

**Government of India  
Ministry of Defence  
Indian Ordnance Factories**



**Ordnance Factory Khamaria, Jabalpur (M.P.) - 482005**

**Advertisement No.2613/EA/LB/350/2015**

**On-line** applications are invited through our website <http://www.ordkham.gov.in> for the following posts of Semi-Skilled tradesman in the Pay Band of **Rs. 5200-20200/-** with Grade pay of **Rs. 1800-/-** plus allowances as admissible to the Central Government Employees, from the citizens of India, who fulfill the requisite qualifications/ specifications as mentioned below.

**1. DETAILS OF POSTS:**

**ORDNANCE FACTORY KHAMARIA**

**TABLE - 01**

**(BACKLOG OF SEMI SKILLED TRADESMAN FROM PREVIOUS RECRUITMENT CYCLES)**

| SL           | POST                      | CATEGORY  |           |           |            |                                     |        | PH | EXSM     |           |
|--------------|---------------------------|-----------|-----------|-----------|------------|-------------------------------------|--------|----|----------|-----------|
|              |                           | SC        | ST        | OBC       | TOTAL      | Category of Disabled Identified for |        |    |          |           |
| 1            | D.B.WORKER (SS)           | 8         | 10        | 7         | 25         | Not Identified                      | 6 (VH) | 10 |          |           |
| 2            | MACHINIST (SS)            | 7         | 10        | 10        | 27         | OL, HH, LV                          |        |    |          |           |
| 3            | EXAMINER (SS)             | 0         | 5         | 2         | 7          | OL, BL, HH                          |        |    |          |           |
| 4            | ELECTROPLATER (SS)        | 0         | 3         | 1         | 4          | OL, BL, HH                          |        |    |          |           |
| 5            | TURNER (SS)               | 2         | 0         | 1         | 3          | OL, HH                              |        |    |          |           |
| 6            | ELECTRICIAN (SS)          | 1         | 0         | 0         | 1          | OL, BL                              |        |    |          |           |
| 7            | MILLWRIGHT (SS)           | 0         | 7         | 1         | 8          | OL, HH                              |        |    |          |           |
| 8            | BOILER ATTEN. (SS)        | 0         | 1         | 0         | 1          | OL, LV                              |        |    |          |           |
| 10           | FITTER GENERAL (SS)       | 2         | 2         | 3         | 7          | OL, BL, HH, LV                      |        |    |          |           |
| 12           | FITTER BOILER (SS)        | 0         | 3         | 0         | 3          | HH                                  |        |    |          |           |
| 13           | FITTER ELECTRIC (SS)      | 0         | 1         | 1         | 2          | OL, BL,HH                           |        |    |          |           |
| 15           | FITTER INSTRUMENT (SS)    | 1         | 0         | 0         | 1          | OL,BL,HH                            |        |    |          |           |
| 16           | FITTER PIPE (SS)          | 2         | 2         | 1         | 5          | OL, HH, LV                          |        |    |          |           |
| 17           | FITTER REFRIGERATION (SS) | 0         | 2         | 0         | 2          | OL, LV, HH                          |        |    |          |           |
| 18           | MASON                     | 0         | 4         | 0         | 4          | Not Identified                      |        |    |          |           |
| <b>TOTAL</b> |                           | <b>23</b> | <b>50</b> | <b>27</b> | <b>100</b> |                                     |        |    | <b>6</b> | <b>10</b> |

