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CENTRE FOR PERSONNEL TALENT MANAGEMENT (CEPTAM)
Scrutinize, Actualize & Recognize Human Potential

DEFENCE RESEARCH & DEVELOPMENT ORGANISATION (DRDO)
MINISTRY OF DEFENCE, GOVERNMENT OF INDIA

CEPTAM
ISO 9001:2015

Recruitment of 1061 Vacancies for the Various Posts under Admin & Allied (A&A) Cadre of DRDO

ADVERTISEMENT No.: CEPTAM-10/A&A

IMPORTANT DATES

Crucial Date of Eligibility	07th December 2022
Opening Date For Online Application	07th November 2022, Time: 1000 Hrs
Closing Date For Submission of Application	07th December 2022, Time: 1700 Hrs
Tentative Date of Tier-I Exam (CBT)	To be Announced on DRDO website

Defence Research and Development Organisation (DRDO) is working under Ministry of Defence, Government of India and responsible for Research & Development of state-of-the-art battlefields systems required by Nation's forces viz. Army, Navy & Air Force. DRDO offers exciting and challenging career opportunities to work on defence systems, infrastructure & related activities in a broad spectrum of subjects/disciplines at its more than 60 laboratories/establishments/units spread throughout the country. **Online applications** are invited for direct recruitment to the various posts under **Admin and Allied cadre (A&A)** as per **Section-1** below. Candidates are advised to read the complete advertisement carefully, before filling-up the online application form. Instructions for filling-up of online application and Frequently Asked Questions (FAQs) are available on CEPTAM notice board of DRDO website www.drdo.gov.in. This advertisement consists of five sections. All details given in these sections are applicable to candidates. Translation ambiguity, if any, shall be resolved by referring to the English version of the advertisement published in the Employment News. In case of any ambiguity, the decision of DRDO will be final. Any dispute will be subject to the courts/tribunals having jurisdiction over Delhi only.

SECTION-1

1.1 ESSENTIAL QUALIFICATION REQUIREMENT (EQR) and OTHER ESSENTIAL REQUIREMENT (OER): Candidates must have acquired the EQR as on crucial date of eligibility and Other Essential Requirement (OER) for the posts, wherever applicable before applying. Those awaiting results of the final examination as on crucial date of eligibility for the prescribed qualification are not eligible and hence should not apply.

POST CODE	POST NAME	ESSENTIAL QUALIFICATION REQUIREMENT (EQR)	OTHER ESSENTIAL REQUIREMENT (OER)	AGE LIMIT	Classification
Pay Level-6 (Rs 35400-112400) as per 7th CPC Pay Matrix					
0301	Junior Translation Officer (JTO)	Master's degree of a recognized university in English/Hindi with Hindi/English as compulsory/elective subject at the degree level OR Master's degree of a recognized University in any subject with Hindi as the medium of instruction and examination with English as a compulsory subject at degree level OR Bachelor's degree with Hindi and English as main subjects or either of the two as medium of examination and other as a main subject plus recognized Diploma or Certificate Course in translation from Hindi and English and vice versa or two years' experience of translation work from Hindi English and vice versa in Central or State Government offices, including Government of India Undertakings.		Not exceeding 30 years	Group 'B'
0401	Stenographer Grade-I (English Typing)	Bachelor's degree of a recognised University.	Skill test norms: Dictation: 10 minutes @ 100 words per minute. Transcription 40 minutes (English), (only on computers).	Not exceeding 30 years	Group 'B'
Pay Level-4 (Rs 25500-81100) as per 7th CPC Pay Matrix					
0501	Stenographer Grade-II (English Typing)	12 th Class pass from a recognised Board or University.	Skill test norms: Dictation: 10 minutes @ 80 words per minutes. Transcription: 50 minutes (English), (only on computers).	Between 18-27 years	Group 'C'
Pay Level-2 (Rs 19900-63200) as per 7th CPC Pay Matrix					
0601	Administrative Assistant 'A' (English Typing)	12 th Class pass Or equivalent from a recognised Board or University.	Skill test norms on Computer: English Typing @ 35 words per minutes (Time allowed -10 minutes.) (35 words per minutes correspond to 10500 KDPH on an average of 5 key depressions for each word).	Between 18-27 years	Group 'C'
0602	Administrative Assistant 'A' (Hindi Typing)	12 th Class pass Or equivalent from a recognised Board or University.	Skill test norms on Computer: Hindi Typing @ 30 words per minutes (Time allowed-10 minutes.) (30 words per minutes correspond to 9000 KDPH on an average of 5 key depressions for each word).	Between 18-27 years	Group 'C'
0701	Store Assistant 'A' (English Typing)	12 th Class pass from a recognised Board.	Skill test norms on Computer: English Typing @ 35 words per minutes. (35 words per minutes correspond to 10500 KDPH on an average of 5 key depressions for each word). Time-10 minutes.	Between 18-27 years	Group 'C'
0702	Store Assistant 'A' (Hindi Typing)	12 th Class pass from a recognised Board.	Skill test norms on Computer: Hindi Typing @ 30 words per minutes. (30 words per minutes correspond to 9000 KDPH on an average of 5 key depressions for each word). Time-10 minutes.	Between 18-27 years	Group 'C'
0801	Security Assistant 'A'	12 th Class pass Or equivalent from a recognised Board or University or equivalent certificate awarded by Armed Forces in the case of Ex-servicemen.	Physical fitness and capability to undertake strenuous duties.	Between 18-27 years	Group 'C'

