



EXPERIENCE THE THRILL OF INNOVATIVE RESEARCH & DEVELOPMENT
DEFENCE RESEARCH & DEVELOPMENT ORGANISATION (DRDO)
CENTRE FOR PERSONNEL TALENT MANAGEMENT (CEPTAM)



Website: www.drdo.gov.in

Advertisement No.: CEPTAM-07

Email: drdoentrytest@gmail.com

TENTATIVE DATE OF EXAM: 01st Feb, 2015

Closing Date/Cut-off Date: 17th Oct, 2014

DRDO
balasya mallikvira&arora

CEPTAM
scrutinize actualize recognize human potential

ONLINE APPLICATION IS MANDATORY FOR ALL POSTS MENTIONED IN PART-1 OF SECTION-A

DRDO offers exciting and challenging career opportunities in very broad spectrum of subjects/ disciplines at its more than 50 laboratories/ establishments spread throughout the length and breadth of the country. Applications are invited for direct recruitment through **DRDO Entry Test – 2014** for the following Posts. This Advertisement consists of three sections: **SECTION 'A'**, **SECTION 'B'** and **SECTION 'C'**. SECTION 'A' comprises of Part 1 and Part 2. Please read the complete advertisement carefully before filling up the application form. Applying ONLINE is mandatory for the post of STA-'B', Assistant Hindi, Personal Assistant 'A', Admin Assistant 'A' and Store Assistant 'A' given in Part 1 and optional for all other posts mentioned in Part 2. As a first step, Detailed guideline and Frequently Asked Questions (FAQs) are available on our website. Translation ambiguity, if any, can be resolved referring to the English version of the advertisement published in the Employment News. Any dispute will be subject to the Courts/Tribunals having jurisdiction over Delhi only.

SECTION-A

PART 1: ONLY ONLINE APPLICATIONS SHALL BE ACCEPTED. THE APPLICATIONS RECEIVED BY OTHER MODE SHALL BE SUMMARILY REJECTED. ADMIT CARD WILL NOT BE SENT BY POST, HOWEVER IT WILL BE AVAILABLE ON OUR WEBSITE 15 DAYS BEFORE WRITTEN EXAM

a. SENIOR TECHNICAL ASSISTANT 'B' (STA 'B') - Pay Band: PB-2, Rs 9300-34800 (Grade Pay Rs 4200/-)

Age as on Closing Date must be between: 18 and 28 Years (relaxable for SC/ST/OBC/ESM/PWD etc. as per Government rules)