**TABLE – 02****OFK (CURRENT & UNFILLED UR VACANCIES OF SEMI SKILLED FROM PREVIOUS RECRUITMENT CYCLES)**

| SL           | POST                     | OFB SANCTION | PREVIOUS UNFILLED UR VACANCY | UR         | SC        | ST         | OBC       | TOTAL      | Category of Disabled Identified for | PH                           | EX SM     |
|--------------|--------------------------|--------------|------------------------------|------------|-----------|------------|-----------|------------|-------------------------------------|------------------------------|-----------|
| 1            | DBW(SS)                  | 375          | 48                           | 225        | 50        | 67         | 33        | 423        | Not Identified                      | 11(VH),<br>05(HH),<br>07(OH) | 75        |
| 2            | MACHINIST(SS)            | 110          | 27                           | 82         | 09        | 10         | 09        | 137        | OL, HH, LV                          |                              |           |
| 3            | EXAMINER (SS)            | 57           | 3                            | 29         | 8         | 12         | 08        | 60         | OL, BL, HH                          |                              |           |
| 4            | ELECTROPLATOR(SS)        | 6            | 1                            | 2          | 1         | 2          | 1         | 7          | OL, BL, HH                          |                              |           |
| 5            | ELECTRICIAN(SS)          | 70           | 2                            | 37         | 12        | 12         | 9         | 72         | OL, BL                              |                              |           |
| 6            | MILLWRIGHT (SS)          | 15           | 0                            | 10         | 0         | 3          | 2         | 15         | OL, HH                              |                              |           |
| 7            | BOILER ATTENDENT(SS)     | 2            | 0                            | 1          | 0         | 1          | 0         | 2          | OL, LV                              |                              |           |
| 8            | WELDER(SS)               | 3            | 0                            | 2          | 0         | 1          | 0         | 3          | OL, HH                              |                              |           |
| 9            | PAINTER(SS)              | 10           | 0                            | 5          | 0         | 3          | 2         | 10         | OL, HH                              |                              |           |
| 10           | GRINDER(SS)              | 0            | 1                            | 0          | 0         | 0          | 0         | 1          | OL, HH, LV                          |                              |           |
| 11           | TURNER(SS)               | 0            | 2                            | 0          | 0         | 0          | 0         | 2          | OL, HH                              |                              |           |
| 12           | FITTER GENERAL(SS)       | 0            | 18                           | 0          | 0         | 0          | 0         | 18         | OL, BL, HH, LV                      |                              |           |
| 13           | FITTER ELECTRIC(SS)      | 0            | 1                            | 0          | 0         | 0          | 0         | 1          | OL, LV,HH                           |                              |           |
| 14           | FITTER ELECTRONIC(SS)    | 0            | 1                            | 0          | 0         | 0          | 0         | 1          | OL,BL,HH                            |                              |           |
| 15           | FITTER INSTRUMENT(SS)    | 0            | 1                            | 0          | 0         | 0          | 0         | 1          | OL,BL,HH                            |                              |           |
| 16           | FITTER PIPE(SS)          | 0            | 1                            | 0          | 0         | 0          | 0         | 1          | OL,LV,HH                            |                              |           |
| 17           | FITTER REFRIGERATION(SS) | 0            | 1                            | 0          | 0         | 0          | 0         | 1          | OL, LV, HH                          |                              |           |
| 18           | MASON (SS)               | 0            | 1                            | 0          | 0         | 0          | 0         | 1          | Not Identified                      |                              |           |
| <b>TOTAL</b> |                          | <b>648</b>   | <b>108</b>                   | <b>393</b> | <b>80</b> | <b>111</b> | <b>64</b> | <b>756</b> |                                     | <b>23</b>                    | <b>75</b> |

**ORDNANCE FACTORY NALANDA****Table – 01****BACKLOG/UNFILLED VACANCIES**

| SL           | POST             | UR        | SC        | ST       | OBC       | Category of Disabled Identified for | PH                              | EXSM      | TOTAL     |
|--------------|------------------|-----------|-----------|----------|-----------|-------------------------------------|---------------------------------|-----------|-----------|
| 1            | CPW (SS)         | 5         | 10        | 0        | 12        | NOT IDENTIFIED                      | 02 (VH),<br>02 (HH),<br>01 (OH) | 16        | 27        |
| 2            | EXAMINER (SS)    | 4         | 1         | 0        | 2         | OL, BL, HH                          |                                 |           | 7         |
| 3            | ELECTRICIAN (SS) | 1         | 0         | 0        | 1         | OL, BL                              |                                 |           | 2         |
| 4            | MACHINIST (SS)   | 2         | 1         | 0        | 0         | OL, HH, LV                          |                                 |           | 3         |
| 5            | FITTER PIPE (SS) | 0         | 0         | 0        | 1         | OL, HH, LV                          |                                 |           | 1         |
| 6            | MILLWRIGHT (SS)  | 1         | 0         | 0        | 1         | OL, HH                              |                                 |           | 2         |
| 7            | MASON (SS)       | 3         | 0         | 0        | 0         | NOT IDENTIFIED                      |                                 |           | 3         |
| <b>TOTAL</b> |                  | <b>16</b> | <b>12</b> | <b>0</b> | <b>17</b> |                                     | <b>5</b>                        | <b>16</b> | <b>45</b> |

