



CENTRE FOR PERSONNEL TALENT MANAGEMENT (CEPTAM)

Scrutinize, Actualize & Recognize Human Potential

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

"Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply"



Recruitment of 224 vacancies for the various posts under Admin & Allied (A&A) Cadre

Advertisement No.: CEPTAM-09/A&A

Crucial date of eligibility: 15th Oct 2019

Date of Examination [Tier-I (CBT) & Tier-II (Trade/Skill/Physical Fitness and Capability Test, wherever applicable)]: To be announced on website

Closing date for submission of application: 15th Oct 2019

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 recruitment to the various posts under **Admin & Allied (A&A) Cadre** 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 EDUCATIONAL REQUIREMENT (EER): Candidates must have acquired the EER as on crucial date of eligibility for the posts they are 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 EDUCATIONAL REQUIREMENT (EER) [Refer: 1.1, 2.3 & 5.4]	OTHER ESSENTIAL REQUIREMENT (OER)
0301	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).
0401	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).
0402	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).
0501	Store 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. (35 words per minutes correspond to 10500 KDPH on an average of 5 key depressions for each word). Time-10 minutes.
0502	Store 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. (30 words per minutes correspond to 9000 KDPH on an average of 5 key depressions for each word). Time-10 minutes.
0601	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.
0701	Clerk (Canteen Manager Grade-III)	Secondary School Certificate (10 th Standard Pass under 10+2 System) recognised by the Central/State Governments.	(i) Accurate typing speed in English (minimum 30 words per minute) or in Hindi (minimum 25 words per minute) or 8000 key depressions per hour for data entry in computer. (ii) Two years experience in Canteen Management in a Government/Semi-Government/ Autonomous Organisation.
0801	Asstt Halwai-cum Cook	Secondary School Certificate (10 th Standard Pass under 10+2 System).	Two years experience in cooking in a Government/Semi-Government/Autonomous Organisation.
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.
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.
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.

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:1.6)
		SC	ST	OBC	EWS	UR	TOTAL	ESM	MSP	PWD (Refer:1.5)				
										CAT A	CAT B	CAT C	CAT D	
0301	Stenographer Grade-II (English Typing)	0	0	1	0	12	13	0	0	0	0	0	0	A2, B1, D2, G1, H1, J1, K1, M1, N1, P2
0401	Administrative Assistant 'A' (English Typing)	4	3	7	7	33	54	1	0	1	0	0	1	A2, B1, C1, C2, D1, D2, H1, K1, L1, M1, M2, N1, P1, P2
0402	Administrative Assistant 'A' (Hindi Typing)	0	0	0	1	3	4	0	0	0	0	0	0	D2, H1, J2, M1
0501	Store Assistant 'A' (English Typing)	1	2	4	0	21	28	0	1	0	1	0	0	A2, B1, B2, C1, C2, D1, D2, G1, H1, J1, P2, V1
0502	Store Assistant 'A' (Hindi Typing)	1	0	0	1	2	4	0	0	0	0	1	0	B1, D1, P2
0601	Security Assistant 'A'	5	0	8	0	27	40	6	1	1	0	0	0	A1, A2, B1, C1, C2, D2, G1, H1, J1, J2, K1, M2, N1, P2, V1
0701	Clerk (Canteen Manager Grade-III)	0	0	0	0	3	3	0	0	0	0	0	0	P2, V1
0801	Asstt Halwai-cum Cook	1	0	3	0	25	29	0	0	0	1	1	0	B1, D2, H1, K1, M1, N1, P2, V1
0901	Vehicle Operator 'A'	2	0	2	2	17	23	1	0	0	0	0	0	A1, A2, B1, D2, H1, J1, N1, P1, V1
1001	Fire Engine Driver 'A'	0	0	0	0	6	6	0	0	0	0	0	0	C1, H1, N1, P2
1101	Fireman	1	0	4	1	14	20	1	0	0	0	0	1	B2, C1, H1, N1, P2
TOTAL		15	05	29	12	163	224	09	02	02	02	02	02	

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

1.3 PAY: Pay at level 2 (Rs 19900-63200) for all post codes except Stenographer Grade-II i.e. Pay at level 4 (Rs 25500-81100) as per 7th CPC Pay matrix and other benefits as per Govt. of India rules.