POST CODE	SUBJECT	ESSENTIAL QUALIFICATIONAL REQUIREMENT (EQR)	CATEGORIES				TOTAL	SUB CATEGORIES	LIKELY STATIONS OF POSTING
			SC	ST	OBC	UR			
0101	Automobile Engineering	Three years Diploma in Automobile/ Mechanical (Automobile) Engineering, from recognized Technical Board/ Institute	0	0	1	2	3		A2,B2
0102	Chemical Engineering	Three years Diploma in Chemical Engineering/Technology, from recognized Technical Board/ Institute	1	1	1	3	6		A3, J1, P2, V1
0103	Chemistry	B.Sc. degree in Chemistry/Chemical Science from recognized University/ Institute (candidates of PCM/ZBC/PCB Group may also apply)	2	1	5	15	23		A3, D2, G1, H1, J1, K1, M2, N1, P2, T1, V1
0104	Civil Engineering	Three years Diploma in Civil Engineering, from recognized Technical Board/ Institute	0	0	2	11	13		C1, D2, H2, S1
0105	Computer Science	B.Sc. degree Or Three years Diploma in Computer Science/ Engineering/ Technology/ Application/Hardware Maintenance or Diploma in IT/Network Engg, from recognized University/ Technical Board/ Institute (Courses by DOEACC/BCAMCA are not eligible)	8/2 [#]	4/1 [#]	21/4 [#]	46/7 [#]	79/14 [#]	02 HI, 04 VI	A1, B1, B2, C1, D2, H2, K2, M1, P1, P2, #
0106	Electrical & Electronics	Three years Diploma in Electrical & Electronics Engineering from recognized Technical Board/ Institute	1	0	2	6	9		C2, C3, H2
0107	Electrical Engineering	Three years Diploma in Electrical Engineering from recognized Technical Board/ Institute	4	0	4	18	26		B2, C1, D1, H2, N1, P1, S1, V1
0108	Electronics & Instrumentation	B.Sc. degree Or Three years Diploma in Electronics & Instrumentation, from recognized University/ Technical Board/ Institute	4/3 [#]	2/1 [#]	4/4 [#]	11/7 [#]	21/15 [#]		A1, B1, B2, H2, K2, #
0109	Electronics or Electronics & Communication or Electronics & Telecommunication	B.Sc. degree Or Three years Diploma in Electronics or Electronics & Communication or Electronics & Telecommunication Engineering or Electronics Fiber Optics & Communication, from recognized University/ Technical Board/ Institute	13/3 [#]	7/2 [#]	16/6 [#]	38/9 [#]	74/20 [#]	01 OH, 01 HI	A1, B1, B2, C1, C2, C3, D1, D2, H2, K2, M1, V1, #
0110	Instrumentation	Three years Diploma in Instrumentation or Instrumentation & Control Engineering from recognized Technical Board/ Institute	0	1	1	2	4		B2, C3, J1
0111	Library Science	Bachelor's Degree in Science, with minimum one year Diploma in Library Science, from recognized University/ Institute	0	1	2	4	7	01 HI	B2, D2, H2, J1
0112	Mathematics	B.Sc. degree in Mathematics, from recognized University/ Institute (candidates of PCM Group may also apply)	0	1	2	2	5	01 HI	D2
0113	Mechanical Engineering	Three years Diploma in Mechanical Engineering or Mechanical Engg with spl. In Production/Automobile/Refrigeration/Air Conditioning/Maintenance, from recognized Technical Board/ Institute	19/2 [#]	11/2 [#]	21/3 [#]	55/4 [#]	106/11 [#]	01 OH	A1, A2, B2, C3, D1, H2, J1, K2, N1, P1, P2, V1, #
0114	Metallurgy	Three years Diploma in Metallurgical Engineering, from recognized Technical Board/ Institute	1	0	3	4	8		A3, H2
0115	Microbiology	B.Sc. degree in Microbiology from recognized University/ Institute	0	1	1	2	4		M2, T1
0116	Nursing	B.Sc. degree in Nursing/ Part Basic B.Sc Nursing from recognized University/Institute	0	1	0	3	4		B2, C3, J1
0117	Photography	Three years Diploma in Photography or Cinematography or B.Sc (Vocational Photography & Cinematography) from recognized University/ Technical Board/ Institute (Applied courses and Bachelor in Fine Arts not eligible)	0	0	1	1	2		B1, C2
0118	Physics	B.Sc. degree in Physics, from recognized University/ Institute (candidates of PCM/PCB Group may also apply)	2	1	2	10	15	01 OH	A1, C1, D1,D2, H2, J2, N1, V1
0119	Radiography	B.Sc. Degree Or Three years Diploma in Radiography/ Medical Imaging from recognized University/ Technical Board/ Institute	0	0	0	1	1		J1
0120	Textile	B.Sc. Degree in Textile/ Textile Science or Three years Diploma in Textile Engineering/ Textile Chemistry/Textile Processing/Textile Design from recognized University/Technical Board/ Institute	1	0	0	2	3		A1
0121	Zoology	B.Sc. degree in Zoology/Life Science from recognized University/ Institute (candidates of ZBC Group may also apply)	0	3	2	1	6		D2, L1, T1
SUB TOTAL			56	35	91	237	419	12	

b. ADMIN & ALLIED

Age: Between 18 and 30 Years, Pay Band: PB-2, Rs 9300-34800, Grade Pay Rs 4200/-

0301	Assistant Hindi	Master's Degree of a recognized University in English/Hindi with Hindi and English as compulsory elective subjects at degree level OR Bachelor's degree with Hindi and English as main subjects (which includes the term compulsory and elective) and two years Experience of translation from English to Hindi or vice versa.	0	0	0	6	6	01 OH	B2, C1, C2, D2, P2
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Age: Between 18 and 27 Years, Pay Band: PB-1, Rs 5200-20200, Grade Pay Rs 2400/-

