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

**Advertisement No.: CEPTAM-09/A&A**

**Crucial date of eligibility:** 15th Oct 2019  
**Closing date for submission of application:** 15th Oct 2019  
**Date of Examination [Tier-I (CBT) & Tier-II (Trade/Skill/Physical Fitness and Capability Test, wherever applicable)]: To be announced on website**

DRDO offers exciting and challenging career opportunities to work on defence systems, infrastructure & related activities in a broad spectrum of subjects/disciplines at its more than 60 laboratories/establishments/units spread throughout the country. **Online applications are invited** for recruitment to the various posts under Admin & Allied (A&A) Cadre as per section-1 below. Candidates are advised to read the complete advertisement carefully, before filling up the online application form. Instructions for filling up of online application and Frequently Asked Questions (FAQs) are available on CEPTAM notice board of DRDO website [www.drdo.gov.in](http://www.drdo.gov.in). This advertisement consists of five sections. All details given in these sections are applicable to candidates. Translation ambiguity, if any, shall be resolved by referring to the English version of the advertisement published in the Employment News. In case of any ambiguity, the decision of DRDO will be final. Any dispute will be subject to the courts/tribunals having jurisdiction over Delhi only.

### SECTION-1

1. **Essential Educational Requirement (EER):** Candidates must have acquired the EER as on crucial date of eligibility for the posts they are applying. Those awaiting results of the final examination as on crucial date of eligibility for the prescribed qualification are not eligible and hence should not apply.

<table>
<thead>
<tr>
<th>POST CODE</th>
<th>POST NAME</th>
<th>ESSENTIAL EDUCATIONAL REQUIREMENT (EER)</th>
<th>OTHER ESSENTIAL REQUIREMENT (OER)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0301</td>
<td>Stenographer Grade-II (English Typing)</td>
<td>12th Class pass from a recognised Board or University.</td>
<td>Skill test norms Dictation: 10 minutes @ 80 words per minutes. Transcription: 50 minutes (English) (only on computers).</td>
</tr>
<tr>
<td>0401</td>
<td>Administrative Assistant ‘A’ (English Typing)</td>
<td>12th Class pass Or equivalent from a recognised Board or University.</td>
<td>Skill test norms on Computer: English Typing @ 35 words per minutes (Time allowed -10 minutes.) (35 words per minutes correspond to 10500 KDPH on an average of 5 key depressions for each word).</td>
</tr>
<tr>
<td>0402</td>
<td>Administrative Assistant ‘A’ (Hindi Typing)</td>
<td>12th Class pass Or equivalent from a recognised Board or University.</td>
<td>Skill test norms on Computer: Hindi Typing @ 30 words per minutes (Time allowed-10 minutes.) (30 words per minutes correspond to 9000 KDPH on an average of 5 key depressions for each word).</td>
</tr>
<tr>
<td>0501</td>
<td>Store Assistant ‘A’ (English Typing)</td>
<td>12th Class pass Or equivalent from a recognised Board or University.</td>
<td>Skill test norms on Computer: English Typing @ 35 words per minutes. (35 words per minutes correspond to 10500 KDPH on an average of 5 key depressions for each word). Time-10 minutes.</td>
</tr>
<tr>
<td>0502</td>
<td>Store Assistant ‘A’ (Hindi Typing)</td>
<td>12th Class pass Or equivalent from a recognised Board or University.</td>
<td>Skill test norms on Computer: Hindi Typing @ 30 words per minutes. (30 words per minutes correspond to 9000 KDPH on an average of 5 key depressions for each word). Time-10 minutes.</td>
</tr>
<tr>
<td>0601</td>
<td>Security Assistant ‘A’</td>
<td>12th Class pass Or equivalent from a recognised Board or University or equivalent certificate awarded by Armed Forces in the case of Ex-servicemen.</td>
<td>Physical fitness and capability to undertake strenuous duties.</td>
</tr>
<tr>
<td>0701</td>
<td>Clerk (Canteen Manager Grade-III)</td>
<td>Secondary School Certificate (10th Standard Pass under 10+2 System) recognised by the Central/State Governments.</td>
<td>(i) Accurate typing speed in English (minimum 30 words per minute) or in Hindi (minimum 25 words per minute) or 8000 key depressions per hour for data entry in computer. (ii) Two years experience in Canteen Management in a Government/Semi-Government/Autonomous Organisation.</td>
</tr>
<tr>
<td>0901</td>
<td>Vehicle Operator ‘A’</td>
<td>10th Standard Pass.</td>
<td>(i) Possession of a valid driving license for two or three wheelers and light and heavy vehicles, and (ii) Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicle). (iii) Experience of driving a motor car for at least three years.</td>
</tr>
<tr>
<td>1001</td>
<td>Fire Engine Driver ‘A’</td>
<td>Pass in 10th Standard from a recognised Board.</td>
<td>(i) Possession of a valid driving license for two or three wheelers and light and heavy vehicles, and (ii) Knowledge of Traffic regulations (iii) Physical fitness and capability for strenuous duties.</td>
</tr>
<tr>
<td>1101</td>
<td>Fireman</td>
<td>Secondary School Certificate (10th Standard pass under 10+2 System) recognised by the Central/State Government.</td>
<td>Physical fitness and capability to perform strenuous duties.</td>
</tr>
</tbody>
</table>
1.2 DESCRIPTION OF VACANCIES FOR THE VARIOUS POSTS UNDER ADMIN & ALLIED (A&A) CADRE:

