

Government of India / Ministry of Defence
Department of Defence Production / Director General of Quality Assurance
Chief Quality Assurance Establishment (MS)
7th Floor, NMRL Building, Naval Dockyard, Tiger Gate, Mumbai-400 023

Advertisement No.: 2381 / Group 'C' / 2025-26 / Mumbai

1. Applications are invited for the Group 'C'. Non-Gazetted / Non-Ministerial & Ministerial posts mentioned below from the eligible candidates in the prescribed proforma by Registered / Speed Post to COAE(MS), Mumbai. Applications sent by ordinary mail or any other form of mail will not be accepted.

S. No.	Name of the Post	Pay Level & Pay Scale	Distribution of vacancies@						Remarks
			UR	SC	ST	EWS	OBC	TOTAL	
(a)	MTS*	Pay Level-1 (Rs. 18000-56900)	02	01	01	01	-	05	* 01 Post of MTS is Horizontally reserved for PwBD (D, OH)
(b)	LDC#	Pay Level-2 (Rs. 19900-63200)	02	-	-	01	-	03	# 01 post of LDC is horizontally reserved for ESM
(c)	Superintendent (Stores)	Pay Level-4 (Rs. 25500-81000)	-	-	-	-	01	01	-

@ Subject to variation of vacancies

(i) **Abbreviation Used.** Gen-General, UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Class, EWS-Economic Weaker Section, ESM-Ex-Servicemen, PwBD-Persons with Benchmark Disabilities, (D-Deaf, OH-Orthopedically Handicapped), MTS-Multi Tasking Staff.

(ii) **Place of Work:** Selected candidates will be liable to serve anywhere in India.

(iii) **Reservation:** Reservation for SC/ST/OBC/ES/WEWS/PwBDs categories is as per extant Government Orders.

2. Qualification & Age

Name of the Post	Age	Eligibility Conditions / Qualification
MTS	Aged between 18-25 years	(i) Matriculation or equivalent from a recognised Board.
LDC	Aged between 18-27 years	(i) 12th class pass from a recognized Board; and (ii) Minimum typing speed of 35 words per minute in English or 30 words per minute in Hindi (on Computer).
Superintendent (Stores)	Aged between 18-27 years	(i) 10+2 or equivalent pass from any recognized Board or University. (ii) Certificate course in Material Management and (iii) Two years experience in the Store keeping / Accountancy.

3. Age Relaxation: Permissible relaxations of Upper age limit for different categories are as under: -

Category	Age Relaxation permissible beyond the Upper age limit
SC/ST	05 years (available only in case of vacancies reserved for SC/ST)
OBC	03 years (available only in case of vacancies reserved for OBC)
PH	10 years
PH + OBC	13 years
PH + SC/ST	15 years
Ex-Servicemen (Unreserved / General)	03 years after deduction of the military service rendered from the actual age as on the Closing date for receipt of application.
Ex-Servicemen (OBC)	08 years (03 years + 03 years) after deduction of the military service rendered from the actual age as on the Closing date for receipt of application.
Ex-Servicemen (SC/ST)	08 years (03 years + 05 years) after deduction of the military service rendered from the actual age as on the Closing date for receipt of application.

Departmental candidates with minimum 03 years continuous service	Upto 40 years of age (UR) Upto 43 years of age (OBC) Upto 45 years of age (SC/ST)
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(a) **Process of certification and format of certificates:** Candidates who wish to be considered against vacancies reserved or seek age-relaxation must submit requisite certificates, whenever such certificates are sought by this office at the time of document verification. Otherwise their claim for SC/ST/OBC/PH(PWBD)/ESM status will not be entertained and their candidature / application will be considered under General (UR) category. **OBC certificate in the creamy layer status should have been obtained within three years before the closing date for receipt of application.**

Note:- The Non-Creamy Layer Certificate would be applicable to OBC candidates who are covered under income / wealth test criterion. The income limit is decided on the basis of income earned during three previous financial years preceding the year of appointment.

