

**DRAFT ADVERTISEMENT**

**GOVERNMENT OF INDIA, MINISTRY OF DEFENCE (DGQA)  
CONTROLLERATE OF QUALITY ASSURANCE (BEML)  
NEW THIPPASANDRA POST, POST BOX NO. 7553  
BENGALURU – 560 075**

1. Applications are invited for filling up the post of MTS(O) from Citizens of India, in the prescribed format (as per Appendix-'A' & 'B') who fulfill requisite qualifications as mentioned below:-

<b>S. No.</b>	<b>Name of Post</b>	<b>Classification of Post</b>	<b>Scale of Pay</b>	<b>Total No. of Vacancies to be filled</b>	<b>Reservation Status</b>					
					<b>UR</b>	<b>OBC</b>	<b>SC</b>	<b>ST</b>	<b>PH</b>	<b>EM</b>
1.	Multi Tasking Staff (Office) ( MTS(O))	Group `C' (Non-Gazetted), Non-Ministerial	Pay Band-1 Rs.5200-20200 + Grade Pay Rs.1800	01 (ONE)	01	-	-	-	-	-

Note: - The incumbent on recruitment will be on probation for 2 years.

2. **Place of work:-**

Selected candidate will be liable to serve anywhere in India. However, initial appointment will be at :

**Controllerate of Quality Assurance (BEML),  
New Thippasandra Post,  
Bengaluru - 560 075**

3. **Eligibility Conditions:-**

(a) **Educational Qualification:** Matriculation (10<sup>th</sup> class pass) from a recognized Board.

(b) **Age Limit:** Between 18 and 25 years (Relaxable for Government Servants upto the age of forty years in case of general candidates and forty-five years in case of the candidates belonging to the Scheduled Castes or Scheduled Tribes in accordance with the instructions or orders issued by the Central Government from time to time).

**Note 1:** The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those 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, the Union Territory of the Andaman and Nicobar Islands or the Union territory of Lakshadweep.)

**Note 2:** The crucial date for determining the age limit in the case of candidates from Employment Exchange shall be the last date upto which the Employment Exchange is asked to submit the names.

**Note 3:** The post is suitable for physically handicapped persons with categories of disability OA, OL, LV, HH and B. They can apply subject to fulfilling the eligibility criteria.

OA - One arm affected, OL – One leg affected, LV – Low vision, HH – Hearing handicapped and B – Blind.

**Note 4:** Ex Servicemen- Service rendered in Armed Forces shall be deducted from actual age and resultant age should not exceed the maximum age limit prescribed for the post i.e. 28 years by more than 3 years, as on the closing date for receipt of applications.

4. **Job Requirement:-**

- (a) Physical Maintenance of Records of the Sections.
- (b) General cleanliness & upkeep of the Sections / Unit.
- (c) Carrying of files & other papers within the buildings.
- (d) Photocopying, sending of FAX etc.
- (e) Other non – clerical work in the sections / Unit.
- (f) Assisting in routine office work like diary, despatch including maintenance of the same on computer.
- (g) Delivery of Dak/ letters (outside building).
- (h) Watch & ward duties.
- (j) Opening & closing of rooms, cleaning of rooms.
- (k) Dusting of furniture, up keep of parks, lawns, potted plants, cleaning of building, fixtures etc.
- (l) Any other work assigned by superior authority from time to time.

5. **GENERAL INSTUCTIONS & CONDITIONS**

**(Please read the instructions carefully before filling the applications)**

(a) Application in the prescribed proforma as given below on plain paper duly typed or neatly handwritten and supported with attested copies of the relevant mark sheets / certificates (**original copy should not be forwarded**) etc should reach **The Controller, CQA (BEML), New Thippasandra Post, Post Box No. 7553, Bengaluru – 560 075**, clearly super scribing the post applied for on the TOP of the envelope i.e. **“APPLICATION FOR THE POST OF MTS (OFFICE)”** within 21 (twenty one) days from the date publication of this advertisement in Employment News / Rozgar Samachar / Local Newspaper. In respect of applications sent by post / speed post from the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Jammu & Kashmir, Lahaul & Spiti districts and Panji sub-division of Chamba district of Himachal Pradesh, A&N Islands or Lakshadweep or abroad, the last date of receipt of application for the post is 28 days from the date of publication of the advertisement.

(b) The applications must be submitted in the prescribed proforma (as per **Appendix ‘A’&‘B’**) duly typed or neatly hand written in **English** on a **A4 size plain paper**, with duly attested copies of the **Educational Qualification, Proof of Date of Birth (DOB), valid Caste and PH certificates**.

(c) Candidates are required to submit a **self addressed envelope of size 30cm x 12 cm affixed with Rs.40/- postage stamps** on it along with the application for sending call letters by Speed post/ Registered post.

(d) Three recent **colour passport size (3.5 x 4.5 cm) self attested photographs** of the candidate must be pasted on specified space in the Application Form & Admit cards.

