



INDIAN ORDNANCE FACTORIES
ORDNANCE FACTORY, ITARSI (MP) – 461122
GOVERNMENT OF INDIA, MINISTRY OF DEFENCE

Applications are invited from Indian Nationals to fill up the following vacancies in Semi Skilled grade of Industrial Establishment at Ordnance Factory, Itarsi. Complete application along with required details and documents should reach the **General Manager, Ordnance Factory, Itarsi, 461 122, MP** within 21 days from the date of publication of this Advertisement in the Employment News and Rozgar Samachar :-

Sl. No	NAME OF THE POSTS	Break up of vacancies							PAY BAND & GRADE PAY
		UR	SC	ST	OBC	TOTAL	Ex-Man	PHP	
1	Chemical Process Worker	31	12	21	9	73	10	-	PB-I, R 5200- 20200 + Grade Pay R 1800/- + Other admissible allowances
2	Electrician	8	3	4	3	18	1	1 (OL)	
3	Fitter General	6	1	2	1	10	1	-	
	Fitter Boiler	1	-	-	-	1	-	-	
	Fitter Refrigeration	-	-	1	-	1	-	-	
4	Millwright	1	-	2	-	3	-	-	
5	Fitter Electronics	2	-	1	-	3	-	-	
6	Turner	2	1	-	1	4	-	-	
7	Boiler Attendant	3	2	1	1	7	-	1 (OL)	
8	Fitter Instrument	2	1	1	1	5	1	-	
9	Labourer	16	1	1	2	20	2	2 (D,PD)	

(In case of applicants residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Laddakh division of Jammu & Kashmir, Lahaul & Spiti District and Pangi sub division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island, Lakshadweep, the closing date will be **28 (Twenty Eight)** days from the date of publication of advertisement in Employment News and Rozgar samachar. Applicants applying from any of those areas should **superscribe the name of area on the envelope in bold letters**. The application must reach the addressee on or before the closing date.)

02. The identification of post for Physically Handicapped Persons is as under:-

Sl.No.	Name of the post	Categories identified for PHP
1	Chemical Process Worker	Not identified
2	Electrician	OL, BL
3	Fitter General	OL, BL, PD, D
	Fitter Boiler	PD, D
	Fitter Refrigeration	Not identified
4	Millwright	OL
5	Fitter Electronics	Not identified
6	Turner	OL, PD, D
7	Boiler Attendant	OL
8	Fitter Instrument	Not identified
9	Labourer	OL, BL, OA, D, PD

Abbreviations: - UR-Unreserved, SC-Scheduled Caste, ST- Scheduled Tribe, OBC- Other Backward Class, PHP-Physically Handicapped Persons, OL -One Leg Affected, BL-Both Legs Affected, D-Deaf, PD -Partially Deaf, OA- One Arm Affected.

03. (A) **EDUCATIONAL AND TECHNICAL QUALIFICATION**
(For the post from Sl. No. 1 to 8)

- (1) 10th or Equivalent examination pass.
- (2) National Council for Vocational Training Certificate in the relevant trades failing which by ITI or equivalent Diploma/Certificate holder. The relevant trades are as under:-

Sl.No.	Name of the Post	Relevant Trades
1	Chemical Process Worker	Attendant Operator (Chemical Plant), Mechanic Maintenance (Chemical Plant) Instrument Mechanic (Chemical Plant), Laboratory Attendant (Chemical Plant)
2	Electrician	Electrician
3	Fitter General	Fitter General
	Fitter Boiler	Fitter Boiler, Fitter General
	Fitter Refrigeration	Fitter Refrigeration
4	Millwright	Millwright
5	Fitter Electronics	Fitter Electronics , Electronics Mechanic
6	Turner	Turner
7	Boiler Attendant	Boiler Attendant
8	Fitter Instrument	Fitter Instrument

“ The **National Apprentice Certificate (NAC)** and **National Trade Certificate (NTC)** issued by **National Council of Vocational Training (NCVT)** in the relevant trade will only be accepted as qualification required for the above posts. Degree and Diploma in Engineering will not be accepted as required qualification for the above posts. Only when applicants with NCVT certificates as mentioned above will not be available, then only applicants with ITI or equivalent Diploma/Certificate holders will be considered.”