0901	Vehicle Operator 'A'	10 th Standard Pass.	(i) Possession of a valid driving license for two or three wheelers and light and heavy vehicles, and (ii) Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicle). (iii) Experience of driving a motor car for at least three years.	Not exceeding 27 years	Group 'C'
1001	Fire Engine Driver 'A'	Pass in 10 th Standard from a recognised Board.	(i) Possession of a valid driving license for two or three wheelers and light and heavy vehicles, and (ii) Knowledge of Traffic regulations (iii) Physical fitness and capability for strenuous duties.	Between 18-27 years	Group 'C'
1101	Fireman	Secondary School Certificate (10 th Standard pass under 10+2 System) recognised by the Central/State Government.	Physical fitness and capability to perform strenuous duties.	Between 18-27 years	Group 'C'

1.2 DESCRIPTION OF VACANCIES FOR THE VARIOUS POSTS UNDER ADMIN & ALLIED (A&A) CADRE:

POST CODE	POST NAME	VACANCIES											CODE OF POSTING STATION (Refer 1.5)	
		SC	ST	OBC	EWS	UR	TOTAL	ESM	MSP	PwBD (Refer 1.4)				
										CAT A	CAT B	CAT C		CAT D
0301	Junior Translation Officer (JTO)	0	1	3	0	29	33	0	0	1	0	0	1	A2, B1, B2, C2, D1, D2, H1, H2, J1, K2, L1, M2, P1
0401	Stenographer Grade-I (English Typing)	13	4	40	12	146	215	1	0	2	2	2	2	A1, A2, A3, B1, B2, C1, C2, D1, D2, G1, H2, J1, J2, K1, K2, P1, T1, V1
0501	Stenographer Grade-II (English Typing)	6	0	16	1	100	123	0	1	2	1	2	2	A1, A2, A3, B1, B2, B3, C1, C2, D1, D2, G1, H1, H2, J1, J2, K1, K2, L1, M1, M2, N1, P1, T1, V1
0601	Administrative Assistant 'A' (English Typing)	23	16	58	20	133	250	3	1	3	3	3	3	A2, A3, B1, B2, C1, C2, D1, D2, G1, H1, H2, J1, J2, K1, K2, L1, M2, N1, P1, T1, V1
0602	Administrative Assistant 'A' (Hindi Typing)	0	1	2	4	5	12	0	0	0	0	0	1	A1, A2, C1, D1, D2, J2, P1
0701	Store Assistant 'A' (English Typing)	10	6	26	12	80	134	1	0	3	1	1	2	A2, A3, B1, B2, B3, C1, C2, D1, D2, G1, H1, H2, J1, J2, K1, K2, L1, M1, M2, N1, P1, T1, V1
0702	Store Assistant 'A' (Hindi Typing)	1	0	1	0	2	4	0	0	0	1	0	0	A1, D2, H2
0801	Security Assistant 'A'	1	0	7	1	32	41	7	0	0	1*	1*	0	A2, A3, B1, B2, B3, C1, C2, D1, D2, H2, J1, K2, L1, P1, T1, V1
0901	Vehicle Operator 'A'	12	10	29	12	82	145	10	1	0	0	0	0	A1, A2, A3, B1, B2, B3, C1, C2, D1, D2, G1, H1, H2, J1, J2, K1, K2, L1, M1, M2, N1, P1, T1, V1
1001	Fire Engine Driver 'A'	0	0	3	2	13	18	1	0	0	0	0	0	A3, B1, B2, C1, D1, D2, H2, J1, K2, P1, V1
1101	Fireman	5	2	19	3	57	86	5	0	0	1*	1*	0	A2, B1, B2, C1, C2, D1, D2, H2, J1, J2, K2, N1, P1, V1
Total		71	40	204	67	679	1061	28	3	11	10	10	11	

