

**GOVERNMENT OF INDIA
MINISTRY OF DEFENCE**

INDIAN ORDNANCE FACTORIES

**ORDNANCE FACTORY MEDAK
YEDDUMAILARAM (ANDHRA PRADESH) - 502 205**

Applications are invited for the following posts in Semi Skilled Grade, in the PB-1 Rs. 5200-20200 and Grade Pay Rs. 1800 in Industrial Establishment from the citizens of India, who are fulfilling the requisite qualifications/specifications as mentioned below on plain paper duly typed or neatly handwritten in the following format only. Applications along with the attested copies of certificates of age and educational qualifications, mark sheets, caste certificates (wherever applicable), certificate of being Ex-servicemen, proof regarding experience in the relevant field and other testimonials should be addressed to **THE GENERAL MANAGER, ORDNANCE FACTORY MEDAK, YEDDUMAILARAM - 502205. A.P. and the same should reach the addressee within 21 days** from the date of publication of the advertisement in the Employment News.

1. Name of the post (s) & No. of vacancies : - *

Sl. No.	Name of the Post	UR	SC	ST	OBC	Total
01	ELECTRICIAN	10	—	01	05	16
02	ELECTROPLATER	03	—	—	—	03
03	EXAMINER	03	—	01	01	05
04	FITTER (AFV)	10	02	01	04	17
05	FITTER (AUTO-ELEC)	03	—	—	01	04
06	FITTER (AUTO)	05	01	—	02	08
07	FITTER (ELECTRIC)	03	—	—	01	04
08	FITTER (GENERAL)	24	07	04	10	45
09	GRINDER	03	—	01	02	06
10	MILLER	02	—	01	01	04
11	MILLWRIGHT	03	—	—	01	04
12	MOULDER	05	02	01	02	10
13	PAINTER	02	—	—	—	02
14	TURNER	04	01	—	03	08
15	WELDER	11	05	01	04	21
16	FITTER (ELEX)	01	—	01	02	04
17	MACHINIST	06	02	02	02	12

* The number of vacancies may increase or decrease depending on the functional requirement.

2. Age Limit: 18 to 32 years for General Candidates

Relaxation: i) Upto the period of trade apprenticeship for ex-trade apprentices of Ordnance Factories

ii) Upto 5 years for SC & ST candidates

iii) Upto 3years for OBC candidates on production of Caste Certificate with "Non - Creamy Layer" clause issued by the Competent Authority.

iv) Upto 3 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 the Competent Authority.

v) Upto 10 years for persons with disabilities

vi) Upto 45 years for Departmental Candidates with 3 years continuous service (Additional years for SC/ST and 3 years for OBC)

3. Educational Qualification: -

i) Passed Matriculation or equivalent examination

ii) Must possess National Council for Vocational Training (NCTVT) Certificate in the relevant trade failing which by ITI or equivalent Diploma / Certificate holder in the respective trade.

iii) For the post of Examiner- Must possess National Council for Vocational Training (NCTVT) Certificate in the trades of Electrician, Fitter (Electronics), Machinist, Fitter (General), Welder, Turner, failing which by ITI or equivalent Diploma / Certificate holder in the respective trade.

iv) For the post of Fitter (Electric)- Must possess National Council for Vocational Training (NCTVT) Certificate in the trades of Electrician or Wireman, failing which by ITI or equivalent Diploma / Certificate holder in the respective trade.

v) For the post of Fitter (AFV)- Must possess National Council for Vocational Training (NCTVT) Certificate in the trades of Motor Mechanic, failing which by ITI or equivalent Diploma / Certificate holder in the respective trade

4. Fees: Rs.50/- (Rupees fifty only) through crossed Indian postal order or crossed Bank Draft (Nationalized Bank) drawn in favour of General Manager Ordnance Factory, Medak payable at Yeddumailaram. Application fee should be submitted along with application form. However no fee will be charged from SC/ST/Ex-serviceman and persons with disabilities (PWD).

5. Photographs :- The candidate should affix his/her recent (not more than three months old) passport size photograph on the application form at the prescribed place duly signed by him/her. The candidate's signature on the photograph should be in such a way that signature is partly on the application form. He/She should also enclose two more photos separately with the application form. (Self-signed on front of the photographs and name and post / trade applied should be written on the back of the photographs).

