

MINISTRY OF DEFENCE
DEPARTMENT OF DEFENCE PRODUCTION
ORDNANCE FACTORY CHANDA
(MAHARASHTRA), PIN- 442 501.

Applications are invited for the following post from the citizens of India who are fulfilling the requisite qualification/specifications as mentioned below :-

Sl. No.	Name of the post	Group	No. of Posts	Details of Reservation				
				SC	ST	OBC	UR	Ex-S.Man
01.	Store Keeper	‘C’	15	--	02	05	08	01

- (a) The above vacancies are subject to variation at the discretion of GM/OFCH depending upon the situation prevailing at the relevant time.
- (b) Reservation for Ex-Serviceman fall under category of horizontal reservation which cuts across vertical reservation i.e. reservation for SC/ST/OBC (in what is called inter-locking reservation). The person selected against the Ex-Serviceman quota has to be placed in the appropriate category of General (unreserved), SC/ST/OBC as the case may be.

Specification and requirements for the above post are as under :-

STORE KEEPER

1. Pay Band : **PB1 Rs. 5200-20200**
Grade pay : **Rs. 1900/-**
2. Age : **18 to 27 years.**
(Relaxable upto 40 years for Departmental candidates with 3 years continuous service or in accordance with instructions issued by the Government from time to time)
3. Educational Qualification :
Essential : 10 + 2
Desirable : Basic knowledge of computer application having “O” level certificate as per Department of Electronics Accreditation Committee Certificate (DOEACC).

Scheme and Syllabus for the post of Store Keeper :

The written examination will consist of one objective type paper as shown below :

Part	Subject	Max. Marks	Number of Questions	Total Duration/Timings
I	General Intelligence (Objective Type Multiple Choice Questions)	50	50	2 Hours
II	English language (Basic Knowledge) (Objective Type Multiple Choice Questions)	50	50	
III	Quantitative Aptitude (Basic Arithmetic Skill) (Objective Type Multiple Choice Questions)	50	50	
IV	General Awareness (Objective Type Multiple Choice Questions)	50	50	

NOTE – I : The question will be set both in English & Hindi for part-I, III & IV

NOTE – II : There will be negative marking of 0.25 marks for each wrong answer.

Syllabus of the Written Examination :

General Intelligence :

1.	Semantic Analogy	16.	Space Orientation
2.	Symbolic/Number Analogy	17.	Venn Diagrams
3.	Figural Analogy	18.	Drawing inferences
4.	Semantic Classification	19.	Punched hole/pattern-folding & unfolding
5.	Symbolic/Number Classification	20.	Figural Pattern-folding and completion
6.	Figural Classification	21.	Indexing
7.	Semantic Series	22.	Address matching
8.	Number Series	23.	Data and City matching
9.	Figural Series	24.	Classification of centre codes/roll numbers
10.	Problem Solving of 12 th Standard	25.	Small & Capital Letters/Number-coding decoding and classification
11.	Word Building	26.	Embedded figures
12.	Coding and de-coding	27.	Critical Thinking
13.	Numerical operations	28.	Emotional Intelligence
14.	Symbolic operations	29.	Social Intelligence
15.	Trends	30.	Other sub-topics, if any

English Language :

1.	Spot the Error
2.	Fill in the Blanks
3.	Synonyms
4.	Antonyms
5.	Spellings/Detecting Mis-spelt words
6.	Idioms & Phrases
7.	One word substitution
8.	Improvement of Sentences
9.	Active/Passive Voice of Verbs
10.	Conversion into Direct/Indirect narration
11.	Shuffling of Sentence parts
12.	Shuffling of Sentences in a passage
13.	Cloze Passage
14.	Comprehension passage

..Contd..3.

