

Government of India
Ministry of Defence

Ordnance Factory, Itarsi (MP) - 461122

Applications are invited from Indian Nationals to fill up the following vacancies in semi-skilled grade of Industrial Establishment at Ordnance Factory, Itarsi. Complete application along with required details and documents should reach the **General Manager Ordnance Factory, Itarsi-461122, MP within 21 days** from the date of publication of this Advertisement in the Employment News and Rozgar Samachar.

Sl. No.	Name of the Posts	Number of Vacancies Reserved			Pay Band
		UR	ST	Total	
01	Chemical Process Worker	-	6	6	Rs. 5200-20200 + Grade
02	Fitter Electrical	3	1	4	Pay Rs. 1800/- + Other admissible allowances
03	Millwright	-	1	1	
04	Electrician	-	1	1	

Note- For Physically Handicapped Persons only-

- (a) The post of Chemical Process Worker and Fitter Electrical is not identified for PHP category.
(b) The post of Millwright is identified only for OL (One Leg Affected) candidate.
(c) The post of Electrician is identified only for OL (One Leg Affected) and BL (Both Leg Affected) candidate.

02. Educational and Technical Qualification

National Council of Trades for Vocational Training Certificate in their relevant trades [(i.e. Attendant Operator (Chemical Plant)/Mechanic Maintenance (Chemical Plant), Fitter Electrical, Millwright & Electrician) respectively failing which by ITI or equivalent Diploma/Certificate holder.

03. Age Limit

- (i) Between 18 years to 32 years on last date of receipt of application.
(ii) Relaxation in upper age limit for the reserved post for ST - 5 years.
(iii) PHP-10 years.
(iv) Relaxation in case of Govt. Servant/Ex-Serviceman candidates as per Govt. rules and instruction.

04. Mode of Selection - (i) The selection process will comprise of objective-type written examination of 100 marks and Trade test (Practical) of 100 marks. The duration of written examination will be of 2 (Two) hours. Selection will be made strictly on the basis of combined marks obtained in the written and Trade test (practical).

(ii) All eligible candidates will be called for written test. Only those candidates who attain minimum qualifying marks (i.e. 40% for General and 35% for reserved vacancy of ST category) in the written test will be called for Trade test (Practical). The number of candidates to be called for Trade test (Practical) will be restricted to the ratio of 1:3 to the number of vacancies on the basis of merit of written test.

(iii) In the selection process, other things being equal i.e. marks being equal, trained Ex-Trade apprentices of the recruiting Ordnance Factory and sister factories shall be given preference in the order in which they are stated. However if no Ex-Trade Apprentice of Ordnance Factories are available, in such cases the merit will be decided on the basis of (i) Higher Marks in written test individually & (ii) age seniority, in that order. If two or more Ex-Trade apprentices of Ordnance Factories secure the same marks, then preference shall be given on the basis of batch seniority.

(iv) The syllabus for written test for a trade will be broadly as that of NCTVT examination syllabus for that trade. The syllabus for trade test (Practical) will be as per trade test specification of the semi-skilled grade of the relevant trade.

5. General Instructions :

- (a) The services of persons appointed are liable to be transferred to any Ordnance and Ordnance Equipment Factories in India.
(b) The selected candidate will be governed by "New Defined Contribution Pension Scheme" introduced from 01.01.2004.

(c) Relaxation of standards in selection against Reserved Vacancies. If sufficient number of ST persons are not available, on the basis of general standard to fill up all the vacancies reserved for them, candidates belonging to these categories may be selected under the relaxed standard of selection to make up the deficiency in the reserved quota.

06. The candidates should fill up all the columns in the application and affix a recent (not more than 3 months old) self-attested (**partially on the photograph and partially on application**) passport size photograph or the application form and enclose two more copies of same photograph duly self-attested on front side alongwith his application. The application should be duly typed or written neatly in the form published in the Newspapers and Employment News, Rozgar Samachar and should be signed by the candidate. All the certificates should be attested by a Gazetted Officer/Competent Authority. Applications should be addressed to the General Manager, Ordnance Factory, Itarsi (M.P)-461122.

07. **On left corner of the envelope name of the post applied for should be written in bold letters.**

08. **Application fees -** Candidates (except SC/ST/PHP and Ex-Serviceman) must send application fee in the form of **Crossed Indian Postal Order/Demand Draft in favour of General Manager, Ordnance Factory, Itarsi** for Rs. 50/- (Rupees Fifty only). The Postal Order should be purchased after the date of publication of the advertisement and issuing date of Postal Order should be indicated clearly. The application fee is not refundable.

