

GOVERNMENT OF INDIA

MINISTRY OF DEFENCE

CENTRAL ORDNANCE DEPOT, DEHU ROAD, PUNE 412 101 (MAHARASHTRA)

RECRUITMENT NOTICE

1. Applications are invited from Indian Nationals for the following Posts. The scale of pay and specifications of the posts are given below:-

Srl No.	Designation of post	No of Vacancies							Pay Scales
		Gen	OBC	SC	ST	PH	Ex Man	Total	
(a)	Supdt (Store)	05	-	-	01	-	01	06#	Rs. 5200-20200 + Grade Pay Rs. 2400
(b)	LDC	01	01	-	-	-	-	02	Rs. 5200-20200 + Grade Pay Rs.1900
(c)	CMD	01	-	-	-	-	-	01	Rs. 5200-20200 + Grade Pay Rs.1900
(d)	Cook	-	01	-	-	-	-	01	Rs. 5200-20200 + Grade Pay Rs.1900
(e)	Mazdoor	05	03	-	-	01	01	08#	Rs. 5200-20200 + Grade Pay Rs.1800
(f)	Female Searcher	01	-	-	-	-	-	01	Rs. 5200-20200 + Grade Pay Rs.1800

The vac of PH (OH) and Ex-Servicemen will be filled up first and adjusted against respective categories.

2. **ELIGIBILITY CRITERIA:-** As per recruitment rules, qualification for these posts are as under:-

Srl No.	Trades	Essential Qualification	Desirable
(a)	Supdt (Store)	Graduate in any discipline from any recognized University or Diploma in Material Management or Diploma in Engineering in any discipline from any recognized institute.	
(b)	LDC	(i) 10 + 2 or equivalent from a recognized Board or University. (ii) Typing speed of 35 WPM in English on computer or 30 WPM in Hindi on computer.	
(c)	CMD (Civilian Motor Driver)	(i) Matriculation or equivalent from recognized Board. (ii) Must possess the Civilian driving licence for heavy vehicle and have two years experience of driving such vehicle.	
(d)	Cook	(i) Matriculation pass or equivalent from recognized Board. (ii) Must have knowledge of Indian Cooking and proficiency in trade.	
(e)	Mazdoor	Matriculation or equivalent from recognized Board	Conversant with duties of the respective trades with one year experience in the trade.
(f)	Female Searcher	Matriculation or equivalent from recognized Board. (For Female only)	Conversant with duties of the respective trades with one year experience in the trade.

Note: Short listing of applications if required will be made only on the basis of percentage of marks obtained in the essential qualification prescribed for the above posts. No weightage will be given for additional/higher qualification.

3. The above posts are subject to all India Service liability including field service.

4. **Age limit and its relaxation for LDC, CMD, COOK, FEMALE SEARCHER MAZDOOR**

<u>S No.</u>	<u>Category</u>	<u>Age limit</u>		<u>Remarks</u>
(a)	UR	18 years to 25 years. (18 years to 27 years for CMD only).		
(b)	OBC	18 years to 28 years.		
(c)	ESM	Present age minus period of service rendered in Army/Navy/Air Force plus three should not exceed prescribed maximum age.		
(d)	PH	UR 18 to 35 years	OBC 18 to 38 years	
<u>Specification of PH: (a) One Arm affected (OA) (b) One Leg affected (OL) (c) Both Leg affected but not Arms (BL).</u>				
Govt. servants will get age relaxation up to 35 years in case of Mazdoor and Female searcher and 40 years in case of LDC & Cook.				

5. **Age limit and its relaxation for Supdt (Store)**

<u>S No</u>	<u>Category</u>	<u>Age Limit</u>
(a)	UR	18 years to 27 years. (relaxable for Govt. servants up to 40 years in accordance with the instructions or orders issued by the Central Government further relaxation for five yrs as in the case of ST candidates.
(b)	ST	18 years to 32 years
(c)	ESM	Present age minus period of service rendered in Army/Navy/Air Force plus three should not exceed prescribed maximum age.

