

CONTROLLER OF DEFENCE ACCOUNTS, RIDGE ROAD, JABALPUR – 482001

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Tel.No. 0761 2608013, Fax No. 0761 2605622

Advertisement

Date of Advertisement: 24.06.2021

Closing Date: 29.07.2021 at 5 P.M.

Probable Month of Examination: September 2021

Recruitment to the post of Staff Car Driver (Ordinary Grade)

No.AN/I/1200/Rectt/Staff Car Driver. The Controller of Defence Accounts, Jabalpur under Ministry of Defence (Finance) is making recruitment to the posts of Staff Car Driver (Ordinary Grade) in Pay Matrix Level-2 (₹ 19900 to 63200/-) a General Central Service Group 'C' Non-Gazetted, Non-Ministerial post in the organization of CDA, Jabalpur. The CDA proposes to hold a Common Examination for all applicants for the above post on **September 2021**.

2. Vacancies / Reservation: Applications are invited on direct recruitment basis as indicated below: --

Name of the Post	SC	ST	OBC	UR	PH	Total nos of posts
Staff Car Driver (Ordinary Grade)	---	---	---	01	---	01

3. Nationality / Citizenship: A candidate must be a citizen of India.

4. Age limit: 18-25 years as on 01.07.2021 (i.e. he/she must have been born not earlier than **02.07.1996** and not later than **01.07.2003**)

Note I: Candidate should note that Date of Birth as recorded in the Matriculation / Secondary Examination Certificate or an equivalent certificate available on the date of submission of application will only be accepted by the CDA for determining the Age-eligibility and no subsequent request for its change will be considered or granted.

5. Process of certification and format of certificates: Candidates who wish to seek age relaxation **must submit requisite certificate** from the Competent Authority issued on or before the prescribed date.

6. Essential qualification: (As on 01.07.2021)

(a) **Must have passed Matriculation Examination OR equivalent from a recognized Board.**

Note: Candidates who have not acquired but will acquire the educational qualification and acquire documentary evidence from the Board/University in support thereof as on 01.07.2021 will also be eligible.

(b) Possession of a valid Driving License for motor cars.

- (c) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles)
- (d) Experience of driving a motor car for at least three years.
- (e) Desirable: Three years service as Home Guard or Civil Volunteers.

7. Mode of payment: Application Fee & Mode of Payment: ₹ 100 (One Hundred only).

All Women candidates and candidates belonging to Scheduled Caste (SC), Scheduled Tribe (ST), Persons with disability (PwD) and Ex-servicemen (ESM) eligible for reservation are exempted from payment of fee as per extant government orders.

The candidates who are not exempted from paying examination fee may submit the requisite fee through **Indian Postal Order** in favor of **The CDA, Jabalpur, Payable at Jabalpur**.

7. Fee once paid will not be refunded under any circumstances.

8. Centre of Examination: Jabalpur.

9. Scheme of examination: Selection process is divided into two stages, which are:

- Written test (Offline)
- Skill Test

(A) Stage-I: Written examination and syllabus. Below, a table is given showing the exam pattern.

Paper:

	Subject	Maximum Mark	Total Duration
Written Examination	General Intelligence & Reasoning (25 questions)	25	2 Hours
	Numerical Aptitude(25 questions)	25	
	General English (25 questions)	25	
	General Awareness (includes questions related to trade/skill of Car Driver)(25 questions)	25	

NOTE-I: Paper will consist of **Objective Type- Multiple choice/short questions** only. The questions will be set **both in English & Hindi**.

CDA reserves the right to set separate qualifying standard in any Part of Paper.

Indicative Syllabus for written examination:

Paper- Questions on 'General Intelligence and Reasoning' will be non-verbal considering the functions attached to the post. Questions on Numerical Aptitude and General English will be simple, of a level that an average matriculate will be in a position to answer comfortably. Questions on General Awareness will be also of similar standard.

(B) Stage-II : Skill/ Trade Test: Candidates who clear written test are shortlisted (15 Candidates for 01 post) for the next stage, that is, the skill test.

(a) This Skill/ Trade Test will be qualifying nature.

(b) Skill/Trade Test shall be conducted by Regional Transport Authority/ authorized agency to assess candidate's driving skills including his/her knowledge of Traffic Regulations and basic Mechanical knowledge of vehicles.

10. General instructions to be complied by the candidates in the written examination.

(i) Candidates must write the papers/indicate the answers in their own hand.

(ii) In the question papers, wherever necessary, the Metric systems of weights and measures only will be used.

(iii) Candidates are not permitted to use calculators and other electronic gadgets except as specified in the Notice. They should not, therefore, bring the same inside the Examination Premises / Venue.

(iv) If any candidate is found to possess mobile phones or any other means of wireless communication in the working or switched off mode, his/her candidature shall be cancelled forthwith.

11. Mode of selection:

Merit List: Merit list will be prepared based on the marks obtained in Written Examination.

Success in the examination confers no right of appointment unless government is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.

12. Resolution of tie cases

In cases where more than one candidate secures the equal aggregate marks, tie will be resolved by applying the following methods one after another: -

(1) By referring to marks in Skill test.

(2) Date of birth i.e. the candidate older in age gets preference.

(3) By referring to the alphabetical order of the names taking first name into consideration.

