

**DRAFT ADVERTISEMENT**  
**MINISTRY OF DEFENCE (DGOA)**  
**CONTROLLERATE OF QUALITY ASSURANCE (ELECTRONICS),**  
**JC NAGAR, BENGALURU-06**  
**THE NODAL REGIONAL ESTABLISHMENT (SOUTHERN ZONE)**  
**RECRUITMENT OF MERITORIOUS SPORTS PERSON (VOLLEYBALL)**  
**FOR THE POST OF LOWER DIVISION CLERK (LDC)**

1. Applications are invited from eligible candidates for filling up the following post from Citizens of India, amongst meritorious Sports Persons with proven records of sportsmanship in the game of VOLLEYBALL, at SQAE (A), Thiruchirapalli:-

Name of the Post	Pay Band + Grade Pay Rs (6 <sup>th</sup> CPC)	No. of Posts	Remarks
Lower Division Clerk (LDC)	5200-20200 GP 1900/- (7 <sup>th</sup> CPC pay level 2)	01*	Group 'C' Non-Gazetted ministerial post

\* Number of post/vacancy is tentative. The vacancy shown above **may vary (increase/decrease)** subject to availability of post or change in release of vacancies.

2. Eligibility conditions for the post are as under:-

**(a) Age limit:**

(i) Between 18 to 27 years as on 21st day from the date of publication of advertisement in Employment News. Relaxation in upper age limit up to maximum of 05 years will be applicable to a sports person.

(ii) Additional age relaxation will be applicable as per admissible rules in vogue on the date of this advertisement.

**(b) Educational and other qualification:**

**Essential :**

(i) 12<sup>th</sup> class or equivalent qualification from any recognized Board or University

(ii) Skill test norms on Computer :

English typing speed @ 35 words per minute; or Hindi typing @ 30 words per minute (Time allowed-10 minutes)

(35 words per minute in English and 30 words per minute in Hindi correspond to 10,500 key depressions per hour/9000 key depressions per hour on an average of 5 key depressions for each word). **Note :** Typing test shall not form a part of the selection process while carrying out recruitment of LDCs under meritorious sports person quota. However, after his/her appointment the selected candidates should qualify in the typing test conducted by the establishment before completion of his/her probation period.

**Desirable :** Basic knowledge in Computers

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**(c) Sports Eligibility:-**

(i) Sportspersons who have represented a State or the Country in the National or International competition in the game of Volleyball.

(ii) Sportspersons who have represented the University in the Inter-University tournament conducted by the Inter-University Sports Board in the game of Volleyball.

(iii) Sportspersons who have represented the State Schools Team in the National Sports / Games for school conducted by all India School Games Federation in the game of Volleyball.

(iv) Sportspersons who have been awarded National Awards in Physical Efficiency under the National Physical Efficiency drive in the game of Volleyball.

**(v) Evidence in support of merit of Sports events/Games:**

Only certificates awarded by the authorities hereunder as mentioned in DoP&T OM No. 14105/1/78-Estt(D) dated 03 Oct 2013 should alone be taken into account while considering the eligibility of an applicant.

(vi) Specimens of Form-1, Form-2, Form-3, Form-4 & Form-5 referred below are given in Annexure to Appendix 'A'.

(vii) A candidate who cannot produce self-attested copies of at least one certificate issued by one of the Authorities mentioned below along with application need not apply.

Sl No.	Competition	Authority awarding certificate	Form in which certificate to be awarded
(1)	International Competition	Secretary of the National Federation of the Games concerned.	Form-1
(2)	National Competition	Secretary to the National Federation or Secretary of the state Association of the Games concerned.	Form-2
(3)	Inter-University Tournaments	Dean of the sports or other officer in the overall in-charge of sports of the University concerned.	Form-3
(4)	National Sports / games for school	Director or Additional/Joint or Deputy Director in overall charge sports/games for schools in the Directorate of Public Instructions/Education of the State.	Form-4
(5)	Physical efficiency Drive	Secretary or other officer in overall charge of physical efficiency in the Ministry of Educational & Social Welfare, Government of India.	Form-5

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**3. Nature of Job:** -Responsible for the maintenance of files, records, typing of letters and job of administrative nature and other duties attached to Admin/Finance Group/Section and any other duty assigned by the organization. The candidate(s) selected against the above post is/are **liable to transfer any where in India (AISL).**

**4. General Instructions:-**

(a) Application should be addressed to : The Controller  
Controllerate of Quality Assurance (Electronics)  
Ministry of Defence  
Post Box No. 614  
JC Nagar PO, Bengaluru – 560 006

(b) Eligible candidates can apply in the prescribed format attached as Appendix 'A' and Admit Card as Appendix 'B', neatly typed (on **A4 size paper only**) and duly supported self-attested copies of the following :

- (i) Educational and Professional Qualifications supported by marksheet
- (ii) Experience (if any)
- (iii) Age proof
- (iv) Caste certificate
- (v) Sports proficiency certificate etc. issued by competent authorities.