Note: The number of vacancies may increase or decrease depending upon organisational requirement. A vacancy may be kept unfilled, if no candidate is found suitable. SC/ST/OBC-NCL/EWS vacancy reservations are applied vertically and PwBD/ESM/MSP vacancy reservations are applied horizontally as per extant Govt. of India rules. Total numbers of vacancies are inclusive of number of vacancies of PwBD/ESM/MSP.

1.3 AGE LIMIT AS ON CRUCIAL DATE OF ELIGIBILITY: Please refer section 1.1 for age criteria as per the post and relaxable for SC/ST/OBC-NCL/ESM/PwBD/Widows/Divorced Women/Judicially separated from their Husbands who are not remarried etc. as per extant Govt. of India rules.

1.4 PERSONS WITH BENCHMARK DISABILITY (PwBD): CAT A: (a) Blindness and low vision; CAT B: (b) Deaf and hard of hearing; CAT C: (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; CAT D: (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.

1.5 CODE OF POSTING STATION: A1=AGRA; A2=AHMEDNAGAR; A3=AMBERNATH; B1=BALASORE; B2=BENGALURU; B3=BHUBANESWAR; C1=CHANDIGARH; C2=CHENNAI; D1=DEHRADUN; D2=DELHI; G1=GWALIOR; H1=HALDWANI; H2=HYDERABAD; J1=JAGDALPUR; J2=JODHPUR; K1=KANPUR; K2=KOCHI; L1=LEH; M1=MUSSOORIE; M2=MYSORE; N1=NASHIK; P1=PUNE; T1=TEJPUR; V1=VISAKHAPATNAM

***Suitable only for Hard of Hearing (CAT-B); #Suitable only for Acid Attack Victims (CAT-C)**

SECTION-2

2.1 REMUNERATION AND SERVICE CONDITION: Recruited candidates will get pay according to pay level (7th CPC Pay Matrix) of the applied post and other benefits include dearness allowance, house rent allowance, transport allowance, children education allowance, leave travel concession, medical facilities, CSD facility and other allowances/advances as per extant Govt. of India rules. The recruited candidates will be covered under National Pension System (NPS) of the government unless provided otherwise as per extant Govt. of India rules. DRDO has beautiful well laid out green campuses with residential quarters, general amenities & sports facilities at most of the laboratories/establishments. The recruited candidates will be governed by the central government rules. The personnel policies in DRDO are well laid down. The selected candidates will be appointed on probation and are liable to serve anywhere within limits of Union

of India including field locations/remote areas, as and when required, as per extant Govt. of India rules.

