

Government of India, Ministry of Defence
Indian Ordnance Factories

Ordnance Factory, Ambajhari, Nagpur-440021

(Including Backlog Vacancies of SC/ST/OBC/PHP For The Year 2010)

Applications are invited for the following posts 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 prescribed format only. Applications should be addressed to the Sr. General Manager, Ordnance Factory, Ambajhari, Nagpur-440021 (Maharashtra).

1) Name of Post, Pay Band, No. of Vacancies :

Sl. No.	Name of the Post, Pay Band (PB-1) with Grade Pay	Group	Number of Vacancies with reserved category					
			UR	SC	ST	OBC	Total	PHP
1.	CARPENTER (Semi-Skilled)	C	02	01	01	01	05	—
2.	ELECTRICIAN (Semi-Skilled)	C	08	01	02	04	15	—
3.	ELECTROPLATER (Semi-Skilled)	C	02	01	05	14	22	01
4.	FITTER ELECTRONICS (Semi-Skilled)	C	—	—	03	07	10	01
5.	FITTER GENERAL (Semi-Skilled)	C	14	02	01	08	25	01
6.	GRINDER (Semi-Skilled)	C	13	01	1	05	20	01
7.	MACHINIST (Semi-Skilled)	C	66	10	11	36	123	04
8.	MILLER (Semi-Skilled)	C	04	—	—	01	05	—
9.	MILLWRIGHT (MMTM) (Semi-Skilled)	C	05	01	02	04	12	—
10.	TOOL MAKER (Semi-Skilled)	C	02	01	01	01	05	—
11.	TURNER (Semi-Skilled)	C	14	02	02	08	26	01
12.	WELDER (Semi-Skilled)	C	02	01	02	06	11	—
Total			132	21	31	95	279	09

Pay Band : Rs. 5200-20200
Grade Pay : Rs. 1800/-

(Abbreviation : SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Class, PHP-Physically Handicapped Person)

* Posts reserved for Physically Handicapped will be adjusted by Horizontal Reservation i.e. the selected candidates will be adjusted against the categories of SC/ST/OBC/GEN to which they belong.

The Sr. General Manager, Ordnance Factory, Ambajhari, Nagpur reserves the right to change the number of vacancies as necessary.

2) Age Limit: 18 to 32 Years for General Candidates, For Departmental Candidates - upto 40 years with minimum 3 years of continuous service.

Age Relaxation:

- i) Age relaxation : 05 years for SC/ST & 03 years for OBC candidates.
- ii) For Ex-Serviceman 32 years plus age relaxation as per rule.
- iii) For Physically Handicapped 32 years plus 10 years (15 years for SC/ST & 13 years for OBC)
- iv) For Departmental Candidates (additional 5 years for SC/ST & 3 years for OBC).
- v) Ex-Trade Apprentices—Upto the period of Trade Apprenticeship training for Ordnance Factories NCTVT holder.

3) Essential Qualification :

- i) 10th passed and NCTVT passed in the relevant trade failing which by ITI or equivalent Diploma / Certificate holder.
- 4) **Fees :** Rs. 50 (Fifty) through Crossed Indian Postal Order (IPO) or Crossed Bank Draft (Nationalized Bank) drawn in favour of Sr. General Manager, Ordnance Factory Ambajhari, Nagpur-440021, payable at Nagpur Branch. Application Fee should be submitted along with application form. However, no fee will be charged from SC/ST/Ex-Serviceman and Physically Handicapped (PH) candidates.
- 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 photograph and partly on the application form. He/She should also enclose two more colour passport size (self-signed on the front of the photograph) of the same photograph with the application.
- 6) **Rejection of Application :** The application shall be summarily rejected on following grounds.
 - i) If, application is received after the closing date for any reason whatsoever.
 - ii) If, Date & signature is not appended in the Application Form at all the prescribed places.
 - iii) If, the candidate does not put 'Left Hand Thumb Impression' in the application form at the prescribed column of the proforma.
 - iv) If, Demand Draft/Indian Postal Order is drawn before the publication of this advertisement in Employment News and Rozgar Samachar or is not crossed.
 - v) If, the age of the candidate exceeds the prescribed age limit on the closing date.
 - vi) If the essential qualification is not possessed by the candidate.
 - vii) If, photograph (self-signed) is not pasted in application form and the signature is not partly on the photograph and partly on the application form and same is not accompanied by two more (self-signed on the front of the photograph) passport size colour photographs.
 - viii) If copies of all supporting documents duly attested are not enclosed.
 - ix) In case of OBC candidates if valid 'Non-Creamy-Layer' certificate is not attached.
 - x) If application is not complete in any respect as per the requirement given in the advertisement.
 - xi) If, name of the Post is not clearly superscribed/written on the top of the envelope in capital letters.
 - xii) If, application of Departmental Candidate/Employed candidate is not received through proper channel.

