

Government of India / Ministry of Defence
Department of Defence Production / Director General of Quality Assurance
Chief Quality Assurance Establishment (MS)
7th Floor, MMRL 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 form by Registered / Speed Post to CQAEC (MS), Mumbai. Applications sent by ordinary mail or any other form of mail will not be accepted.

| Sl. 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. 18000-33900) | 02 | 01 | 01 | 01 | - | 05 | * 01 Post of MTS is horizontally reserved for PwBD (D, OH) |
| (b) | LDC# | Pay Level-2 (Rs. 19600-33200) | 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-Non-Teaching Staff.

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

(iii) Reservation: Reservation for SC/ST/OBC/EWS/EPM/PwBDs categories is as per extant Government Orders.

2. Qualification & Age

| Name of the Post | Age | Eligibility Conditions / Qualification |
|-------------------------|-------------------------|--|
| MTS | Age between 18-26 years | (i) Bachelular or equivalent from a recognized Board. |
| LDC | Age between 18-27 years | (i) 12th mark pass from a recognized Board; and (ii) Minimum typing speed of 15 words per minute in English or 30 words per minute in Hindi (on Computer). |
| Superintendent (Stores) | Age 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) | 06 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 candidate 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) |
|---|---|

(a) Process of certification and format of certificate: Candidates who wish to be considered against vacancies reserved for each age-relaxation must submit requisite certificates, wherever such certificates are sought by the office at the time of document verification. Otherwise their claim for SC/ST/OBC/PH/PwBD/EWS 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 / Assets test criterion. The Income limit is detailed 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 candidates who qualifies on the basis of relaxed standards to be considered 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 in the selection 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 claimed as relaxed standards in regard to age.

(d) Central Government civilian employees claiming age relaxation should be in possession of Certificate in the prescribed form (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 Discrimination / 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, Lehaval and Spiti District and Pang Tsoe Division of Dawaite 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:** When the number of applications received is large in proportion to the vacancies available, it is considered as possible for the department to call all the candidates for the skill/written test, department at their discretion, may restrict the number of candidates to a reasonable limit (20 or more preferably) based on the marks obtained in the qualifying examination.

(b) The eligible candidates will require to appear in the written test and viva-voce test, if applicable. No regular training will be done for wrong answers of question/answer in written examination.

(c) **Scheme of Written Examination:** The question paper of written test (objective type-Multiple choice question) will be of 1212E standard OSSE 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)

(i) For Superintendant (Shore)

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 intimated 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 fulfil 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 fulfil any of the eligible conditions, their candidature for the examination will be cancelled/voided/terminated, falsely appointed.

(i) 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 will 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) **Reservation of Tie cases:** In case where more than one candidate secure equal marks, tie 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) Candidate seeking reservation benefits available for SC/ST/OBC/PMSC/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 certificate issued from competent authority as per list mentioned at Para (i) below as applicable vide provisions of Govt. of India, DoPT guidelines issued and amended from time to time.

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

(i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Commissioner/Deputy Commissioner/First Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluk Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of First Class Stipendiary Magistrate)

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

(iii) Revenue Officer not below the rank of Tahsildar, 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 superimposed on the top as APPLICATION FOR THE POST OF _____ and CATEGORY '_____' (i.e. SC/ST/OBC/ESM/PMSC) and sent by only Registered / Speed Post only to the below mentioned address along with the following documents:-

The Ch of Quality Assurance Officer (MS)

67th Floor, MMRL/DQA Building

Near Tiger Gate, Naval Dockyard

Mumbai-400005

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

(b) One self-addressed envelope (size approximately 25 cm x 10 cm) enclose to 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-stamped, affixed in appropriate box one each on the admit cards).