The candidates must be in possession of the requisite qualifications for the concerned post as on closing date.

(c) Two recent passport size colour photographs, one duly self-attested should be pasted on the Application (Appendix 'A') and the other without attestation should be pasted on Admit Card (Appendix 'B'). The application is liable to be rejected if it is not in conformity with given format / incomplete / illegible / unsigned or without required certificates.

(d) The candidates belonging to SC/ST should forward the latest certificate duly Self Attested.

(e) Candidates who are already in "Govt Service/PSU/Autonomous Body" must apply through proper channel along with No Objection Certificate (NOC) from the present employer. Vigilance clearance certificate by the respective employer will be required at the time of appointment.

(f) The name of the post applied for must be clearly superscribed as "**Application for the post of Lower Division Clerk (LDC) (for Meritorious Sports person)**" on the top of the envelope. For example:-

**Application for the post of Lower Division Clerk (LDC)**  
**(for meritorious Sports person)**

To,

The Controller,  
Controllerate of Quality Assurance (Electronics)  
(Ministry of Defence)  
Post Box No-614, JC Nagar PO  
Bengaluru- 560 006.

(g) A self-addressed envelope sized 25 x 10 cm with Rs. 40/- stamp affixed on it shall be enclosed along with the application for sending Call letters / Admit Card by speed post.

(h) The application shall be sent only by **Ordinary Post**. Applications will **NOT** be accepted through Speed Post/ Courier, registered or by hand. The last date of receipt of application is within 21 days from the date of publication of this advertisement in Employment News / Rozgar Samachar (28 days in respect of candidates belonging to Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti district and Pangti Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).

(j) Applications incomplete in any manner or dated prior to release of advertisement or received after due date shall summarily be rejected, and no query in this regard will be entertained.

(k) This office will not be responsible for non-receipt /untimely receipt of application /documents/ Admit Cards due to any postal delay.

**5. Selection Process:-**

(a) Qualifying in the Field Trials conducted to ascertain the playing capability of the candidates followed by Written test.

(b) Written test comprising 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. The question paper will be both in English & Hindi language.

(c) Field Trials will be conducted at the venue of National/State sport bodies and written test will be conducted at Controllerate of Quality Assurance (Electronics), Bengaluru only. No TA/DA will be given to the candidates, who are appearing for the written test and Field Trials. Candidates are advised to avail the Railway Concession at railway station by producing attested photocopy of call letter to attend Interview/field trials, for To and Fro tickets, as per Govt order in vogue.

(d) The appointing authority reserves the right to short list the candidates on reasonable grounds and shall be final and binding. No correspondence will be entertained in this regard.

(e) Candidates should note that if at any stage of recruitment/service, it is found that he/she has submitted any false/fabricated information/documents, his/her candidature will be cancelled immediately and he/she will be liable for criminal prosecution.

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- (e) The candidates should also note that at any stage of recruitment if he/she is found to have tried to influence the recruitment authority from any sources, his/her candidature will summarily be rejected.
- (f) The details of those candidates who have opted for disclosure of details vide SI No.15 of their Applications, will be posted on the website, after completion of selection process.
- (g) The recruitment process can be cancelled / postponed / suspended / terminated without any prior notice / without assigning any reason at any stage.
- (h) Any dispute with regard to the Recruitment published in this Advertisement shall be within the jurisdiction of Bengaluru only.

**STATUTORY WARNING**

Selection in NODAL REGIONAL ESTABLISHMENT (SOUTHERN ZONE) is fair and merit based. Any attempt to influence the Selection process detected at any stage will lead to termination of candidature or service and legal action against the concerned individual as per appropriate section of IPC.