(B) EDUCATIONAL AND TECHNICAL QUALIFICATION

(For Sl. No. 9)

10th or Equivalent examination pass.

04. AGE LIMIT: On the last date of receipt of application

- (i) Between 18 years to 32 years.
- (iii) Relaxation in upper age limit for the reserved post for SC/ST- 5 years and OBC-3 Years
- (iv) Relaxation in upper age limit for PHP-10 years.
- (v) Relaxation in case of Govt. Servant/Ex-Serviceman candidates as per Govt. rules and instruction.
- (v) Ex-trade apprentices of the Ordnance Factory will be given relaxation in age to the extent of the period for which they had undergone training.

Note- The crucial date for determining the age limit shall be the closing date for receipt of application within 21(Twenty One) days from the date of publication of this advertisement in the Employment News and Rozgar Samachar for all candidates irrespective of their area.

05. (A) MODE OF SELECTION (For Sl. No. 1 to 8)

- (i) The selection process shall comprise of **written test of 100 marks** and Trade test (Practical). Written test shall be fully objective type and OMR based. The duration of written examination will of 2 hours. The trade test (Practical) shall be only qualifying in nature, without any marks. On the basis of merit list based on marks obtained in written test, candidates 1:3 times the number of vacancies shall be called for trade test (Practical). The final select list shall be based on marks in the written test only, the trade test (Practical) being qualifying in nature.”
- (ii) Only those candidates who attain minimum qualifying marks (i.e. 40% for General and 35% for reserved vacancy of SC/ST/OBC/PHP and Ex-serviceman category) in the written test will be called for Trade test (Practical).

(iii) In the selection process, other things being equal i.e. marks being equal, trained Ex-Trade apprentices of the recruiting Ordnance Factory and sister factories shall be given preference in the order in which they are stated. If two or more ex-trade apprentices of Ordnance Factories secure the same marks, then preference shall be given on the basis of batch seniority. However, if no Ex-Trade Apprentice of Ordnance factories are available, in such cases, the merit will be decided on the basis of **Age seniority**.

(iv) The syllabus for written test for a trade will be broadly as that of NCTVT examination syllabus for that trade. The syllabus for trade test (Practical) will be as per trade test specification of the semi-skilled grade of the relevant trade.

(B) MODE OF SELECTION (For Sl. No. 9, i.e. Labourer)

Written Test-

Subject		Maximum Marks	Number of questions	Duration
Numerical Aptitude	(10 th Standard)	40	40	2 hours
General Science	(Objective type)	30	30	
General Awareness		30	30	

Trade test- Trade test will consist following phase:-

For Male Candidates- Carrying 50 (Fifty) Kgs load up to a distance of 115 Meters in 60 (Sixty) seconds.

For Female Candidates- Carrying 25 (Twenty Five) Kgs load up to a distance of 50 meters in 30 (Thirty) seconds.

Note- After the written test, based on merit, candidates to the extent of 1:3 times the number of vacancies shall be called for the trade test. The trade test shall be only of qualifying nature without any marks. The final select list shall be based on marks in written test only.

(C) The ratio of candidates to be called for Trade Test may be changed to a lower side as per existing orders at the time of Trade Test.

06. Application fees-Candidates except SC/ST/PHP and Ex-Serviceman must send application fee in the form of **Crossed Indian Postal Order/Demand Draft in favour of General Manager, Ordnance Factory, Itarsi for R50/- (Rupees Fifty only)**. The Postal order should be issued after the date of publication of the advertisement and issuing date of Postal Order should be indicated clearly. The application fee is not refundable. Candidates seeking relaxation in fees must enclose copy of their caste certificate/disability certificate/discharge certificate with application forms.

07. Above 145 vacancies are tentative and are subject to decrease/increase which will depend upon the actual sanction received from Ordnance Factory Board and selection will be made for the clear DR vacancies available at the time of written test/Publishing of Select List.

08. Further, additional 10% vacancies over and above total 145 vacancies are likely to increase subject to receipt of sanction from OFB/MoD.

09. GENERAL INSTRUCTIONS:-

(a) If more than one application is received from a candidate for same post, his candidature will be cancelled. Candidates applying for more than one post should send separate application for each post.