1.4 AGE LIMIT AS ON CRUCIAL DATE OF ELIGIBILITY: Candidate must be between 18 and 27 Years of age (relaxable for SC/ST/OBC/ESM/PWD/WIDOWS/DIVORCED WOMEN/ WOMEN JUDICIALLY SEPARATED FROM THEIR HUSBANDS WHO ARE NOT REMARRIED etc. as per Govt. of India rules).

1.5 PERSONS WITH DISABILITY (PWD):

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.

1.6 CODES OF POSTING STATIONS (REFER TABLE 1.2 IN SECTION 1): A1=AGRA; A2=AHMEDNAGAR; B1=BENGALURU; B2= BHUBANESWAR; C1=CHANDIGARH; C2=CHENNAI; D1=DEHRADUN; D2=DELHI; G1=GWALIOR; H1=HYDERABAD; J1=JAGDALPUR; J2=JODHPUR; K1=KOCHI; L1= LEH; M1= MUSSOORIE; M2=MYSORE; N1=NASIK; P1=PANAGARH; P2=PUNE; V1=VISAKHAPATNAM.

SECTION-2

2.1 REMUNERATION AND SERVICE CONDITION: Recruited candidates will get Pay [at level 2 (Rs 19900-63200) for all post codes except Stenographer Grade-II i.e. Pay at level 4 (Rs 25500-81100)] as per 7th CPC Pay matrix 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 Govt. of India rules. The recruited candidates will be covered under National Pension System (NPS) of the government unless provided otherwise as per 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 Govt. of India rules.

2.2 TERMS OF POSTING: The preference for posting to various stations related to the post code will be obtained from candidate at an appropriate time. 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 give preference of posting stations carefully. DRDO reserves its right to nominate the candidate anywhere in India depending upon Organisational requirement. Candidates are required to serve a minimum of five years at the first place of posting and no request for transfer will be entertained during this period. However, they may be transferred to other locations in public interest by DRDO.

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. **B) Age Limit:** Please refer 1.4 of this advertisement for age limit. **C) Essential Educational Requirement (EER):** candidates must have completed EER and other eligibility for the post as on crucial date of Eligibility. EER should be as per section-1 of this advertisement. **D) 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 PWD candidates, medical fitness standards are as per Govt. of India rules. **E) NO OBJECTION CERTIFICATE (NOC):** Candidates serving in Govt., PSU, Autonomous organisations, Armed Forces and Departmental candidates must apply through proper channel. Candidate 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 for the post they are applying. Their admission at all stages of the selection process will be purely provisional, subject to fulfilling prescribed eligibility criteria. If, on verification, at any time 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/EWS/PWD/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 an 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 and whose family gross annual income is below Rs 8 Lakh (Rupees

eight lakh) are to be identified as EWS for benefit of reservation for EWS. All candidates applying against unreserved (UR) vacancies will be treated as general candidates. **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 relaxation/concession etc. will not be considered and their application will be treated under unreserved (UR) category. **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% and more only would be considered as person with disability (PWD) and entitled to reservation for PWD. **E)** 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, PWD, ESM, Widows, Divorced Women & Women Judicially separated from their Husbands who are not remarried, Central Govt. Civilian Employees, Disabled Defence Services Personnel, Persons domiciled in Jammu & Kashmir 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 candidates applying against unreserved (UR) vacancies. Candidates belonging to PWD, ESM, Central Govt. Civilian Employees, Disabled Defence Services Personnel, Persons domiciled in Jammu & Kashmir 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 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, urged 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 available on CEPTAM notice board (<https://www.drdo.gov.in/drdo/ceptam/ceptamnoticeboard.html>).

