

**GOVERNMENT OF INDIA, MINISTRY OF DEFENCE (DGQA)  
CENTRAL PROOF ESTABLISHMENT, ITARSI DISTT-HOSHANGABAD (M.P)**

1. Applications are invited from Indian National for recruitment of following vacancies of Group 'C' posts for filling up by direct recruitment in **Central Proof Establishment, Itarsi (M.P)-461 114**. Complete applications alongwith requisite details should reach the addressee within **21** days from the date of publication of this advertisement (i.e. for e.g. if Advt is published during week 01 Aug – 07 Aug 2017 then date of closing for receipt of applications will be 28 Aug 2017. The closing date prescribed for those residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Distt and Pangi Sub-Division of Chamba Distt of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep will be **28** days from the date of publication of this advertisement.

Sl. No.	Name of Posts & Pay scales	Total No. of vacancy	Category				
			UR	SC	ST	OBC	Ex-Serviceman
(a)	Civilian Motor Driver (Ordinary Grade) Pay scale, Rs.5200-20200+ GP Rs.1900 (to be revised as per 7 <sup>th</sup> Pay commission)	01	-	01	-	-	-
(b)	<b>Technician (Semi-Skilled)</b> Pay Scale, Rs.5200-20200+ GP Rs.1800 (to be revised as per 7 <sup>th</sup> Pay commission)	07	04	-	01	01	01
(c)	<b>Multi Tasking Staff (Sanitary)</b> Pay Scale, Rs.5200-20200+GP Rs.1800 (to be revised as per 7 <sup>th</sup> Pay commission)	01	-	-	01	-	-
	<b>Total</b>	<b>09</b>	<b>04</b>	<b>01</b>	<b>02</b>	<b>01</b>	<b>01</b>

3. **AGE LIMIT, QUALIFICATION, EXPERIENCE ETC FOR THE ABOVE POSTS**

Srl. No.	Name of post	Qualification, Experience etc.	Age Limit
(a)	<b>Civilian Motor Driver (Ordinary Grade)</b>	(i) Matriculation (10 <sup>th</sup> Class pass) from any recognized board. (ii) Professional skill in driving, knowledge of motor mechanics, general smartness and holding of a valid permanent license for driving cars and heavy vehicles, with at least four years experience in driving heavy vehicles.	1. Not exceeding 27 years. (relaxable for 05 years for SC candidates).  2. Relaxable for departmental candidates upto the age of 40 years incase of general candidates and 45 years in case of candidates belonging to SC).

Srl. No.	Name of post	Qualification, Experience etc.	Age Limit
(b)	<b>Technician (Semi-Skilled)</b>	<p><b>Essential Qualification</b></p> <p>(i) Matriculation or equivalent (10<sup>th</sup> class pass) from recognized Board or University.</p> <p>(ii) Industrial Training Institute pass certificate in the specified trades below or its equivalent Defence Services Tradesman course approved by the Central Govt or State Govts.</p> <p><b>Specified Trades:-</b> Refrigeration Mechanic, Turner, Machinist, Examiner, Carpenter, Painter, Miller, Fitter Auto, Computer Hardware &amp; Networking, Information Technology and Electronic system maintenance.</p>	<p>1. Not exceeding 27 years for general candidate and 05 years relaxable for SC/ST and 03 years relaxable for OBC candidates (Relaxable for departmental candidates upto the age of forty years in case of General Candidates and forty five years in case of candidates belonging to the SC and ST and forty three years for OBC candidates in accordance with the instructions or orders issued by the Central Govt from time to time in this regard).</p> <p>2. Age Relaxation as per recruitment rule for ex-serviceman for Group C Post. (For Gp C posts every ex serviceman who has put in not less than six months of continuous service in Armed forces of the Union is allowed to deduct the period of such service from his actual age and if the resultant age does not exceed the maximum age limit (27 Years in the this case) prescribed for the post by more than three years. The disabled Defence Services Personnel will be eligible for appointment to Gp. 'C' post are allowed a relaxation of the age limit up to three years (eight years in case Defence Services Personnel belonging to SC/ST)in excess of the prescribed upper age limit).</p>
(c)	<b>Multi Tasking Staff (Sanitary)</b>	Matriculation (10 <sup>th</sup> class pass) from a recognized board	Between 18 and 27 years for general candidate and 05 years relaxable for ST candidates (Relaxable for departmental candidates upto the age of forty years in case of General Candidates and forty five years in case of candidates belonging to the SC and ST and forty three years for OBC candidates in accordance with the instructions or orders issued by the Central Govt from time to time in this regard).

**Note:** (a) The crucial date for determining the age and eligibility shall be the closing date for receipt of application as published in the advertisement in Employment News/Rozgar Samachar for the above posts and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Divison of Jammu and Kashmir State, Lahaul and Spiti Distt and Pangi Sub-Division of Chamba Distt of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).

(b) In case of the recruitment made through the Employment Exchanges, the crucial date for determining the age limit shall be the date upto which the Employment Exchanges are asked to submit the names.

(c) Departmental candidates should have minimum three years continuous service.

(d) Candidate should submit separate application for each post.

- (e) Incomplete/incorrect/unsigned/late received applications will be rejected summarily.

