

IMPORTANT INSTRUCTIONS & INFORMATION

GENERAL GUIDELINES:

- a) Keep visiting CEPTAM at website www.drdo.gov.in for important announcements /information throughout the selection process at its various stages.
- b) Candidates must satisfy themselves, before applying, about their eligibility for the post to avoid disappointment later.
- c) Online facility is only for interim registration and therefore, candidates registering online **MUST also submit their printed copy of application**, complete in all respect, to reach us in time.
- d) Candidates are advised to send the application well before the closing date. DRDO/CEPTAM will not be responsible for any postal delay/loss of the applications.
- e) One envelope should contain only one application.
- f) Applications which are Incomplete and not on given format are liable to be rejected, and no correspondence will be entertained in this regard. Canvassing in any form will disqualify a candidate.

SERVICE CONDITIONS & REMUNERATION :

As per the Central Government rules candidates are liable to serve anywhere within limits of Union of India including field locations/remote areas. Remuneration and other benefits includes, dearness allowance, house rent allowance, transport allowance, leave travel concession, medical facilities etc. The personnel policies in DRDO are well laid down. **All Technical Posts are covered under limited flexible complementing scheme which means that based on meritorious performance, a fast track career advancement is available.** For other posts, time bound financial upgradation under the scheme of modified assured career progression is available. All the persons recruited against this advertisement will be covered **under New Pension Scheme of the Government** unless provided otherwise in the rule.

ELIGIBILITY CRITERIA:

- a) Candidate must be a **citizen of India**.
- b) Please refer the table in **SECTION 'A'** for age limit and other conditions which will be determined with reference to the closing date as mentioned in advertisement.
- c) Candidates appearing in the final examination of the eligibility **Essential Qualificational Requirement (EQR)** may also apply. However, they shall only be interviewed, if they have passed the EQR before the date of interview and must produce the **Original Certificate** at the time of **Document Verification**.
- d) Candidates must have read the required subject at least for 2 years in the course of B.Sc. programme.
- e) Please note that the candidates possessing higher qualification viz. **M.Sc. or B.Tech, B.E.** degree etc as on closing date, **shall NOT be considered** for the recruitment to the posts of Senior Technical Assistant 'B' or Technician 'A'.

- f) Candidates must be in **good mental & physical health** and free from any physical deformity which may interfere in efficient discharge of duties. A candidate, after **medical examination** such as may be prescribed by the competent authority, conducted before the offer of appointment is issued, if not found fit, will not be appointed.
- g) Candidates serving in **Govt. /PSU**, Autonomous organizations, armed forces including (departmental candidates) **must apply through proper channel**. They shall not be interviewed if they fail to produce **"NO OBJECTION CERTIFICATE"** from the present employer at the time of interview.
- h) At any stage of selection process, if it is found on verification that an individual **fails to fulfil any of the eligibility criteria**, his/her candidature shall be **treated as cancelled** without notice and no representation in this regard shall be entertained under any circumstances.

RESERVATION BENEFITS:

- a) **Reservation benefits** will be available to the candidates in accordance with the instructions/orders/circulars, issued by Govt. from time to time. **IMPORTANT:** Candidates who wish to be considered against reserved vacancies, seeking age and fee relaxation, must support their claim by submitting applications alongwith their duly self attested copies of relevant certificates issued by Govt./notified Competent Authority, else their claim for any relaxation/concession etc will not be considered and their application will be dealt with as that falling under General Category (UR). **b) PWD:** as per PWD reservation roster of DRDO, the reserved vacancies for PWD are mentioned against each post. PWD candidates applying against unreserved posts will be **treated as general candidates**.
- c) **ESM:** the person who has served in any rank in **regular Army, Navy or Air Force** and retired after **earning Pension** or any other relevant terms & conditions of Govt. **d) MSP:** As per rules of Government.

AGE RELAXATION:

The candidate must be within prescribed age limit on the closing date. However, upper age limit is relaxable for SC, ST, OBC, PWD, MSP, ESM, GS, persons domiciled in Kashmir Division of J&K state during the period from 01-01-1980 to 31-12-1989, widows, Divorced women and Women judicially separated from husband but not remarried as per the rule prescribed by the Government. For relaxation of age limit and proforma for certificates, our website may be referred to.