Applications received by any other mode will be summarily rejected. **B)** The online application portal will be opened on **21st Sept 2019 (10:00 AM)** and closed on **15th Oct 2019 (05:00 PM)**. **C)** Firstly, the candidate must register online by filling up the basic details. After registration, the candidate will get a user Id & password (note it down & keep safely), which will be used to login for filling of application. **D)** Candidates are advised not to wait until last date to submit their applications. CEPTAM will not be responsible, if candidates are not able to submit their applications on time due to last minute heavy rush, network congestion etc. **E)** The following **documents and their scanned copies** must be kept ready before filling the application: (i) 10th Class or equivalent certificate for age proof. (ii) EER Certificates [10th Class Certificate: for the post codes of **0701, 0801, 0901, 1001 and 1101. 12th Class Certificate:** for the post codes of **0301, 0401, 0402, 0501, 0502 and 0601.**] (iii) Photograph (Use only recent colour photograph taken within last 30 days. Keep 07 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, Govt. issued ID, etc.) which must be carried during the examination & document verification. **F)** Candidates must fill their name, date of birth, father's name & mother's name as given in matriculation/secondary examination certificate; otherwise their candidature may be cancelled. **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. **H)** 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. **I)** Candidates are required to submit all the acquired qualification as on crucial date of eligibility during filling of online application form. **J) Submission of Application:** (i) Candidates should read the instructions carefully before making any entry or selecting options. The detailed instructions for filling-up of online application are available on our website. (ii) Candidates should save and review his/her application before final submission. (iii) Candidates are required to make online payment of application fee (wherever applicable). (iv) 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 particulars given by candidates in application form. Hence candidates are advised to fill the application form carefully. **J)** When application is successfully submitted, it will be accepted/ 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.

3.2 APPLICATION FEE, EXEMPTION FROM PAYMENT OF FEE AND MODE OF PAYMENT: A) APPLICATION FEE: Non-refundable application fee of Rs. 100/- (Rupees one hundred only) is to be paid by the candidate. The fee should be paid separately for each post code applied. **B) EXEMPTION**

FROM PAYMENT OF FEE: All women and SC/ST/PWD/ESM candidates are exempted from payment of application fee, as per Govt. of India rules. **C) 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. **D) MODE OF PAYMENT:** Fee is to be paid online through credit card/debit card/net banking. Application fee paid by the candidates who have not completed their application or whose application is rejected, will not be refunded. All applicable service charges shall be borne by candidates only.

3.3 A) EXAMINATION CITIES FOR TIER-I: Candidates are advised to choose any three different cities from the following list in order of preference 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. 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	16	HYDERABAD	31	NASIK
02	AHMEDABAD	17	IMPHAL	32	PANAJI
03	AURANGABAD	18	ITANAGAR	33	PATNA
04	BALASORE	19	JABALPUR	34	PORT BLAIR
05	BENGALURU	20	JAIPUR	35	PRAYAGRAJ
06	BHOPAL	21	JAMMU	36	PUNE
07	BHUBANESWAR	22	JODHPUR	37	RAIPUR
08	CHANDIGARH	23	KANPUR	38	RANCHI
09	CHENNAI	24	KOCHI	39	SILIGURI
10	COIMBATORE	25	KOLHAPUR	40	THIRUVANANTHAPURAM
11	DEHRADUN	26	KOLKATA	41	VARANASI
12	DELHI NCR	27	LUCKNOW	42	VIJAYWADA
13	GORAKHPUR	28	MUMBAI	43	VISAKHAPATNAM
14	GUWAHATI	29	MYSORE		
15	GWALIOR	30	NAGPUR		

B) EXAMINATION CITIES FOR TIER-II (TRADE/SKILL/PHYSICAL FITNESS AND CAPABILITY TEST, WHEREVER APPLICABLE): No choice for city is required to be given by the candidates for Tier-II (TRADE/SKILL/PHYSICAL FITNESS AND CAPABILITY TEST, WHEREVER APPLICABLE). Cities for the Tier-II will be decided by CEPTAM based on the operational requirement.

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

3.5 A) DATE OF EXAMINATION AND ADMIT CARD [TIER-I (CBT) & TIER-II (TRADE/SKILL/PHYSICAL FITNESS AND CAPABILITY TEST, WHEREVER APPLICABLE)]: The date of examination will be published on website later. The date, time & venue of examination will be given on admit card. The e-admit cards will be available on our website (<https://www.drdo.gov.in/drdo/ceptam/ceptamnoticeboard.html>) for download/print, 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 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 e-admit card to the candidates will NOT imply that their candidature has been finally accepted by the CEPTAM.

B) APPLICATION FOR MULTIPLE POSTS: Candidates applying for more than one post code should submit their application, complete in all respects, separately. **Tier-I examination:** 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 one post code as per his/her own choice.