(d) Candidates working in Government Service or 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 Govt. from time to time issued by the competent authority. The OBC certificates (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 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):

- (a) Physical Maintenance of records of the section.
- (b) General cleanliness & upkeep of the section / unit.
- (c) Carrying of files & other doc. mats within building.
- (d) Photocopying, Sending of Fax etc.
- (e) Other non clerical work in the Section / Unit.
- (f) Assisting in routine office work like diary, dispatch etc. including on computer.
- (g) Delivering of doc. material in the building.
- (h) Opening & Closing of rooms.
- (i) Dusting of furniture etc.
- (k) Cleaning of office space.
- (l) Cleaning of building, furniture etc.
- (m) Upkeep of parks, lawns, potted plants etc.
- (n) Any other work assigned by Superior Authority.

8.2 Lower Division Clerk (LDC)

(a) Lower Division Clerk are primarily entrusted with work of routine nature, for example - Registration of Dak, Maintenance of section diary, File Register, File Movement Register, Typing, Photocopying, Filing, E-mailing, indexing & Recording, Dispatch, Preparation of Orders and other statements, Supervision of completion of reference books and submission of routine and simple charts, any other official tasks assigned etc.

8.3 Superintendent (Stores)

- (a) Procurement of store items through G.O. and accountability for all the stocks.
- (b) Maintaining register / duplicate ledgers and mustering of all store items.
- (c) Receipt of items of store and making of entry in relevant ledgers.
- (d) Place demand and dispatch materials, supplies, tools, tools, equipment of stores.
- (e) Maintain various records of material issued, including compiling purchase requisitions and computerised input forms.
- (f) Conducts periodic and physical inventory of materials, supplies, parts and equipment and reconciles discrepancies, if any with manual or computer produced inventory control records.
- (g) Safe handling and custody of all store items.
- (h) Making of bills of procured items and submitting them to relevant authorities.
- (i) Conducting purchasing / destruction of store items from time to time in accordance with relevant orders.
- (k) 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:

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

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

(11) If more than one application is submitted by the candidate for the same post.

(12) Any other deemed irregularity or resort as observed by the Board of Officers.

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

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

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

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

(17) 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.

(18) No B.A./B.A. or candidate for the test. Duration of the test can be one day or more. Candidates will make their own arrangement for lodging/boarding during the test.

(19) New Contributory Pension Scheme / URB will be applicable.

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

Appendix A-I
श्रीलंका

31-4-2014

APPLICATION FORM

(पत्र भरने के लिए इस पत्र को भरना होगा और इसे भरना होगा।)

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

नाम: _____

Name of the post applied for: _____

दफ्तर का नाम: _____

दफ्तर का पता: _____

Ref. Advertisement No. _____

of Employment Exchange dated _____

उपरोक्त पत्र को भरने के लिए इस पत्र को भरना होगा और इसे भरना होगा।
Recent passport size photo self attached

| | | |
|----|--|--|
| 1. | नाम (ब्लॉक बड़े अक्षरों में) Name of the Applicant (in Block Letters) | |
| 2. | (a) पिता का नाम Father's / Maternal Name | |
| | (b) माता का नाम Mother's Name | |
| 3. | संपत्ति का पता Permanent Address | |
| 4. | संपर्क का पता Address of correspondence | |
| 5. | पता प्रमाण (आधार कार्ड) Proof of identity (Aadhar No.) | |
| 6. | (a) जन्म तिथि Date of Birth | |
| | (b) आयु का समाप्त होने की तिथि Age as on closing date | वर्ष माह दिन Yes / No |
| | (c) आयु छूट का दावा किया गया है (यदि हाँ, तो विशेष रूप से उम्र का नाम बताएं) Age relaxation claimed, if any (If yes, specially mention name of quota) | वर्ष माह दिन Yes / No |
| 7. | व्यक्ति का नाम जो रजिस्टर्ड है Name of Employment Exchange where Registered | |

2. There is no objection to his appearing for the _____ Examination _____ and/or skill test of the Examination. The individual will be relieved on his selection for the post.