**Table – 02**

**CURRENT VACANCIES**

| SL           | POST                   | UR        | SC        | ST       | OBC       | Category of Disabled Identified for | PH                              | EXSM     | TOTAL     |
|--------------|------------------------|-----------|-----------|----------|-----------|-------------------------------------|---------------------------------|----------|-----------|
| 1            | CPW (SS)               | 45        | 12        | 0        | 20        | NOT IDENTIFIED                      | 01 (VH),<br>01 (HH),<br>01 (OH) | 8        | 77        |
| 2            | BOILER ATTENDENT (SS)  | 3         | 0         | 0        | 1         | OL, LV                              |                                 |          | 4         |
| 3            | FITTER INSTRUMENT (SS) | 2         | 0         | 0        | 0         | OL, BL, HH                          |                                 |          | 2         |
| 4            | WELDER (SS)            | 1         | 0         | 0        | 0         | OL, HH                              |                                 |          | 1         |
| <b>TOTAL</b> |                        | <b>51</b> | <b>12</b> | <b>0</b> | <b>21</b> |                                     | <b>3</b>                        | <b>8</b> | <b>84</b> |

a) Posts reserved of PH & Ex-Servicemen shall be adjusted by horizontal reservation i.e. the selected candidates shall be adjusted against the categories of SC/ST/OBC/GEN to which they belong.

b) **Ordnance Factory Khamaria**, reserves the right to change the number of vacancies if necessary.

**UR-** Unreserved, **SC-** Schedule Caste, **ST-** Schedule Tribe, **OBC-** Other Backward Classes, **PH-** Physically Handicapped, **OH-** Orthopedically Handicapped, **HH-** Hearing Handicapped, **Ex-SM-** Ex- Serviceman.

**DESCRIPTION OF PHYSICAL REQUIREMENT FOR PH CANDIDATES:**

| SL | NAME OF POST              | PHYSICAL REQUIREMENT                  |
|----|---------------------------|---------------------------------------|
| 1  | <b>D. B. Worker (SS)</b>  | <b>NOT IDENTIFIED SUITABLE FOR PH</b> |
| 2  | Electrician (SS)          | S.ST.W.L.MF.                          |
| 3  | Machinist (SS)            | ST.SE.MF.                             |
| 4  | Millwright/MMTM(SS)       | S.ST.W.PP.KC.BN.MF.                   |
| 5  | Examiner (SS)             | S.ST.W.KC.MF.SE.                      |
| 6  | Electroplater (SS)        | S.ST.W.MF.SE.RW.H                     |
| 7  | Welder (SS)               | S. or ST.SE.MF.BN                     |
| 8  | Painter (SS)              | S.ST.SE.MF.BN                         |
| 9  | Boiler Attendant (SS)     | S.ST.W.MF.SE.RW.H                     |
| 10 | Grinder (SS)              | ST.SE.MF                              |
| 11 | Turner (SS)               | ST.SE.MF.                             |
| 12 | Fitter General (SS)       | ST.SE.MF                              |
| 13 | <b>Mason (SS)</b>         | <b>NOT IDENTIFIED SUITABLE FOR PH</b> |
| 14 | Fitter Boiler (SS)        | S.ST.W.BN.PP.MF.SE                    |
| 15 | Fitter Electric (SS)      | S.ST.W.MF.SE.RW.H                     |
| 16 | Fitter Electronic (SS)    | S.ST.BN.SE.RW.H                       |
| 17 | Fitter Instrument (SS)    | S.ST.BN.SE.RW.H                       |
| 18 | Fitter Pipe (SS)          | S.ST.W.PP.L.KC.MF.SE.C                |
| 19 | Fitter Refrigeration (SS) | S.ST.BN.MF.SE                         |