C) Tier-II (TRADE/SKILL/PHYSICAL FITNESS AND CAPABILITY TEST, WHEREVER APPLICABLE): (i) For the post of Asst Halwai-cum Cook, it is mandatory to pass the Trade Test. (ii) For the post of Vehicle Operator 'A' and Fire Engine Driver 'A', passing of Driving test is mandatory. (iii) To pass Typing Test is essential for the post of Administrative Assistant 'A', Store Assistant 'A' and Clerk (Canteen Manager Grade-III). (iv) It is mandatory to pass the Dictation & Transcription Test for the post of Stenographer Grade-II. (v) 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. 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 03 posts are given below:

(A) Physical Measurements			
		Male	Female
a.	Height without shoes	165 cm min	157 cm min
b.	Chest (Un-expanded)	81 cm min	NA
c.	Chest expansion	05 cm	NA
d.	Weight	50 kgs min	45 kgs min
✓ 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		
✓ 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 light and colour blindness			
(C) Physical Endurance Test			
a.	Male candidates		
✓ 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		
✓ 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			
✓ There shall be 10% relaxation in the performance standards for the candidates having age more than 40 years			

as described in **Table-1**. Document verification of provisionally shortlisted candidates will be done at the time of joining by concerned Laboratory/Establishment.

4.2 RESOLUTION OF TIE CASES FOR TIER-I (CBT): In cases where more than one candidate secure the equal aggregate marks in Tier-I examination, tie cases will be resolved by applying following criteria, one after another, as applicable till the tie is resolved. **(i)** Date of birth, older candidate placed higher in merit list. **(ii)** Alphabetical order (English Language) in which the names of the candidates appear.

4.3 PROVISIONS FOR PWD CATEGORY: **(i)** Visually impaired, orthopedically handicapped (afflicted by cerebral palsy), orthopedically handicapped (both arm affected), orthopedically handicapped candidates who has a locomotor disability wherein the dominant writing extremity is affected to the extent of slowing down the performance of the candidate (such deficiency to be indicated in the certificate, issued by competent authority, submitted by the candidate) will be allowed compensatory time of 20 minutes per hour in the examination. Candidates who are availing compensatory time are eligible for scribe. Candidates who are availing compensatory time will have to arrange scribe on their own **(ii)** For visually impaired candidates, there will be no component of maps/graph/diagrams/statistical data in the Question paper.

4.4 NOMINATION FOR POSTING TO LABS/ESTTS/UNITS: The function of the CEPTAM is to select and nominate the name of suitable candidates to the concerned DRDO Lab/Estt/Unit on the basis of availability of vacancies in various DRDO Labs/Estts/Units. Nomination shall be on the basis of merit of the candidates in the Tier-I examination, outcome of Tier-II (**Trade/Skill/Physical Fitness and Capability Test, wherever applicable**) & document verification and preference of posting to stations (**refer 2.2**) given by the candidates for further processing of their candidature. Candidates are advised to ensure meeting all eligibility criteria to avoid rejection in future. The original certificates pertaining to EER and other relevant documents will be examined at the time of document verification. It is essential to produce all the relevant certificates in original at the time of document verification, failing which the candidature of such candidates will be cancelled. Candidates may be asked at any stage of the recruitment process to produce original documents/certificates for the verification of its authenticity by forensic expert/issuing authority. Offer of appointment will be issued by concerned Lab/Estt/Unit subject to satisfying all eligibility criteria including antecedents and character. DRDO reserves the right to nominate candidates to any place in India depending upon organisational requirements/constraints.

SECTION-4

4.1 SELECTION PROCESS: The selection process will consist of Tier-I (CBT) and Tier-II (**Trade/Skill/Physical Fitness and Capability Test, wherever applicable**) as described in **Table-1** 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 syllabus of the examinations will be commensurate to EER and OER required for the post code. iv) The medium for examination will be Hindi and English. v) Tier-I examination is for Provisional selection and Tier-II (**Trade/Skill/Physical Fitness and Capability Test, wherever applicable**) is qualifying in nature

