test (stenography test), the candidates will be given one dictation for 10 minutes in English/Hindi at the speed 80 w.p.m. for the post of Stenographer Grade II. The matter will have to be transcribed on computer only. The transcription time is as follows:-

For Stenographer Grade II, 50 minutes (English)-65 minutes (Hindi).

Written examination syllabus for the post of Multi Tasking Staff (Non
Technical)

Syllabus:

Time Allowed (General Candidates): 2 Hours

Time Allowed (Visually Handicapped): 2 Hours 20 mins

Question Paper: Objective Type

Negative Marking: 0.25 marks for each wrong answer

Topics:

Questions on General Intelligence and Reasoning will be non-verbal considering the functions attached to the post. Questions on Numerical Aptitude and General English will be simple, of a level that an average matriculate will be in a position to answer comfortably. Questions on General Awareness will be also of similar standard.

I. General Intelligence & Reasoning (25 Qs, 25 Marks)

It would include questions of non-verbal type. The test will include questions on similarities and differences, space visualization problem solving, analysis, judgement, decision making, visual memory, discriminating observation, relationship concepts, figure classification, arithmetical number series, non-verbal series etc. the test will also include questions designed to test the candidate's ability to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

II. Numerical Aptitude (25 Qs, 25 Marks)

This paper will include questions on problem relating to Number System, Computation of whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and

Proportion, Averages, Interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.

III. General English (50 Qs, 50 Marks)

Candidate's understanding the Basics of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. his/her writing ability would be tested.

IV. General Awareness (50 Qs, 50 Marks)

Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

NOTE: For VH candidates of 40% and above visual disability and opting for SCRIBE there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning/General Awareness Paper.

REGISTERED

Tele : 2379 2203

(Address of the organiser)

File No.

Dated :.....

Name and Address

of Candidate

Appointment offer : (name of post for which appointment is given)

1. (Rank & Designation of the Appointment Authority) hereby offers Shri DOB..... S/O.....temporary appointment ofin the pay scale ofwith Grade Pay of Rs..... He/she will be entitled to draw dearness allowance and other allowances at the rate admissible to the Central Govt servants, subject to the conditions laid down in the rules and orders governing the grant of such allowances in force from time to time.
2. He will be on probation for a period of two years from the date of appointment. In case his performance/conduct is not found to be satisfactory, his services are liable to be terminated at any time during or at the end of the period of probation (including extended period if any) without any notice or pay in lieu.
3. He will be governed by the rules/regulations that are in force and as may be amended from time to time.
4. No travelling allowance will be admissible on his first joining duty.
5. He will be required to make his own arrangements for accommodation.
6. He will be subject to All India Service Liability.
7. He will be governed by the new restructured defined Contribution Pension Scheme as notified by the Central Government and not by the earlier defined Benefits Pension Scheme.

8. The appointment will be subject to submission of a declaration (in the prescribed form) to the effect that he:-

(a) Has not entered into or contracted marriage with a person having a spouse living

or,

(b) Having a spouse living has not entered into or contracted a marriage with any other person. He will be eligible for appointment provided that the Central Govt. may, if satisfied that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

9. The appointment will be further subject to submission of original caste certificate for Scheduled Caste/Scheduled Tribe/OBC candidates. In case, the appointment is provisional, the following note is to be inserted in the offer letter.

Note: The appointment is provisional and is subject to the caste certificate being verified through the proper channel. If the verification reveals that the claim of the candidate to belong to SC/ST/OBC is false, the services of such candidate will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provision of the Indian Penal Code for production of False Certificate.

10. The appointment is provisional and is subject to verification of Educational Qualifications and other certificates by the concerned unit from the appropriate authorities.

11. If willing to accept the offer of appointment, the individual may report to within 30 days from the date of receipt of this letter, failing which the offer will be treated as cancelled.

(Name & Signature of the
concerned authorities)

Copy to: All concerned

Annexure-I

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Application for the posts ofIn.....Unit

Paste a self
Attested
Photograph.

1. Post applied for

2. Name of the Candidate (in block letters):..... ,

3. Father's name:

4. Date of Birth :/...../.....

(attach copy of Birth Certificate self attested)

5. Age as on last date prescribed for receipt of application

Years..... Month..... Days.....

6. Address for Correspondence :

House No/Street/Village.....

Post Office.....Distt.....

State.....PIN Code.....

7. Permanent Address:-

House No/Street/Village.....

Post Office.....Distt.....

State.....PIN Code.....

8. Caste : Gen/OBC/SC/ST.....(Attach Certificate in case of SC/ST/OBC)

9. Educational Qualification:.....(attach education certificate self attested)

10. Any other qualification/Experience:.....

- 11. Category for which applied :- (UR)/OBC/SC/ST/Ex Serviceman/Physically Handicapped.....(Attach copy self attested).
- 12. Technical Training /Experience
- 13. Domicile.....(attach self attested copy)
- 14. Whether registered with any Employment Exchange:- Yes/No: If yes, mention Registration No. and Name of employment exchange.
- 15. I hereby certify that above particulars mentioned in the application are correct and true to the best of my knowledge and belief, if particulars mentioned by me are found false at any stage then I shall be liable to be terminated without any notice.