**ABBREVIATIONS USED:** **S**=Sitting, **ST**=Standing, **W**=Walking, **BN**=Bending, **L**=Lifting, **KC**=Kneeling & Crouching, **RW**=Reading & Writing, **MF**=Manipulation by Fingers, **PP**=Pulling & Pushing, **SE**=Seeing, **OA**=One Arm, **BA**=Both Arms, **OAL**=One Arm and One Leg, **BLA**=Both Legs & Arms, **BLOA**=Both leg & one arm, **OL**=One Leg, **BL**=Both Leg, **OH**= Orthopedically Impaired, **LV**=Low Vision, **HH**= Hearing Impaired, **PD**= Partially Deaf, **D**= Deaf, **B**= Blind.

**2. ESSENTIAL QUALIFICATION**

**I. Semi skilled Tradesman**

- a) Matriculation or its equivalent.
- b) National Trade Certificate (NTC)/National Apprentice Certificate (NAC)/ issued by NCVT (DGET, NEW DELHI) in relevant trades as mentioned below.

| SL | NAME OF POST               | ELIGIBILITY QUALIFICATION  |
|----|----------------------------|--|
| 1  | D. B. Worker (SS)/CPW (SS) | NAC/NTC certificates issued by NCVT (DGET, NEW DELHI) in any one of Attendant Operator Chemical Plant (AOCP), Instrument Mechanic Chemical Plant, Mechanical Maintenance Chemical Plant, Laboratory Assistant Chemical Plant, Fitter General, Machinist, Turner, Sheet Metal Worker, Electrician, Electronic Mechanic, Boiler Attendant, Mechanic Industrial electronic, Refrigeration & Air Conditioning Mechanic trade |
| 2  | Electrician (SS)           | NAC/NTC Issued By NCVT (DGET, NEW DELHI) in Electrician trade  |
| 3  | Machinist (SS)             | NAC/NTC Issued By NCVT (DGET, NEW DELHI) in Machinist trade  |
| 4  | Millwright/MMTM(SS)        | NAC/NTC Issued By NCVT (DGET, NEW DELHI) in Millwright trade   |
| 5  | Examiner (SS)              | NAC/NTC Issued By NCVT (DGET, NEW DELHI) in any one of Machinist, Fitter General, Turner, Fitter Electronic, Millwright trade  |
| 6  | Electroplater (SS)         | NAC/NTC Issued By NCVT (DGET, NEW DELHI) in Electroplater  |
| 7  | Welder (SS)                | NAC/NTC Issued By NCVT (DGET, NEW DELHI) in Welder(G & E) / Gas cutter/ TIG/MIG Welder/Structural Welder / Welder (Pipe and Pressure Vessels) trade  |
| 8  | Painter (SS)               | NAC/NTC Issued By NCVT (DGET, NEW DELHI) in Painter (General) trade  |
| 9  | Boiler Attendant (SS)      | NAC/NTC Issued By NCVT (DGET, NEW DELHI) in Boiler Attendant (Second Class) trade  |
| 10 | Grinder (SS)               | NAC/NTC Issued By NCVT (DGET, NEW DELHI) in any one of Machinist Grinder, Grinder trade  |
| 11 | Turner (SS)                | NAC/NTC Issued By NCVT (DGET, NEW DELHI) in Turner trade   |
| 12 | Fitter General (SS)        | NAC/NTC Issued By NCVT (DGET, NEW DELHI) in any one of Fitter , Millwright trade   |
| 13 | Mason (SS)                 | NAC/NTC Issued By NCVT (DGET, NEW DELHI) in any one of Mason/Mason (Building Constructor)/ Brick Layer (Refractory) trade  |
| 14 | Fitter Boiler (SS)         | NAC/NTC Issued By NCVT (DGET, NEW DELHI) in Boiler Attendant (Second Class) trade  |
| 15 | Fitter Electric (SS)       | NAC/NTC Issued By NCVT (DGET, NEW DELHI) in any one of Electrician/ Winder (Armature) / Cable Jointer/Mechanic (HT, LT Equipments and Cable Jointing)/ Mechanic(Repair and Maintenance of instruments used in Electrical Engineering trade   |
| 16 | Fitter Electronic (SS)     | NAC/NTC Issued By NCVT (DGET, NEW DELHI) in any one of Electronics Mechanic/ Information Technology and Electronic System Maintenance / Mechanic Industrial Electronics/Mechanic Mechatronics trade  |
| 17 | Fitter Instrument (SS)     | NAC/NTC Issued By NCVT (DGET, NEW DELHI) in any one of Instrument Mechanic/advanced mechanic instrument trade  |
| 18 | Fitter Pipe (SS)           | NAC/NTC Issued By NCVT (DGET, NEW DELHI) in any one of Plumber / Fitter pipe trade   |
| 19 | Fitter Refrigeration (SS)  | NAC/NTC Issued by NCVT (DGET, NEW DELHI) in any one of Refrigeration and Air-conditioning Mechanic, Mechanic (Domestic, Commercial Refrigeration and Air Conditioning Machines) / Mechanic (Central Air conditioning Plant, Industrial cooling and Package Air condition) trade  |

