

QUALITY ASSURANCE ESTABLISHMENT (NAVAL), KOLKATA
(CENTRAL GOVERNMENT DEPARTMENT UNDER MINISTRY OF DEFENCE/ DDP/ DGQA)

Applications are invited from eligible Indian Citizens in the prescribed format* for the following General Central Service, Group 'C', Non-Gazetted Vacancies, with **ALL INDIA SERVICE LIABILITY**, through Direct Recruitment. The application should be sent by **Registered Post/Speed Post** to Quality Assurance Officer, Quality Assurance Establishment (Naval), DGQA Complex, Commissariat Road, Hastings, Kolkata-700022.

Sl No	Name of the Post	No and Category of Post	Age Limit	Pay Level (7 th CPC)	Essential Qualification
01	Stenographer Grade-II	01 (Reserved For OBC)	18-27 Years	Level -4 Rs. 25500-81100	(i) 12 th pass or equivalent from a recognized Board or University (ii) Skill Test Norms (on computer) Dictation-10minutes @ 80 wpm. Transcription- 50 minutes (Eng), 65 minutes (Hindi)
02	Lower Division Clerk	02 (Reserved for OBC)	18-27 Years	Level -2 Rs. 19900-63200	(i) 12 th pass from a recognized Board (ii) Skill Test Norms (on computer) Minimum typing speed English - 35 wpm OR Hindi - 30 wpm Desirable: Basic knowledge in computers
03	Civilian Motor Driver (Ordinary Grade) This Post is horizontally reserved for Ex-serviceman (ESM)	01 (Reserved for SC)	Not exceeding 27 Years	Level -2 Rs. 19900-63200	(i) Matriculation(Class 10 th Pass) from any recognized Board (ii) Professional skill in driving, knowledge of motor mechanics, general smartness and holding of a valid permanent driving license for driving LMV and HMV/TRANS with at least four years' experience in driving.

***Note:**

- The closing date for receipt of application is 21 days from the date of publication of advertisement in Employment News / Rozgar Samachar.
- This Department WILL NOT be responsible for any postal delays / losses and no application will be entertained after closing date.
- No TA/DA will be admissible for written / skill tests and candidates will have to make their own boarding/ lodging arrangements for the tests.
- The decision of the board of officers on the selection will be final. No complaint on the procedure adopted in the selection process will be entertained.
- General instruction to candidate, detailed eligibility criteria and prescribed format for application is available at the website www.dgqadefence.gov.in . Applicants are advised to regularly check the website for updates.

Quality Assurance Officer

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