13. HOW TO APPLY: The application must be submitted through postal mode only. This Organization has devised a simplified format (Annexure-I) which can be downloaded from the website: www.cdajabalpur.nic.in. Candidates are required to send their applications properly sealed in an envelope addressed to "The CDA, Jabalpur, Ridge Road, Jabalpur, (M.P.)-482001" on or before 29.07.2021 (5 PM) through ordinary/speed post. Application received after this date will not be considered under any circumstances and no correspondence in this regard will be

entertained. Candidates are requested to super scribe the word: "Application for the post of Staff Car Driver (Ordinary)" on the top of the envelope while sending the application form.

14. Admission to the examination:

All candidates who apply in response to this advertisement by the CLOSING DATE FOR RECEIPT OF APPLICATION are assigned Roll numbers. These will be uploaded on the website of the CDA around 1 weeks before the examination. In case, a candidate does not find his/her name in the above uploaded list, he/she must immediately contact to the CDA (0761 2608013). Failure to do so will deprive him/her of any claim for consideration.

The candidates must carry at least one photo bearing identity proof such as Driving License, Aadhaar Card, Voter Card, College/University ID Card, Income Tax PAN **in original**, while attending the examination, failing which they shall not be allowed to appear for the examination. The photographs used by the candidates must be a recent, relaxed face, and the picture should be in colour, against a light-coloured, preferably white, background. If flash is used then ensure that there is no red-eye and, in case of glasses, your eyes should be visible. The face should not cover less than 80 % of the entire photo.

15. Action against candidates found guilty of misconduct:

Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form. Candidates are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy, in filling Answer Sheet, Answer Sheet will not be evaluated.

Without prejudice to criminal action/debarment from CDA's examination wherever necessary, candidature will be summarily cancelled in respect of candidates who have found indulged in any of the following:-

- (i) In possession of MOBILE PHONE & ACCESSORIES AND OTHER ELECTRONIC GADGETS WITHIN THE PREMISES OF THE EXAMINATION CENTRES, WHETHER IN USE OR IN SWITCH OFF MODE AND ON PERSON OR OTHERWISE.
- (ii) Involved in malpractices.
- (iii) Using unfair means in the examination hall.
- (iv) Obtaining support for his / her candidature by any means.
- (v) Impersonate/Procuring impersonation by any person.
- (vi) Submitting fabricated documents or documents which have been tampered with.
- (vii) Making statements which are incorrect or false or suppressing material information.
- (viii) Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
- (ix) Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator or CDA's representatives.

- (x) Taking away the Answer Sheet with him/her from the examination hall, or passing it on to unauthorized persons during the conduct of the examination.
- (xi) Intimidating or causing bodily harm to the staff employed by the CDA for the conduct of examination.
- (xii) To be ineligible for the Examination by not fulfilling the eligibility conditions mentioned in the Notice.
- (xiii) Candidature can also be cancelled at any stage of the recruitment for any other ground which the CDA considers to be sufficient cause for cancellation of candidature.

16. CDA'S decision final- The decision of the CDA in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s) and selection and allotment of post to selected candidates will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

17. Important instructions to candidates

1	CDA will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and skill test, therefore, the candidature is accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible before applying. Copies of supporting documents will be sought only from those candidates who qualify in the written test and skill test. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the CDA's decision shall be final.
2	Candidates in their own interest are advised to go through detailed instructions contained in this notice carefully before applying.
3	FEE: RUPEES ONE HUNDRED ONLY(₹ 100/-) All Women candidates and candidates belonging to Scheduled Caste (SC), Scheduled Tribe (ST), Persons with disability (PwD) and Ex-servicemen (ESM) eligible for reservation are exempted from payment of fee as per extant government orders.
4	The candidates must write their name, date of birth, father's name and mother's name strictly as given in the matriculation certificate otherwise their candidature will summarily be cancelled at the time of document verification or as and when comes into the notice of the CDA. Note: Original certificates should not be sent to with the application. These should be produced only at the time of verification of documents.
5	CLOSING DATE: 29.07.2021 (up to 5.00 PM)
6	TA/DA is not admissible.
7	The recruitment process can be cancelled/postponed/suspended/terminated without any prior notice/assigning any reason of any cause.
8	The posts mentioned above are subject to all India transfer liability rules.
9	Employees will be governed by New Pension Scheme.

Government of India
Ministry of Defence (Finance)
(Defence Accounts Department)
PROFORMA FOR APPLICATION

(For the post of 'Staff Car Driver (Ordinary Grade)' in the CDA, Jabalpur)

Affix recent Passport
size photograph
(Size 3.5 x 4.5 cm.)

1. Name (Shri/Smt./Ku.)
2. Father's Name
3. Date of Birth (dd/mm/yyyy)
4. Whether SC/ST Yes/NO
5. Nationality
6. Gender Male/Female
7. Marital Status Married/Unmarried
8. Aadhar Card No.
9. Postal Address

10. Academic Qualification

Educational Qualification	Year	Name of the Board/University/Institution	Subjects

11. Valid Driving License No.
(Please enclose self certified copy)
12. Work Experience (if any)
13. Language known
14. Any other information

DECLARATION

I hereby declare that the entries made in the columns of this proforma are correct and true to the best of my knowledge and nothing has been either concealed or misrepresented by me.

Place:

Date:

Signature of the Candidate