**NOTE:** Degree/Diploma in Engineering and SCVT holders without possessing NAC or NTC shall not be accepted as qualification for Direct Recruitment for the posts of semi-skilled tradesman.

**3. AGE LIMIT: 18-32** years for General candidates. as on last date of receipt of application :

**a) RELAXATION:**

| Category                           | Age as on Closing Date   |
|------------------------------------|--|
| UR                                 | 18 to 32 years   |
| OBC                                | 18 to 35 years   |
| SC                                 | 18 to 37 years   |
| ST                                 | 18 to 37 years   |
| Ex-Trade Apprentices of OFs        | To the extent of period of apprentice training undergone by them under the Apprenticeship Act-1961.        |
| Ex-Servicemen (Unreserved/General) | 03 years after deduction of the military service rendered from the actual age as on the date of reckoning. |

|  |  |
|--|--|
| Ex-Servicemen (OBC,SC/ST)  | 06 years (3 years + 3 years),<br>8 years ( 3 years + 5 years )<br>After deduction of the military service rendered from the actual age as on the date of reckoning for OBC & SC/ST respectively. |
| Physically Handicapped   | up to 10 years in addition to the age relaxation availed due to SC/ST/OBC  |
| Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir during the period from 1st Jan 1980 to 31st Dec 1989. | Up to 5 years.   |
| Departmental candidates with three years continuous service in central government in same line or allied cadres.                   | Up to 40 years of age (upto 43 years of age for OBC & upto 45 years of age for SC/ST )   |

**NOTE:**

- i. Ex-serviceman who has joined already civil employment after availing the benefit given to him as an ex-serviceman for his employment, his ex-serviceman status for the purpose of re-employment in Government would cease. He will be deemed as Civil Employee and would accordingly be entitled to only such of benefits like relaxation of age etc. as admissible to Civil Employees in normal course.
- ii. Age Relaxation will not be granted to any specific category/class, wherever the post is not reserved for that particular category/class. However, relaxation in age will be granted to PH & Ex-Serviceman candidates irrespective of the fact whether the post is reserved for PH/Ex-Serviceman or not. Relaxation to PH will be subject to condition that the post is identified suitable for that particular type of disability.

**4. APPLICATION FEE**

- a) Candidates are required to pay a fee Rs.50/- (Rupees Fifty Only) through Debit Card/Credit Card/Internet Banking.
- b) SC/ST/EX-Serviceman/Person with disabilities/Women candidates are exempted from payment of fees. Candidates seeking exemption from fees must enclose copy of the caste certificate/disability certificate/discharge certificate along with the application.
- c) Fees once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection.

**5. PHOTOGRAPHS**

- a) Candidates shall scan his recent passport size colour photograph, signature, thumb impression, 10<sup>th</sup> certificate/mark sheet, NTC/NAC, caste certificate (applicable for SC/ST/OBC) and PWD certificate (applicable for PWD) as per the following specification:

|  | SIZE   | RESOLUTION | FORMAT |
|--|--------|------------|--------|
| PHOTOGRAPH   | 200 KB | 200 DPI    | JPEG   |
| SIGNATURE  | 100 KB |            |        |
| LEFT THUMB IMPRESSION  | 100 KB |            |        |
| ALL DOCUMENTS (10 <sup>th</sup> ,NTC/NAC,CASTE, PWD, EX-SM CERTIFICATES) | 4-5 MB |            |        |