0401	Personal Assistant 'A' (English Typing)	(i) XII class pass or equivalent from a recognized Board or University (ii) Accurate speed of 80 words per minute in shorthand and 40 words per minute in typing in English or Accurate speed of 8000 key depressions per hour for data entry into computer. (Typing test will be on computer only)	0	1	0	8/2 [#]	9/2 [#]	01 OH	B2, C3, H2, J1, P2, V1, #
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Age: Between 18 and 27 Years, Pay Band: PB-1, Rs 5200-20200, Grade Pay Rs 1900/-

0501	Admin Assistant 'A' (English Typing)	(i) XII Class Pass Or equivalent from a recognized Board or University (ii) Typing on computer at the speed of 35 words per minute in English (35 words per minute corresponds to 10500 KDPH on an average of 5 key depressions for each word.) (Typing test will be on computer only)	8/2 [#]	3/2 [#]	9/2 [#]	51/0 [#]	71/6 [#]	01 ESM, 01 HI, 02 VI	B2, C2, C3, D2, H2, J2, N1, P2, S1, V1, #
0502	Admin Assistant 'A' (Hindi Typing)	(i) XII Class Pass Or equivalent from a recognized Board or University (ii) Typing on computer at the speed of 30 words per minute in Hindi (30 words per minute corresponds to 9000 KDPH on an average of 5 key depressions for each word.) (Typing test will be on computer only)	0	0	1	5	6		A1, B2, C2, D1, J2, P2,

POST CODE	SUBJECT	ESSENTIAL QUALIFICATIONAL REQUIREMENT (EQR)	CATEGORIES				TOTAL	SUB CATEGORIES	LIKELY STATIONS OF POSTING
			SC	ST	OBC	UR			
PART 1 b. ADMIN & ALLIEDContd.									
Age: Between 18 and 27 Years, Pay Band: PB-1, Rs 5200-20200, Grade Pay Rs 1900/-									
0601	Store Assistant 'A' (English Typing)	(i) XII Class Pass Or equivalent from a recognized Board or University (ii) Typing on computer at the speed of 35 word per minute in English (35 words per minute corresponds to 10500 KDPH on an average of 5 key depressions for each word.) (Typing test will be on computer only)	8/2 [#]	2/1 [#]	8/0 [#]	33/1 [#]	51/4 [#]	04 ESM, 02 OH, 01 HI, 01 VI	A2, B2, C2, C3, D1, D2, J2, K2, N1, P2, S1, VI, #
0602	Store Assistant 'A' (Hindi Typing)	(i) XII Class Pass Or equivalent from a recognized Board or University (ii) Typing on computer at the speed of 30 words per minute in Hindi (30 words per minute corresponds to 9000 KDPH on an average of 5 key depressions for each word.) (Typing test will be on computer only)	0	0	0	1	1		P2
SUB TOTAL			16	6	18	104	144	14	

PART 2: ONLINE APPLICATIONS AS WELL AS APPLICATION ON GIVEN FORMAT SHALL BE ACCEPTED

a. TECHNICIAN -'A' (TECH -'A') - Pay Band:PB-1, Rs 5200-20200 (Grade Pay Rs 1900/-)

Age as on Closing Date must be between : 18 and 28 Years (relaxable for SC/ST/OBC/ESM/PWD etc. as per Government rules.)