**APPLICATION FORM****Advt.No & Date of publication in the Employment News / RozgarSamachar. :**

( Tick ✓ in the appropriate box, strike off which is unnecessary. Use BOLD Letters only)

1. **Post applied for : LOWER DIVISION CLERK (LDC)  
(FOR MERITORIOUS SPORTSPERSON)**2. **Name (As in Matriculation Certificate):**

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3. **Father's/Husband's Name:**

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4. **Address for correspondence:**


5. **Date of Birth**

D	D	M	M	Y	Y	Y	Y

6. **Gender : Male / Female**7. **Category : SC**  **ST**  **OBC**  **UR** 8. **Marital Status: Married**   
**Single** 9. **Mobile No.**  
**STD Code & LL Ph No.**  
**Email-ID**

+	9	1																			

10. **Permanent Address:**


11. **Educational Qualification: Matriculation (Class X or equivalent) onwards.**

Examination / Degree	Name of School/ Board / College/ University	Marks or Grades (CGPA)/ Percentage obtained	Year of Passing	Subject(s)
Matriculation (10 <sup>th</sup> pass)				
12 <sup>th</sup> (10+2) pass				
Higher / Additional Qualification (if any)				

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12. **Sports proficiency Certificate:**

Form 1  Form 2  Form 3  Form 4  Form 5

13. **Work experience details, if any (start from present employer):**

Name & Address of Employer	From	To	Monthly Pay / Salary	Designation	Nature of Duties

14. Whether registered with any employment Exchange : Yes  No

If YES, Registration Number :

Name of the Employment Exchange :

15. Whether your details can be disclosed on the website Yes  No

16. I hereby certify that the above particulars mentioned in the application are correct and true to the best of my knowledge and belief. If any particulars mentioned are found false at any stage, I shall be liable to be terminated without any notice.

Date:							
	D	D	M	M	Y	Y	Y

Signature of the Candidate

**List of enclosures (Self attested copies only) Tick (✓) in the applicable Box)**

- (a) Matriculation) (10<sup>th</sup> pass) Marks card
- (b) 12th (10+ 2) marks card card
- (c) Age Proof Certificate
- (d) Sports proficiency certificate : Form 1  / Form 2  / Form 3  / Form 4  / Form 5
- (e) Caste/Community Certificate
- (f) Experience Certificate(s)
- (g) Any other Sports certificate
- (h) Admit Card (Appendix 'B')

**FOR OFFICIAL RECORD ONLY**

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

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SPECIMEN FORMS

FORM 1

(For representing India in an International Competition in one of the recognized Games/Sports)

**NATIONAL FEDERATION / NATIONAL ASSOCIATION OF \_\_\_\_\_**

Certificate to meritorious sportsmen for employment to Group C & D 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 \_\_\_\_\_ in \_\_\_\_\_ 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**



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**FORM 2**

(For representing State in India in a National Competition in one of the recognised Games/  
Sports)

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

Certificate to meritorious sportsmen for employment to Group C & D services  
under the Central Government.

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

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 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**

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**FORM 3**

(For representing University in the Inter university Competition in one of the recognised Games/ Sports)

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

Certificate to meritorious sportsmen for employment to Group C & D 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 the

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 \_**

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**FORM 4**

(For representing State School Team in the National Games for School in one of the recognised Games/ Sports)

**DIRECTORATE OF PUBLIC INSTRUCTIONS / EDUCATION OF THE STATE OF**

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Certificate to meritorious sportsmen for employment to Group C & D 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  
\_\_\_\_\_ (Complete Address)  
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:	Signature
	Name :
Date:	Designation
	Address
	ss
	Seal

**Note : This Certificate will be valid only when signed personally by the Director or Additional / Joint or Deputy Director in overall charge of Sports / Games for Schools in the Directorate of Public Instruction / Education of the State.**

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(for the awardees in Physical Efficiency performances conducted by the Ministry of Education & Social Welfare)

**GOVERNMENT OF INDIA/DEPARTMENT OF YOUTH AFFAIRS AND SPORTS**

**Certificate to a meritorious Sportsman for employment to a Group C & D posts/service under the Central Government**

Certified that Shri/Kumari..... son/daughter of Shri..... resident of .....  
.....(Complete Address)  
represented the .....  
School Team in the Game / Event of ..... in at 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:.....

Signature:.....

Date: .....

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.

13.

**Appendix 'B'**

**ADMIT CARD**

**(TO BE FILLED IN CAPITAL / BOLD LETTERS ONLY)**

1. Name of the Post applied for :  
**LOWER DIVISION CLERK (LDC)**  
**(FOR MERITORIOUS SPORTSPERSON)**
2. Advertisement No. & Date of publication in the  
Employment News / Rozgar Samachar. \_\_\_\_\_
3. Name of the Applicant (in full) :
4. Father's / Husband's Name :
5. Complete postal address for correspondence :

Affix Recent  
Passport size  
colour  
Photograph  
**(Unattested)**

(Signature of the Candidate)

DVP/10203/11/0001/1920