(b) Provided that SC, ST, OBC and PH (PWBD) candidates, who are selected on their own merit without any relaxed standards in age etc. along with the candidates belonging to other communities will not be adjusted against the reserved share of vacancies and the reserved category candidates who are selected through relaxed standards (age etc.) will not be adjusted against unreserved vacancies.

(c) An Ex-Servicemen or persons with disability category candidate who qualifies on the basis of relaxed standards is to be counted against reserved vacancies and not against general vacancies subject to fitness of such candidate for selection. Such candidates may also be recommended at the relaxed standards to the extent of the number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit. In so far as cases of Ex-servicemen are concerned, deduction of military service rendered from the age of Ex-Servicemen is permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards in regard to age.

(d) Central Government civilian employees claiming age-relaxation should be in possession of Certificate in the prescribed format (Annexure-4) from their office in respect of the length of continuous service which should not be less than three years as on the closing date for receipt of application. They should continue to have the status of Central Government civilian employees from the date of application till the time of appointment, in the event of their selection.

4. Age Determination / Crucial Date:

(a) The crucial date of determining the age limit would be the closing date for receipt of applications from candidates i.e. **28 days** from the date of publication of advertisement in the Employment News in respect of all candidates, irrespective of their place of residence.

(b) The crucial date for determining age limit in case of candidates from Employment Exchange shall be the last date upto which the Employment Exchange is asked to submit the names.

5. Application Closing Date: The closing date for receipt of application from candidates will be 28 days from the date of publication of advertisement in Employment News while the last date of receipt of application from the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep will be 35 days from the date of publication of advertisement in Employment News.

6. Mode of Selection.

(a) **Shortlisting of Applications:** Where the number of applications received is too large in proportion to the vacancies and it is not convenient or possible for the department to call all the candidates for the skill test/written test, department at their discretion, may restrict the number of candidates to a reasonable limit (20 or more per vacancy), based on the marks obtained in the qualifying examination.

(b) The eligible candidates will require to appear in the written test and trade test, if applicable. No negative marking will be done for wrong answers of question attempted in written examination.

(c) **Scheme of Written Examination:** The question papers of written test (objective type-Multiple choice question) will be of 10/12th standard CBSE syllabus and bilingual (except for General English) covering aspects as stated below: -

(i) For Multi Tasking Staff (MTS)

Written Test.

Part	Subject	Question	Written Marks
(i)	General Intelligence and Reasoning	25	25
(ii)	General Awareness	25	25
(iii)	English Language and Comprehension	25	25
(iv)	Numerical Aptitude	25	25

(ii) For Lower Division Clerk (LDC)

Written Test.

Part	Subject	Question	Written Marks
(i)	General Intelligence and Reasoning	25	25
(ii)	General Awareness	25	25
(iii)	English Language and Comprehension	25	25
(iv)	Numerical Aptitude	25	25

Skill Test at prescribed norms: Lower Division Clerk (LDC)

(iii) For Superintendent (Stores)

Written Test.

Part	Subject	Question	Written Marks
(i)	General Intelligence and Reasoning	25	25
(ii)	General Awareness	25	25
(iii)	English Language and Comprehension	25	25
(iv)	Numerical Aptitude	25	25

(d) Selected candidates will be informed of his selection after completion of selection process and no correspondence in this regard will be entertained.

(e) **Date of Examination:** Exact date, time and venue of examination will be communicated in the Call letter.

(f) **Appointment Letter:** The appointment of provisionally selected candidates will be strictly based on satisfaction of Document Verification, Medical Examination and other requirement as specified by the Government of India.

(g) Success in the examination confers no right of appointment unless Government is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service/post.

(h) The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all the stages of examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled/services terminated, if already appointed.

(j) Candidates, who are appointed on the basis of this examination, shall be on probation for a period of two years and during the period of probation, the candidates would be required to undergo such training or pass such examinations as prescribed by the Controlling Authority. On successful completion of the period of probation, the candidates shall, if considered fit for permanent appointment, be confirmed to their post by the Controlling Authority.

(k) **Drawal of Merit list/Result:** Merit list will be drawn, and result declared on the basis of marks obtained in the written test only. Skill Test, wherever applicable will be for qualifying purpose only.