Numerical Aptitude :

1. <i>Arithmetic</i>	a. Number Systems : Computation of Whole Number Decimal and Fractions Relationship between Numbers
	b. Fundamental Arithmetical Operations : Percentages Ratio and Proportion Square roots Averages Interest (Simple and Compound) Profit and Loss Discount Partnership Business Mixture and Alligation Time and distance Time and work
2. <i>Algebra</i>	Basic algebraic identities of School Algebra (and their simple applications) e.g. Formula for $(a+b)^2$, $(a-b)^2$, $(a+b)^3$, $(a-b)^3$, a^3-b^3 , a^3+b^3 , a^2-b^2 ; if $a+b+c=0$, then $a^3+b^3+c^3=3abc$ etc. and Elementary surds (simple problems) Graphs of Linear Equations.
3. <i>Geometry</i>	Familiarity with elementary geometric figures and facts : Triangle and its various kinds of centres Viz. centroid, In-centre, Ortho centre, Circumcentre Congruence and Similarity of triangles Circle and its chords, tangents, angles subtended by chords of a circle, Common tangents to two or more circles.
4. <i>Mensuration</i>	Triangle, Quadrilaterals Regular Polygons (sum of the internal angles of a polygon) Circle Right Prism Right Circular Cone Right Circular Cylinder Sphere, Hemispheres Rectangular Parallelepiped Regular Right Pyramid with triangular or square base
5. <i>Trigonometry</i>	Trigonometry (for acute angles θ° with $0^\circ \leq \theta \leq 90^\circ$) Trigonometric ratios Degree and Radian Measures, Standard Identities like $\sin^2\theta + \cos^2\theta=1$ etc, Complementary Angles, Heights and Distances (simple problems only).
6. <i>Statistical Charts</i>	Use of Tables and Graphs Histogram Frequency Polygon Bar-diagram

General Awareness : Questions are designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to History, Culture, Geography, Economic Scene, General Policy and scientific research.

NOTE 1 : The questions will be of the level to commensurate with Educational Qualification Prescribed for the post i.e. 12th standard.

NOTE 2 : Resolution of tie cases (Tie cases i.e. more than one candidate secure equal marks in the written examination, the same will be resolved by applying one after another, as applicable till the Tie is resolved)

- i) Date of Birth, with older candidate placed higher.
- ii) Alphabetical order in which the first names of the candidates appear.

CLOSING DATE

THE CLOSING DATE OF RECEIPT OF APPLICATIONS WILL BE 21 DAYS FROM THE DATE OF PUBLICATION IN THE EMPLOYMENT NEWS. 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.

IMPORTANT INSTRUCTIONS TO THE CANDIDATES/APPLICANTS

1. Upper age limit is relaxable by 5 years for ST and 3 years for OBC candidates for the posts reserved for a particular category. No such relaxation would be available for candidates applying for unreserved post/vacancies.
2. Upper age limit is relaxable for Ex-servicemen as per existing Govt. rules.
3. If the candidate does not put "Left hand Thumb Impression" in the application form at the appropriate column of the proforma, the application will also be rejected.
4. New entrants to Government Service, entering on or after 01.01.2004 will be governed by New Pension scheme termed as "Defined Contribution Pension Scheme" and existing provisions of CCS (Pension Rules), 1972 will not be applicable.
5. Application should be accompanied with a fee of Rs. **50/-** through Indian Postal Order or Bank Draft in the name of General Manager, Ordnance Factory, Chanda payable at S.B.I., Bhadrawati O.F. Branch. SC/ST, and Ex-Serviceman candidates are not required to pay any fee.
6. Applications on plain paper neatly typed/handwritten in the proforma appended herewith together with attested copies of relevant certificates alongwith **THREE** latest passport size photographs (NOT MORE THAN THREE MONTHS OLD) duly signed by the candidate on front side of the photograph. One photograph affixed on the application form in the space provided and also enclose 2 (TWO) loose photographs duly signed on front side duly tagged with the application should reach **to "The General Manager, Ordnance Factory, Chanda, Post Office : Chandrapur Ordnance Factory, Distt. Chandrapur, Maharashtra State, PIN - 442 501."** Overwriting or blocking in any form is not permissible. Change, if any, is to be attested with full signature of the candidate.