<table>
<thead>
<tr>
<th>POST NAME</th>
<th>VACANCIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>STENOGRAFER GRADE-II (ENGLISH TYPING)</td>
<td>0301</td>
</tr>
<tr>
<td>ADMINISTRATIVE ASSISTANT 'A' (ENGLISH TYPING)</td>
<td>0401</td>
</tr>
<tr>
<td>ADMINISTRATIVE ASSISTANT 'A' (HINDI TYPING)</td>
<td>0402</td>
</tr>
<tr>
<td>STORE ASSISTANT 'A' (ENGLISH TYPING)</td>
<td>0501</td>
</tr>
<tr>
<td>STORE ASSISTANT 'A' (HINDI TYPING)</td>
<td>0502</td>
</tr>
<tr>
<td>SECURITY ASSISTANT 'A'</td>
<td>0601</td>
</tr>
<tr>
<td>CLERK (CANTEEN MANAGER-III)</td>
<td>0701</td>
</tr>
<tr>
<td>ASSTT HALWAI-CUM COOK</td>
<td>0801</td>
</tr>
<tr>
<td>VEHICLE OPERATOR 'A'</td>
<td>0901</td>
</tr>
<tr>
<td>FIRE ENGINE DRIVER 'A'</td>
<td>1001</td>
</tr>
<tr>
<td>FIREMAN</td>
<td>1101</td>
</tr>
</tbody>
</table>

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

1.3 PAY: Pay at level 2 (Rs 19000-63200) for all post codes except Stenographer Grade-II i.e. Pay at level 4 (Rs 25500-81100) as per 7th CPC Pay matrix and other benefits as per Govt. of India rules.

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

1.5 PERSONS WITH DISABILITY (PWD):

CAT A: (a) Blindness and low vision; CAT B: (b) Deaf and hard of hearing; CAT C: (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; CAT D: (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.

