



GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
INDIAN ORDNANCE FACTORIES
METAL & STEEL FACTORY
ISHAPORE – 743144



**RECRUITMENT OF INDUSTRIAL
EMPLOYEES IN SEMI-SKILLED GRADE**

Online applications are invited from the citizens of India, who are fulfilling the requisite qualifications as mentioned in the advertisement below for the following Group 'C' posts of Industrial Establishment in Semi-Skilled Grade in the Pay Band of Rs. 5200-20,200/- and Grade Pay of Rs. 1800/- plus allowances as admissible. The intending candidates may read carefully all the instructions given in the detailed advertisement below before applying online.

1. IMPORTANT DATES:

On-line Registration of Applications (Opening Date)	02-03-2015
Last Date for Registration (Closing Date)	22-03-2015
Last Date of Receipt of the Printout of Online Applications (after on-line submission)	02-04-2015
Last Date of Receipt of the Printout of Online Applications (after on-line submission) For 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 and Nicobar Islands, Lakshadweep.	09-04-2015

2. VACANCY:

SL.NO.	TRADE	UR	SC	ST	OBC	TOTAL	
01.	Machinist	32	12	04	13	61	Ex-SM=25 PWD=08 (VH = 02 HH=04 OH=02)
02.	Fitter Genl	25	12	02	10	49	
03.	Turner	20	10	02	08	40	
04.	Millwright	05	04	00	00	09	
05.	Carpenter	03	00	00	00	03	
06.	Fitter Elec	06	02	00	01	09	
07.	Blacksmith	03	01	00	01	05	
08.	Fitter Pipe	04	01	00	00	05	
09.	Grinder	03	01	00	01	05	
10.	Fitter Inst.	01	00	00	01	02	
11.	Welder	00	00	00	01	01	
12.	Mason Brick	03	01	00	01	05	
13.	Fitter Boiler	01	00	00	01	02	
14.	Chemical Process Worker	04	02	00	01	07	
15.	Boiler Attendant	03	01	01	00	05	
	TOTAL	113	47	9	39	208	

THE TRADE APPRENTICES OF METAL & STEEL FACTORY ISHAPORE AND SISTER ORDNANCE FACTORIES WOULD ALSO BE REQUIRED TO APPLY ONLINE.

Identified Trade/Jobs for the Categories of Disabled: -

Sl.No.	Trade	Categories of Disabled suitable for Trade/Jobs
01.	Machinist	OL, LV, HH
02.	Fitter General	OL, BL, LV, HH
03.	Turner	OL, HH
04.	Millwright	OL, HH
05.	Carpenter	OL
06.	Fitter Elec.	NIL
07.	Blacksmith	NIL
08.	Fitter Pipe	NIL
09.	Grinder	OL, LV, HH
10.	Fitter Inst.	NIL
11.	Welder	OL, HH
12.	Mason Brick	NIL
13.	Fitter Boiler	NIL
14.	Chemical Process Worker	NIL
15.	Boiler Attendant	OL, LV

UR= Unreserved; SC= Scheduled Caste; ST= Scheduled Tribe; OBC= Other Backward Class;
 PWD= Person With Disability; OH= Orthopaedically Handicapped; HH= Hearing Handicapped;
 OL= One Leg; BL= Both Leg, B = Blind, LV = Low Vision

GUIDELINES FOR PERSONS WITH DISABILITIES

- The facility of Scribe is allowed to any person who has disability of 40% or more and if so desired by the person.
- The candidate has the discretion of opting for his/her own scribe if opted in Online Form.
- All the candidates with disability will be given compensatory time of 20 minutes per hour of examination.