(b) The services of persons appointed are liable to be transferred to any Ordnance and Ordnance Equipment Factories in India.

(c) The selected candidate will be governed by "New Defined Contribution Pension Scheme" introduced from 1/1/2004.

(d) **Relaxation of standards in selection against Reserved Vacancies only-** If sufficient numbers of **SC/ST/OBC/PHP/Ex-Man** persons are not available on the basis of general standard to fill up all the vacancies reserved for them, candidates belonging to these categories may be selected under the relaxed standard of selection to make up the deficiency in the reserved quota.

(e) Person having prescribed degree of disability only, as per rules, is eligible for the post reserved or identified for PHP. They shall be required to produce disability certificate in the prescribed proforma issued by the competent medical authorities as per rules. **However, no relaxataion in method of selection will be given to those PHP candidates for whom the vacancy has not been reserved.**

10. **How to Apply-**

(i) The application proforma should be duly typed or printed or written neatly as per the proforma published in the Employment News and Rozgar Samachar.

(ii) Application should be filled by the candidates either in Hindi or English in his/her own handwriting and must be signed as well as his/her clear Thumb Impression at the prescribed space.

(iii) Photo should be of high resolution from Camera. Computer generated photo will not be accepted.

(iv) The candidate should fill up all the columns in the application form. If any information in any column is not applicable, the same should be filled in Application form as Not applicable.

(v) The applicant should paste, not staple one recent (not more than 3 months old) passport size photograph on application form. **The candidate should sign on pasted photo in such a way that his signature appears partially on the photograph and partially on application form.**

(vi) The candidate must attach two more copies of same photograph. Name of candidate and post applied for should be written on backside of each photograph.

(vii) All the attached certificates should be attested by a Gazetted officer only.

(viii) Applications should be addressed to the General Manager, Ordnance Factory, Itarsi (M.P)-461122 and should reach to the General Manager on or before the closing date. The last date of receiving application will be counted on the basis of publication of advertisement in Employment News/Rozgar Samachar only.

11. Name of the post should be written in bold letters on the envelope.

12. If any false/incorrect information furnished by the Applicant is detected at any stage, his candidature will be cancelled without prejudice to taking legal action against him.

13. The following documents must be attached with the application form, otherwise it will be summarily rejected and no correspondence will be entertained in this regard:-

- (a) Copies of required certificates (Educational, Technical qualification, Caste, etc) duly attested by a Gazetted officer. OBC certificate must include **Non-creamy layer** clause.
- (b) Photo pasted on application and signed by the candidate **partially on the photograph and partially on the application.**
- (c) Two additional passport size photos of same origin firmly attached with the application.
- (d) Proof of Date of Birth duly attested by a Gazetted officer.

14. The application having following discrepancies will also be summarily rejected:-

- (a) Application without postal order/DD (Wherever applicable)
- (b) Application without signature or mismatching of signatures (on application and pasted photo, declaration etc.), and without visible & complete Thumb impression of the candidate on application form.
- (c) Application having computer generated photograph.
- (d) Application in other than prescribed proforma as per the advertisement.

- (e) Application received after the due date for any reason.
- (f) Application received through FAX.
- (g) Incomplete application.
- (h) News paper cutting should not be used as application form. Application will be rejected due to mismatching of records/data, overwriting and unclear document.
- (i) Application not conforming/fulfilling to the required specifications/eligibility criteria will also be rejected.
- (j) Application not having Declaration applicable for OBC and Ex-Serviceman.

15. The Ordnance Factory, Itarsi management will not be responsible for late/non-receipt of applications or call letters for examination due to delay in postal channel.

16. Only selected candidates will be informed of their selection in due course.

17. All SC/ST candidates called for TEST will be paid traveling allowance only once as per existing Central Govt. rules after producing journey ticket.

18. Candidate already in service in Central Govt. department/State Govt. department/Semi Govt. department must submit his/her applications through proper channel along with the certificate from his/her Head of office/Establishment that no vigilance or disciplinary case is pending nor contemplated against him/her.

19. If the numbers of applications received for the above post are on large scale and where, it will not be convenient or possible for this factory to call all eligible candidates for Test, the General Manager may restrict the number of candidates to be called for written test to reasonable limit on the basis of higher qualification/desirable qualification.