1.6 CODES OF POSTING STATIONS (REFER TABLE 1.2 IN SECTION I):

2.1 REMUNERATION AND SERVICE CONDITION: Recruited candidates will get Pay [at level 2 (Rs 19000-63200) for all post codes except Stenographer Grade-II i.e. Pay at level 4 (Rs 25500-81100)] as per 7th CPC Pay matrix and other benefits include dearness allowance, house rent allowance, transport allowance, children education allowance, leave travel concession, medical facilities, CSD facility and other allowances/advances as per Govt. of India rules. The recruited candidates will be governed under National Pension System (NPS) of the government unless provided otherwise as per Govt. of India rules. DRDO has beautiful well laid out green campuses with residential quarters, general amenities & sports facilities at most of the laboratories/ establishments. The recruited candidates will be governed by the central government rules. The personnel policies in DRDO are well laid down. The selected candidates will be appointed on probation and are liable to serve anywhere within limits of Union of India including field locations / remote areas, as and when required, as per Govt. of India rules.

2.2 TERMS OF POSTING: The preference for posting to various stations related to the post code will be obtained from candidate at an appropriate time. The preference of posting to stations once given by the candidate will be treated as final and irreversible. Subsequent request for change in preference will not be entertained under any circumstances. Candidates are, therefore, advised to give preference of posting stations carefully. DRDO reserves its right to nominate the candidate anywhere in India depending upon Organisational requirement. Candidates are required to serve a minimum of five years at the first place of posting and no request for transfer will be entertained during this period. However, they may be transferred to other locations in public interest by DRDO.

2.3 ELIGIBILITY CRITERIA: All eligibility conditions will be determined with reference to the crucial date of eligibility as mentioned in this advertisement.

A) NATIONALITY: Candidate must be a citizen of India.

B) AGE LIMIT: Please refer 1.4 of this advertisement for age limit.

C) ESSENTIAL EDUCATIONAL REQUIREMENT (EER): candidates must have completed EER and other eligibility for the post as on crucial date of Eligibility. EER should be as per section-1 of this advertisement.

D) MEDICAL FITNESS: Candidates must be in good mental and physical health and free from any physical deformity which may interfere in efficient discharge of duties. Provisionally shortlisted candidates will be subjected to a medical examination as prescribed by the competent authority, before the offer of appointment is issued. If a candidate is found unfit, he/she will not be offered an appointment. For PWD candidates, medical fitness standards are as per Govt. of India rules.

E) NO OBJECTION CERTIFICATE (NOC): Candidates serving in Govt., PSU, Autonomous organisations, Armed Forces and Departmental candidates must apply through proper channel. Candidate should obtain NOC from the present employer at appropriate time. Application submitted without NOC will be treated as provisional. NOC must be submitted along with other documents at the time of document verification, if shortlisted.

Note: Candidates should ensure that they fulfill all the eligibility criteria for the post they are applying. Their admission at all stages of the selection process will be purely provisional, subject to fulfilling prescribed eligibility criteria. If, on verification, at any time during or after the selection process, it is found that, they do not fulfill any of the eligibility criteria, their candidature/appointment will be cancelled without notice, and no representation in this regard will be entertained under any circumstances.

2.4 RESERVATION/RELAXATION BENEFITS: A) Reservation/relaxation benefits regarding age, minimum qualifying criteria etc. are applicable to the SC/ST/OBC/EWS/PWD/EWS/MSP etc. candidates applying against vacancies earmarked for them, in accordance with the instructions / orders / circulars, as per extant Govt. of India orders. As per DoPT OM no. 360991/2019-Ext.(Res.) dated 21st Jan 2019, the benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate (as on or before crucial date of eligibility of this Advt.) issued by a Competent Authority. Candidates who are not covered under the scheme of reservation for SC/ST/OBC and whose family gross annual income is below Rs 8 lakh (Rupees
eight lakh) are to be identified as EWS for benefit of reservation for EWS.

All candidates applying against unreserved (UR) vacancies are to be treated as final and irreversible. CEPTAM reserves the right to add/delete any examination city and allot the candidates to any examination city other than chosen by candidate depending upon the operational constraints.