0201	Book Binder	(i) X Class Or equivalent and (ii) Certificate from ITI in Book Binder or Offset Machine Operator cum Book Binder Trade	2	0	3	2	7	01 HI	A2, D2, M1
0202	Carpenter	(i) X Class Or equivalent and (ii) Certificate from ITI in Carpenter Trade	0	0	1	4	5	01 HI	A2, D1, J2, P2
0203	COPA	(i) X Class Or equivalent and (ii) Certificate from ITI in Computer Operator & Programming Assistant (COPA) Trade	3	0	7	19	29	02 VI, 01 OH, 01 UR MSP	A1, B1, B2, C1, C2, D2, H1, J1, K2, M1, N1, P2, T1
0204	Cutting & Tailoring	(i) X Class Or equivalent and (ii) Certificate from ITI in Cutting & Tailoring Trade	1	1	1	1	4		A1
0205	Draughtsman (Mechanical)	(i) X Class Or equivalent and (ii) Certificate from ITI in Draughtsman (Mechanical) Trade	1	0	1	4	6		B2, P2, S1
0206	DTP Operator	(i) X Class Or equivalent and (ii) Certificate from ITI in Desk Top Publishing Trade	0	1	1	2	4		B2, J1, M1
0207	Electrician	(i) X Class Or equivalent and (ii) Certificate from ITI in Electrician/ Wireman/ Electrical Fitter Trade	3/1 [#]	3/1 [#]	9/1 [#]	21/2 [#]	36/5 [#]	01 ESM	B1, B2, C1, C3, H2, N1, S1, V1, #
0208	Electronics	(i) X Class Or equivalent and (ii) Certificate from ITI in Electronics/Electronic Mechanic /Radio & TV Mechanic/Radar Mechanic/IT & Electronic System Maintenance/ Maintenance of Industrial Electronics Trade	4/1 [#]	4/1 [#]	5/0 [#]	16/5 [#]	29/7 [#]	02 ESM, 02 OH, 01 UR MSP	B2, C2, D2, H2, K2, M1, N1, P1, V1, #
0209	Fitter	(i) X Class Or equivalent and (ii) Certificate from ITI in Fitter Trade	2	5	8	20	35	03 ESM	A3, B2, C3, H2, J1, N1, P1, P2
0210	Machinist	(i) X Class Or equivalent and (ii) Certificate from ITI in Machinist/Machinist (Composite) Trade	6	1	9	22	38	01 ESM	A3, B2, C1, C3, D1, H2, J1, K2, V1
0211	Mechanic (Diesel)	(i) X Class Or equivalent and (ii) Certificate from ITI in Diesel Mechanic Trade	0	0	0	1	1		J1
0212	Medical Lab Technology	(i) X Class Or equivalent and (ii) 2/3 Years Dip./Bachelor/B.Sc of Medical Lab Technology	0	2	1	4	7		B2, D1, D2, J1, P2
0213	Refrigeration & Air Conditioning	(i) X Class Or equivalent and (ii) Certificate from ITI in Refrigeration & AC Mechanic Trade	1/1 [#]	1/1 [#]	0	3/3 [#]	5/5 [#]		#
0214	Sheet Metal Worker	(i) X Class Or equivalent and (ii) Certificate from ITI in Sheet Metal Worker Trade	0	1	0	2	3		B2, H2
0215	Turner	(i) X Class Or equivalent and (ii) Certificate from ITI in Turner Trade	1	1	4	9	15		B2, H2, J2, P2, V1
0216	Welder	(i) X Class Or equivalent and (ii) Certificate from ITI in Welder Trade	2	1	3	5	11		A3, B2, C3, H2, J1, K2
SUB TOTAL			26	21	53	135	235	16	

b. ADMIN & ALLIED

Age: Between 18 and 27 Years, Pay Band: PB-1, Rs 5200-20200, Grade Pay Rs 1900/-

0701	Security Assistant 'A'	(i) XII class pass Or equivalent from a recognized Board or University or equivalent certificate awarded by Armed Forces in the case of Ex-Serviceman, (ii) Physical fitness and capability to undertake strenuous duties. (See Sec 'B', Para 6)	0	0	3	9	12		B2, D1, H2, J2, P2, V1
Age: Between 18 and 27 Years, Pay Band: PB-1, Rs 5200-20200, Grade Pay Rs 1900/-									
0801	Clerk (Canteen Manager)	(i) Secondary School Certificate (10th Standad Pass under 10+2 system) recognised by the Central/State Government.(ii) 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. (iii) Two years experience in Canteen Management in a Government/Semi-Government/Autonomous Organisation.	0	0	0	3	3		D1, K2
Age: Between 18 and 27 Years, Pay Band: PB-1, Rs 5200-20200, Grade Pay Rs 1900/-									
0901	Vehicle Operator 'A'	X class pass Or equivalent qualification by the Central/ State Governments and possessing :(i) A valid driving license for Two/Three wheelers and light and heavy vehicles (both) and (ii) One year experience of driving after acquiring the licence. (HMV)	11/10 [#]	6/6 [#]	17/10 [#]	42/14 [#]	76/40 [#]	02 ESM	B2, C2, C3, D1, D2, G1, H2, J2, P2, V1, #
Age: Between 18 and 27 Years, Pay Band: PB-1, Rs 5200-20200, Grade Pay Rs 1900/-									
1001	Fire Engine Driver 'A'	(i) X class pass Or equivalent qualification recognised by the Central/ State Governments, (ii) A valid driving license for Two/Three wheelers and light and heavy vehicles (both) (iii) Knowledge of traffic regulations, (iv) Physical fitness and capability for strenuous duties. (See Sec 'B', Para 6)	1/1 [#]	1/1 [#]	1/1 [#]	3/3 [#]	6/6 [#]		#
Age: Between 18 and 27 Years, Pay Band: PB-1, Rs 5200-20200, Grade Pay Rs 1900/-									
1101	Asstt Halwai-cum-Cook	(i) Secondary School Certificate (10th Standard pass under 10+2 Scheme). (ii) Two years experience in Cooking in a Government/Semi Government or Autonomous Organisation.	0	0	1	3	4		A2, B2, D1
SUB TOTAL			12	7	22	60	101	2	

