

Government of India / Ministry of Defence  
Department of Defence Production / Directorate General of Quality Assurance

## Chief Quality Assurance Establishment (Naval Stores)

DQAN Complex, 8th Floor, Naval Dockyard, Tiger Gate, Mumbai - 400023

1. Applications are invited for the **GROUP C, NON-GAZETTED, NON-MINISTERIAL AND MINISTERIAL POSTS** mentioned below from the eligible candidates in the prescribed proforma by Registered/Speed Post. Applications sent by ordinary mail or any other form of mail will not be accepted.

Ser	Name of the Post	Scale of Pay	Distribution of Vacancies*				
			UR	SC	ST	OBC	EWS
(a)	Senior Store Keeper (SSK)	Pay Level - 4 Rs. 25500-81100	02	--	--	--	--
			TOTAL				
			02				

**Eligibility** (i) 10+2 or equivalent pass from any recognised Board or University. (ii) Certificate course in Material Management. (iii) Two years experience in the Store Keeping/ Accountancy. (iv) Aged between 18-27 years (Relaxable for govt servant 40 years in case of general, upto 43 years of age in case of OBC and 45 years in case of SC & ST).

(b)	Stenographer Grade-II	Pay Level - 4 Rs. 25500-81100	01	--	--	--	--
			TOTAL				
			01				

**Eligibility** (i) 10+2 or equivalent pass from any recognised Board or University. (ii) Skill Test norms Dictation - 10 mts @ 80 wpm Transcription 50 mts (Eng) 65 mts (Hindi) (on computer) (iii) Aged between 18-27 years (Relaxable for govt servant 40 years in case of General, upto 43 years of age in case of OBC and 45 years in case of SC & ST).

(c)	Multi Tasking Staff (MTS)# (Office)	Pay Level - 1 Rs. 18000-56900	02	--	--	--	01
			TOTAL				
			03				

### Eligibility

(i) Matriculation or equivalent pass from any recognised Board.  
(ii) Aged between 18-25 years (Relaxable for govt servant 40 years in case of General, upto 43 years of age (OBC) and 45 years in case of SC & ST).

(d)	Multi Tasking Staff (MTS) (Sanitary)	Pay Level - 1 Rs. 18000-56900	--	--	--	--	01
			TOTAL				
			01				

### Eligibility

(i) Matriculation or equivalent pass from any recognised Board.  
(ii) Aged between 18-25 years (Relaxable for govt servant 40 years in case of General, upto 43 years of age in case of OBC and 45 years in case of SC & ST).

### \*Subject to variation of vacancies

# 01 post of MTS is horizontally reserved for PwBD (D, HH)

**Note:** The incumbent on recruitment will be on probation for 02 years.

**Abbreviations Used.** Gen-General, UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Class, ESM - Ex-Servicemen, EWS - Economic Weaker Section.

**2. Place of Work.** Selected candidates will be liable to serve anywhere in India. However, initial place of posting is likely to be at Mumbai / Vadodara.

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

**4. For detailed instructions please refer to the website of the organisation [www.dgqadefence.gov.in](http://www.dgqadefence.gov.in)**

**Note:** (a) Written examination for the above posts would be held at CQAE (NS), Mumbai.

(b) Application will be entertained only on the prescribed format typed in English (in A4 SIZE PAPER) along with admit card in duplicate. Application should be forwarded to "CQAO, CQAE (NS), Mumbai" so as to reach on or before closing date. Envelope containing application must be superscripted in bold letter "APPLICATION FOR THE POST OF

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