EXPERIENCE THE THRILL OF INNOVATIVE RESEARCH & DEVELOPMENT

DEFENCE RESEARCH & DEVELOPMENT ORGANISATION (DRDO)
CENTRE FOR PERSONNEL TALENT MANAGEMENT (CEPTAM)

DRDO
balasya mulam vijñānam

Website: www.drdo.gov.in

Advertisement No.: CEPTAM-08

Email: drdoentrytest@gmail.com

ISO 9001:2008
CEPTAM

CLOSING DATE/CUT-OFF DATE: February 08, 2016

DATE OF EXAM: To be announced on website

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

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 60 laboratories/ establishments spread throughout the length and breadth of the country. Applications are invited for direct recruitment through DRDO Entry Test – 2015 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', Technician 'A' , Junior Translator, Stenographer Grade II, 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 WILL BE SUMMARILY REJECTED. ADMIT CARD WILL NOT BE SENT BY POST, HOWEVER, IT WILL BE AVAILABLE ON OUR WEBSITE 15 DAYS BEFORE WRITTEN EXAMINATION.

PART 1 A: SENIOR TECHNICAL ASSISTANT 'B' (STA 'B') - Pay Band: PB-2, `9300-34800 (Grade Pay `4200/-).

Essential Qualification Requirement (EQR): Bachelor's degree in Science or Three years Diploma in Engineering or Technology or Allied Subjects in the required discipline.

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 Qualification Requirement (EQR)	CATEGORIES				TOTAL	SUB CATEGORIES	LIKELY STATIONS OF POSTING
			SC	ST	OBC	UR			
0101	Agricultural Science	B.Sc. degree in Agricultural Science from recognized University/ Institute.	0	0	0	3	3		H1, L1
0102	Automobile Engineering	Three years Diploma in Automobile/ Mechanical (Automobile) Engineering from recognized Technical Board/ Institute.	0	0	1	6	7		A2, C1, C3, P2
0103	Chemical Engineering	Three years Diploma in Chemical Engineering/ Technology from recognized Technical Board/ Institute.	2	1	6	9	18		#, A3, C1, H2, J1, N1, P2
0104	Chemistry	B.Sc. degree in Chemistry/Chemical Science from recognized University/ Institute (candidates of PCM/ZBC/PCB/etc Group may also apply).	4	2	3	17	26	01 OH	A1, A3, C1, D2, G1, H2, J1,J2, K1, M2,N1, P2
0105	Civil Engineering	Three years Diploma in Civil Engineering from recognized Technical Board/ Institute.	2	1	3	8	14		#, B2, C1, H2, L1, P2, S1
0106	Computer Science	B.Sc. degree Or Three years Diploma in Computer Science/ Engineering/ Technology/ Application/Hardware Maintenance/ IT/ Network Engg./ Network Technology/Software System from recognized University/ Technical Board/ Institute **(Courses by DOEACC/BCA/MCA are not eligible).**	13	2	24	58	97	03 VI, 02 OH, 01 HI	#, A1, B2, B3, C1, D1, D2, H2,J2, L1, M2,P1,P2
0107	Electrical & Electronics Engineering	Three years Diploma in Electrical & Electronics Engineering from recognized Technical Board/ Institute.	2	1	9	15	27		#, B2, C2, C3, D1, H2, K2, L1
0108	Electronics & Instrumentation	B.Sc. degree Or Three years Diploma in Electronics & Instrumentation from recognized University/ Technical Board/ Institute.	2	2	4	9	17		#, A1, C1, D1, D2, H2, V1
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.	14	10	28	52	104	02 VI, 01 OH, 01 HI	#, A1, A3, B1, B2, C1,C2, C3, D1, D2, H2,J1, J2,K2,P2,V1
0110	Electrical Engineering	Three years Diploma in Electrical Engineering from recognized Technical Board/ Institute. **(Electrical & Electronics Engg will not be accepted).**	3	2	11	21	37		#, A2, A3, B1, B2, B3, C1, C3, D1, D2,H2,N1,P2,V1
0111	Instrumentation	B.Sc. degree Or Three years Diploma in Instrumentation or Instrumentation & Control Engineering from recognized Technical Board/ Institute.	0	1	0	3	4		A2, H2,K2, P2
0112	Library Science	Bachelor's Degree in Science, with minimum one year Diploma in Library Science from recognized University/ Institute.	0	0	3	6	9	01 HI	B2, C1, D2, H2, P2
0113	Mathematics	B.Sc. degree in Mathematics, from recognized University/ Institute (candidates of PCM/etc Group may also apply).	0	1	5	10	16	01 HI	C1, D2, P2
0114	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.	22	17	34	48	121	01 OH, 01 HI	#, A1, A2, A3, B1, B2, B3,C1, C2, C3, D1, D2, H2, J1, J2, K2, K3, N1, P1, P2
0115	Metallurgy	Three years Diploma in Metallurgical Engineering from recognized Technical Board/ Institute.	1	1	3	10	15		A3, B2, C1, H2
0116	Microbiology	B.Sc. degree in Microbiology from recognized University/ Institute.	0	0	1	1	2		A3,L1
0117	Photography	Three years Diploma or B.Sc. degree in Photography or Cinematography or Vocational Photography & Cinematography from recognized University/ Technical Board/ Institute (Applied courses and Bachelor in Fine Arts not eligible).	0	0	1	2	3		C1, H2, K2
0118	Physics	B.Sc. degree in Physics from recognized University/ Institute (candidates of PCM/PCB/etc Group may also apply).	4	0	8	10	22	01 OH	A2, C1, D1, D2, H2, J2, K2, P2, V1
0119	Printing Technology	B.Sc.degree or Three years Diploma in Printing Technology from recognized University/ Institute.	0	0	1	1	2		D2
0120	Psychology	B.Sc. degree in Psychology from recognized University/ Institute.	0	0	1	2	3		D2
0121	Radiography	B.Sc. Degree Or Three years Diploma in Radiography/ Medical Imaging from recognized University/ Technical Board/ Institute.	0	1	0	2	3		J1, N1
0122	Textile	B.Sc. degree Or Three years Diploma in Textile/ Textile Science/Textile Engineering/ Textile Chemistry/ Textile Processing/ Textile Design from recognized University/ Technical Board/ Institute.	0	0	0	3	3		A1, B2, C1
0123	Zoology	B.Sc. degree in Zoology/ Life Science from recognized University/ Institute (candidates of ZBC/etc Group may also apply).	1	2	3	5	11	01 HI	A3, D2, G1, L1
	SUBTOTAL		70	44	149	301	564	17	