7) Closing Date: The closing date of receipt of applications will be **21st Day** from the week ending date of publication of the advertisement in the Employment News/Rozgar Samachar. For example, if the advertisement is published in the Employment News on **20-26th December** of the month, then the closing date will be **16th January 2009**. If the closing date falls on Sunday or Holiday, then the next working day will be taken as closing date of the receipt of applications.

8) (a) Preference: NCTVT Holders of Sister Ordnance Factories will be given preference among NCTVT holder in appointment i.e. further, if sufficient NCTVT candidates are not available in relevant trade only then applicant of ITI/Diploma holders will be considered.

8) (b) The Sr. General Manager reserves the right to restrict the number of candidates to be called for Screening Test/Practical Test/Interview to a reasonable limit on suitable merit criteria.

8) (c) Method of Selection:

Selection process will consist of two phase of examination-PHASE-I written test of 100 marks and PHASE-II Trade Test [practical] of 100 marks.

All eligible candidates will be called for Phase-I written examination in which an objective type multiple choice answer will be given.

On the basis of merit in written test Phase-I examination marks, candidates will be called for Phase-II 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 i.e. Phase-I & Phase-II examination (written and practical test). In the selection process other things being equal, i.e. marks being equal, trained apprentices of Ordnance Factory, Ambajhari, Nagpur and other Ordnance Factories will be given preference in the order in which they are stated.

9) General Note :

- i) Candidates appearing for Written Test/Trade Test will travel on their own expenses. However, SC/ST candidates shall be reimbursed Bus fare/Second Class Railway fare as admissible under rules, on production of Bus/Train ticket.
- ii) Newspaper cutting should not be used as application form. However there is no objection for submission of application in Handwritten/typed/Printed Format as per the application given in the advertisement.

iv) The candidature of candidate shall be cancelled if he has applied more than one application forms.

v) Name of the post must be clearly Superscribed/written on the top of the envelope in capital letters.

iv) Submission of false/incorrect/incomplete information and/or dubious/bogus document shall disqualify the candidate.

vi) Copies of all the documents i.e. Date of Birth Certificate, Educational Qualification certificates, mark sheets, Caste certificate, Ex-Serviceman certificate, Physically handicap certificate duly attested by a Gazetted Officer should be enclosed with the application. No document should be enclosed in original except "No Objection Certificate".

vii) Candidate should enclose copy of 'School leaving Certificate/Transfer Certificate' as proof of date of birth.

viii) Person working in Central/State Govt./PSU must apply through proper channel along with the 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.

ix) For departmental candidates relevant rules shall apply.

x) Mere submission of application form does not guarantee for issue of 'Admit Card' for Written Test.

xi) 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.

xii) Canvassing in any form will disqualify the candidate.

xiii) No GPF and DCRG Scheme is Admissible to the post under Central Govt. for those appointed on or after **01-01-2004**. The New Pension Scheme i.e. "**Defined Contributory Pension Scheme**" is Compulsory for all Central Govt. Employees who are appointed on or after **01-01-2004**.

xiv) The services after appointment are liable to be transferred to any other Ordnance Factories in India, subject to exigencies.

xv) **3% of vacancies in the following trades are reserved for persons with Disabilities.** The categories for disability suitable for Physically Handicapped Quota is given against each trade:

Fitter Electronics - i) Both legs affected but not arms or ii) One leg affected or iii) Partially Deaf or Deaf.

Turner - i) One leg affected or ii) Partially Deaf or Deaf.

Welder - i) One leg affected or ii) Partially Deaf or Deaf.

xv) The advertisement is subject to orders, if any, by Hon'ble Courts/ Ministry of Defence / Ordnance Factory Board etc.

Definitions of Disabilities

A) **Hearing Impairment :** "Hearing Impairment" means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

B) **Locomotor disability :** "Locomotor Disability" means disability of the bones, joints or muscles leading to substantial restriction of movement of the limbs or any form of cerebral palsy.

C) **"Cerebral Palsy"** means a group of non-progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal or infant period of development.

All the cases of orthopaedically handicapped persons would be covered under the category of "locomotor disability or cerebral palsy".