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

3.5 A) DATE OF EXAMINATION AND ADMIT CARD [TIER-I (CBT) & TIER-II (TRADE/SKILL/FINAL PHYSICAL FITNESS AND CAPABILITY TEST, WHEREVER APPLICABLE)]: The date of examination will be published on website later. The date, time & venue of examination will be published on CEPTAM notice board. The admit cards will be available on our website (https://www.drdo.gov.in/drdo/CEPTAM/ceuptamnoticeboard.html) for download /print, 02 weeks prior to examination. Admit cards will not be sent by post. Candidates must print (preferably in colour) the admit card and carry it for the examination. CEPTAM will not be responsible, if candidates are not able to appear in the examination of one post code as per his/her own choice.

B) APPLICATION FOR MULTIPLE POSTS: Candidates applying for more than one post code should submit their application, complete in all respects, separately. A candidate applying for Tier-I examination for multiple post codes, must apply separately and separately pay the application fee for each code. A candidate applying for Tier-II examination for multiple post codes, must apply separately and separately pay the application fee for each code.

C) Tier-II (TRADE/SKILL/FINAL PHYSICAL FITNESS AND CAPABILITY TEST, WHEREVER APPLICABLE): (i) For the post of Asstt. Railways Signals and Telecommunication, it is mandatory to pass the Trade Test. (ii) For the post of Vehicle Engineer ‘A’ and Fire Engine Driver ‘A’, passing of Driving test is mandatory. (iii) To pass Typing Test is essential for the post of Administrative Assistant ‘A’, Store Assistant ‘A’ and Clerk (Canteen Manager Grade-III). (iv) It is mandatory to pass the Dictation & Transcription Test for the post of Stenographer Grade-II.

(v) For the post of Security Assistant ‘A’, Fire Engine Driver ‘A’ and Fireman, it is mandatory to pass the Physical Fitness and Capability Test. Candidates undergoing physical Fitness and Capability Test will do so at their own risk. It is to be noted that schedule/venue/detailed instructions for Tier-II will be available on our website after declaration of Tier-I examination result.
The criteria for Physical Fitness and Capability Test for above 03 posts are given below:

(A) Physical Measurements
- Male
  - Height without shoes: 165 cm min
  - Chest (un-expanded): 81 cm min
  - Weight: 50 kgs min
- Female
  - Height without shoes: 157 cm min
  - Chest (un-expanded): 75 cm min
  - Weight: 45 kgs min
  - No physical deformity & bow legs, knock knee and flat foot.
  - A maximum relaxation of 2.5 cm in height and/or in chest may be allowed for candidates belonging to hilly areas.

(B) Medical Standards
- a. Vision
  - No distant or near vision defects.
  - Near vision normal but with corrections for person above 40 years of age.
  - Each eye must have full field of vision.
  - No light and colour blindness.
- b. General health
  - Free from all communicable diseases.
  - Normal hearing.

(C) Physical Endurance Test
- a. Male candidates
  - Running a distance of 1600 meter in 7 minutes time.
  - Carrying a weight of 63.5 kgs to a distance of 183 meters within 96 sec (Only for Fireman post).
  - 03 mtr vertical rope climbing (03 mtr foot above ground).
  - 20 sit ups.
  - Clearing 2.7 mts wide ditch & landing on both feet (long jump) (to achieve in any one of the 03 chance given).
- b. Female Candidates
  - Running a distance of 800 meter in 05 minutes time.
  - Carrying a weight of 63.5 kgs to a distance of 183 meters within 96 sec (Only for Fireman post).
  - 2.5 mtr vertical rope climbing (2.5 mtr foot above ground).
  - 15 sit ups.
  - Or.
  - Long jump of 2.0 mts (to achieve in any one of the 03 chance given).

(D) Other relaxations
- There shall be 10% relaxation in the performance standards for the candidates having age more than 40 years.

4.1 SELECTION PROCESS: The selection process will consist of Tier-I (CBT) and Tier-II (Trade/Skill/Physical Fitness and Capability Test, wherever applicable) as described in Table-1 of this section: i) The Score of Tier-I (CBT) may be normalized as per requirement. ii) The Tier-I (CBT) will consist of objective type multiple choice questions only. iii) The syllabus of the examinations will be commensurate to EER and OER required for the post code. iv) The medium for examination will be Hindi and English. v) Tier-I examination is for Provisional selection and Tier-II (Trade/Skill/Physical Fitness and Capability Test, wherever applicable) is qualifying in nature.