: Posting at Remotely Located DRDO Units (For example 10/4[#] means out of 10 vacancies 4 are reserved for Remotely located DRDO Units)

Note: Table indicates the currently planned vacancies. The number of vacancies may increase or decrease depending upon the requirement. Any vacancy may be kept unfilled if no candidate found suitable.

SECTION-B

IMPORTANT INSTRUCTIONS & INFORMATION

1. GENERAL GUIDELINES: a) Keep visiting CEPTAM Notice Board on our 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) Candidates applying online need **NOT** to send their printed copy of Application. However, they have to produce duly signed printed copy of application at the time of interview, if shortlisted. d) Candidates applying offline 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 for the posts mentioned in advertisement which are received late, 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.

2. 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. Minimum five years of service at the first place of posting will be mandatory. However, they may be posted to other locations in public interest by DRDO and No request for transfer will be entertained during this period. Remuneration and other benefits includes dearness allowance, house rent allowance, transport allowance, leave travel concession, medical facilities etc. as per Govt. of India rules. 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.

3. ELIGIBILITY CRITERIA: a) Candidate must be a citizen of India. b) Please refer Part 1 and Part 2 of table in SECTION 'A' for age limit and other eligibility conditions which will be determined with reference to the closing date as mentioned in advertisement. c) Candidates must have completed the Essential Qualificational Requirement (EQR) and other eligibility for the posts as on **CLOSING DATE**. 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 or 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 and physical health and free from any physical deformity which may interfere in efficient discharge of duties. A candidate, after medical examination as may be prescribed by the competent authority, conducted before the offer of appointment is issued, if found unfit, will not be appointed. g) Candidates serving in Govt. /PSU/ Autonomous organizations/ Armed Forces including (departmental candidates) must apply through proper channel and may send an advance copy before closing date to be initially considered with intimation to their offices. 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.

4. 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 exam fee relaxation/concession, 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 vacancies. PWD candidates applying against unreserved vacancies will be treated as general candidates. c) **ESM:** The person who has served in any rank in regular Indian Army, Navy or Air Force and retired after earning Pension or any other relevant terms & conditions of Govt. of India d) **MSP:** As per rules of Government of India.

5. 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 of India. For relaxation of age limit and proforma for certificates, our website may be referred to.

6. ESSENTIAL REQUIREMENTS: a) For the post of Technician 'A' and Asstt. Halwai cum Cook, it is mandatory to pass the Trade Test. b) For the post of Personal Assistant 'A', it is mandatory to pass the prescribed Shorthand and Typing Test. c) To pass Typing Test is essential for the post of Admin Assistant 'A', Store Assistant 'A' & Clerk (Canteen Manager). d) For Vehicle Operator 'A' & Fire Engine Driver 'A', passing of Driving Test is mandatory. e) For the post of Security Asstt. 'A' and Fire Engine Driver 'A', it is mandatory to pass the Physical Endurance Test (PET) and Medical Fitness Test. The Physical Endurance Test (PET) will consist: (i) 1600 m Run to be completed in 7 minutes (ii) 20 Sit ups (iii) Rope climbing using hands - 12 feet vertical climbing. For female candidates, standards shall be relaxed as per DRDO norms. DRDO reserves the right to give all or a few of the above events to ascertain the endurance of the candidates. Candidates undergoing PET will do so at their own risk. Medical Standards: (i) Minimum height 165 cm without shoes (relaxation in height is admissible for candidates belonging to Hilly areas and tribal areas as per Govt. of India rules) (ii) Chest should be well proportioned and 83 cm with expansion (minimum 5 cm expansion) (iii) Weight should be minimum 50 kg (iv) Hearing - normal without aids (v) Vision - vision must be 6/6 without aid. Each eye must have full field of vision and the candidate must be free from Night & Colour blindness.