7. Persons working in Central/State/PSUs must apply through proper channel alongwith 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.
8. Candidates furnishing dubious caste certificate or any other academic certificates are liable to be disqualified for the post/terminated after appointment. Apart from this other suitable action may be initiated as per Law of the Land. Hence, candidates are advised not to submit dubious/bogus certificates.
9. The department reserves the right to restrict the candidates to be called for written test. If the number of applications received for the above posts are on a large scale and it will not be convenient or possible for this factory to call all eligible candidates for written test, the General Manager may restrict the number of candidates to be called for written test to a reasonable limit on the basis of desirable qualification/higher qualification.
10. Candidates appearing for written test will travel on their own expenses. However, SC/ST candidates called for written test will be paid traveling allowance of Second Class (IInd Class) Railway/Bus fare as per rules for onward and return journey performed by shortest route provided that the distance traveled by Rail/Bus each way exceeds **80 kms.** on production of journey details as well as Railway Receipt/Bus Tickets. No extra charge, if any, incurred for reserving seat/sleeping berth in the train will however be reimbursed.
11. Incomplete or applications without attested Xerox copies of testimonials for claiming Reservation/Essential Qualification Certificates/Proof of Age/Three Passport size photograph (not more than three months old) duly signed by the candidate on front side of the photograph, Left hand Thumb Impressions in the application form and also those not conforming to the required specification will be rejected summarily and no correspondence in this regard will be entertained.
12. Applications received after due date even if posted prior to that will not be accepted. Ordnance Factory Chanda Management in no way will be responsible for any postal delay or failure.
13. The crucial date for determining the age limit shall be the last date of receipt of application.
14. Ex-serviceman certificates should have been issued by the Competent Authorities. A copy of Discharge Certificate should also be enclosed.
15. The Ex-Serviceman candidate applying for the post under Ex-Serviceman category should also have to give an **Undertaking** in the Format given below as **Appendix – I**.
16. Mere submission of application form does not guarantee issue of “**Admit Card**” for written test.
17. 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.

Caution to all Applicants :

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 as such false assurance for exploitation and must not entertain or encourage such elements in any way. It is emphasized and reassured that the selection test and exercise will be done in a transparent manner.

To
The General Manager
Ordnance Factory Chanda (MS)

Ref : Advertisement No. _____ Dated _____
Published in _____

- [illegible]

- [illegible]

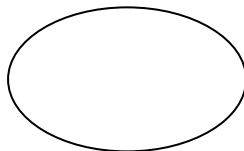
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- YY _____ MM _____ DD _____

- | Name of Exam Passed | Year of Passing | Name of Recognized University/Board of Examination | % of marks obtained | Division |
|---------------------|-----------------|--|---------------------|----------|
| | | | | |

9. Present/Postal Address : _____
(with Pin code No.) _____
(For correspondence) _____

10 Left Thumb Impression :



11. Please tick in the relevant Box :-

SC ☐

ST ☐

OBC ☐

UR ☐

(for **OBC** candidate Non-Creamy Certificate as on the last date of receipt of application to be attached)

12. Please also indicate whether you are :- **Ex. Service Man** ☐

13. Whether requisite application Fee of Rs. **50/-** enclosed **YES/NO**

If yes, **Bank Draft/I.P.O. No.** _____ **Dated** _____

14. Nearest Railway Station :- _____

15. Religion :- _____

16. Nationality :- _____

17. Declaration by OBC candidates (similar endorsement in caste certificate from competent authority)

“ I, _____ Son/daughter 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 08.09.1993. 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”.

(Signature of the candidate)

DECLARATION

I hereby declare that all the statement 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 or ineligibility being detected before or after the Written Test/Interview, my candidature will stand automatically cancelled.

PLACE :

(Signature of the candidate)

DATE :

List of enclosures :

- 1)
- 2)
- 3)
- 4)
- 5)

PLACE :

(Signature of the candidate)

DATE :

APPENDIX - I

I understand that, if selected on the basis of the recruitment/examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Services and Posts), Rules, 1979, as amended from time to time.

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-Servicemen in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the Civil side (including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.), by availing of the concession of reservation of vacancies admissible to Ex-Servicemen.

Place : _____

Signature of Candidate

Dated : _____

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