2.2 TERMS OF POSTING: Candidates must give their preferences for posting to various stations related to the post code/post name in the application. The preference of posting to stations once given by the candidate will be treated as final and irreversible. Subsequent request for change in preference will not be entertained under any circumstances/reasons. Candidates are, therefore, advised to carefully give preference of posting stations in online application form. However, DRDO reserves its right to nominate the candidate anywhere in India depending upon organisational requirement.

2.3 ELIGIBILITY CRITERIA: All eligibility conditions will be determined with reference to the crucial date of eligibility as mentioned in this advertisement.
A) NATIONALITY: Candidate must be a citizen of India or as per extant Govt.

of India Rules. **B) Essential Qualification Requirement (EQR):** Candidates must have completed EQR as on Crucial date of Eligibility. **C) MEDICAL FITNESS:** Candidates must be in good mental and physical health and free from any physical deformity which may interfere in efficient discharge of duties. Provisionally shortlisted candidates will be subjected to a medical examination as prescribed by the competent authority, before the offer of appointment is issued. If a candidate is found unfit, he/she will not be offered an appointment. For PwBD candidates, medical fitness standards are as per extant Govt. of India rules. **D) NO OBJECTION CERTIFICATE (NOC):** Candidates serving in Govt., PSU, Autonomous organisations and Departmental candidates must apply through proper channel. Candidates should obtain NOC from the present employer at appropriate time. Application submitted without NOC will be treated as provisional. NOC must be submitted along with other documents at the time of document verification, if shortlisted. **Note: i) Candidates should ensure that they fulfill all the eligibility criteria before applying the post.** Their admission at all stages of the selection process will be purely provisional, subject to fulfilling prescribed eligibility criteria. If, on verification, at any stage during or after the selection process, it is found that, they do not fulfill any of the eligibility criteria, their candidature/appointment will be cancelled without notice, and no representation in this regard will be entertained under any circumstances. **ii) Provisional shortlisting/selection at any stage of the process or success in the examination confers no right of appointment, unless the DRDO is satisfied, after such enquiry as may be considered necessary, that the candidate is suitable in all respects for appointment to the service/post. iii) The decision of DRDO in all matters related to eligibility, acceptance or rejection of the applications, mode of selection, conduct of examination(s), allotment of examination centres and nomination of provisionally shortlisted candidates to a specific lab/city will be final & binding on the candidates and no correspondence will be entertained in this regard.**

2.4 RESERVATION/RELAXATION BENEFITS: A) Reservation/ Relaxation benefits regarding age, minimum qualifying criteria etc. are applicable to the SC/ST/OBC-NCL/EWS/PwBD/ESM/MSP etc. candidates applying against vacancies earmarked for them, in accordance with the instructions/orders/circulars, as per extant Govt. of India orders. As per DoPT OM no. 36039/1/2019-Estt.(Res.) dated 31st Jan 2019, the benefit of reservation under EWS can be availed upon production of a valid Income and Asset Certificate (as on or before crucial date of eligibility of this Advt.) issued by a Competent Authority. Candidates who are not covered under the scheme of reservation for SC/ST/OBC-NCL and whose family gross annual income is below Rs 08 Lakh (Rupees Eight Lakh) are to be identified as EWS for benefit of reservation for EWS. **B) Candidates seeking reservation/relaxation benefits must support their claim with duly self-attested copies of relevant certificates issued by Govt./notified competent authority, at the time of document verification or whenever required by DRDO, else their claim for any reservation/relaxation etc. will NOT be considered. C) A candidate seeking reservation/relaxation benefits of OBC must ensure that he/she possess a genuine caste/community certificate in Central Govt. format and does not fall in creamy layer on the crucial date of eligibility. D) Candidates with benchmark physical disability of 40% or above only would be considered as person with benchmark disability (PwBD) and entitled to reservation for PwBD. These reservations are applied horizontally as per Govt. rules. E) Ex-Servicemen who have already secured employment in civil side under Central Govt. in Group 'C' & 'D' posts on regular basis after availing the benefits of reservation given to Ex-servicemen for their re-employment are not eligible for reservation in ESM category and fee concession. However, such candidates can avail the benefit of reservation as Ex-servicemen for subsequent employment if he/she immediately after joining civil employment, has given self-declaration/undertaking to the concerned employer about the date-wise details of applications for various vacancies for which he/she had applied for before joining the initial civil employment as mentioned in the OM No. 36034/1/2014-Estt (Res) dated 14th August 2014 issued by DoP&T. F) It may be noted that, candidature will remain provisional till the veracity of the concerned documents are verified/re-verified by the appointing authority.**

