

**Government of India,  
Ministry of Defence**

## Cordite Factory, Aruvankadu, The Nilgiris-643202

Applications are invited from Indian Nationals who fulfill the requisite qualification for filling up the following posts at Cordite Factory, Aruvankadu, The Nilgiris Pin Code, 643202, in the grade of semi-skilled (SS). In the Pay Band of Rs. 5200-20200/- with Grade Pay of Rs. 1800/- plus allowances as admissible to Central Govt. Employees.

Sl. No.	Name of the post	Vacancies				
		Total	PH	Ex-Ser viceman	SC	OBC
1	Chemical Process Worker (SS)	19				
2	Boiler Attendant (SS)	2				
3	Machinist (SS)	1				
4	Fitter (Genl) (SS)	2	3	3	5	8
5	Fitter (Instrument)(SS)	3				
6	Fitter (Electronics)(SS)	2				

The General Manager, Cordite Factory, Aruvankadu reserves the right to change the number of vacancies if necessary at any stage.

I	Essential Qualification	1. Matriculation or equivalent examination 2. NCTVT Certificate in relevant trade failing which by ITI or equivalent Diploma/Certificate.
II	Age	Between 18 and 32 years as on the date of receipt of application. Relaxable up to 3 years for OBC candidates subject to production of OBC Certificate with Non- creamy layer from the Competent Authority and 5 years for SC candidates. Relaxation in upper age limit for the reserved posts for PHP-10 years. Relaxation in case of Govt. servant Ex-serviceman candidates as per Govt. rules and instructions. Ex-trade Apprentices of Ordnance Factory will be given relaxation in age to the extent of the period for which they had undergone training.

**GENERAL CONDITIONS :**

**THE GENERAL MANAGER, CORDITE FACTORY, ARUVANKADU RESERVES THE RIGHT TO RESTRICT THE NUMBER OF CANDIDATES TO BE CALLED FOR TRADE TEST TO REASONABLE LIMIT.**

- Allowances are admissible on Pay on Central Govt. rates.
- The crucial date for reckoning the age will be the closing date for receiving application.
- Those working in Govt. establishment, public sector undertakings and autonomous bodies should apply through proper channel. Advance applications will not be considered. Further they should produce certificate from their establishment that "No disciplinary action is contemplated/pending against them and that they have no objection in releasing them in case of selection."
- The appointments are proposed to be made at Cordite Factory Aruvankadu but after appointment the candidates are liable to be posted to any other Ordnance Factory in India.
- The new pension scheme i.e. Defined Contribution Pension Scheme is compulsory for all Central Government Employees w.e.f. 01.01.2004 and the same will be applicable for the appointed candidates against the instant advertisement.
- A crossed Indian Postal Order or Demand Draft from any Nationalized Bank worth Rs. 50/- (Rupees Fifty Only) drawn in favour of General Manager, Cordite Factory, Aruvankadu towards application fee should be submitted along with application. However candidates belonging to SC/ST/Ex-Serviceman need not send any postal order/DD.
- The attested copies of education; qualifications, certificate for age proof, experience certificate from institutions if any, original No Objection Certificate in case of working in Central/State/Govt/PSU and Ex-Serviceman discharge certificate should be enclosed along with the application.
- Submission of false/incorrect/incomplete information and/or dubious/bogus documents shall disqualify the candidate.
- SC/ST candidate and handicapped Ex-Military personnel shall be paid second class TA as admissible under the rules on production of Bus/Train ticket for the nearest route and Caste/Community Certificate/discharge certificate.
- Incomplete or unsigned applications and applications received without prescribed certificates, IPO/DD of Rs. 50/- and received after the due date will be summarily rejected and no correspondence will be entertained
- No correspondence/enquiry will be entertained and canvassing in any form will be disqualification.
- Mere submission of application form does not guarantee issue of "**Admit Card**" for written test/trade test. Only selected candidates will be informed for their selection in due course after the selection process and no other correspondence on the subject would be entertained.
- The application should be made on plain paper either neatly hand-written or typed as per the prescribed format.
- Candidates appearing for trade test will travel on their own expenses.
- Physically handicapped candidates should mention the type and percentage of disability.
- The address for communication: The General Manager, Cordite Factory, Aruvankadu, Nilgiris District, Pin Code-643202.
- One envelope should contain one application only. The envelope must be superscribed as APPLICATION FOR THE POST OF "Name of the post". Application may be rejected if not superscribed,
- Last date for receiving of application will be **21 days from** the date of first appearance of the Advertisement in the Employment News.
- Cordite Factory, Aruvankadu will not be responsible for late/non-receipt of Call letters/admit cards for test due to postal delay.
- Mode of Selection.