7. HOW TO APPLY:

FOR POSTS MENTIONED IN PART 1: Candidates applying for the posts of STA 'B', Assistant Hindi, Personal Assistant 'A', Admin Assistant 'A', Store Assistant 'A' mentioned in Part 1 of Section 'A' are necessarily required to apply "ONLINE" and applications received in any other mode shall be Rejected. Candidates applying online need **NOT** to send their printed copy of application. However, duly signed Online application printout is to be retained with them as they have to produce it at the time of verification/ interview, if shortlisted. The detailed instruction for filling of Online Application is available on our website.

FOR POSTS MENTIONED IN PART 2: Candidates applying for the posts mentioned in Part 2 of Section 'A' namely Technician 'A', Security Assistant 'A', Clerk (Canteen Manager), Vehicle Operator 'A', Fire Engine Driver 'A', Asstt. Halwai-cum-Cook may have the option either to apply "ONLINE" or on a prescribed application form given in Section 'C' of the advertisement on A4 size (210X297mm) plain white 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 in Hindi or English language only and in own handwriting of candidate.

Online facility will be available upto 1400 hrs on CLOSING DATE. To be considered online, applicant **MUST** complete the application in all respect and should apply only once for one post. The candidate must upload his/her scanned Essential Qualificational Requirement (EQR) certificate, photo, signature, left hand thumb impression and Driving License for Vehicle Operator 'A' & Fire Engine Driver posts only. The guideline for uploading is available on our website. The details of valid photo identity proof (viz. PAN, Aadhaar, Voter Id, Passport, Official Id, College/Institute Id etc.) which you wish to carry during Examination & Interview **must** be furnished in application form. Use only recent coloured photograph not more than 30 days old (keep 7 copies of the same photograph with you for future use in further selection process). The candidate applying offline must attach self addressed stamped post card at the end of all 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.

8. FEE & MODE OF PAYMENT: Non-Refundable Exam Fee of Rs. 50/- (Rupees Fifty only) is to be paid by the candidate of UR and OBC categories. Candidates belonging to the SC/ST/PWD/ESM/Woman are exempted from Exam Fee. Fee is to be paid online for online applications through Credit Card/Debit Card/Net banking. For offline applications, the fee is to be paid through **INDIAN POSTAL ORDER (IPO)** only issued in favour of "The Director, CEPTAM, Delhi", payable at Delhi. The Cheque/Draft/Money order will **NOT** be accepted in any condition. The Fee will not be refundable in any of the case.

9. WHERE TO APPLY AND LAST DATE OF RECEIPT OF APPLICATION: The application of the candidate applying for the posts mentioned in Part 2 of Section 'A' namely Technician 'A', Security Assistant 'A', Clerk (Canteen Manager), Vehicle Operator 'A', Fire Engine Driver 'A' and Asstt. Halwai-cum-Cook, complete in all respects must reach "**DRDO Entry Test- 2014, Post Box No.: 8626, Delhi-110 054**" by ordinary posts only on or before the **CLOSING DATE**. However, the offline 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 within one week after **CLOSING DATE** (Cut-off date of EQR, age etc. will remain same as on **CLOSING DATE**). Applications received through Speed/Regd/Courier will not be accepted. **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.

10. 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 different 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 definitely be allotted one of the examination cities. NO request for change of Examination Centre shall be entertained.

11. DATE OF EXAMINATION AND ADMIT CARD: The examination is to be held tentatively on **01st Feb 2015 (Sunday)**. However, the exact date & time will be communicated by Admit Card. **Admit Cards to the candidates who have applied online will NOT be sent by post.** However, Admit Cards for all applicants (online or offline) will be made available for download from our website (www.drdo.gov.in). Candidates will be required to download the Admit Card and must carry it for appearing in examination. **Valid Id proof in original as mentioned in the Application Form will be mandatory with Admit Card to appear in the examination & interview.** The examination of all post codes shall be completed in two shifts on a single day. The written examination for the posts of STA 'B' & Technician 'A' shall be conducted in different shifts on the same day all over the country. The examination for the posts of Admin Assistant 'A' and Store Assistant 'A' shall also be held in separate shifts but it shall be time-clubbed either with shift for STA 'B' or Technician 'A'. Candidates applying for more than one post should send their application, complete in all respect, in separate envelope accordingly.