2.5 AGE RELAXATION: A) The candidate must be within prescribed age limit on the crucial date of eligibility. However, upper age limit is relaxable for SC, ST, OBC-NCL, PwBD, ESM, MSP, Widows, Divorced Women & Women judicially separated from their husbands who are not remarried, Departmental Candidates with three years continuous service in Central Government, Disabled Defence Services Personnel, Persons domiciled in J&K state during the period from 01-01-1980 to 31-12-1989 as per the rule prescribed by the Government of India. No age relaxation is allowed to SC/ST/OBC-NCL candidates applying against unreserved (UR) vacancies. Candidates belonging to PwBD, ESM, MSP, Departmental Candidates with three years continuous service in Central Government, Disabled Defence Services Personnel, Persons domiciled in J&K state during the period from 01-01-1980 to 31-12-1989 categories, who are applying against UR vacancies will get age relaxation benefit only for their respective category as above and no additional relaxation will be given for belonging to SC/ST/OBC-NCL category (Refer FAQs for further details). **B) For relaxation, proforma for certificates may be downloaded (if required) from the CEPTAM notice board on DRDO website www.drdo.gov.in**

SECTION-3

3.1 HOW TO APPLY: Candidates must satisfy themselves, before applying, about their eligibility for the post. Candidates are, therefore, advised to carefully read the advertisement and complete the application form and submit the same as per the instructions to avoid rejection later. **A) All candidates must apply online through the link [DRDO Recruitment \[CEPTAM Notice Board\]](http://www.drdo.gov.in) available on DRDO website (<https://www.drdo.gov.in>). Applications submitted by other means/mode will be summarily rejected. **B) The online application portal****

will be opened on **07th November 2022 (1000 Hrs) and closed on 07th December 2022 (1700 Hrs)** **C) Candidates are advised to submit online applications much before the closing date and not to wait till last date to avoid the possibility of network congestion or failure to login to the website on account of heavy rush/load on the website during the closing hours/days. D) CEPTAM will not be responsible for the candidates, if candidates are not able to submit their applications within the last date due to the aforesaid reasons. E) Firstly, the candidate must register online by filling-up the basic details. After successful registration, the candidate will get a user Id & password on registered email (note it down & keep safely), which will be used to login for filling of application. F) The candidate must fill their name, date of birth, father's name & mother's name as given in matriculation/secondary certificates. G) Candidates should have their own mobile number and valid & active personal email id. CEPTAM will not entertain any request for change of mobile number & email address at any stage of recruitment. **H) The following documents and their scanned copies must be kept ready before filling online application: (i) EQR certificates: (Please Refer as per section 1.1) e.g. 10th Class Certificate, 12th Class Certificate, Bachelor's Degree, Master's degree, wherever applicable as per the post code. (ii) Xth class or equivalent certificate for age proof. (iii) Photograph (Use only recent colour photograph taken within last 30 days. Keep sufficient copies of the same photograph for future use. (iv) Signature on plain white paper. (v) Identity proof (ID) (e.g. Aadhaar, Passport, Voter ID, PAN, Driving License, School/ College Id card, any other photo bearing Id card issued by the Central or State Govt.) which must be carried in original during the examination & document verification. J) Contact details such as e-mail, mobile number, correspondence & permanent address etc. must be correct & active during the recruitment cycle as all communication will be done through them. J) Candidates are required to submit all the acquired qualification as on crucial date of eligibility during filling of online application form.****