- b) After online registration candidates shall upload scanned photograph, signature, thumb impression, 10<sup>th</sup> certificate/mark sheet, NTC/NAC, caste certificate (applicable for SC/ST/OBC) and PWD certificate (applicable for PWD) of above mentioned size & format.
- c) Without uploading photograph, signature, thumb impression, 10<sup>th</sup> certificate/mark sheet, NTC/NAC, caste certificate (applicable for SC/ST/OBC and PWD certificate (applicable for PWD) application of candidate shall not be considered as complete & considered as rejected.

## 6. OPENING & CLOSING DATE FOR ONLINE APPLICATION

| Date of Publication      | On-Line Registration of Applications (Opening Date) | Last Date for Registration (Closing Date) | Last Date of Receipt of the Printout of Online Applications (after online submission) | Last Date of receipt of printed/hard copy of Online Application for candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul & Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands, Lakshadweep and for candidates residing abroad |
|--------------------------|---|---|---|--|
| 07/05/2016<br>(Saturday) | 07/05/2016  | 28/05/2016                                | 04/06/2016  | 11/06/2016   |

## 7. MODE OF SELECTION

- a. The selection process shall comprise of Written Test of 100 marks and Trade Test (Practical). Documents verification & Medical examination shall also be considered as a part of selection process.
- b. The written test shall be fully objective and OMR based.
- c. **The candidates short listed in written examination shall be called for Trade Test (Practical Test) and verification of certificates/documents in the ratio 1.25 times of the number of vacancies.**
- d. Trade test is an essential part of the selection process of Industrial Employees. Viva-voice, if any, considered necessary to test the skill of the candidate being considered for recruitment, shall form the part of Trade Test.
- e. Trade test shall be merely qualifying in nature. It shall not decide the merit of the selected candidates. The merit will be decided solely based on the results of the written examination.
- f. The candidate who fails in the Trade Test shall not be considered for recruitment, irrespective of marks scored by him in the written examination.
- g. In the selection process, other things being equal i.e. marks being equal, trained Ex-Trade Apprentices of Ordnance Factory Khamaria and other sister Ordnance Factories shall be given preference. Candidates other than Ex-Trade Apprentices of Ordnance Factory Khamaria and other sister Ordnance Factories, who scores equal marks in written test, shall be placed in merit as per the DoPT orders.

## 8. SCHEME OF EXAMINATION

- a. There shall be a written examination of one paper. The paper shall be of "Objective Multiple-choice-type" of maximum 100 marks.
- b. The question paper will consist of two parts:
  - i. **PART-A** shall consist of 20 marks having questions on General Science and Quantitative Aptitude, each having weightage of 10 marks. The question will be of up to 10<sup>th</sup> Standard.
  - ii. **PART-B** shall consist of 80 marks of NCVT syllabus for the relevant trade.
- c. There shall be no negative marking.
- d. The subject of the written examination, the maximum marks allotted to each paper, number of questions and the time allowed is given in the table below :-

| Subject   | No. of Questions                          | Maximum Marks    | Time allotted  |
|---|---|------------------|----------------|
| <b>Part A</b><br>(Objective Type)   | 1.General Science<br>(10 questions)       | 10 Marks         | 2 Hours        |
|   | 2.Quantitative Aptitude<br>(10 Questions) | 10 Marks         |                |
| <b>Part B</b><br>(Objective Type)<br>Questions from the NCVT<br>Syllabus of relevant<br>Trade | 80 Questions                              | 80 Marks         |                |
| <b>Total</b>  | <b>100 Questions</b>                      | <b>100 Marks</b> | <b>2 Hours</b> |

- e. The paper shall be bilingual, i.e. printed in Hindi as well as English and in local language if required.
- f. Candidates shall answer on OMR sheets only.
- g. Candidates shall be required to darken the circles on OMR sheet with blue/black ball pen only. OMR sheets marked in pencil or with other thing would be rejected out rightly.
- h. No marks would be allotted for questions where multiple darkening has been done in the OMR Sheet.