(l) **Resolution of Tie cases:** In case where more than one candidate secures equal marks, so will be resolved by applying the following methods one after another: - (i) Date of birth, with older candidates placed higher. (ii) With higher marks in Numerical Aptitude then Reasoning & then General Awareness.

(m) Candidates seeking reservation benefits available for SC/ST/OBC/PWBD/ESM must ensure that they are entitled to such reservation as per eligibility prescribed in the notice. They should also be in possession of the certificates issued from competent authority as per list mentioned at Para (n) below as applicable vide provisions of Govt. of India, DoP&T guidelines issued and amended from time to time.

(n) The authorities competent to issue caste certificates are indicated below: -

(i) District Magistrate/Additional Magistrate/Collector/ Deputy Commissioner/Addl Dy Commissioner/Dy Collector/First Class Stipendiary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/ Extra Assistant Commissioner (not below the rank of First Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate / Addl Chief Presidency Magistrate / Presidency Magistrate.

(iii) Revenue Officer not below the rank of Tehsildar, and

(iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.

7. How to Apply. The envelope must be clearly superscribed on the top as **APPLICATION FOR THE POST OF _____ and CATEGORY " _____ " (i.e. SC/ST/OBC/UR/ESM/PWBDs)** and sent by only Registered / Speed Post only to the below mentioned address along with the following documents :-

The Chief Quality Assurance Officer (MS)

07th Floor, NMRL/DGQA Building

Noar Tiger Gate, Naval Dockyard

Mumbai-400001

(a) Fully completed application on the prescribed format as per Appendix 'A I' typed in English (in A4 size paper) along with admit card as per Appendix 'A II' in duplicate.

(b) One self-addressed envelope (size approximately 25 cm x 10 cm) should be enclosed with the application form for sending call letter.

(c) Three recent passport size photographs, one duly affixed in appropriate box on the application form and other two self-signed, affixed in appropriate box one each on the admit cards.

(d) Candidates working in Government Service / Public Sector Undertaking must send their application through proper channel along with the certificate from their Head of Office / Establishment that no vigilance or disciplinary case is pending or contemplated against him and that they have no objection in releasing him in case of selection. Application not accompanied with "No Objection Certificate" will be summarily rejected without any communication. The Government Servants are to produce No Objection Certificate from the Employer.

(e) Self-attested certificates of SC/ST/OBC candidates as per formats prescribed by GoI from time to time issued by the competent authority. The OBC certificate (Annexure-II) in the creamy layer status should have been obtained within three years before the closing date of receipt of application.

(f) Self-attested certificates in respect of Ex-servicemen duly indicating the proof of ex-servicemen issued by competent authority, where applicable (Annexure-III). Self-attested copy of certificate showing the Disability for Physically Handicapped Personnel.

- (g) EWS candidate should attach self-attested photocopy of income and asset certificate issued by a competent authority in the prescribed format (Annexure-IV).

8. Nature of duties in brief. Indicative duties and responsibilities of the posts are as follows: -

8.1 Multi Tasking Staff (MTS)

- Physical Maintenance of records of the section.
- General cleanliness & upkeep of the section / unit.
- Carrying of files & other documents within building.
- Photocopying, Sending of Fax etc.
- Other non-clerical work in the Section / Unit.
- Assisting in routine office work like diary, dispatch etc, including on computer.
- Delivering of dak (outside the building).
- Opening & Closing of rooms.
- Dusting of furniture etc.
- Cleaning of office space
- Cleaning of building, fixtures etc.
- Upkeep of parks, lawns, potted plants etc.
- Any other work assigned by Superior Authority.

8.2 Lower Division Clerk (LDC)

- (a) Lower Division Clerk are ordinarily entrusted with work of routine nature, for example - Registration of Dak, Maintenance of section diary, File Register, File Movement Register, Typing, Photocopying, Faxing, E-mailing, Indexing & Recording, Dispatch, Preparation of Arrears and other statements, Supervision of correction of reference books and submission of routine and simple drafts, any other official tasks assigned etc.