20 The General Manager reserves the right to increase/decrease the number of vacancies depending upon the actual requirement without any notice and these vacancies are further subject to any subsequent order of Court/MoD/Ordnance Factory Board.

21. In case of non-conformity between the advertisement published in Employment News and Local News paper, advertisement published in Employment News may be treated as correct.

22. The written examination will be conducted on **14th October 2012** for which admit card will be issued to the eligible candidates in due course.

Encl: Annexure 'A'

Dy. GENERALMANAGER/ADMIN
FOR GENERAL MANAGER

To,
The General Manager
Ordnance Factory, Itarsi (M.P.)

Recent passport
size photograph
duly
Self attested
partially on
application and
partially on
photograph

Sub: Application for the post of
(Name of the post is to be mentioned)

Ref:- Advertisement No. _____ dated _____

1. Name of applicant as per matriculate certificate
(In Capital letters) _____
2. Father's Name/Husband Name: _____
3. Sex (Male/Female) _____
4. Date of Birth: _____
5. Age as on the last date of receipt of application _____
6. Category to which the candidate belongs _____
(Mention the category & enclose attested copy of certificate from a Gazetted officer. OBC certificate should include Non-Creamy Layer clause)
7. Educational qualifications (10th and onwards)

Sl. No.	Name of Examination	Name of Board/ University	Year passing	Division and Percentage	Remarks, if any

8. Details of passing NCVT (NAC/NTC) examination:-

Name of the Trade	Whether Ex-Trade Apprentice of Ordnance Factories Yes/No	Name of Ordnance Factory or Institution	Training Period		NCVT Batch No.	Year of Passing	Certificate No. & Date of Issue
			From	To			

9. Details of passing ITI or equivalent Diploma/Certificate examination:-

Name of the Trade	Name of the Institution	Training Period		Year of Passing	Certificate No. & Date of Issue
		From	To		

10. Whether Ex-serviceman, if yes, please furnish the detail and enclose copy of discharge certificate:-

Date of Entry in Armed Forces	Date of Discharge	No. of Years service rendered	Whether service is pensionable or not

11. Whether PHP, if yes, furnish following details and enclose copy of disability certificate:-

Whether VH, HH or OH	Type of Disability (OL, BL, D, PD etc)	Percentage of Disability	Certificate No. & date

12. Whether employed in Govt/PSU etc., if yes, furnish following details:-

Name of Organisation/ Department	Nature of work and Designation	Emoluments being paid	Date from which employed	Permanent or Temporary

13. Indian Postal Order No/Demand Draft No. _____

14. Nationality: _____

15. Permanent address : _____ Pincode _____

16. Present address for communication: _____ Pincode _____

17. Nearest Railway Station: _____

18. Medium of Examination (Hindi/English) _____

19. Religion- _____

20. Phone No./ Contact No. _____

21. E-mail ID, if any _____

22. Any other essential detail _____

23. Left Thumb Impression

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DECLARATION

I do hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the test/interview my candidature /appointment is liable to be cancelled.

Date: - - -

Signature of the candidate**DECLARATION FOR OBC CANDIDATE ONLY**

I----- S/D/W/ of Shri ----- resident of Village/Town/City----- District----- State ----- hereby declare that I belong to the ----- community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 36012/22/93-Estt (SCT) dated 08/09/93. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred office memorandum dated 08/09/1993.”

Date - - -

Signature of the candidate**UNDERTAKING FOR EX-SERVICEMAN ONLY**

I understand that, if selected on the basis of the recruitment/examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the armed forces and that I am entitled to the benefits admissible to ex-servicemen in terms of the Ex-servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979, as amended from time to time.

2. I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-serviceman in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/Statutory Bodies, Nationalised Banks, etc.) by availing of the concession of reservation of vacancies admissible to Ex-servicemen.

Date - - -

Signature of the candidate**List of enclosures: -**

(i) Age Proof Certificate (2) Marksheet of 10th or equivalent examination (3) SC/ST/OBC/PHP/Ex-serviceman certificate (4) Indian Postal Order/DD of R 50/- for General and OBC candidates (5) Two extra passport size photographs. (6) Copy of NAC/NTC examination issued by NCVT (7) Discharge Certificate (8) No objection certificate etc. (9) Any other required certificate

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