6. Rejection of application:- The application shall be summarily rejected on the following grounds;

i) If photo (attested) is not pasted in application form and not accompanied by two more photographs

ii) If date & signature is not appended in the application form.

iii) If copies of supporting documents duly attested are not enclosed.

iv) If essential qualifications are not met.

v) If the age of the candidate exceeds the prescribed age limit on the crucial date.

vi) If application received after the due date.

vii) If application is not complete in all respects.

7. Crucial date: The crucial date for determining age limit shall be the last date of receipt of application, i.e **21 days** from the date of advertisement in the employment news.

i. General note:

i) Candidates appearing for written test / Trade test will travel on their own expenses.

ii) SC/ST candidate & handicapped, ex-service personnel shall be paid second class TA as admissible under the rules on production of Bus/Train ticket and community certificate/ Discharge certificate.

iii) Persons working in Central/State Government /PSU must apply through proper channel along with the certificate from their establishment that no disciplinary action in contemplated / pending against them and that they have no objection in releasing them in case of selection.

iv) Mere submission of application form does not guarantee issue of admit card. Ordnance Factory, Medak will not be responsible for any postal delay.

v) Canvassing of any kind will disqualify the candidature.

vi) Name of post must be clearly superscribed written on the top of the envelope in capital letters.

vii) 10% of vacancies are reserved for Ex-servicemen. They are eligible for age relaxation as per rules.

viii) Ex-serviceman certificate should have been issued by the competent authority. A copy of the discharge certificate also to be enclosed.

ix) 3% of the vacancies are reserved for persons with disabilities. Orthopaedic persons who suffer from not less than 40% and hearing impaired persons who has loss of 60 decibel or more in the better ear are eligible for reservation against PH quota. Persons with disabilities should submit recent/latest disability certificate issued by competent authority.

x) No GPF & DCRG scheme is admissible to the post under Central Government for those appointed on or after 01.01.2004. The new pension scheme i.e defined contribution pension scheme is compulsory for all Central Govt. employees who are appointed on or after 01.01.2004.

xi) Copies of all the certificates pertaining to academic & professional qualifications date of birth and caste certificate duly attested by a Gazetted Officer must be enclosed with the application.

xii) The services after appointment are liable to be transferred to any Ordnance Factory in India subject to exigencies.

xiii) Newspaper cutting should not be used as application form.

ii. The criteria for selection shall be as follows: -

The eligible candidates shall be called for trade test. However, if No. of applications are more, then written test shall be conducted as per NCTVT syllabus for shortlisting of candidates for trade test. The No. of such shortlisted candidates shall not exceed 3 times of the No. of vacancies in each trade.

During the selection process other things being equal trained apprentices of Ordnance Factory Medak & other Ordnance Factories will be given preference.

The General Manager Ordnance Factory Medak reserves the right to cancel the recruitment process or increase / decrease the No. of vacancies.

8) Application should be submitted to the General Manager Ordnance Factory, Medak, Yeddumailaram, Medak Dist., 502 205, Andhra Pradesh in the following format.

**(G. KRISHNA KISHORE)
JT. GENERAL MANAGER/ADMIN
FOR GENERAL MANAGER**

FORMAT FOR APPLICATION

- Post applied for _____
Employment News No. _____ Dated _____
- Name in full (Block Letters) _____
 - Father's / Husband's name _____
 - Nationality _____
 - Date of birth _____
(Attested copy of School certificate showing date of birth must be enclosed)
 - Age on the last date of submission of application _____
 - Category (General/ OBC/SC/ST) _____
 - Whether Ex-serviceman
(Attested copies of ex-serviceman certificate issued by competent authority & discharge certificate must be enclosed)
 - Person with disability _____
(Refer ix of Sl.No.7 General note in advertisement)
 - Full address for communication _____
 - Contact phone No. _____ Mobile No. _____ email ID _____
 - Academic/Technical & Professional Qualifications.

Place for recent passport size photo of the applicant (self-attested) to be firmly pasted.

Name of exam passed	Year of passing	Subject	%of Marks Obtained	Name of Recognized University/ Board of Examination	Remarks

(Attested copy of all educational qualificational certificates to be enclosed)

12. Experience if any _____

(Attested copies of certificates to be enclosed)

13. Whether belongs to departmental candidates _____

14. Whether Govt. servant _____

If Govt. service, indicate post held _____

Date of entry in service _____

Declaration

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false/incorrect or ineligibility being detected before or after the written test/ trade test my candidature will stand automatically cancelled.

Place:

Date:

(Signature of candidate)

Name _____

Left thumb impression _____

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