3. RELEVANT TRADE:

Sl.No.	Trade	Relevant/Equivalent Trade
01.	Machinist	Machinist
02.	Fitter General	Fitter
03.	Turner	Turner
04.	Millwright	Millwright, MMTM
05.	Carpenter	Carpenter
06.	Fitter Elec.	Electronics Mechanic
07.	Blacksmith	Blacksmith, Forger and Heat Treater, SMH
08.	Fitter Pipe	Plumber
09.	Grinder	Machinist Grinder
10.	Fitter Inst.	Instrument Mechanic
11.	Welder	Welder (G&E)
12.	Mason Brick	Mason Brick
13.	Fitter Boiler	Fitter
14.	Chemical Process Worker	Attendant Operator (Chemical Plant)
		Mechanic Maintenance (Chemical Plant)
		Instrument Mechanic (Chemical Plant)
		Laboratory Attendant (Chemical Plant)
15.	Boiler Attendant	Boiler Attendant

4. ESSENTIAL QUALIFICATIONS:

- (i) Matriculation
- (ii) National Apprentice Certificate (NAC)/National Trade Certificate (NTC) issued by NCVT.

Note: Diploma in Engineering without possessing NAC/NTC cannot be accepted as qualification for Direct Recruitment to the Semi-Skilled posts.

5. AGE (AS ON CRUCIAL / CLOSING DATE OF ONLINE APPLICATION i.e. 22-03-2015) :

Categories of Vacancy	Age as on closing date
UR	Between 18 to 32 years
SC	Between 18 to 37 years
ST	Between 18 to 37 years
OBC	Between 18 to 35 years

6. RELAXATION :

- (i) Upto the period of Trade Apprenticeship for Ex-Trade Apprentices of the Ordnance Factories.
- (ii) PWD (UR) – 10 YEARS, PWD (SC/ST) – 15 YEARS, PWD (OBC) – 13 YEARS
- (iii) Upto 03 years for OBC on production of caste certificate with Non-creamy layer clause issued by the competent authority. The certificate should have been issued before the closing date of online applications i.e. 22-03-2015
- (iv) Upto 03 years in addition to the period of service rendered in the Defence Services for Ex-Servicemen on production of Discharge certificate for Ex-Servicemen issued by Competent authority.
- (v) Upto the age of 40 years for Departmental candidates who have rendered 3 years continuous services.
- (vi) Degree of Disability for reservation: Only such persons would be eligible for reservation in services/posts who suffer from not less than 40 per cent of relevant disability.

7. EXAMINATION FEE (NON-REFUNDABLE) :

- (a) Rs. 50/- (Rupees Fifty only) shall be charged as application fee from unreserved and OBC candidates through crossed Demand Draft (Nationalized Bank) drawn in favour of **“The Sr. General Manager, Metal & Steel Factory, Ishapore payable at Barrackpore”**.
- (b) Fee paid by any mode other than the above shall not be accepted. Application fee should be submitted along with application form.
- (c) No fee will be charged from Women/SC/ST, Ex-serviceman, persons with disabilities (PWD).
- (d) Application fee will not be refundable and shall not be adjusted in any future recruitment.
- (e) Demand Draft issued on a date prior to the date of publication of advertisement shall not be accepted.
- (f) **Candidates, who have paid examination fees of Rs. 50 /- against the advertisement published in the employment News dated 10-16th August, 2013 for recruitment of Semi-Skilled in Metal & Steel Factory, Ishapore are exempted from paying examination fees.**

8. SELECTION PROCEDURE:

- (a) The selection will be made strictly on the basis of merit.
- (b) There will be a written examination of one paper. The paper will be of “Objective-Multiple-Choice-Type” of maximum 100 marks.
- (c) On the basis of marks obtained in Written Test, candidates upto 1.25 times the number of vacancies in each trade will be called for Trade Test.
- (d) Trade Test will be merely qualifying in nature. It will not decide the merit of the selected candidates. The merit will be decided solely based on the results of the written examination.
- (e) Trade Test is an essential part of the selection process of Industrial Employees. Viva-voce, if any, considered necessary to test the skill of the candidate being considered for recruitment, will essentially form part of Trade Test.
- (f) The candidates who fail in the Trade Test would not be considered for recruitment, irrespective of marks scored by them in the written examination.