3.2 SUBMISSION OF APPLICATION: A) Candidates should read the detailed instructions (available on our website) carefully before filling the online application. B) Candidates must review their application before final submission. C) Candidates are required to make online payment of application fee (wherever applicable). D) Eligibility of the candidate will be considered on the strength of the information furnished in the online application form. After final submission, request for change/correction in the particulars given in the application form, shall not be entertained under any circumstances. CEPTAM will not be responsible for any consequences arising out of non-acceptance of any correction/deletion in any particular given by candidates in application form. Hence, candidates are advised to fill the application form carefully. E) When application is successfully submitted, it will be considered provisionally. Candidates are advised to take a printout of application and keep safely. **No printed copy of application is required to be sent to CEPTAM. However, candidates have to produce duly signed printed copy of application at the time of document verification, if provisionally shortlisted.**

3.3 APPLICATION FEE, MODE OF PAYMENT AND EXEMPTION FROM PAYMENT OF FEE: A) APPLICATION FEE: Non-refundable/Non-transferable application fee of Rs. 100/- (Rupees one hundred only) is to be paid by the candidate. **B) MODE OF PAYMENT:** Fee is to be paid online through credit card/debit card/net banking/UPI. All applicable service charges i.e. bank charges shall be borne by candidates only. Application fee paid by the candidates who have not completed their application or whose application is rejected will **NOT** be refunded. Application fee once paid shall **NOT** be refunded under any circumstances nor it will be adjusted against any other examination. No representation against such rejection will be entertained. **C) EXEMPTION FROM PAYMENT OF FEE:** All women and SC/ST/PwBD/ESM candidates are exempted from payment of application fee, as per extant Govt. of India rules. **D) Ex-servicemen, who have already secured employment in civil side under Central Government on regular basis after availing of the benefits of reservation given to Ex-servicemen for their re-employment, are NOT eligible for fee concession.**

3.4 EXAMINATION CITIES FOR TIER-I (CBT): Candidates are advised to choose any three different cities from the following list in order of priority for Tier-I examination. The option/preference once given by the candidate will be treated as final and irreversible. **Request for change of examination city/centre/shift will not be entertained.** Hence, the candidates should select the city carefully during the filling of online application. CEPTAM reserves the right to add/delete any examination city and allot the candidates to any examination city other than chosen by candidate depending upon the operational constraints.

01	AGRA	15	HYDERABAD	29	NASHIK
02	AHMEDABAD	16	IMPHAL	30	PANAJI
03	AURANGABAD	17	ITANAGAR	31	PATNA
04	BENGALURU	18	JABALPUR	32	PORT BLAIR
05	BHOPAL	19	JAIPUR	33	PRAYAGRAJ
06	BHUBANESWAR	20	JAMMU	34	PUNE
07	CHANDIGARH	21	JODHPUR	35	RAIPUR
08	CHENNAI	22	KANPUR	36	RANCHI
09	COIMBATORE	23	KOCHI	37	SILIGURI
10	DEHRADUN	24	KOLKATA	38	THIRUVANANTHAPURAM
11	DELHI NCR	25	LEH	39	VARANASI
12	GORAKHPUR	26	LUCKNOW	40	VIJAYAWADA
13	GUWAHATI	27	MUMBAI	41	VISAKHAPATNAM
14	GWALIOR	28	NAGPUR		

3.5 REJECTION CRITERIA: The rejection of applications will be based on following grounds: **A)** Not meeting Essential Qualification Requirement (EQR). **B)** Incomplete or partially filled Applications. **C)** Applications without prescribed Fees (wherever applicable). **D)** Applications not received through online mode. **E)** Applications having blurred/irrelevant photo, signature or other documents. **F)** Underage or overage as on crucial date of eligibility. **G)** Only one online application is to be submitted by the candidate for one post code. If a candidate submits more than one application successfully for the same post code, then only the latest application with application fee (if applicable) will be considered and other applications will be rejected.

