



Curtain Raiser!

Centre for Personnel Talent Management (CEPTAM)

Scrutinize, Actualize & Recognize Human Potential



Defence Research & Development Organisation (DRDO)
Ministry of Defence, Government of India

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

CEPTAM-09/Admin & Allied (A&A)

DRDO Looking for young, promising and energetic aspirants to serve the Nation in Group-C, Non-Gazetted Posts under Admin & Allied Cadre (224 Vacancies#)

POST NAME:- Stenographer Grade-II, Administrative Assistant-'A', Store Assistant-'A', Security Assistant-'A', Clerk (Canteen Manager Grade-III), Asstt Halwai-cum-Cook, Vehicle Operator-'A', Fire Engine Driver-'A' and Fireman

Essential Qualification[§]

- Pass in 10th Standard from a recognised Board.
- 12th Class pass Or equivalent from a recognised Board or University [for the post of *Stenographer Grade-II, Administrative Assistant, Store Assistant and Security Assistant*]

Age Limit

18 and 27 Years (Relaxations as per Govt. of India rules).

Scheme of Exam

Tier-I : Computer Based Test (CBT)
Tier-II: Trade/ Skill/ Physical Fitness & Capability Test, wherever applicable (QUALIFYING)

Remuneration & Other Benefits

- Pay at level 2, as per 7th CPC for all posts except Stenographer Grade-II i.e. Pay Level 4.
- CSD, Medical Facility, Leave Travel Concession, Children Education Allowance and other allowances/advances as per Govt of India rules.

[§]The full advertisement regarding detailed information of vacancies, eligibility, registration, application & selection procedure will be published in Employment News dated 21-27 Sept 2019 and will also be available on (<https://www.drdo.gov.in/drdo/ceptam/ceptamnoticeboard.html>). Online registration will begin on 21st Sept 2019 (10:00 hrs) and closing date is 15th Oct 2019 (17:00 hrs). Apply early, to avoid network congestion and ensure your candidature for the online examination. The Date of Exam will be published on our website later.



Apply online through QR code
Step 1: Download QR code scanner app
Step 2: Open QR code scanner app & scan it
Step 3: Open URL & follow the instructions

** The Number of Vacancies may vary depending on organisational requirements.*

Helpdesk Support:
Email: ceptam-drdo@gov.in
Helpline: 011-23882323, 23819217
Website: www.drdo.gov.in