6. Candidates will fwd application properly sealed in an envelope to the address mentioned against the post applied for through ordinary/Registered/Speed post. Application in person will not be accepted. Candidates are requested to superscribe the words "APPLICATION FOR THE POST OF Supdt (Store)/LDC/COOK/CMD/Female Searcher/ Mazdoor etc," on the top of the envelope while sending the application form.

7. **Last date for receipt of application:** 21 days from the date of publication of the advertisement in the Employment News. In case of candidates belongs to Assam, Meghalaya, Arunachal Pradesh, Mizoram, Sikkim, Laddak Sub Division of Jammu and Kashmir state, Lahaul & Spiti District of Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island & Lakshadweep shall be 28 days from the date of

publication of this advertisement. However the crucial date for determining the age limit for all shall be the closing date for receipt of application i.e., 21 days from publication.

8. **General:** Applications received before or after the due date (even due to postal delay) will be rejected summarily and no correspondence will be entertained. The following acts/omissions should render a candidate/application disqualified:-

- (a) Applications not in the prescribed format or incomplete or unsigned or undated or improperly filled.
- (b) Furnishing of false, inaccurate or tampered or dubious information.
- (c) If not superscribed with the name of the post applied for or incorrect name of the post on the envelope and application.
- (d) Without self-addressed envelope/postage stamps/self-attested recent photographs.
- (e) Application not accompanied by self-attested copies of certificates/prescribed certificates in support of age, qualification, caste, disability, discharge etc.
- (f) More than one application submitted by the candidate for the same post.
- (g) Any other deemed irregularity or reason as observed by the Board of Officers.
- (h) Canvassing on application form in any and/or bringing in any influence, political or otherwise, will entail disqualification.
- (j) In case the candidate is found using unfair means or adopting any malpractice at any stage of selection process.
- (k) If underage or overage on closing date of receipt of application.
- (l) If the candidate not found to possess the essential qualification.
- (m) If the application of candidate who is working in Government Establishment is not received through proper channel with NOC.

9. Candidates should specifically note that the late delivery of test/examination intimation due to postal delay (such as envelopes wrongly addressed, delivered elsewhere etc.) will not be entertained and no correspondence will be made in this regard.

10. The SC/ST/OBC candidates who apply against Gen (UR) vacancies are not eligible for the age and other concessions meant for SC/ST/OBC.

11. OBC candidates seeking reservations of OBC are required to submit a certificate regarding OBC & Non Creamy Layer Status issued by civil authorities.

12. Certificate of experience in the trade where experience is desirable be produced.

13. Photocopy of the following Documents/Certificate to be attached along with application duly attested by a Gazetted Officer.

- (a) Two Passport size photographs duly attested by Gazetted Officer one on right corner of application and one on Acknowledgement Card.

(b) Attested copies of following certificates will also be submitted with application:-

- (i) Education qualification certificate.
- (ii) Date of Birth Certificate
- (iii) Caste certificate where applicable
- (iv) Discharge Certificate for Ex-Serviceman where applicable.

(c) Self addressed envelope affixing postal stamps of Rs. 25/-.

Note-1: Central Government civilian employees must furnish No Objection Certificate from their employer/Office at the time of the skill test else their candidature will be cancelled.

14. **Place of Test/Interview: CENTRAL ORDNANCE DEPOT
DEHU ROAD, PUNE-412 101 (MAHARASHTRA)**

15. **Application should be forwarded to Commandant, COD Dehu Road, Pune-412 101 (Maharashtra) as per prescribed format only otherwise the same will be rejected. Separate application for each post is required.**

16. Incomplete /ineligible applications will be deemed invalid and rejected without intimation to the candidate. Only the eligible candidates will be called for the written examination. (Test/Interview through Acknowledgement Card).

17. Commandant COD Dehu Road Appointing authority reserves the right to reduce the number of candidates for written examination for any category of post by screening of applications based on a cut off percentage of marks obtained in the examination mandated as essential QR.

18. No screening of application is required in case of physical test wherever required. The candidates who fail to qualify in the Physical test (wherever applicable) shall not be permitted to undergo written test. Skill test wherever applicable will be conducted and will be qualifying in nature which will also be counted for final merit. Possessing of typing speed is a pre-requisite for the post of LDC. However, in case of Physically Handicapped (PH) candidate, the individual will be permitted to join the appointment without passing the typing test, which he/she can pass within a period of two years/probation period.