Table 1

Tier	Mode/Type of Examination	POST CODE	SCOPE OF EXAMINATION	Maximum Marks	Duration of Exam (Mins.)
I	CBT (Provisional Selection*)	0301 0401 0402 0501 0502	> 50 Questions on Quantitative ability/aptitude, General intelligence & Reasoning ability, General awareness, General science, Arithmetic & Numerical Ability > 50 Questions on General English > 50 Questions on Hindi or English Language	150	120
		0601 0701 0801 0901 1001 1101	> 100 Questions on Quantitative ability/aptitude, General intelligence & Reasoning ability, General awareness, General science, Arithmetic & Numerical Ability > 25 Questions on General English > 25 Questions related to Job		
II	Trade/Skill/Physical Fitness and Capability Test, wherever applicable (Qualifying in Nature**)	All Post Codes	It is also mandatory for shortlisted candidates to pass the prescribed Trade/Skill/Physical Fitness and Capability Tests as per the norms, wherever applicable.		

Note: i) The mode of selection may change depending upon the Organisational requirement / Govt. of India policy.

ii) For more details, visit frequently asked questions (FAQs) section on our website.

***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.

NOTE: A) SC, ST, OBC, EWS, ESM, MSP and PWD candidates, who are selected on their own merit without relaxed standards, will be considered against the unreserved vacancies as per Govt. of India orders. **B)** The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC, EWS, ESM, MSP and PWD candidates. **C)** Shortlisted candidates will be called for the prescribed Trade/Skill/Physical Fitness and Capability Tests as per the norms, wherever applicable.

**** TRADE/SKILL/PHYSICAL FITNESS AND CAPABILITY TEST, WHEREVER APPLICABLE (Qualifying in Nature):** Candidates will be provisionally shortlisted based on Tier-I examination merit in a ratio of **1:12** (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. Provisionally shortlisted candidates in Tier-I will be called for the prescribed Trade/Skill/Physical Fitness and Capability Tests as per the norms, wherever applicable. It is mandatory to pass the prescribed Trade/Skill/Physical Fitness and Capability Tests, wherever applicable for final selection.

SECTION-5

5.1 IMPORTANT POINTS TO REMEMBER FOR CANDIDATES: A)

Closing/crucial date of eligibility: 15th Oct 2019. **B)** Read the detailed instructions and frequently asked questions (FAQs). **C)** Note down the application number/roll number for future use. **D)** Take a printout of the application form and keep it with you. **No printed copy of application is required to be sent to CEPTAM.** **E)** E-admit card would be available on

DRDO website at least 02 weeks prior the examination which is required to be downloaded and printed for appearing in examination. Admit card for examination will not be sent by CEPTAM by post. **F)** Mode of examination will be CBT in Tier-I. **G)** Bring the admit card & preferably same Photo Id (original as mentioned in application form) at examination centre. **H)** Candidates seeking reservation/relaxation benefits applicable for SC/ST/OBC/EWS/ESM/MSP/PWD/WIDOWS/DIVORCED WOMEN/WOMEN JUDICIALLY SEPARATED FROM THEIR HUSBANDS WHO ARE NOT REMARRIED etc. must ensure that

they are entitled to such reservation/relaxation as per Govt. of India rules and are in possession of relevant certificate(s). **I)** To familiarize with CBT process, candidates are advised to go through the mock test available on website, 02 weeks prior to examination. **J)** There will be no provision of re-evaluation/re-checking of answers given by candidates in CBT. **K)** Candidates are advised to visit only official website of DRDO (www.drdo.gov.in) for any information & updates and be very cautious about fake websites, news, messages and job racketeers. **L)** Candidates will go through biometric attendance & metal detector for frisking at examination centres. **M)** Electronic gadgets like Mobile phones, Bluetooth devices, pen drive, laptops, calculators etc., any other communication devices, wrist watches, pen/pencil, ornaments & jewellery and any other prohibited items are strictly NOT allowed inside the exam hall. **N)** Candidates are advised in their own interest not to bring any of the prohibited items including mobile phones etc. to the venue of the examination, as arrangements for safe keeping cannot be assured. **O)** Signatures of the candidates on all documents should be identical and must be in running hand writing and not in block/capital or disjointed letters. Signatures in different style or language at the time of Tier-I (CBT), Tier-II (**Trade/Skill/Physical Fitness and Capability Test, wherever applicable**) and document verification etc. may result in cancellation of candidature. **P)** In case of fake/fabricated application /registration by misusing any dignitaries name/photo, such candidate will be held responsible for the same and liable for suitable legal action under Cyber/IT act. **Q) No TA/DA is admissible to any candidates for appearing in the Tier-I (CBT) and Tier-II (Trade/Skill/Physical Fitness and Capability Test, wherever applicable).**