## 9. SYALLABUS

- a) **General Science (10 Questions)** - Questions will be aimed at testing the candidate's General Awareness of the environment around him. Question will also be designed to test knowledge of basic science studied up to 10<sup>th</sup> standard and would include such matters of every day observations and experience as may be expected of any educated person.
- b) **Quantitative Aptitude (10 Questions)** – The candidate will be tested for general mathematics of up to 10<sup>th</sup> standard involving Number Systems, Equations in two variable, Simple and Compound Interest, Perimeter, area and volume of geometrical figures, Direct and inverse proportions, Pythagoras theorem and Trigonometry.
- c) **NCVT Trade (80 Questions)** - Questions from the NCVT Syllabus of relevant Trade **for which candidate applied.**

## 10. HOW TO APPLY

- a) Candidates including Ex- Trade Apprentices must apply only through online website <http://www.ordkham.org> or <http://www.ofb.gov.in>
- b) After uploading of requisite details in online application candidates have to pay application fee of Rs.50 (except SC/ST/EX-Serviceman/Person with disabilities/Women candidates) through Debit Card/Credit Card/Internet Banking.
- c) After final submission of the Online Application, the candidate will have to print out the Application and send it to address – **Post Box No-2091, Adyar Post Office, Chennai.**
- d) Candidates are advised to retain with them a copy of Application for future reference.
- e) Candidates should note down the registration number and password for future reference.
- f) Admit cards for Written Examination & Trade Test will be issued through online **within 60 days. If there is any delay candidates shall refer our website <http://ordkham.gov.in> for reason of delay.**

## 11. DOCUMENTS/CERTIFICATES

- a) Matriculation/10<sup>th</sup> standard or equivalent certificate indicating the date of birth.
- b) NAC/NTC certificates issued by NCVT (DGET, New Delhi) in the relevant trade.
- c) No Objection Certificate from their establishment in case of Central/State Govt. /PSU.
- d) Community Certificate by the candidate seeking reservation as SC/ST/OBC in the prescribed **Proforma (can be downloaded from our website <http://www.ordkham.gov.in> given in Annexure-A )** issued by Competent Authority.OBC candidates seeking reservation should submit certificate issued by the

Competent Authority in specified format certifying that they do not belong to creamy layer. Issue date should not be more **than 1 year** from the date of submission.

- e) Physical Handicapped certificate issued by Competent Authority. The Competent Authority to issue Physically Handicapped certificate shall be Medical Board duly constituted by the Central or State Government i.e. Vocational Rehabilitation Centers (**can be downloaded from our website <http://www.ordkham.gov.in> given in Annexure B**).
- f) Discharge Certificate issued by the Competent Authority for candidates claiming Ex-Serviceman category.
- g) A candidate claiming to belong to the category of Central Government servant and thus seeking age relaxation would require to produce a Certificate issued after the date of advertisement from his/her employer that he/she is a regularly appointed Central Government Servant and not on casual/adhoc/daily wages/hourly paid/contract basis employee.

## **12. TRAVELLING ALLOWANCE (FOR SC/ST CANDIDATES)**

- a) **SC/ST** Candidates appearing for written test/trade test will travel on their own expenses. However candidates belonging to SC/ST and Handicapped/Ex-serviceman appearing for written examination shall be eligible for travelling allowance of Second Class railway/bus fare only on production of journey details including original railway/bus tickets by the shortest routes exceeding 30 Kms.
- b) **SC/ST candidates shall download a Proforma given in Annexure C for payment of Travelling Allowance from our website <http://www.ordkham.gov.in>. SC/ST Candidates shall fill up the Proforma given in Annexure C and submit it to the Invigilator during the written examination along with original Second Class Railway/Bus fare tickets of one - side.**
- c) **Travelling allowance shall be credited to the account of the SC/ST candidates who attend the written exam.**