19. Shortlisting of candidates for interview shall be carried out based on the performance in written exam and physical test/skill test (wherever applicable). Number of candidates to be called for the interview will be minimum ten times of the number of vacancies being filled unless adequate numbers of eligible/suitable candidates are not available.

20. It is made clear that merely fulfilling the basic essential qualification/requirements does not automatically entitle a person to be called for test/interviews. The selection will be made strictly on the merit basis. The decision of appointing authority regarding selection/rejection will be final. It is also made clear that the number of posts/vacancies are tentative and recruitment process can be cancelled/suspended/terminated by the Commandant at any stage due to administrative reasons.

21. The question papers of written test (objective type) will be in bilingual both English & Hindi (for all posts). The syllabus for written examination for above mentioned posts are as under:-

- | | |
|---|---------------------------------|
| (i) <u>General Intelligence and reasoning</u> | (iii) <u>Numerical aptitude</u> |
| (ii) <u>General English</u> | (iv) <u>General Awareness</u> |

22. WARNING: All candidates are warned to be careful from the self-styled agents and also requested to inform the Commandant COD Dehu Road against any malpractice seen/observed by them.

23. All appointments are initially on temporary basis but likely to be made permanent.

24. No TA/DA is admissible. Duration of each test can be 02 to 05 days or more. Candidates will make their own arrangements for lodging/ boarding during the test/interview.

25. Commandant COD Dehu Road will not be responsible for any injury which may occur during the process of recruitment tests/exams.



To,

- 6 -

Commandant
Central Ordnance Depot
Dehu Road, Pune-412 101
C/o 56 APO

Affix recent
Passport Size
Photograph duly
attested by a
Gazetted Officer

APPLICATION FOR RECRUITMENT

1. Post applied for _____
2. Name of candidates (in block letters) _____
3. Father's Name _____

4. Date of Birth

DD	MM	YY

5. Correspondence Address:-

House No / Street/Village -----

Post Office -----

District-----State -----

Pin Code -----

6. Permanent Address:-

House No / Street/Village -----

Post Office -----

District-----State -----

Pin Code -----

7. Educational Qualification

S.No	Qualification	Name of School/College	Name of Board University	Percentage obtained

8. Category for which applied

(a)

UR	SC	ST	OBC
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 (Please tick to choose)

(b) Whether belongs to:-

PH	ESM	Others
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 (Please tick to choose)

9. If applied for the post as Ex-serviceman:-

Date of enrollment (In Army /Navy/ Air force) -----Date of retirement -----

Total service -----Yrs ----- Month -----days (attach copy of discharge certificate)

10. If applied for the post in PH Category

Type of disability (OH.HH, VH) ----- (percentage of disability)

11. Whether registered with any employment exchange yes/no -----

(if yes , mentioned registration No. and name of Employment exchange)

.P/7

DECLARATION

12. I hereby certify that above particulars mentioned in the application are correct and true to the best of my knowledge and belief. In understand that in the event of my information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the advertisement my candidature/ appointment is liable to be cancelled/ terminated. I am willing to serve anywhere. I agree that department has the right to transfer me to any where in India.

Dated :

(Signature of Candidates)

Place :

FOR OFFICE RECORD ONLY

1. Application received on -----
2. Application accepted / rejected -----
3. Reason for rejection: Underage/ Overage/ Documents incomplete / Photo or documents not attested/ Any other reasons to be specified :-

4. Index No ----- Date of test/ Interview -----

ACKNOWLEDGEMENT CARD

1. Name -----
2. Fathers Name-----
3. Correspondence Address :-

Affix recent
Passport Size
Photograph duly
attested by a
Gazetted Officer

House No / Street/Village -----
Post Office -----
District-----State -----
Pin Code -----

4. Application accepted/ rejected and date of test interview if accepted
5. Reason of rejection -----
6. Date of reporting for test-----
7. Venue of test -----

day 10202/11/0257/1415