12. SCHEME OF EXAMINATION: The written examination will be OMR based and 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 Personal Assistant 'A', 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 Vehicle Operator 'A', Fire Engine Driver 'A' Security Assistant 'A', Clerk (Canteen Manager) & Asstt. Halwai-cum-Cook:** The written test will consist of (i) 100 Questions on General Awareness, General Reasoning, Arithmetic, Numerical Ability (ii) 25 Questions on General English (iii) 25 Questions related to Job.

13. 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.

14. MODE OF SELECTION: a) The candidates will be called for written examination without any scrutiny. However, you are advised to doubly ensure meeting all eligibility criteria to avoid rejection in future. The Original Certificates pertaining to Essential Qualificational Requirement (EQR) and other relevant documents will be examined/verified completely before/and at the time of Document Verification/Interview.

b) Candidates fulfilling all the eligibility criteria are called for document verification, trade/skill test and interview based on their ranking in written examination in a ratio of 1:6 (for STA 'B' and Assistant Hindi) and 1:8 (for all other post codes where Skill/Trade/Physical/Medical tests are mandatory) provided they secure the minimum qualifying marks in written examination (40% for General Candidate and 35% for SC/ST candidate). The last candidate securing equal marks in the bracket are also included. The final selection will be based on combined merit of post/category/sub-category of the candidate and on the basis of marks obtained in Written Examination and Interview taken together in the ratio of 85% and 15% respectively. However, it would be mandatory for the candidate to secure minimum 45% marks for SC/ST and 50% marks for others to qualify the interview. If there are two or more candidates in the same category having equal marks, the candidate older in age will get preference. It is reiterated that it is also 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.** For more details visit Frequently Asked Questions (FAQs) section on our website.

15. REJECTION CRITERIA: The rejection of applications for written examination will be based on following grounds: a) Incomplete Application. b) Receipt of Applications after closing date. c) Applications without Fees (wherever applicable) d) Applications not received in proper mode/Channel e) Applications not on prescribed format. f) Multiple applications for same Post Code. g) Online & Offline Applications having blurred photo or signature.

16. IMPORTANT POINTS TO REMEMBER: (i) For the posts mentioned in Part 1, apply ONLINE, take a printout and keep with you for future requirement. Applications for the posts mentioned in Part 1 received by other modes shall not be accepted. (ii) For the posts mentioned in Part 2, candidate has the option to apply either ONLINE or on prescribed application form given in Section 'C' duly filled in Hindi or English only and send it to "**DRDO Entry Test- 2014, Post Box No.: 8626, Delhi-110 054**". (iii) For acknowledgement write your name, post code, subject and post name on the self addressed post card and send it with application form. (iv) Admit Card for examination will **NOT** be sent by post to the candidates who applied for the posts under Part 1. It would be available on DRDO website at least 15 days before the examination which is required to be downloaded for appearing in examination. However, Admit Cards will be sent through ordinary post to the candidates who applied posts under Part 2, CEPTAM will not be responsible for any postal delay. (v) The candidate must bring the same Id proof in examination centre as mentioned in the application form while applying. (vi) The detailed guidelines, instructions and FAQs are available on our website for reference.

17. CAUTION: Misrepresentation or falsification of facts detected at any stage of the selection process, or adopting unfair means or impersonation in examination, Trade Test/Skill Test, Interview or misconduct/misbehavior shall result in cancellation of candidature without any notice, and no correspondence in this regard shall be entertained. Hiding of any information or qualification detail by the candidate; CEPTAM reserves the right to initiate legal action against concerned. The defaulter candidate may be for a specified period or permanently debarred from future recruitments. Canvassing in any form shall lead to disqualification. **Please note that the CEPTAM does not request any payment at any stage of recruitment process except application fee of Rs. 50/-**(required along with the application submission). If you are contacted with any request, please do not respond/act on such e-mails/phone call etc. Please inform us immediately, at our E-mail ID or Phone Number.

18. LIKELY STATIONS OF 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, C3=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=Nasik, P1=Panagarh, P2=Pune, S1= Secunderabad, T1=Tejpur, V1=Visakhapatnam, #= Remote Location

19. Abbreviations: EQR = Essential Qualificational Requirement, ESM = Ex-Serviceman, GS = Government Servant, HI = Hearing Impaired, Id = Identification, 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