Degree of Disability For Reservation: Only such persons would be eligible for reservation in services / posts who suffer from not less than 40 percent of relevant disability. A person who wants to avail of benefit of reservation would have to submit a Disability Certificate issued by Competent Authority.

Competent Authority To Issue Disability Certificate : The competent authority to issue a Disability Certificate shall be a Medical Board duly constituted by the Central or a State Government.

The Central/State Government may constitute Medical Board(s) consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing locomotor/celebral / hearing disability, as the case may be.

The Medical Board shall, after due examination, give a permanent disability certificate in cases of such permanent disabilities where there are no chances of variation in the degree of disability. The Medical Board shall indicate of period of validity. of the certificate, in cases where there are chance of variation in the degree of disability. No refusal of disability certificate shall be made unless an opportunity is given to the applicant of being heard. On representation by the applicant, the Medical Board may review its decision having regard to all the facts and circumstances of the cases and pass such orders in the matter as it things fit.

At the time of initial appointment and promotion against a vacancy reserved for persons with disability, the appointing authority shall ensure that the candidates is eligible to get the benefit of reservation.

10. Language for Written Test/Trade Test: Hindi or English, as per choice indicated by the candidate in application form.

11. Applications should be submitted to The Sr. General Manager, Ordnance Factory, Ambajhari, Nagpur (Maharashtra), Pin-440021 in the prescribed format.

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 exercised will be done on the merit only in a transparent manner.

Format for Application

To,
 The Sr. General Manager
 Ordnance Factory, Ambajhari
 Nagpur-440021.
 Sub: Application for the post of
 Ref.: Advertisement No.....Dated.....Published in.....

Please paste (not staple) a recent Passport size photograph duly self-attested Size = 4 x 3 cms approx.

1) Name in full: English (Block Letters) :

In Hindi

2) Father's/Husband's Name: English (Block Letter)

In Hindi

3) Nationality:

4) Sex : (Male/Female)

5) Date of Birth :

in (DD/MM/YY format)

Date / Month / Year

(Attested copy of School Certificates showing Date of Birth to be enclosed)

6) Age as on the last date of Submission of Application: Years.....Months.....Days.....

7) Category : (GEN/OBC/SC/ST)

& Caste :

8) Present address for correspondence: Pin Code.....

9) Permanent Address: Pin Code.....

10) Nearest Railway Station:

11) Educational Qualification & other qualification:

(Attested copies of all mark sheets and certificate to be enclosed)

Name of Examination Passed	Year of Passing	Name of Board/ University	Subjects Studied	Division	Percentage of Marks	Remarks

12) Detail of exam Fee :

Name of the Post Office/Bank	Bank Draft/I.P.O No. and Date	Amount
		Rs. 50/-

13) Whether Departmental candidate/Employed in Govt./PSUs etc., if yes, give details (No Objection Certificate should be enclosed.)

Name of Dept./ Office	Designation & Pay Scale	Personal No. & Section (If any)	Nature of duty performed	Length of Service

(Departmental candidate/employed candidate should send their application form through proper channel)

14) For Physically Handicapped candidates:
(Mention the type & percentage of disability)

(Categories of disability suitable for the job: One leg, Both legs, One Arm, Partially Deaf, Deaf. The minimum degree of disability in order for a person to be eligible as PH candidate is 40%. Attested copy of P.H. Certificate obtained from competent authority should be enclosed)

15) Left Hand Thumb Impression :

16) Choice of Language of Written Test/Trade Test (Hindi or English) :

17) List of enclosures(Please tick relevant Box) in same orders: Yes No Page No.

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|--|--------------------------|--------------------------|--------------------------|
| 1. Three Passport size photographs duly signed by the candidate
(1 pasted on the Application form & 2 loose photographs be stapled with application form on top right side preferably putting in envelope). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Proof of Date of Birth | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Proof of Educational Qualification : Class 10th passed & NCTVT Certificate of Boiler Attendant / Examiner Engineering trade. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Caste Certificate (in case of SC/ST/OBC) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Non-Creamy Layer Certificate (in case of OBC Candidate) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Discharge Certificate
(For Departmental candidate/employed candidate only) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Disability Certificate (For PH Candidates) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. All documents be page numbered. | | | |

Place:

Date: (Signature of The Candidate)
(Name:.....)

**Declaration
(For All Candidates)**

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 and/or any document being found dubious/bogus and/or my ineligibility being detected anytime either before or after the Trade test/Written test my candidature will stand automatically cancelled.

Place:

Date: (Signature of The Candidate)
(Name:.....)

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