9. SCHEME AND SYLLABUS FOR THE WRITTEN EXAMINATION:

SCHEME :

The paper for written examination will consist of two parts:

- (a) Part – A will consist of 20 marks having questions on General Science and Quantitative Aptitude, each having weightage of 10 marks. The question will be of up to 10th Standard.
- (b) Part - B will consist of 80 marks of NCVT syllabus for the relevant trade.
- (c) **All the questions will be compulsory. There will be no negative marking.**
- (d) The subject of the written examination, the maximum marks allotted to each paper, number of questions and the time allowed is given in the table below :-

Subject	No. of questions	Maximum Marks	Time Allowed
Part A (Objective Type)	1. General Science (10 Questions)	10 Marks	2 hours
	2. Quantitative Aptitude (10 Questions)	10 Marks	
Part B (Objective Type) Questions from the NCVT syllabus of relevant trade.	80 Questions	80 Marks	
Total	100 Questions	100 Marks	

- (e) The paper would be bilingual, i.e. it would be printed in Hindi as well as English.
- (f) **Candidates would be required to darken the circles in the OMR Sheet with black pen.** OMR sheets marked in pencil would be rejected outright.
- (g) No marks would be allotted for questions in which multiple darkening has been done in the OMR Sheet.

SYLLABUS:

A. General Science (10 Questions)

Question will be aimed at testing the candidate's General Awareness of the environment around him. Question will also be designed to test knowledge of basic science studied upto 10th standard and would include such matters of every day observations and experience as may be expected of any educated person.

B. Quantitative aptitude (10 Questions)

The candidate will be tested for general mathematics of upto 10th Standard involving number systems, equations in two variables, simple and compound interest, perimeter, area and volume of geometrical figures, Direct and inverse proportions, Pythagoras theorem and trigonometry.

C. NCVT Trade (80 Questions)

D. Questions from the NCVT Syllabus of relevant trade.

10. **RESOLUTION OF TIE:**

In the selection process, other things being equal i.e. marks being equal:

I. Trained Ex-Trade Apprentices of Metal & Steel Factory, Ishapore and Sister Factories shall be given preference in the order in which they are stated.

II. In between the trained Ex-Trade Apprentices of Metal & Steel Factory, Ishapore, preference shall be given to those who are senior, i.e., if two or more Ex-Trade Apprentices secure the same marks then preference shall be given on the basis of seniority.

III. Seniority of Ex-Trade Apprentices of Metal & Steel Factory, Ishapore shall be decided on the basis of OFB's letter No. 13/08/03-A/HRD dt. 15/17-12-2003 as mentioned below:

a) The NCVT examination batch numbers (month/year) will be the criteria for deciding the seniority of Ex-TAs. The Ex-TA who has passed the NCVT examination in an earlier batch will be enblock senior to Ex-TA passing the NCVT examination in the subsequent batch irrespective of the year of joining the trade apprenticeship scheme.

b) The merit list of the particular NCVT examination will be the criteria for determining the seniority of EX-TAs of that batch.

IV. Similarly, in between the trained Ex-Trade Apprentices of the Sister Ordnance Factories, preference shall be given to those who are senior as mentioned above.

11. **HOW TO APPLY:**

No manual applications would be entertained. The On-line application shall be at www.msf.gov.in. The link will remain active from 02-03-2015 to 22-03-2015.

- (i) Candidate must apply 'On-line' through the above mentioned site. They will also upload scanned copy of their photographs as well as the scanned signatures.
- (ii) Before registering the application on the website, the candidate should possess
 - (a) valid e-mail id.
 - (b) Mobile Number.
- (iii) **On successful completion of the transaction an application form will be generated, which must be printed for forwarding of the same alongwith (i) Original Bank**

Draft (if applicable) (ii) Self-attested copy of educational certificates (iii) Self-attested copy of NCVT Certificate (iv) Self-attested copy of Caste Certificate (if applicable) (v) Self-attested copy of PWD Certificate (if applicable) (vi) Self-attested copy of Ex-Serviceman Certificate issued by the Competent Authority and Discharge Certificate (if applicable) (vii) Self-attested copy of Experience Certificate, if any. (viii) If employed, no objection certificate (in original). Envelope containing the print out of the application form and enclosures should be superscribed with “Application for Recruitment in Semi-Skilled Grade (Write name of Trade Applied for)” and send it to the following address by ordinary / speed post.