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

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

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

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

SECTION-4

5.1 IMPORTANT POINTS TO REMEMBER FOR CANDIDATES: A) Closing/crucial date of eligibility: 15th Oct, 2019. B) Read the detailed instructions and frequently asked questions (FAQs). C) Note down the application number/roll number for future use. D) Take a printout of the application form and keep it with you. No printed copy of application is required to be sent to CEPTAM. E) E-admit card would be available on DRDO website at least 02 weeks prior the examination which is required to be downloaded and printed for appearing in examination. Admit card for examination will not be sent by CEPTAM by post. F) Mode of examination will be CBT in Tier-I. G) Bring the admit card & preferably same Photo Id (original as mentioned in application form) at examination centre. H) Candidates seeking reservation/relaxation benefits applicable for SC/ST/OBC/ESM/MSP/PWD/WIDOWS/DIVORCED WOMEN/WOMEN JUDICIALLY SEPARATED FROM THEIR HUSBANDS WHO ARE NOT REMARRIED etc. must ensure that
they are entitled to such reservation/relaxation as per Govt. of India rules and are in possession of relevant certificate(s). I) To familiarize with CBT process, candidates are advised to go through the mock test available on website, 02 weeks prior to examination. J) There will be no provision of re-evaluation/re-checking of answers given by candidates in CBT. K) Candidates are advised to visit only official website of DRDO (www.drdo.gov.in) for any information & updates and be very cautious about fake websites, news, messages and job racketeers. L) Candidates will go through biometric attendance & metal detector for frisking at examination centres. M) Electronic gadgets like Mobile phones, Bluetooth devices, pen drive, laptops, calculators etc., any other communication devices, wrist watches, pen/pencil, ornaments & jewellery and any other prohibited items are strictly NOT allowed inside the exam hall. N) Candidates are advised in their own interest not to bring any of the prohibited items including mobile phones etc. to the venue of the examination, as arrangements for safe keeping cannot be assured. O) Signatures of the candidates on all documents should be identical and must be in running hand writing and not in block/capital or disjointed letters. Signatures in different style or language at the time of Tier-I (CBT), Tier-II (Trade/Skill/Physical Fitness and Capability Test, wherever applicable) and document verification etc. may result in cancellation of candidature. P) In case of fake/fabricated application /registration by misusing any dignitaries name/photo, such candidate will be held responsible for the same and liable for suitable legal action under Cyber/IT act. Q) No TA/DA is admissible to any candidates for appearing in the Tier-I (CBT) and Tier-II (Trade/Skill/Physical Fitness and Capability Test, wherever applicable).

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

5.3 ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT: Misrepresentation, hiding or falsification of facts detected at any stage of the selection process, document verification will result in cancellation of candidature, without any notice, and no correspondence in this regard will be entertained. Candidates are warned that the candidature will be summarily cancelled at any stage of the recruitment, in respect of candidates found to have indulged in any of the following: A) In possession of mobile phone & accessories, Bluetooth devices and other electronic gadgets within the premises of the examination centres, whether in use or in switched off mode. B) Involved in malpractices or using unfair means in the examination. C) Submitting fabricated documents or documents which have been tampered with. D) Making statements which are incorrect or false or suppressing material information. E) Impersonation. F) Resorting to any other irregular or improper means in connection with his/her candidature for the examination. G) Misconduct /misbehaving in any manner in the examination hall with the invigilators, exam duty officials or DRDO representatives. H) Canvassing in any form or disruption of examination. I) Carrying any arms/weapons, objectionable items. J) Sharing examination terminal through remote desktop software/Apps/LAN/WAN, etc. K) Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the Examination.

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

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

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