3.6 DATE OF EXAMINATION AND ADMIT CARD: The date of examination will be published on website later. The date, time & venue of examination will be given on admit card. The admit cards will be available on our website (<https://www.drdo.gov.in>) for download/print, tentatively 02 weeks prior to examination. **Admit cards will not be sent by post.** Candidates must print (preferably in colour) the admit card and carry it for appearing in examinations. Valid original photo Id (as mentioned in the application form) is mandatory along with admit card to appear in the examination. CEPTAM reserves the right to divert candidate of any centre to other centre depending upon operational constraints. CEPTAM will not entertain any request for any change in examination city, centre, date and shift allotted to candidate(s). Mere issue of admit card to the candidates will **NOT** imply that their candidature has been finally accepted by the CEPTAM.

3.7 APPLICATION FOR MULTIPLE POSTS: Candidates applying for more than one post code should submit their application, complete in all respects, separately. Candidates, who have applied for more than one post code, should be aware that centre for each examination may be different, and examination may be on the same day/shift. If the examinations are in two different shifts on the same day, it will be the candidate's responsibility to reach the allocated centre. If the examination for two post codes applied by candidate is in the same shift, he/she will be able to appear in the examination of only one post code as per his/her own choice.

3.8 Tier-II (SKILL/PHYSICAL FITNESS AND CAPABILITY TEST, WHEREVER APPLICABLE): (i) For the post of Vehicle Operator 'A' and Fire Engine Driver 'A', passing of Driving test is mandatory. (ii) To pass Typing Test is essential for the post of Administrative Assistant 'A' and Store Assistant 'A'. (iii) It is mandatory to pass the Dictation & Transcription Test for the post of Stenographer Grade-I & II. (iv) For the post of Security Assistant 'A', Fire Engine Driver 'A' and Fireman, it is mandatory to pass the Physical Fitness and Capability Test. Candidates undergoing Physical Fitness and Capability Test will do so at their own risk. (v) It is to be noted that schedule/venue/detailed instructions for Tier-II will be available on our website after declaration of Tier-I examination result. The criteria for Physical Fitness and Capability Test for above three posts (0801, 1001 & 1101) are mentioned in Table-1:

Table-1

(A) Physical Measurements			
		Male	Female
a.	Height without shoes	165 cm minimum	157 cm minimum
b.	Chest (un-expanded)	81 cm minimum	NA

c.	Chest expansion	05 cm	NA
d.	Weight	50 kgs minimum	45 kgs minimum
<ul style="list-style-type: none"> ✓ No physical deformity & bow legs, knock knee and flat foot. ✓ A maximum relaxation of 2.5 cms in height and/or in chest may be allowed for candidates belonging to hilly areas. 			
(B) Medical Standards			
a.	Vision		
<ul style="list-style-type: none"> ✓ Distant 6x6 without aids ✓ Near vision normal but with corrections for person above 40 years of age ✓ Each eye must have full field of vision ✓ No Night and colour blindness 			
(C) Physical Endurance Test			
a.	Male candidates		
<ul style="list-style-type: none"> ✓ Running a distance of 1600 meter in 07 minutes time ✓ Carrying a weight of 63.5 kgs to a distance of 183 meters within 96 sec (Only for Fireman post) ✓ 03 mtr vertical rope climbing (03 mtr foot above ground) ✓ 20 sit ups ✓ Clearing 2.7 mts wide ditch & landing on both feet (long jump) (to achieve in any one of the 03 chance given) 			
b.	Female Candidates		
<ul style="list-style-type: none"> ✓ Running a distance of 800 meter in 05 minutes time ✓ Carrying a weight of 63.5 kgs to a distance of 183 meters within 96 sec (Only for Fireman post) ✓ 2.5 mtr vertical rope climbing (2.5 mtr foot above ground) ✓ 15 sit ups Or ✓ Long jump of 2.0 mts (to achieve in any one of the 03 chance given) 			
(D) Other relaxations			
<ul style="list-style-type: none"> ✓ There shall be 10% relaxation in the performance standards for the candidates having age more than 40 years 			