ESSENTIAL REQUIREMENTS:

- a) To pass Typing Test is essential for the post of Admin Assistant 'A' & Store Assistant 'A'.
- b) For the post of Security Assistant 'A', Fireman, Fire Engine Driver etc. where physical fitness is necessary for discharge of the duties, it is mandatory to pass the prescribed Physical Endurance & Medical tests as per DRDO norms. For Civilian Driver 'A' & Fire Engine Driver, passing of Driving test is mandatory.

HOW TO APPLY:

Apply on the designed proforma (SECTION 'C') on A4 size (210X297mm) white plain paper, and exactly in the same format as provided in advertisement. The proforma may be downloaded from our website. Photocopy of the format published in the Employment News can also be used. All columns of the application form should be filled legibly in own handwriting. CEPTAM encourages online registration of candidates through our website. Online facility will be available upto 1600 hrs on 02 April, 2012. To be considered online, applicants MUST complete the instructions in all respects and should apply only once for one post. The candidate must attach self attested copies of EQR and Driving License (for the post of Civilian Driver 'A'). The details of valid photo identity proof (viz. Driving Licence, PAN, Adhar, Voter ID, Passport, Official ID, College/Institute ID etc.) which you wish to carry in Examination/Interview venue must be furnished in application form. Candidate should use only recent coloured photograph (not more than 30 days old), and must retain 7 copies of the same photograph for future use in CEPTAM. The candidate must attach self addressed stamped post card at the end of enclosures to acknowledge the receipt of application. The post card should have the name of the candidate, post code, subject and post name applied for. You are advised to retain a photocopy of your complete application along with enclosures for future reference.

FEES & MODE OF PAYMENT:

Non-Refundable Fees of Rs. 50 is to be paid through INDIAN POSTAL ORDER (IPO) issued in favour of "The Director, CEPTAM, Delhi", payable at Delhi. The Cheque/Draft/Money order will NOT be accepted in any condition. Candidates belonging to SC/ST/ESM/PWD categories and women candidates are exempted from payment of fee.

WHERE TO APPLY AND LAST DATE OF RECEIPT OF APPLICATION:

The application complete in all respect must reach "DRDO Entry Test- 2012, Post Box No.: 8626, Delhi-110 054" on or before the closing date. However, the applications from the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu and Kashmir, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island and Lakshadweep shall be accepted sent by post till 16 April, 2012. APPLICATION RECEIVED LATE WILL NOT BE CONSIDERED.

Candidates must mention Advt. No., Post Code, and their address for correspondence on the face of the envelope in CAPITAL letters.

SCHEME OF EXAMINATION:

The written examination will be OMR based and of two hours duration, consisting of 150 objective type multiple choice questions.

a) For STA 'B' & Technician 'A' : The written test will consist of

(i) 50 questions on General Awareness, General Intelligence, Reasoning Ability, General Science and

(ii) 100 Questions on Subject concerned.

b) For Assistant Hindi: The written test will consist of

(i) 50 Questions on General Awareness, General Intelligence, Reasoning & Numerical Ability and

(ii) 50 Questions each on Hindi and English Language.

c) For Admin Assistant 'A' & Store Assistant 'A' : The written examination will consist of

(i) 50 questions on General Awareness, General Intelligence & Reasoning & Numerical Ability

(ii) 50 questions on General English and

(iii) 50 Questions on Hindi OR English language.

d) For Civilian Driver 'A', Security Assistant 'A', Fire Engine Driver and Fireman: The written test will consist of

(i) 100 Questions on General Awareness, General Reasoning, Arithmetic , Numerical Ability

(ii) 25 Job related questions and (ii) 25 Questions on Hindi or English language.

SYLLABUS & MEDIUM OF EXAMINATION:

The syllabus of the examination will be based on the standards of essential qualification required for the post. The medium for Written Examination will be Hindi or English.

