

Government of India
Ministry of Defence

Central Ordnance Depot, Kandivli (East)
Mumbai- 400101

1. Applications are invited from Indian Nationals for the following posts:

S.N.	Designation of Posts	No. of Vacancies					Total	Pay Scales
		Gen	OBC	SC	ST	PH		
(a)	Lower Division Clerk	—	01	—	—	—	01	Rs 2000-20200 + Grade Pay Rs 1900
(b)	Store Keeper	01	—	—	—	—	01	Rs 5200-20200 + Grade Pay Rs 1900
(c)	Cook	—	01	—	—	—	01	Rs 5200-20200 + Grade Pay Rs 1900
(d)	Telephone Operator	—	—	—	—	01**	01**	Rs 5200-20200 + Grade Pay Rs 1900
(e)	Civil Motor Driver	01	—	—	01	—	02	Rs 5200-20200 + Grade Pay Rs 1900
(f)	Carpenter	02	—	—	—	—	02	Rs 5200-20200 + Grade Pay Rs 1900

** P/H (Visually Handicapped in OBC Category)

2. Eligibility Criteria: As per recruitment rules, qualification for these posts as under:

Sr. No.	Trade	Essential Qualification
(a)	LDC	(i) Matriculation or equivalent. (ii) Minimum Speed of 30 WPM in English typewriting on computer.
(b)	Store Keeper	Matriculation or equivalent.
(c)	Cook	(i) Matriculation or equivalent. (ii) Must have knowledge of Indian Cooking and Proficiency in Trade.
(d)	Telephone Opt	(i) Matriculate or equivalent with English as compulsory subject. (ii) Proficiency in handling in PBX board. (iii) Fluency in spoken English.
(e)	Civil Motor Driver	(i) Matriculation or equivalent. (ii) Light/Heavy Driving license and also driving license for Motor Cycle. (iii) Three years' experience of Driving.
(f)	Carpenter	(i) Matriculation or equivalent. (ii) Essential Certificate in the trade from recognized ITI of three years' training.

Note : (a) Shortlisting 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. Age Limit :

For all posts between 18 years to 25 years (upper age limit is relaxable for OBC upto 03 years i.e. upto 28 years, for SC/ST 05 years i.e. upto 30 years and for PH 10 years i.e. upto 35 years)
4. The crucial date for determination of age will be as on last date prescribed for receipt of application.

5. **Place of Work :** Central Ordnance Depot, Akurli Cross Road No.3, Kandivli(East), Mumbai – 400101.

6. **General Conditions:** All appointments are initially on temporary basis but likely to be made permanent.

7. Commandant, COD, Mumbai reserves the right to restrict the number of applications for any of the posts by fixing a cut off percentage of marks obtained in the minimum essential qualification prescribed for the post.

8. Number of candidates to be called for test/ interview will be minimum ten times of number of vacancies being filled unless adequate number of eligible/suitable candidates are not available. Merely fulfilling the basic essential QR's does not automatically entitle a person to be called for test/ interview.

9. Only short listed candidates will be called for the final written test. Those who qualify in the written test will be called for typing test (Typing test for LDC's only). Only candidates who qualify in typing test will be called for the interview for LDC.

10. Procedure for Recruitment :

Desirous candidates fulfilling the required terms and conditions may submit their application to Commandant, Central Ordnance Depot, Akurli Cross Road No.3, Kandivli(East), Mumbai - 400101 (Maharashtra) (as per format given) along with the following documents :

(a) Photocopy of Educational Certificate duly attested by Gazetted Officer.

(b) Documents in support of claim of age relaxation where applicable, the SC/ST/OBC candidates who apply against general vacancies are not eligible for the age and other concessions meant for SC/ST/OBC.

(c) Documents in support of claim of physically handicapped. (Certificate issued by Govt authorities)

(d) Caste certificate (in case of reserved categories)

(e) OBC Candidates seeking reservations of OBC are required to submit a certificate regarding OBC and Non Creamy Layer status issued by civil authorities.

(f) Photocopy of School Leaving Certificate for proof of date of birth.

Note :

(i) Application form should be as per the format published in the advertisement.

(ii) Separate application be brought for each post candidates wish to compete for.

(iii) Incorrect / Incomplete information in the application will render the application invalid.

11. Commandant, Central Ordnance Depot, Mumbai will not be responsible for any injury which may occur during the process of testing/selection.

12. **Date of receipt of applications :** within 15 days of publication of the advertisement. Incomplete applications received later than Publication of the advertisement will not be considered at all.

13. Date of Test/interview will be communicated to all eligible candidates through call letters.

14. The number of posts/vacancies is tentative. The recruitment process can be cancelled/ suspected/terminated by Commandant, Central Ordnance Depot, Mumbai at any stage and his decision in this regard is final and no appeal will be entertained.

Application Format

Category : General/OBC/SC/ST/PH
(Please tick appropriate Category)

To

The Commandant
Central Ordnance Depot
Akurli Cross Road No.3
Kandivli (East)
Mumbai – 400101

1. Name of Post :

2. Name of the candidate (in block letters) :

3. Father's Name :

4. Date of Birth (in Christian era) :

5. Present age Years _____ Months _____ Days _____

6. Educational Qualification (Attach Education-Certificate) :

7. Religion :

8. Technical qualification :

(for candidates applying for the post of Carpenter only)

9. Category : Gen/OBC/ST/SC/PH

(Attach Caste/Category Certificate)

10. Correspondence Address :

11. Permanent Address :

12. Personnel already in Govt. employment should bring No Objection Certificate from employer.

13. Declaration:

(a) I hereby certify that there are no criminal cases pending against me.

(b) I hereby certify that all the particulars mentioned above are correct and true to the best of my knowledge.

(c) If particulars mentioned by me are found false at any stage, I shall be held responsible and my selection treated as invalid.

Date:

Place:

davp 10202/11/0335/1011

Affix recent
passport size
photograph duly
attested by
G a z e t t e d
Officer

(Signature in full)

EN 4/7

6. Age will be relaxed to ICAR employee as per rules