### GENERAL CONDITIONS

4. Applications in the prescribed proforma as given below on plain paper duly typed or neatly hand written on A4 size paper and supported with self attested copies of the relevant mark sheets/certificates etc. should reach The Commandant Central Proof Establishment (DGQA), Min of Def Production, Govt of India, Itarsi (M.P)-461 114 clearly superscribing **"APPLICATION FOR THE POST" ON THE TOP OF THE ENVELOPE** within 21 days from the date of publication of this advertisement in Employment News/Rojgar Samachar. The experience certificates must contain periods with dates, name of the post held, salary drawn and nature of work etc. All concerned documents and enclosures must be self Attested. Alongwith the application candidates will also submit declaration as per the format attached and Admit Card (in Duplicate) as per the format attached.
5. The selection of candidates will be based on Written Test, Trade/Skill Test and Medical Fitness. Only selected candidates will be informed of his selection after completion of selection process and no correspondence in this regard will be entertained.
6. One self addressed envelope (size approx 25 cm x 10 cm) with IPO of Rs 40/- in favour of "The Commandant Central Prrof Establishment, Itarsi" should be enclosed with the application form towards further administrative charges. No representation of non-receipt/delay in receipt of call letter etc. will be entertained.
7. The recruitment authority reserves the right to short list the candidates for the tests based on reasonable grounds such as essential educational qualification, experience as applicable and etc.
8. Four (04) latest passport size photographs duly self attested are required. One photograph to be pasted on application form, one each on Admit Cards. One additional photograph with self attestation on the reserve of the photograph alongwith applicants name endorsed should also be enclosed alongwith the application.
9. Submission of false/incorrect/incomplete information, and/or dubious/bogus documents shall disqualify the candidate.
10. No TA will be paid for appearing in the Written Test and Skill//Trade Test.
11. The serving candidate should apply through proper channel and they should submit NOC alongwith a certificate from their Head of Office that 'No disciplinary/vigilance case is contemplated/pending against him'.
12. Canvassing in any form will be a disqualification and candidature of such candidate is liable to be summarily rejected.
13. The New pension scheme i.e. Contributory Pension Scheme is compulsory for all central Govt employees who are appointed on after 01.01.2004.
14. Incomplete or unsigned application, applications received without photographs or proper enclosures duly self attested or received after due date will be summarily rejected.
15. The crucial date for determining the age and eligibility shall be the closing date of receipt of the applications as per 'Para 1' of this advertisement..

16. The candidate should ensure that undermentioned list of documents duly Self Attested by the applicant are attached to the application:-

- (a) Matriculation certificate issued to Central/State Govt Education Boards.
- (b) Date of birth certificate from valid registered authy/school leaving certificate (SLC)
- (c) I.T.I certificate from Central/State Govt recognised institution or its equivalent Defence service tradesman course.
- (d) Caste certificate for candidates belonging to SC/ST/OBC.
- (e) Certificate of Ex-serviceman issued by Zila Sainik Board and Discharge certificate Issued by Record Office.
- (f) Experience certificate as applicable.
- (g) Experience certificate from the date of issue of heavy veh licence.
- (h) Latest valid diving licence issued by Licencing Authority.

17. Date and time and venue of the written test and trade test shall be intimated later.

**PROFORMA FOR APPLICATION**

(To be filled in Block Letters only)

Name of the Post applied for: \_\_\_\_\_

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

1. Name of the applicant :  
(In Block letters)

2. Father's/Husband's Name :

3. Whether belongs to UR/SC/ST/  
OBC (Please mention the category)  
(Attach necessary certificate issued from  
Competent Authority) :

4. (a) Date of Birth (In Christian Era) :

(b) Age (As on closing date) :

(c) Age relaxation claimed : YES/NO

(d) If answer to 4(c) is yes, then reason :  
for age relaxation.

5. Nationality :

6. Sex (Male/Female) :

7. Educational Qualification :  
(Beginning from Matriculation or equivalent)

Affix self Attested passport size photograph
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Exam Passed	Board/Univ	Year	Subjects	Div & % of Marks

8. Professional Qualification, If any :

9. Experience, if any :

Name of Unit	Post	Period		Pay	Description of work
		From	To		

10. Present Postal address for correspondence :

11. Permanent Address :

12. Any other relevant information :
- (a) Employment registration number :
- (b) Additional Qualification/Courses if any:

**DECLARATION**

I do hereby declare that the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility detected before or after test/interview or at any stage, my candidature will stand cancelled and my all claims for the recruitment will stand forfeited.

(Left Hand Thumb Impression of the applicant)

Place :

Signature of the applicant

Date:

**ADMIT CARD**

(On a separate sheet of paper in double space)  
**(Admit Card should be submitted in Duplicate)**  
(Serial No.1, 2 & 3 only to be filled by candidates)

ROLL No. ....

- 1. Name (in block letters) :
- 2. Full address for communication :  
(with Pin Code)
- 3. Post applied for :
- 4. Date of Written Test, Trade/Skill :  
Test
- 5. Time,of Written Test, Trade/Skill :  
Tes t
- 6. Venue of Written Test, Trade/Skill:  
Test

Affix self  
Attested  
passport size  
photograph

7. All documents/testimonials in original regarding Date of Birth, Category, Qualification experience etc. will have to be produced at the time of the Trade/Sill Test, Written Test, failing which the candidature is likely to be cancelled.

(Left Hand Thumb Impression of the applicant)

Place :

Name and Signature of the Applicant

Date :

DVP / 10203 / 11 / 0034 / 1718