Dated:

(Signature of candidate)

FOR OFFICIAL RECORD ONLY

- 1. Received on
- 2. Accepted/Rejected.....
- 3. Reason for rejected: Underage/Overage/incomplete documents/Any other reason to be specified.....
- 4. Index No.:..... Date of Test/Interview.....

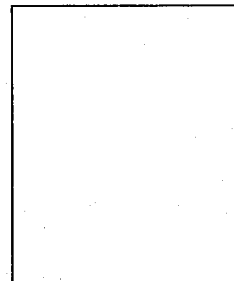
Acknowledgement Card

Post: (Delete whichever is not applicable)

1. Name:

2. Father's Name:

3. Address for correspondence: (To be filled same
as per Column 6 of application form)



House No./Street/Village

Post Office..... Distt.....

4. Index No: Date and Time of Written Test/Interview.....

5. Venue of Written Test/Interview.....

Signature of Controlling Officer

Annexure-IIFilling of Group C civ vacancies in DGAQA Estts(Suggested Time Frame)

Sl No.	Activity	Number of Days
1	Identification of reserved category vacancies as per applicable rosters	15
2	Notification of vacancies	20
3	Time to be given for submission of application	30
4	Scrutiny of application/data feeding of candidates	20
5	Constitution of Selection Boards .	10
6	Issue of call letters for written exam.	10
7	Holding of written test (after advance notice of 10 days to candidates)	5
8	Declaration of result of written examination	10
9	Issue of call letter for interview	10
10	Conduct of interviews (after 10 days of advance notice)	5
11	Publication of final list of selected candidates	10
12	Completion of pre-appointment formalities i.e. police verification etc.	90
13	Issue of Appointment Letter	15
	Total	240

Details of Authorisation of various Group 'C' posts
in each selecting zones in DGAQA, Min of Defence

S. No.	Name of selecting Zones	LDC	Stenographer Grade II	CMTD Ord Grade	MTS(Peon, watchman, Safaiwala)
01.	DDG(Nasik)	1	1	-	2
02.	DDG(N&CZ)	12	5	2	19
03.	DDG(Koraput)	2	1	1	1
04.	DDG(SZ)	11	3	-	18
05.	CO, Khamaria	13	-	2	15
Total Authorise Post		39	10	5	55

Kind Attn: Shri Rajesh Narang
DY Dir (DGADA)

(uA) 26

MINISTRY OF DEFENCE
D(APPTTS)

Subject : Recruitment of Group 'C' posts - exemption regarding

A copy of Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training O.M. No. AB 14017/6/2009 Estt(RR) dated 19.8.11 regarding continuation of the existing system of making recruitment by lower formation of Defence establishment otherwise than through Staff Selection Commission for Group 'C' (non-technical) posts including Multi Tasking Staff is forwarded herewith for information and necessary action.

P. Mohanta
(P)USH MOHANTA
SECTION OFFICER

MoD ID Note No.24(6)/11/D(Appmts) dated 26.8.11

Distribution :

1. AG,MP-4(Civ)(a) 2. IHQ,IDS(Pers) 3. E-in-C's Br./CSCC
4. NHQ/CP(G) 5. OS Dte. 6. EME (Civ) 7. Air HQ/PC-3
8. DGAFMS/3B 9. DGDE 10. DG, NCC 11. DPR/PR(X)
12. MT-7 13. MT-15 14. Arty Dce/Arty 10-B 15. EIA

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training

North Block, New Delhi

Dated: 19.8.2011

OFFICE MEMORANDUM

Subject: Recruitment of Group 'C' posts – exemption regarding.

The undersigned is directed to refer to this Department's OM of even number dated 12.5.2010 inter alia informing all Ministries/ Departments that the Staff Selection Commission is mandated to make recruitment to all non-technical Group 'C' posts in the various Ministries/ Departments of the Government of India and their Attached and Subordinate Offices, except for those posts which are specifically exempt from the purview of the Staff Selection Commission.

2. Numerous references were received from the Ministry of Defence for exemption from the Staff Selection Commission for recruitment of all Group 'C' posts (Non-Technical) including Multi Tasking Staff (erstwhile Group 'D'). It was informed that Defence Units/ Establishments are scattered all over the country including forward/ operational areas due to functional/ operational requirements.

3. The matter has been considered in the Department and it is agreed to continue the existing system of making recruitment by lower formation of Defence establishment otherwise than through Staff Selection Commission for Group 'C' (non-technical) posts including multi tasking staff. This is subject to the condition that the recruitment process (viz. eligibility conditions/ qualification/ format of examination/ syllabus, model RRs etc.) would be as per this Department's policy guidelines. Further, written tests for Multi Tasking Staff may be conducted as the post is now classified as Group 'C'

4. Hindi version will follow.

Smita Kumar
(Smita Kumar)
Director (E-I)

To

Ministry of Defence.

Copy to:

1. Ministry of Defence, D(Appointment) w.r.t. ID Note No.15203/20/MP-4)(civ)(a) dated 10.6.2011.

2. Staff Selection Commission.

3. All Officers and Sections under Estt. Division, DOPT.

4. Estt. (RR) (20 copies).

Sh. Man
25/8/11

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