SECTION-4

4.1 SELECTION PROCESS: The selection process will consist of Tier-I (CBT) and Tier-II (Skill/Physical Fitness and Capability Test, wherever applicable) as described in Table-2 of this section: i) The Score of Tier-I (CBT) may be normalized as per requirement. ii) The Tier-I (CBT) will consist of objective type-multiple choice questions only iii) The medium for examination will be Hindi and English. iv) Tier-I examination is for Provisional selection and Tier-II (Skill/Physical Fitness and Capability Test, wherever applicable) is qualifying in nature as described in Table-2. v) For the post of Junior Translation Officer, Tier-II will be Descriptive in nature. vi) There will be no negative marking for wrong answer. vii) The syllabus of the examinations will be commensurate to essential qualification required for the post. viii) Document verification of provisionally shortlisted candidates will be done at the time of joining by concerned Laboratory/Establishment.

Table-2

Tier	Mode/Type of Examination	POST CODE	SCOPE OF EXAMINATION	Maximum Marks	Duration of Exam Minutes)
I	CBT (Provisional Selection ¹)	0301	> 40 Questions on General Hindi > 40 Questions on General English	80	60
		0401, 0501, 0601, 0602, 0701 and 0702 0801, 0901, 1001 and 1101	> 75 Questions on Quantitative aptitude, Reasoning ability, General awareness and General English	75	60
II	Skill/Physical Fitness and Capability Test, wherever applicable (Qualifying in Nature ²)	All Post code (Except 0301)	It is also mandatory for shortlisted candidates to pass the prescribed Skill/Physical Fitness and Capability Tests as per the norms, wherever applicable.		
	Descriptive ²	0301	Translation and Essay	200	120

¹**PROVISIONAL SELECTION CRITERIA:** The provisional selection will be based on the merit obtained in Tier-I examination depending upon the post/category/sub-category of the candidate. The minimum qualifying marks for Tier-I is 40% for UR/OBC/EWS candidates and 35% for SC/ST candidates. Candidates will be provisionally shortlisted based on Tier-I examination merit in a ratio of **1:8 (No. of vacancy: No. of shortlisted candidates)**. However, this ratio may increase depending upon organisational requirements. The last candidate securing equal marks in the bracket will also be included.

²**TIER-II/SKILL/PHYSICAL FITNESS AND CAPABILITY TEST, WHEREVER APPLICABLE (Qualifying in Nature):** **A)** Provisionally shortlisted candidates in Tier-I will be called for the prescribed Tier-II/Skill/Physical Fitness and Capability Tests as per the norms, wherever applicable. **B)** It is mandatory to pass the prescribed Skill/Physical Fitness and Capability Tests, wherever applicable for final selection. **C)** The final selection will be based on the order of merit obtained in Tier-I examination/Tier-II examination (in case of post JTO)/Skill/Physical Fitness and Capability Tests, wherever applicable depending upon the post/category/sub-category of the candidate. **D)** For the post of JTO, the minimum qualifying marks for Tier-II is 40% for UR/OBC candidate and 35% for SC/ST candidates.

NOTE: A) The mode of selection may change depending upon the Organisational requirement / Govt. of India policy. **B)** SC, ST, OBC-NCL, EWS, ESM, MSP and PwBD candidates (wherever applicable), who are selected on their own merit without relaxed standards, will be considered against the unreserved vacancies as per extant Govt. of India orders. **C)** The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC-NCL, EWS, ESM, MSP and PwBD candidates (wherever applicable).

4.2 RESOLUTION OF TIE CASES: In cases where more than one candidate secure the equal aggregate marks in Tier-II examination (for the post of JTO) and Tier-I (for other posts), tie cases will be resolved by applying following criteria, one after another, as applicable till the tie is resolved. **A)** Marks obtained in Tier-I examination (for the post of JTO). **B)** Date of birth, older

candidate placed higher in merit list. **C)** Alphabetical order (English Language) in which the names of the candidates appear.

4.3 PROVISIONS FOR PwBD CATEGORY: (i) Visually impaired, orthopedically handicapped (afflicted by cerebral palsy), orthopedically