8.3 Superintendent (Stores)

- Procurement of store items through GeM and accountability for all the stocks.
- Maintaining master / duplicate ledgers and mustering of all store items.
- Receipt of items at store and making of entry in relevant ledgers.
- Place demand and unpack materials, supplies, parts, tools, equipment of stores.
- Maintain various records of material issued, including completing purchase requisitions and computerised input forms.
- Conducts periodic and physical inventory of materials, supplies, parts and equipment and reconciles discrepancies, if any with manual or computer-produced inventory control records.
- Safe handling and custody of all store items.
- Making of bills of procured items and submitting them to relevant authorities.
- Coordinating auctioning / destruction of store items from time to time in accordance with relevant orders.
- Any other work assigned by Superior Authority.

Note: The above list of duties for all posts is only illustrative and not exhaustive. Section/ Department may add to the list, duties of similar nature, ordinarily performed by officials at this level.

9. General Instructions:

- Only Indian nationals can apply for the above posts.
- Application received after the due date (even due to postal delay) will be rejected summarily and no correspondence will be entertained.
- The following act/omissions will render a candidate/applicant disqualified/ application rejected: -
 - Application not in the prescribed format or incomplete or unsigned or undated or improperly filed.
 - Furnishing of false, inaccurate or tampered or dubious information.

(iii) Application not accompanied by self-attested copies of certificates/ prescribed certificates in support of age, qualification, caste, disability, discharge etc, as applicable.

(iv) If more than one application is submitted by the candidate for the same post,

(v) Any other deemed irregularity or reason as observed by the Board of Officers.

(vi) Canvassing in any form and/or bringing in any influence, political or otherwise, will entail disqualification.

(vii) In case the candidate is found using unfair means or adopting any malpractice at any stage of selection process.

(viii) If the candidate not found to possess the essential qualification.

(ix) If the application of candidate who is working in Government Establishment is not received through proper channel with NOC.

(x) Though essential qualification for the post of LDC and Superintendent (Stores) is 12th Standard & for the post of MTS is 10th Standard, or having higher qualification, if any, possessed by the candidate is to be disclosed in the application form.

(d) No TA/DA is admissible for the test. Duration of the test can be one day or more. Candidates will make their own arrangement for lodging/boardings during the test.

(e) New Contributory Pension Scheme / UPS will be applicable.

10. The recruitment process can be cancelled / postponed / suspended / terminated without any notice / assigning any reasons, at any stage.

Appendix A I

परिशिष्ट-क I

आवेदन पत्र APPLICATION FORM

(सब्ट अक्षरों में भर जाए एवं सब्ट में दोनों तरफ अंग्रे एवं पीछे छिद्र ले)

(To be filled in Block Letters and print all pages back to back)

पदनाम, जिसके लिए आवेदन किया गया: _____

Name of the post applied for: _____

संदर्भ निबन्धन संख्या: _____ रोजगार समाचार दिनांक: _____

Ref. Advertisement No. _____ of Employment News dated _____

इसमें ही की
पासपोर्ट आकार की
हस्ताक्षरित फोटो
Recent passport
size photo self-
attested

1.	आवेदक का नाम (सब्ट अक्षरों में) Name of the Applicant (in Block Letters)	:	
2.	(a) पिता/पति का नाम Father's / Husband's Name	:	
	(b) माता का नाम Mother's Name	:	
3.	स्थायी पता Permanent Address	:	
4.	पत्राचार के लिए पता Address of correspondence	:	
5.	पहचान प्रमाणपत्र (आधार क्रमांक) Proof of Identity (Aadhaar No.)	:	
6.	(a) जन्म तिथि Date of Birth	:	
	(b) आवेदन बंद होने की तारीख को आयु Age as on closing date	: वर्ष महीने दिन Yrs. Months Days
	(c) आयु में छूट यदि कोई हो (Age relaxation claimed, if any) यदि हाँ तो श्रेणी का उल्लेख करें (If yes, specially mention name of quota)	:	हाँ/न Yes / No
7.	रोजगार कार्यालय जहाँ पंजीकृत है Name of Employment Exchange where Registered	:	