The selection will be made strictly on the basis of merit. The selection process will comprise of written test of 100 marks and Trade Test (practical) of 100 marks. All eligible candidates will be called for an objective type written test. On the basis of merit of written test marks candidates will be called for Trade Test (practical test) of 100 marks in the ratio of 1:3 to the number of vacancies. Final merit will be decided on the basis of combined marks in the written and practical test. In selection process other things being equal, i.e. marks being equal, trained ex-trade apprentices of Cordite Factory, Aruvankadu and sister Ordnance Factories will be given preference in the order in which they are stated.

**CAUTION TO ALL CANDIDATES :**

Some unscrupulous elements may approach you with the assurance of procuring appointment for you in the factory through illegal gratification. You must not fall prey to such false assurance or exploitation and must not entertain or encourage such elements in any way. It is emphasized and re-assured that the written test and the selection exercise will be done on merit only in a transparent

manner.

21. Format of application is as under :

**FORMAT FOR APPLICATION**

To

The General Manager,  
Cordite Factory,  
Aruvankadu  
The Nilgiris-643202  
Tamil Nadu

- Post Applied for
- Employment News Advt. No. & Date
- Name in Block Letters
- Father's/Husband's Names
- Address & pin code in full for communication
- Nearest Railway Station
- Phone/Mobile Number
- Nationality
- Caste status
- Date of Birth (Christian Era)
- Age on the last date of receipt of application
- Whether Ex-serviceman/Govt. Servant if so furnish details
- Whether PHP, if so furnish details along with % of disability (Physical Disability Certificate issued by Medical Board duly constituted by the Central/State Govt. at the district level only will be acceptable).
- Demand Draft/Indian Postal Order No. & date
- Details of educational and other qualifications.

Name of examination	Board/University	Year of passing	Subject Studied	Division and percentage
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18. Details of passing NCTVT/ITI or equivalent examination.

Trade	Name of Ordnance Factory/ Institution	Training period		NCTVT Batch No.	Year of passing	Marks		
		From	to			Obtained	Out of	% age

6. Address & pin code in full for communication

7. Nearest Railway Station

8. Phone/Mobile Number

9. Nationality

10. Caste status

11. Date of Birth (Cristian Era)

12. Age on the last date of receipt of application

13. Whether Ex-serviceman/Govt. Servant, if so furnish details.

14. Whether PHP if so furnish details along with % of disability (Physical Disability Certificate issued by Medical Board duly constituted by the Central/ State Govt. at the district level only will be acceptable)

15. Demand Draft/Indian Postal Order No. & date

17. Details of educational and other qualifications

Name of examination	Board/University	Year of passing	Subject studied	Division and percentage
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18. Details of passing NCTVT/ITI or equivalent examination.

Trade	Name of ordnance Factory/ Institution	Training period		NCTVT Batch No.	Year of passing	Marks		
		From	to			Obtained	Out of	% age

**DECLARATION**

1. Shri/Smt/Kum ..... have read the instructions carefully before sending this application. I hereby declare that all the statements made in this application are correct to the best of my knowledge and belief. I understand that any discrepancy found in the information will lead to cancellation of my candidature/debarment at any time.

**SIGNATURE OF THE CANDIDATE**

Left thumb impression of the candidate

Date

Place

LIST OF ENCLOSURES	
Proof of Date of Birth	
NCTVT pass certificate	
Educational qualification certificate	
Two copies of self-signed photographs	
Community certificate	
Attested copy of Physically Handicapped obtained from competent authority	
Attested copies of Ex-serviceman issued by competent authority and discharge certificate	
Original 'No Objection Certificate' if departmental candidate	
Indian Postal Order/Demand Draft for Rs 50/- (except SC/ST/Ex-Servicemen)	

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Place for recent passport size photo of the applicant (self-attested) to be firmly pasted (Not stapled)