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No.C/86702/SO/04/DGQA/Adm-6A
Government of India
Ministry of Defence
Department of Defence Production
Dte General of Quality Assurance
DHQ PO, New Delhi- 110 011

Dated: 28 Jun 04

To

All Central / State Govt. / Union Territories / Autonomous Scientific & Technical Organisations

**FILLING UP OF POSTS OF STORES OFFICER IN DIRECTORATE
GENERAL OF QUALITY ASSURANCE, DEPARTMENT OF DEFENCE
PRODUCTION, MINISTRY OF DEFENCE**

Sir,

I am directed to say that five (05)* (* subject to variation) posts of Stores Officer (General Central Service, Group 'B' Gazetted, Ministerial) in the pay scale of Rs.6500-200-10500 are required to be filled up in the Directorate General of Quality Assurance Organisation, Department of Defence Production, Ministry of Defence on deputation (including short-term contract) basis. The vacancies of Stores Officers are likely to be available in various establishments under DGQA located in Bangalore, Kolkata, Pune, Jabalpur, Medak (AP), Secunderabad, Varangaon etc. The eligibility conditions and qualifying / eligibility service laid down for consideration of candidates for filling up the posts by deputation (including short-term contract) will be as under:

Officers under the Central / State Govts. / Union Territories Autonomous Scientific and Technical Organisations:

- (a) (i) Holding analogous posts on regular basis; or
- (ii) With three years' regular service in posts in the scale of Rs.5500-9000 or equivalent; or
- (iii) with six years' regular service in posts in the scale of Rs.5000-8000 or equivalent, and
- (b) Possessing two years' experience in a Govt. / Semi-Govt. Office or in an Autonomous Organisation in indenting purchases, maintenance of Technical Stores / Accounts.

2. The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation basis. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation / Department of the Central Govt. shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of receipt of applications. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently. The appointment on deputation shall be governed by DOP & T OM No.2-29/92 Estt.(Pay-II) dated 05 Jan 94, as amended from time to time.

3. It is requested that application (in triplicate) in the enclosed proforma alongwith the complete and up-to-date CR Dossiers of the officers for the last 05 years, who could be spared in the event of their selection may be sent so as to reach HQ DGQA, Dte of Admin / Adm-6A, Room No.69, 'H' Block, DHQ Post Office, New Delhi-110 011 within 60 days of publication of this circular. Applications received late or without the ACRs or otherwise found incomplete will not be considered. In case the original CR Dossiers cannot be spared, photocopies of the same duly attested by an officer not below the rank of Under Secretary or equivalent may be forwarded. While forwarding the application, it may be verified and certified by the Cadre Controlling Authority that **the particulars furnished by the officer are correct, the integrity of the officer is satisfactory, no disciplinary / vigilance case is pending or contemplated against the officer and that no major or minor penalty had been awarded to the officer during the last 10 years**

(A.K.Ghoshal)
Joint Director
For Director General Quality Assurance

PROFORMA

(To be furnished in triplicate)

1. Name of the post applied for : _____
2. Name of the applicant
(In Block Letters) : _____
3. Date of birth (In Christian era)
and age as on last date for receipt of
application : _____
4. Date of retirement under Central/State
Govt. rules : _____

5. Residential (i) Present and address : _____
 and telephone _____
 No, if any _____ Pin _____

Tele No. _____

(ii) Permanent : _____

Pin _____

Tele No. _____

6. Whether working under Central/ State : _____
 Govt./Union Territories / Autonomous _____
 Orgn., with full address and Telephone _____
 No. of the Employer : _____

7. Designation / scale of pay (pre-revised/ : _____
 revised) of the present post held by the _____
 applicant : _____

8. If in the revised pay scale indicate date : _____
 of revision of scale and the pre-revised _____
 scale : _____

9. Gross emoluments being drawn at present: _____

10. Nature of present employment i.e : _____
 whether Ad-hoc/ Temporary/ Quasi _____
 Permanent / Permanent : _____

11. Educational Qualification (Matric : _____
 onwards) : _____
 (Photocopies of certificates to be enclosed)

Sl.No	Name of the School/College/University	Academic year	Marks obtained	Division

12. Other Qualifications : _____
 (Photocopies of certificates to be enclosed)

13. Details of employment in chronological order
 (including the present post held) starting from
 initial appointment :

SI. No	Office/Orgn	Post Held	Regular/Ad-hoc/deputation	From	To	Scale of Pay	Basic Pay	Nature of duties

14. In case the present employment is held on
 deputation / contract basis, please state :

(a) The date of initial appointment :

(b) Period of appointment on deputation /
 contract :

(c) Name of the parent office/organisation to
 which you belong :

15. Whether educational and other
 qualifications required for the post are
 satisfied :

Qualification / Experience

Required as per <u>Terms & conditions</u>	Possessed by the applicant
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- (a) Essential
- (b) Desirable

16. Please state clearly whether in the light
 of entries made above, you meet all the
 requirement of the post applied for : Yes / No.

17. Whether working in the same department
 and are in the feeder grade or in the feeder
 grade :

18. Whether belong to SC / ST / OBC / PH :

19. Additional information if any, in support of your suitability for the post : _____

20. Choice for three places of posting in the order of preference : (i) _____
(ii) _____
(iii) _____

DECLARATION

I do hereby declare that the particulars furnished above by me are correct to the best of my knowledge and belief. I further undertake that I shall not withdraw my candidature for the post applied for.

Place: _____

Date: _____ (Signature of the applicant)

TO BE CERTIFIED BY THE CADRE CONTROLLING AUTHORITY / EMPLOYER

Certified that the particulars furnished by the officer are correct as per the records held in this office and no disciplinary / vigilance case is pending / contemplated against the officer and that no major / minor penalty has been awarded to him during past 10 years and there is no doubt about the integrity of the officer.

No. : _____ (Name, Signature & Seal of the Cadre Controlling Authority / Employer)

Date : _____