- (e) Only complete applications received on or before due date will be accepted.
- (f) Candidates serving in Govt / PSU / Autonomous bodies must apply "Through proper channel". Candidates should obtain NOC from the present employer along with a certificate from their Head of Establishment that **"No Vigilance and / or disciplinary cases are pending or is being contemplated against him / her and he / she is not under currency of penalty."**
- (g) The venue of the written test shall be **Controllerate of Quality Assurance (BEML), New Thippasandra Post, Bengaluru-560 075.** Any change of location will be intimated. The exact date and time shall be intimated later to the shortlisted candidates. Written test will be conducted in English / Hindi as per choice of the candidate.
- (h) No TA / DA will be provided for attending written test. The candidate may avail free travel concession extended by Min. of Railways to appear for test for selection in Central Government jobs for unemployed youths.
- (j) The selection of eligible candidate will be based on his / her performance in written test.
- (k) National Pension System (NPS) will be applicable to the selected candidate.
- (l) Candidates should note that, if at any stage of recruitment it is found that the candidate has submitted any false / fabricated information / documents, his / her candidature will be cancelled immediately and he / she will be liable for criminal charges under relevant provisions of the CrPC.
- (m) The candidates should also note that at any stage of recruitment if he / she is found to have tried to canvass / influence the recruitment authority his / her candidature will be out rightly rejected.
- (n) Appointing authority reserve the right to cancel the selection process without assigning any reason.
- (o) In case of any dispute with regard to the Recruitment, published in this Advertisement, the same shall be settled within the jurisdiction of Bengaluru city only.
- (p) This office will not be responsible for non-receipt / untimely receipt of applications / documents / admit cards due to any postal delay.

**Format of Application**

**(Application to be filled in Block Capital letter only)**

Name of Post applied for : **MTS (Office)**  
 Advertisement No. & Date : \_\_\_\_\_

Affix recent  
 Passport size  
 3.5cm x 4.5 cm  
 self attested  
 photograph (not  
 more than three  
 months old)

1. Name of the candidate :
2. Father's / Husband's Name :
3. Whether belong to SC/ST/OBC  
 PH/Ex-servicemen :  
 (Please mention the category)  
 (Attach necessary certificate)
4. (a) Date of Birth (in Christian Era) :  
 (b) Age (As on closing date) : Years \_\_\_\_ / Months / \_\_\_\_ / Days \_\_\_\_  
 (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 Qualifications  
 (Beginning from Matriculation  
 10<sup>th</sup> Class Pass) from a Recognized Board

Exam Passed	University/ Board of Examination	Year	Subject	Marks % & Division

8. Professional/ Technical qualification, if any :
9. Experience, if any, details showing last pay drawn

Post held	Name of Unit	From	To	Last Pay drawn	Nature of Job

10. Languages known:

Sl.No	To Write	To Read	To Speak

11. Present Postal Address with Pin Code :  
for Communication, including e-mail ID

12. Permanent address :

13. Any other additional information :

14. Phone No. and / or Mobile No. :

**Declaration**

I do hereby declare that all the information furnished in this application is true, complete and correct to the best of my knowledge and belief and that I have not withheld any material fact / evidence pertaining to this application. In the event of any information being found false / incorrect or ineligibility detected before or after test or at later stage, my candidature will stand cancelled and claims for the recruitment will be forfeited.

Place:

Signature of the Applicant

Date:

Encl the following:

1. Attested copies of Educational Qualification / Technical Qualification / Experience.
2. Attested copy of Date of Birth Certificate.
3. Ex-Servicemen - Attested copy of discharge certificate.
4. PH candidates – Attested copy of medical certificate.
5. Self Addressed envelope with Stampage of Rs. 40/-.
6. Admit card in duplicate.

**ADMIT CARD FOR RECRUITMENT TO THE POST OF MTS (OFFICE)**

(On a separate sheet of paper in double space)  
(To be filled in Block Capital Letters only)

(Admit Card should be submitted in duplicate, duly filled by the candidate at Sr. No. 1 to 4)

1. Name :
2. Father's / Husband's Name :
3. • Present address :  
for correspondence  
(with Pin Code)
4. Preferred Language for Written :  
Test (Hindi or English)

Affix recent  
Passport size  
3.5cm x 4.5 cm  
self attested  
photograph (not  
more than three  
months old)

(Signature of Applicant)

**NOTE:**

- (a) Candidates should be present one hour (1 hr) before commencement of written test.
- (b) Candidates will not be allowed to appear for written test after 30 minutes of commencement of test.
- (c) Documents / testimonials in original regarding Qualification, Date of Birth, Experience etc., will have to be produced at the time of written test, failing which the authority reserves the right to reject candidature.

(For office use only)

1. Date and Time of Written Test :
2. Venue of Written Test :

dep 10203 / 11 / 0038 / 1617