5.2 DISCLOSURE OF SCORES AND RANKING OF CANDIDATES PUBLICALLY: In accordance with the directions issued by DOPT vide its O.M. No.39020/1/2016-Estt. (B) Dated 21.06.2016, after declaration of result, DRDO will publish the scores/rankings of the candidates appearing in the Tier-II (**Trade/Skill/Physical Fitness and Capability Test, wherever applicable**) examination on the website in descending order of ranking. Accordingly, following details of the candidates will be made available on the website: (i) Name (ii) Father's name (iii) Date of Birth (iv) Category & sub category (v) Gender (vi) Educational qualifications (vii) Total marks obtained in the qualifying examination (viii) Rank in merit. (ix) Correspondence address (x) E-mail. However, at the time of filling up of application form, the candidate will have the option to opt out of disclosing the above details, publicly.

5.3 ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT: Misrepresentation, hiding or falsification of facts detected at any stage of the selection process, document verification will result in cancellation of candidature, without any notice, and no correspondence in this


regard will be entertained. Candidates are warned that the candidature will be summarily cancelled at any stage of the recruitment, in respect of candidates found to have indulged in any of the following: **A)** In possession of mobile phone & accessories, Bluetooth devices and other electronic gadgets within the premises of the examination centres, whether in use or in switched off mode. **B)** Involved in malpractices or using unfair means in the examination. **C)** Submitting fabricated documents or documents which have been tampered with. **D)** Making statements which are incorrect or false or suppressing material information. **E)** Impersonation. **F)** Resorting to any other irregular or improper means in connection with his/her candidature for the examination. **G)** Misconduct /misbehaving in any manner in the examination hall with the invigilators, exam duty officials or DRDO representatives. **H)** Canvassing in any form or disruption of examination. **I)** Carrying any arms/weapons, objectionable items. **J)** Sharing examination terminal through remote desktop software/Apps/LAN/WAN, etc. **K)** Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the Examination.

The defaulter candidate may be debarred permanently or for a specified period from future recruitments. Canvassing in any form will lead to disqualification. In addition to that, CEPTAM reserves the right to initiate legal action against such candidates. Candidature can also be cancelled at any stage of the recruitment on any ground which the organisation considers to be the sufficient cause for cancellation of candidature.

CAUTION: A) Candidates are advised not to fall in trap of fraudulent recruitment advertisements and job offers being made by some unscrupulous elements forging DRDO name/logo. The official website of DRDO is www.drdo.gov.in for any information/updates etc. **B)** Please note that CEPTAM does not request any payment at any stage of selection process except an application fee of Rs. 100/- wherever applicable (required along with the application submission). If you are contacted with any request, please do not respond/act on such E-mail/phone call etc. and inform us immediately, at our E-mail or helpline number.

5.4 ABBREVIATIONS: CAT= Category, CBT= Computer Based Test, CPC= Central Pay Commission, CSD= Canteen Store Department, EER= Essential Educational Requirement, OER= Other Educational Requirement, ESM= Ex-Serviceman, EWS= Economically Weaker Section, Id= Identification with photo, MSP= Meritorious Sports Person, NOC= No Objection Certificate, OBC = Other Backward Class, PSU= Public Sector Undertaking, PWD= Person With Disability, SC= Scheduled Caste, ST= Scheduled Tribe, UR= Unreserved,

CONTACT US

<p>The Director Centre for Personnel Talent Management (CEPTAM), DRDO, Ministry of Defence, Metcalfe House, Civil Lines Delhi-110 054</p>	 <p>Apply online through QR code Step 1: Download QR code scanner app Step 2: Open QR code scanner app & scan it Step 3: Open URL & follow the instructions</p>	<p>Helpline: 011-23882323, 23819217 E-mail: ceptam-drdo@gov.in Website: www.drdo.gov.in</p>
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Keep visiting CEPTAM Notice Board on website www.drdo.gov.in for important announcements / information throughout the recruitment process at its various stages.

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