09. The candidate should ensure that he/she fulfils the eligibility criteria regarding educational qualification, age and caste. Particulars furnished in the Application forms should be correct in all respects. If, **any information furnished by the Applicant is detected false/incorrect at any stage, his candidature will be cancelled without prejudice to taking legal action against him.**

10. Application without full details, attested copies of certificates by Gazetted Officer/Competent Authority, self-attested photo (partially on the photograph and partially in the application) and two additional self-attested photos firmly attached with the application, Proof of Date of Birth, signature of the candidate and thumb impression, Postal Order/DD (Wherever applicable) etc. and also of those not conforming to the required specifications will be rejected summarily and no correspondence will be entertained in this regard.

11. The last date of receipt of application is **within 21 days** from the date of Advertisement in the Employment News/Rozgar Samachar. The application completed in all respects, in the format in Annexure 'A' should reach to the General Manager, Ordnance Factory, Itarsi (M.P) - 461122 within stipulated date. Applications received through FAX, after closing date due to any reason and incomplete applications will not be considered. Newspaper cutting should not be used as application form.

12. The Ordnance Factory, Itarsi management not be responsible for late/non-receipt of Call letters for written examination/skill test due to delay in postal channel.

13. Only selected candidates would be informed of their selection in due course after the selection process and no correspondence on the subject would be entertained.

14. SC/ST candidates called for TEST will be paid travelling allowance only once as per existing Central Govt. rules, if he/she has furnished an attested Xerox copy of the caste certificate along with the application.

15. Candidate already in service in Central Govt. Department/State Govt. Department/Semi-Govt. Department must submit his/her applications through proper channel along with the certificate from his/her Head of Office/Establishment that neither vigilance or disciplinary case is pending nor contemplated against him/her.

16. If the number of applications received for the above posts are on large scale and where it will not be convenient or possible for this factory to call all eligible candidates for Test, the General Manager may restrict the number of candidates to be called for test to reasonable limit on the basis of desirable qualification/Higher qualification.

17. The General Manager reserves the right to **increase/decrease** the number of vacancies in the trade/grade depending upon the actual requirement in future without any notice and these vacancies are further subject to any subsequent order of Court/Mod/Ordnance Factory Board.

Dy. General Manager

To,
The General Manager
Ordnance Factory, Itarsi (M.P.)

Ref. Advertisement No. _____ dated _____

Recent passport
size photograph
duly Self-attested
partially on
application and
partially on
photograph.

1. Post applied for _____
2. Name of candidate _____
(IN FULL BLOCK LETTERS AND AS PER
MATRICULATION CERTIFICATE)
3. Father's Name: _____
4. (a) Date of Birth: _____
4. (b) Age as on the last date of receipt of application _____
5. (a) Educational & other qualifications _____

Name of Examination	Board/ University	Year of Passing	Division and Percentage	Remarks, if any

5. (b) Details of passing NCVT/ITI or equivalent examination:-

Name of the Trade	Whether Ex- Trade Apprentice of Ordnance Factories Yes/No	Name of Ordnance Factory/ Institution	Training Period		NCVT Batch No.	Year of Passing	Marks	
			From	To			Obtain- ed	Out of

6. Whether Ex-serviceman, if yes, furnish details- _____

7. Whether PHP, if yes, furnish details _____

Whether OH/HH/VH	Type of Disability	Percentage of Disability	Issuing Authority	Date of Issue of Certificate

8. Whether belong to SC/ST/OBC _____

(Mention the category & enclose attested copy of certificate from Competent Authority)

10. Indian Postal Order No. _____

11. Nationality _____

12. Permanent address _____

13. Present address for communication: _____

14. Nearest Railway Station _____

15. Medium of Examination (Hindi/English) _____

16. Thumb Impression (LTI/RTI)

DECLARATION

I do hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the test/interview my candidature /appointment is liable to be cancelled.

Date: _____

Signature of the candidate _____

DECLARATION FOR OBC CANDIDATE ONLY

I _____ S/D/W/ of Shri _____ resident of Village/Town/City _____
District _____ State _____ hereby declare that I belong to the _____

community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 36012/22/93-Estt (SCT) dated 08/09/93. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 08/09/1993.

Date: _____

Signature of the candidate _____

List of enclosures: - Date of Birth/Age Proof Certificate (2) Mark sheet of 10th or equivalent examination (3) SC/ST/OBC/PHP/Ex-serviceman certificate (4) Indian Postal Order/DD of Rs. 50/- for General and OBC candidates (5) Two self-attested passport size photographs (6) Copy of NCVT/ITI Certificate or equivalent examination.

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