PART 1 B: TECHNICIAN -'A' (TECH -'A') - Pay Band: PB-1, `5200-20200 (Grade Pay `1900/-).

Essential Qualification Requirement(EQR) : X Class Or equivalent and (ii) Certificate from ITI (NCVT/SCVT Trade Certificate, National Apprenticeship Certificate) in required discipline or Certificate of minimum one year duration from a recognized Institution in the required discipline if ITI do not award certificate in that discipline.

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	TRADE/SUBJECT	Essential Qualification Requirement (EQR)	CATEGORIES				TOTAL	SUB CATEGORIES	LIKELY STATIONS OF POSTING
			SC	ST	OBC	UR			
0201	Book Binder	(i) X Class Or equivalent and (ii) Certificate from ITI in Book Binder or Offset Machine Operator cum Book Binder Trade.	0	0	0	3	3		C3, H2, K2
0202	Carpenter	(i) X Class Or equivalent and (ii) Certificate from ITI in Carpenter Trade.	0	0	3	3	6	01 HI	A2, C1, H2, P2, V1
0203	Chemical Plant Operator	(i) X Class Or equivalent and (ii) Certificate from ITI in Chemical Plant/ Operator Trade.	0	0	1	2	3		A3
0204	COPA	(i) X Class Or equivalent and (ii) Certificate from ITI in Computer Operator & Programming Assistant (COPA) Trade.	4	3	9	16	32	02 VI, 01 HI	A1, B1, C1, D2, H1, H2, J1, M2, N1, P2

POST CODE	TRADE/SUBJECT	Essential Qualification Requirement (EQR)	SC	ST	OBC	UR	TOTAL	SUB CATEGORIES	LIKELY STATIONS OF POSTING
				CATEGORIES					

PART 1 B: TECHNICIAN - 'A' (TECH 'A') ……………….. Contd.