EXAMINATION CITIES WITH CODE NUMBER:

Based on the number of candidates, Examination Cities will be chosen from the following list (Numerals printed in the box below are respective city codes):-

01. – Agra	06 – Chandigarh	11 – Guwahati	16 – Kanpur	21 – Port Blair
02 – Ahmedabad	07 – Chennai	12 – Hyderabad	17 – Kochi	22 – Pune
03 – Bengaluru	08 – Dehradun	13 – Imphal	18 – Kolkata	23 – Raipur
04 – Bhopal	09 – Delhi NCR	14 – Jammu	19 – Nagpur	24 – Ranchi
05 – Bhubaneswar	10 – Gorakhpur	15 – Jodhpur	20 – Patna	25 – Visakhapatnam

Candidates are advised to choose any three cities in order of preference for written examination and write the respective city codes in application form. CEPTAM reserves the right to add/delete any exam city depending upon the number of applicants and availability of the Centres etc. Notwithstanding anything, candidates shall surely be allotted one of the examination cities. NO request for change of Examination Centre shall be entertained.

DATE AND SHIFT OF EXAMINATION:

The date of examination will be decided later and will be available on our website. Admit Cards to the candidates will be dispatched by post and same will also be available on our website. The examination of all post codes shall be completed in two shifts. However, the exact date, time, and examination centre will be intimated by post. The same will also be available on our website. The written examination of STA 'B' & Technician 'A' shall be conducted in different shifts on the same day all over the country. The examination for Admin Assistants 'A' and Store Assistants 'A' shall also be in separate shifts but it shall be time-clubbed either with shift for STA 'B' or Technician 'A'.

Therefore, candidates applying for more than one post should send their application, complete in all respect, in separate envelope.

MODE OF SELECTION:

- a) The candidates will be called for **written examination without scrutiny**. However, the Original Certificates pertaining to Essential Qualification(EQR) and other relevant documents will be examined/verified completely at the time of Document Verification/Interview.
- b) Candidates will be **shortlisted** on valid criteria as prescribed and adopted by CEPTAM. The final selection will be based on pooled merit of post/category/sub-category of the candidate and on the basis of marks obtained in Written Examination and Interview taken together. It is reiterated that it is mandatory for shortlisted candidates to pass the prescribed skill/trade/physical/medical tests, as per the norms, wherever applicable.
- c) **The mode of selection may change depending upon the contingencies.**

CAUTION:

Misrepresentation or falsification of facts detected at any stage of the selection process, or adopting unfair means at examination or misconduct/misbehavior shall result in cancellation of candidature without any notice, and no correspondence in this regard shall be entertained. CEPTAM reserves the right to **initiate legal action** against the candidate concerned. The defaulter candidate may be for a specified period or permanently debarred from future recruitments. Canvassing in any form shall lead to disqualification.

Abbreviations:

EQR = Essential Qualificational Requirement,	ESM = Ex-Serviceman,
GS = Government Servant,	HI = Hearing Impaired,
IPO = Indian Postal Order,	ITI = Industrial Training Institute,
KDPH = Key Depression Per Hour,	MSP = Meritorious Sports Person,
NOC = No Objection Certificate,	OBC = Other Backward Class,
OH = Orthopaedically Handicapped,	OMR = Optical Mark Reader,
PB = Pay Band,	PWD = Persons with Disability,
SC = Scheduled Caste,	ST = Scheduled Tribe,
UR = Unreserved,	VI = Visually Impaired,
WPM = Words Per Minute	

LIKELY STATION FOR POSTING*

(Please refer the table in Section 'A' of the advertisement) :

A1 = Agra,	A2 = Ahmednagar,	A3 = Ambernaath,	B1 = Balasore,
B2 = Bangalore,	B3 = Bhubaneswar,	C1 = Chandigarh,	C2 = Chandipur,

Important Instructions & Information

C3 = Chennai, **D1** = Dehradun, **D2** = Delhi, **P1** = Pune,
G1 = Gwalior, **H1** = Haldwani, **H2** = Hyderabad, **J1** = Jagdalpur,
J2 = Jodhpur, **K1** = Kanpur, **K2** = Kochi, **L1** = Leh,
M1 = Mussoorie, **M2** = Mysore, **N1** = Nasik, **P1** = Pune,
H2 = Hyderabad, **V1** = Visakhapatnam