## **13. GENERAL INSTRUCTION**

- a) Candidates shall apply strictly through ONLINE APPLICATION only. Application through any other mode i.e. Offline mode shall be rejected.
- b) Candidates may refer our website <http://www.ordkham.gov.in> or <http://www.ofb.gov.in> for detail advertisement.
- c) The candidates should ensure that he/she fulfils the eligibility criteria regarding Educational Qualification, Age and Caste. Particulars furnished in the application form should be correct in all respect. If any false/incorrect information furnished by the candidate is detected at a later stage, his/her candidature will be cancelled without prejudice to taking legal action against him/her.
- d) Mere submission of Online Recruitment application will not guarantee issue of Admit Card.
- e) 10% of vacancies are reserved for Ex-Serviceman. They are eligible for age relaxation.
- f) 3% of vacancies are reserved for Persons with Disabilities. Orthopaedic persons who suffer from not less than 40% and Hearing impaired persons who have a loss of 60 decibel or more in the better ear are eligible for reservation.
- g) Candidates are advised to mention a valid mobile number and E-mail Id for future correspondence.
- h) No GPF and 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 CONTRIBUTORY PENSION SCHEME** is compulsory for all Central Government Employees who are appointed on or after 01/01/2004 and hence all appointees will be governed by this scheme.
- i) The services after appointment are liable to be transferred to any Ordnance Factory in India, subject to exigencies.
- j) Canvassing of any kind will disqualify the candidate. However it is emphasized and reassured that the written test and selection process will be done strictly on merit and in a transparent manner. Candidates are advised not to fall prey to the unscrupulous elements.



- k) The candidates who are Government Servant should enclose NOC in original, along with the certificate from there establishment that "NO DISCIPLINARY ACTION IS CONTEMPLATED/PENDING" against them and that they have no objection in releasing them in case of selection with his application. If a candidate enters into Government Service after sending the application form, he must produce NOC from his employer at the time of undergoing any of the further process for the recruitment /selection.
- l) The above posts are temporary, but likely to be permanent.
- m) **Rejection of application.- The application shall be summarily rejected on following grounds:-**
- i. Online Application without payment of application fees shall be rejected (Except SC/ST/PWD/EX-SM/WOMAN candidates).
  - ii. Online Applications without meaningful colored passport photograph and data/ details shall be rejected.
  - iii. Online Applications without uploading signature/thumb impression/colored passport photograph shall be rejected.
  - iv. Uploaded signature/photograph shall match with signature made and photograph pasted by the candidates on the application form.
  - v. Applications without clearly visible signature/thumb impression/colored photo shall be rejected.
  - vi. If the hard copy of application & application fee not received on time, online application shall be rejected.
  - vii. If copies of duly self attested supporting documents are not enclosed with the application, then application shall be rejected.
  - viii. Mismatch of name, father's name and Date of Birth in Online application form with the enclosed 10<sup>th</sup> certificate/NTC (National Trade Certificate)/NAC (National Apprenticeship Certificate) shall be rejected.
  - ix. Mismatch of trade in online application with NTC/NAC shall be rejected.
  - x. Detail verification of original document will be performed by OFK & OFN before trade test.
  - xi. Only selected candidates will be informed of their selection in due course after the selection process is over and no correspondence on the subject would be entertained.
- n) Candidates are warned that they should **NOT**
- i. Furnish any particulars that are false or suppress any material information in filling up the application form.
  - ii. Submit tampered or fabricated document.
  - iii. Obtain support for his/her candidature by any means.
  - iv. Use any unfair means during the test.
- o) **The General Manager, Ordnance Factory Khamaria, Jabalpur reserves the right to cancel the recruitment process or increase/decrease the number of vacancies.**

#### **14. PLACE OF WORK**

Ordnance Factory Khamaria, Po- Khamaria, Distt - Jabalpur (M.P.) 482005 for posts pertaining Ordnance Factory Khamaria and Ordnance Factory Nalanda, Rajgir – 801 121 for posts of Nalanda, but services are liable to be transferred to any Ordnance and Ordnance Equipment Factory in India.

#### **15. CAUTION TO CANDIDATES**

Some elements may approach the candidates with the assurance of procuring appointment in the factory through illegal gratification. Candidates must not fall prey to such false assurance or exploitation and must not entertain or encourage such element in any way.

It is emphasized and reassured that the written test and the selection process will be done on merit only in a transparent manner.

sd/-  
**(B.B. SINGH)**  
AGM/PER  
**FOR SR. GENERAL MANAGER**