POST CODE	TRADE/SUBJECT	Essential Qualification Requirement (EQR)	SC	ST	OBC	UR	TOTAL	SUB CATEGORIES	LIKELY STATIONS OFPOSTING
0205	Cutting & Tailoring	(i) X Class Or equivalent and (ii) Certificate from ITI in Cutting & Tailoring/ SewingTrade.	0	0	0	3	3		A1, K1
0206	Draugtsman (Mechanical)	(i) X Class Or equivalent and (ii) Certificate from ITI in Draughtsman (Mechanical) Trade.	0	1	0	4	5		H2, J1, P2
0207	DTP Operator	(i) X Class Or equivalent and (ii) Certificate from ITI in Desktop Publishing Trade .	1	3	1	2	7		C3, D2, H2, J1
0208	Electrician	(I) X Class Or equivalent and (ii) Certificate from ITI in Electrician/ Wireman/ Electrical Fitter Trade.	12	2	8	27	49	02 ESM(01 SC/UR, 01 ST/UR), 01 HI	A3, B2, C1, C3, D1, D2, H2, J1, K1, K2, P2, S1, V1
0209	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.	9	3	11	30	53	01 ESM(SC/OBC/UR), 02 VI, 02 OH	A3, B2, C2, D2, G1, H2, J1, K2, P2, V1
0210	Electroplator	(i) X Class Or equivalent and (ii) Certificate from ITI in Elecroplating Trade.	0	0	0	2	2		D1, H2
0211	Fitter	(i) X Class Or equivalent and (ii) Certificate from ITI in FitterTrade.	9	9	13	28	59	01 ESM (SC/ST/ OBC/ UR), 01 OH	A2, A3, B2, C1, C3, D1, D2, H2, J1, J2, K2, N1, P1, P2
0212	FRP Processor	(i) X Class Or equivalent and (ii) Certificate from ITI in Fibre Reinforced Plastic Processor/ Plastic Processor Trade.	0	0	1	2	3		A3, H2
0213	Machinist	(i) X Class Or equivalent and (ii) Certificate from ITI in Machinist/Machinist (Composite)/Tool & Die Maker Trade.	8	4	11	19	42	01 MSP (UR)	A1, A3, B2, C1, C3, D1, D2, H2, J2, K2, P2
0214	Mechanic (Diesel)	(I) X Class Or equivalent and (ii) Certificate from ITI in Diesel Mechanic Trade.	0	0	2	6	8	02 ESM(01 OBC/UR, 01 UR)	B2, C1, C3, K2, N1, P2
0215	Medical Lab Technology	(I) X Class Or equivalent and (ii) Min one year Dip./ Bachelor/ B.Sc of Medical Lab Technology.	2	0	6	11	19		A3, C1, D2, H2, N1, P2
0216	Motor Mechanic	(i) X Class Or equivalent and(ii) Certificate from ITI in Motor Mechanic Trade.	0	0	0	3	3	01 ESM (UR)	C3
0217	Photographer	(i) X Class Or equivalent and (ii) Certificate from ITI in Photography Trade.	0	0	0	3	3		B2, H2, P2
0218	Sheet Metal Worker	(i) X Class Or equivalent and (ii) Certificate from ITI in Sheet Metal Worker Trade.	1	0	0	4	5	01 HI	B2, H2, K2, P2
0219	Turner	(i) X Class Or equivalent and (ii) Certificate from ITI in Turner Trade.	5	1	8	10	24	01 ESM (OBC)	A1, A3, B2, B3, C1, H2, J2, K2, P1, P2
0220	Welder	(i) X Class Or equivalent and (ii) Certificate from ITI in Welder Trade.	2	1	6	7	16		A3, B2, C1, C3, D1, H2
	SUBTOTAL		**53**	**27**	**80**	**185**	**345**	**20**	

PART 1 C: ADMIN & ALLIED

POST CODE	POST NAME	Essential Qualification Requirement (EQR)	SC	ST	OBC	UR	TOTAL	SUB CATEGORIES	LIKELY STATIONS OF POSTING