Signature _____
Name _____

Office seal

Place:

Date:

(Please define the words which are not applicable)

(d) My last Unit / Corps _____

(Signature of the Candidate)

Place:

Date:

अनुसूची - IV

ANNEXURE-IV

Government of _____

(Name & Address of the authority issuing the certificate)

Certificate No. _____ Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri / Smt. / Kumari _____ son / daughter of _____ of village / town _____ in District / Division _____ in the State / Union Territory _____ belonging to the _____ community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated _____ Shri / Smt. / Kumari _____ and/or her / his family ordinarily resident in the District / Division of the State / Union Territory _____

Post Office _____ District _____ in the State / Union Territory _____ Pin Code _____ whose photograph is attached below belongs to Economically Weaker Sections, since the gross annual income* of the "other family" is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____ His / her family does not own the property any of the following nature**

I. Acreage of agricultural land and above
II. Residential plot of 100 sq. ft. and above;
III. Residential plot of 100 sq. ft. yards and above in notified municipal area;
IV. Residential plot of 400 sq. yards and above in areas other than the notified municipalities.

- I. Acreage of agricultural land and above
 - II. Residential plot of 100 sq. ft. and above;
 - III. Residential plot of 100 sq. ft. yards and above in notified municipal area;
 - IV. Residential plot of 400 sq. yards and above in areas other than the notified municipalities.
- * Shri / Smt. / Kumari _____ belongs to the class which is not recognized as Scheduled Caste/ Scheduled Tribe and Other Backward Classes (Control List).

Signature with seal of

Recent Passport size Attached Photograph of the applicant

Office _____
Name _____
Designation _____

This is also to certify that he / she does not belong to the persons / sections (Working Jajam) mentioned in Column 2 of the Schedule to the Government of India, Department of Personnel & Training, O.M. No. 39012 / 20 / 93 - Est (SCT) dated 0.6.1997**

District Magistrate
Deputy Commissioner etc.

Dated:

Seal:

* The authority issuing the certificate may have to mention the details of Resolution of Government of India in which the caste of the candidate is mentioned as OBC.

** As amended from time to time

अनुसूची - II
ANNEXURE-II

UNDERTAKING TO BE GIVEN BY THE CANDIDATE WHO IS AN EX-SERVICEMAN.

I understand that, if selected on the basis of the recruitment examination to which the application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-servicemen Re-employment in Central Civil Services and Postulates, 1979, as amended from time to time.

I declare that I am eligible to be appointed as a candidate reserved for Ex-Servicemen in regard to the period time covered by this examination. I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Government/Cooperative Societies, Nationalized Banks, etc.) by availing of the benefits admissible to Ex-Servicemen.

I further submit the following information:

- (a) Date of appointment in Armed Forces _____
- (b) Date of discharge _____
- (c) Length of service in Armed Forces _____

*Note 1: Income (excluding agricultural, salaries, wages, culture, business, professions, etc.)

**Note 2: The term "Family" for this purpose include the person, who avails benefit of reservation, his/her parents and siblings below the age of 18 years, except his / her spouse and children below the age of 10 years.

**Note 3: The property held by a "Family" in different locations or different places / cities have been debited while applying the land in property holding list to determine EWS status.

CRIC 14732/19072/2020 EN 46/31

Oil Industry Development Board
(Ministry of Petroleum and Natural Gas)
OIDB Bhawan, Plot No. 2, Sector - 73, Noida-201301

Ref. No. AD/07/2023-ADM **NOTICE** Dated: 16.02.2023

Reference: Employment News dated 20-26 December 2022 (1007) for filling up of various posts in O.D.B on regular basis. The last date for receipt of applications in O.D.B, Noida, is hereby extended till 15th March, 2023.

1. The number of posts in respect of Section Officer (Pay Level 02) will increase/ decrease as per the requirement of O.D.B.
2. The other terms and conditions will remain the same as mentioned in the above-mentioned order.

Manager (P&A)