**To
The Advertiser
Post Bag No. 781
Circus Avenue Post Office
Kolkata – 700 017.**

- (iv) No other financial instrument except Bank Draft will be accepted and incase any instrument is submitted, the application shall be rejected.
- (v) Applicants who will apply properly will be able to ‘download’ their Admit Card by feeding the unique Registration No. as given in the ‘Printout of the application form’. MSF, Ishapore shall take no responsibility in case of failure to download admit card, by any candidate.

IMPORTANT

- (i) (a) **Candidates** have to download 02 (Two) copies of Admit Card. The admit card will contain the details as filled up by the candidates as well as the photograph and the signature which was uploaded at the time of filling up the form. The candidates will be required to paste the same photograph which was uploaded during the time of filling up the form in the admit card for which space will be provided.
The admit card will have space for putting the signature at the examination centre as well as the thumb impression.
During the examination invigilators will check the credentials and bonafide of the candidates and will match the photograph.
One copy of admit card will be retained by the candidates after the examination and one copy will be taken by the factory for future reference.
The invigilators will also take signatures and thumb impression on the attendance sheet and verify appearance of the candidates.
- (b) Candidates will have to bring Admit Card, Photo Identity Proof issued by Govt. of India viz. Voter I-Card, PAN Card, Aadhar Card, Driving Licence etc. failing which he/she will not be allowed to enter in the Examination Hall.

THIS IS TO BE NOTED THAT MERE SUBMISSION OF APPLICATION FORM, OR RECEIPT OF ‘ACKNOWLEDGEMENT’ OR RECEIPT OF ADMIT CARD OR APPEARANCE IN EXAMINATION DOES NOT GUARANTEE AN INDUCTION IN SEMI-SKILLED GRADE IN MSF, ISHAPORE. SELECTION OF CANDIDATES WILL BE MADE BASED ON MERIT POSITON, AVAILABLE VACANCY, SCRUTINY OF ORIGINAL COPY OF CREDENTIALS, CLEAR POLICE VERIFICATION REPORT & MEDICAL TEST ETC. CANDIDATES FULFILLING THE CRITERION VIZ, AGE, EDUCATIONAL/TECHNICAL QUALIFICATION ETC WILL BE CALLED FOR WRITING THE TEST.

- (j) **Ex-Trade Apprentices of Ordnance Factories (including Ex-Trade Apprentices of Metal & Steel Factory, Ishapore) should submit their application as indicated above.**

12. **GENERAL INFORMATION:**

Applicants are advised to note the following instructions carefully:

- (i) Candidates must check the MSF website frequently, at least every week for information related to time – table of Written Exam and printing of Admit Card and any other updates on the examination process.
- (ii) Must not attempt impersonation or take help of any impersonator at any stage of the selection process.
- (iii) Any material suppression of facts or submitting forged certificates shall lead to rejection of his/her candidature.
- (iv) Any candidate found using any type of unfair means in the examination, will be liable to be rejected summarily.
- (v) The declaration (educational qualification, category, etc) given by the applicant at the time of online submission of application will be treated as final. Request for change of any kind at a later stage will not be entertained.
- (vi) After receipt of print out of online application, scrutiny will be done. A separate list will be prepared for eligible / ineligible (with reasons) candidate and will be displayed at MSF Website. Ineligible candidates may submit online representation within 15 days to the Sr. General Manager/MSF, Ishapore. Sr. General Manager / MSF Ishapore reserves the right to consider the representations and decision taken in that regard will be treated as final.
- (vii) Decision of MSF, Ishapore in all matters viz allotment of examination centre etc. will be final and binding on the candidates and no inquiry/correspondence will be entertained in this regard.
- (viii) MSF, Ishapore reserves the right to consider/incorporate any subsequent changes/modifications/additions in the terms & conditions related to this examination.
- (ix) Any dispute in regard to this recruitment will be subject to Courts/Tribunals located in Kolkata only.
- (x) MSF entertains on-line application with facility for SMS & e-mail alerts through which candidates will be provided with various information from time to time.