Age as on Closing Date must be between: 18 and 30 Years (relaxable for SC/ST/OBC/ESM/PWD etc. as per Government rules)
Pay Band: PB-2, `9300-34800, Grade Pay `4200/-

POST CODE	POST NAME	Essential Qualification Requirement (EQR)	SC	ST	OBC	UR	TOTAL	SUB CATEGORIES	LIKELY STATIONS OF POSTING
0301	Junior Translator	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	1	15	16	01 HI	#, B2, C3, D1, D2, H2, J1, K2, M2, P2, S1, V1

Age as on Closing Date must be between: 18 and 27 Years (relaxable for SC/ST/OBC/ESM/PWD etc. as per Government rules)
Pay Band: PB-1, `5200-20200, Grade Pay `2400/-

POST CODE	POST NAME	Essential Qualification Requirement (EQR)	SC	ST	OBC	UR	TOTAL	SUB CATEGORIES	LIKELY STATIONS OF POSTING
0401	Stenographer Grade-II (English Shorthand & Typing)	(i) Senior Secondary School Certificate (10+2) recognised by the Central/State Governments.(ii) Accurate speed of 80 word per minute in shorthand and 40 words per minutes 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	0	0	10	10		B2, D1, D2, H2, J2, V1,

Age as on Closing Date must be between: 18 and 27 Years (relaxable for SC/ST/OBC/ESM/PWD etc. as per Government rules)
Pay Band: PB-1, `5200-20200, Grade Pay `1900/-

POST CODE	POST NAME	Essential Qualification Requirement (EQR)	SC	ST	OBC	UR	TOTAL	SUB CATEGORIES	LIKELY STATIONS OF POSTING
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(Accurate) 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)	12	8	18	57	95	02 ESM(01 ST/UR, 01 SC/OBC/UR), 01 HI, 01 OH, 01 VI	A1, A2, A3, B2, B3, C1, C2, C3, D2, G1, H2, J1, K2, K3, 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(Accurate) 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	2	5	7		A1, C1, D2, G1
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(Accurate) 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).	6	2	9	28	45	01 ESM (ST/OBC/UR), 01 OH, 01 VI	A1, A2, A3, B2, C3, D2, H2, J1, J2, K2, M1, P2, S1, V1
	SUBTOTAL		**18**	**10**	**30**	**115**	**173**	**9**	

PART 2: ADMIN & ALLIED

ONLINE APPLICATIONS AS WELL AS OFFLINE APPLICATION ON GIVEN FORMAT SHALL BE ACCEPTED, ADMIT CARD WILL NOT BE SENT BY POST TO THOSE WHO APPLY ONLINE. HOWEVER IT WILL BE AVAILABLE FOR BOTH (ONLINE & OFFLINE APPLICANTS) ON OUR WEBSITE 15 DAYS BEFORE WRITTEN EXAMINATION.

POST CODE	POST NAME	Essential Qualification Requirement (EQR)	SC	ST	OBC	UR	TOTAL	SUB CATEGORIES	LIKELY STATIONS OF POSTING

Age as on closing date must between: 18 and 27 Years(relaxable for SC/ST/OBC/ESM/PWD etc. as per Government rules)
Pay Band: PB-1, `5200-20200, Grade Pay `1900/-

POST CODE	POST NAME	Essential Qualification Requirement (EQR)	SC	ST	OBC	UR	TOTAL	SUB CATEGORIES	LIKELY STATIONS OF POSTING
0701	Asstt Halwai-cum-Cook	(i) Secondary School Certificate (10th Standard pass under 10+2 System). (ii) Two years experience in Cooking in a Government/ Semi Government or Autonomous Organisation.	0	0	1	14	15	01 HI	B2, C1, H2, K2, M1, P2
0801	Vehicle Operator 'A'	X class pass Or equivalent qualification recognised by the Central/ State Governments and possessing (i) A valid driving license for Two/ Three wheelers and light & heavy vehicles (both) and (ii) One year experience of driving after aquiring the (All) licence.	2	2	8	33	45	01 MSP(UR), 01 ESM (UR)	B2, B3, C1, C2, C3, G1, H2, J1, K2, M1, M2, N1, P1, P2, S1, T1, V1
	SUBTOTAL		**2**	**2**	**9**	**47**	**60**	**3**	

