

GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
(Department of Defence Production/DGQA Organisation)

SENIOR QUALITY ASSURANCE ESTABLISHMENT (GENERAL STORES)
HASTINGS, KOLKATA – 700 022

1. Applications are invited for filling up the post of **SENIOR STORE KEEPER** from Citizen of India, in the prescribed format (As per Appendix 'A' & 'B') who fulfill requisite qualifications as mentioned below :-

S. No	Name of the post	Classification	Pay scale	Categories				Total Vacs
				UR	SC	ST	OBC	
01	Senior Store Keeper	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial	PB-1 (5200-20200) plus Grade Pay 2400/-(Pay Level-4)	01	--	--	--	01 (ONE)

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 :

Senior Quality Assurance Establishment (General Stores),
5, Commissariat Road, Hastings,
Kolkata – 700 022

3. Eligibility Conditions:-

(a) Education Qualifications:

(i) 10+2 pass or equivalent from a recognized Board.

(ii) Certificate for completion of a course in Material management from a recognized institution.

and

(iii) Two years experience in Store Keeping or Accountancy.

(b) Age Limit : Between 18 and 27 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 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 & 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 Employment Exchange is asked to submit the names.

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

OA- One arm affected, OL One leg affected, HH Hearing handicapped.

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 by more than 3 years, as on the closing date for receipt of applications.

4. **Job Descriptions:**

- (a) He/She shall be reporting to the Sr. Store Superintendent and assist him. He/She shall be the Store holder and keep the records of the procured items
- (b) Correct receipt, accounting, holding and issue of stores and stock/inventory control.
- (c) Keeping the ledgers upto date and available at all times.
- (d) Get the annual stock verification of stores done before 31st March each year.
- (e) Arranging condemnation Board twice a year or as and when required.
- (f) Taking items of LP on charge and forwarding bills to PCDA/CDA.
- (g) Demand and issue of liveries and other authorized items.
- (h) Availability of Fire fighting equipment properly maintained at all times.
- (j) Receive the Railway Parcel Receipts (RR) & Parcel Way Bills (PWBs).
- (k) Packing, dispatch by the prescribed mode, of the samples/stores to the destinations.
- (l) Submission of Reports & Returns.
- (m) Preparation of Tender enquiry, Comparative Statements, Supply Orders, CFA sanction and Certified Receipt Voucher (CRV)
- (d) Any other work assigned by superior authority from time to time.

5. **GENERAL INSTRUCTIONS & CONDITIONS**

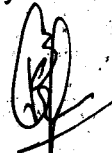
(Please read the instructions carefully before filling the applications)

(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 Senior Quality Assurance Officer, Senior Quality Assurance Establishment (GS), DGQA Complex, 5, Commissariat Road, Hastings, Kolkata – 700 022 (WB), clearly superscribing the post applied for on TOP of the envelop i.e “APPLICATION FOR THE POST OF SENIOR STORE KEEPER” within 21 (twenty one) days from the date of 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, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi sub-division of Chamba District of Himachal Pradesh, the Union Territory of the A& N Islands or the Union Territory of 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 12cm affixed wit Rs 40/- postage stamps on it alongwith the application for sending call letters by Speed Post/Registered Post.

- (d) Three recent colour passport size (3.5 x 4.5cm) self attested photographs of the candidate must be pasted on specified space in the Application Form & Admit card.
- (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 alongwith 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 Senior Quality Assurance Establishment, (General Stores), Hastings, Kolkata-700 022(WB). 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 (the candidate may choose either English or Hindi).
- (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) Candidate should also note that 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 be having tried to canvass/influence the recruitment authority his/her candidature will be outrightly 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 Kolkata city only.
- (p) This office will not be responsible for non-receipt/ untimely receipt of applications/documents/admit cards due to any postal delay.



(DBS KUSHWAHA)
Colonel
Senior Quality Assurance Officer

Dated: 20 Dec 2016

APPLICATION FORMAT
Application to be filled in Block Capital letters only

Name of the Post applied for : SENIOR STORE KEEPER

Advertisement No. & Date

1. Name of the Candidate :
2. Father's /Husbands name :
3. Whether belongs to SC/ST/OBC/PH :
 Ex-servicemen
 (Please mention the category)
 (Attached 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 Qualification :
 (Beginning from Matriculation
 10th Class Pass) from a recognized Board

Affix recent
 Passport Size
 3.5 cm x 4.5 cm
 self attested
 Photograph not
 more than three
 months old)

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	Emoluments	From	To	Last pay drawn	Nature of work

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 my 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 :

Date :

(Signature of the Applicant)

Encl the following :

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

ADMIT CARD FOR RECRUITMENT TO THE POST OF SENIOR STORE KEEPER

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

Affix recent
passport size
3.5 cm x 4.5cm
Self attested
Photograph
(not more than
three months old)

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

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

claus 10203 / 11 / 0079 / 1617