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

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 recruitment process at its various stages. **b)** Candidates must satisfy themselves, before applying, about their eligibility for the post, therefore urged to carefully read the advertisement and complete the application form and submit the same as per the instruction 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 Document Verification/ *interview, if shortlisted. **d)** Candidates applying offline (wherever applicable) 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 will be rejected and no correspondence will be entertained in this regard. Canvassing in any form will disqualify a candidate. **g)** Candidates must maintain the contact details (Address, Email-Id and Mob No) active till the end of recruitment process.

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 as and when required. 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 include dearness allowance, house rent allowance, transport allowance, and leave travel concession, medical facilities etc. as per Govt. of India rules. Pay band and grade pay may be revised as per 7th CPC recommendations. 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, career advancement is available. For other posts, the promotion are through DPC as per Govt. Rules in vogue. All the persons recruited against this advertisement will be covered under New Pension Scheme of the Government unless provided otherwise in the rule.The candidates selected will be appointed on probation as per Govt. rules.

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 this advertisement. **c)** Candidates must have completed the Essential Qualification Requirement (EQR) and other eligibility for the posts as on **CLOSING DATE**. **d)** For the post of STA 'B', Candidates must have read the required subject at least for 2 years in the course of B.Sc. programme. **e)** EQR should be recognized and approved by suitable bodies like UGC/AICTE/NCVT/SCVT/ State or Central Educational Board or similar Appropriate Statutory Authority. **f) Please note that the candidates possessing higher qualification viz. M.Sc. or B.Tech. or B.E. or Ph.D. degree etc. as on closing date, shall NOT be considered for the recruitment to the posts of Senior Technical Assistant 'B' or Technician 'A'. g)** 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. **h)** Candidates serving in Govt. /PSU/ Autonomous organizations/ Armed Forces including (departmental candidates) must apply through proper channel. Candidate should obtain NOC from the present employer at appropriate time. Applications without NOC will be treated as advance submission of application. NOC must be submitted along with other documents at the time of Document Verification/*interview, if shortlisted. **i)** At any stage of recruitment process, if it is found on verification that an individual fails to fulfill any of the eligibility criteria, his/her candidature will be treated as cancelled without notice and no representation in this regard will 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. of India 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 along with 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: a) 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. **b)** For relaxation of age limit and proforma for certificates may be downloaded from the CEPTAM notice board on our website www.drdo.gov.in.

6. HOW TO APPLY:
FOR POSTS MENTIONED IN PART 1: Candidates applying for the posts of **STA 'B', Technician 'A', Junior Translator, Stenographer Grade II, Admin Assistant 'A', Store Assistant 'A',** mentioned in Part 1 of Section 'A' are necessarily required to apply "ONLINE" and applications received by other mode will be summarily Rejected. Candidates applying online need **NOT** to send their printed copy of applications. However, duly signed Online application printout is to be retained with them as they have to produce it at the time of Document 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 **Vehicle Operator '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 17.30 hrs on CLOSING DATE. Candidates are advised not to wait for last date and time to submit the 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. 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 Qualification Requirement (EQR) certificate, photo, signature, left hand thumb impression, 10th class certificate, Caste certificate, Driving License (for Vehicle Operator 'A' posts only) and experience certificate (for Asstt. Halwai-cum-Cook 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 Photo Id etc.) which they wish to carry during Examination & Document Verification/*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 for future use in further recruitment 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. Candidates are advised to retain a photocopy of their complete application along with fee receipt and enclosures for future reference.

7. FEE & MODE OF PAYMENT: Non-Refundable Application Fee of Rs. 50/- (Rupees Fifty only) is to be paid by the male candidates of UR and OBC categories. Candidates belonging to the SC/ST/PWD/ESM/Woman are exempted from payment of Application 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 Cash/Cheque/Draft/Money order will **NOT** be accepted in any condition. The Fee will not be refundable in any of the case.

8. WHERE TO APPLY AND LAST DATE OF RECEIPT OF APPLICATION: The application of the candidate applying offline for the posts mentioned in Part 2 of Section 'A' namely Vehicle Operator 'A' and Asstt. Halwai-cum-Cook completed in all respects must reach **"DRDO Entry Test- 2015, 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 will be accepted sent by post upto 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. Applications received after the closing date for any reason whatsoever (such as envelops wrongly addressed, delivered elsewhere, postal delay etc.) Will not be entertained.** Candidates must mention Advt. No., Post Code, and their address for correspondence on the face of envelop in capital letters.

9. 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).

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 and allot the candidates to any exam city depending upon the number of applicants and availability of the Centres etc.** Notwithstanding anything, candidates will definitely be allotted one of the examination cities. NO request for change of Examination Centre will be entertained.

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

10. DATE OF EXAMINATION AND ADMIT CARD: The examination date will be published on website later. The exact date, time & venue 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 and 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 photo Id proof in original as mentioned in the Application Form will be mandatory with Admit Card to appear in the examination & Document Verification/*interview.** The examination of all post codes will be completed in two shifts on a single day. The written examination for the posts of STA 'B' & Technician 'A' will 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' will also be held in separate shifts but it will be time-clubbed either with shift for STA 'B' or Technician 'A'. Candidates applying for more than one post should submit their application, complete in all respect separately. Kindly note that there will be approximate 2 hours gap between two shifts. candidates applying for more than one post will have to reach to allocated centre within time by own arrangements. if the examination for two subjects applied by candidate is in the same shift, he/she has to choose one subject as per his/her own choice.

11. 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 Junior Translator: 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 Stenographer Grade II, 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'& 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.

12. 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.

13. Mandatory Trade/Skill Test: 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 Stenographer Grade II, 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'. **d)** For Vehicle Operator 'A' passing of Driving Test is mandatory.

14. MODE OF SELECTION: a) The candidates will be called for written examination without any detailed scrutiny. However, candidates are advised to doubly ensure meeting all eligibility criteria to avoid rejection in future. The Original Certificates pertaining to Essential Qualification Requirement (EQR) and other relevant documents will be examined completely at the time of Document Verification/*interview. **b)** Candidates shortlisted based on written examination merit 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 Junior Translator) and 1:8 (for all other post codes where Skill/Trade test are mandatory) provided they secure the minimum qualifying marks in written examination (40% for UR/OBC Candidate and 35% for SC/ST candidate). **It will be mandatory to qualify each section of question paper separately.** 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 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 or illegible 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/irrelevant photo or signature. h) Higher qualification (For STA 'B' & Technician 'A') i) Underage and overage as on closing date.

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 will 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- 2015, Post Box No.: 8626, Delhi-110054"**. (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 online. 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 for the post offline. CEPTAM will not be responsible for any postal delay/loss. (v) The candidate must bring the same photo 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.(vii) **Mobile phones and other electronic gadgets of communication are strictly banned in the campus of examination hall.**

17. CAUTION: Misrepresentation or falsification of facts detected at any stage of the recruitment process, or adopting unfair means or impersonation in examination, Trade Test/Skill Test, Document Verification/*interview or misconduct/misbehavior will result in cancellation of candidature without any notice, and no correspondence in this regard will be entertained. Hiding of any information or qualificational 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 will 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/- wherever applicable** (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= Bengaluru, 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, K3=Koraput, L1=Leh, M1=Mussoorie, M2=Mysore,N1=Nasik, P1=Panagarh, P2=Pune, S1= Secunderabad, T1=Tejpur, V1=Visakhapatnam, #= Remotely Located DRDO Units.

19. Abbreviations: EQR = Essential Qualification Requirement, ESM = Ex-Serviceman, GS = Government Servant, HI = Hearing Impaired, Id = Identification with photo, 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, NCVT = National Council for Vocational Training, SCVT = State Council for Vocational Training, DPC = Departmental Promotion Committee, CPC = Central Pay Commission.

Note:- *Interviews are subject to further guidelines/instruction by Govt. of India on the subject matter
§ratio: This ratio may change, if there will be no interviews