

GOVERNMENT OF INDIA, MINISTRY OF DEFENCE
AMMUNITION DEPOT, DEHU ROAD, PUNE – 412101

GROUP 'C' RECRUITMENT

Closing Date : 21 DAYS FROM PUBLICATION OF ADVERTISEMENT IN NEWSPAPERS

1. Applications, on plain paper, in the given format as per Annexure I, are invited from the citizens of India and from such other persons declared eligible by Ministry of Home Affairs, Government of India, for filling posts in specified Group 'C' categories as listed below. The Applications, in prescribed format, may be sent by ordinary post to the "Administrative Officer, Ammunition Depot Dehu Road, Pune – 412101" upto 1700 hrs of the closing date. Applications received after closing date will not be entertained. The envelop containing application should be clearly superscripted "Application for Group 'C' Post of _____" along with the community as applicable (i.e OBC/UR) and category if applicable (i.e Ex-Servicemen/Meritorious Sports person).

Ser No	Post	Pay Scale	UR	OBC	TOTAL	Ex-Serviceman	Meritorious Sportsman
1	Cook	5200-20200/+ Grade Pay – 1900/-	2	-	2	-	-
2.	Mazdoor	5200-20200/+ Grade Pay – 1800/-	4	4	8	1	1
3.	Safaiwala	5200-20200/+ Grade Pay – 1800/-	1	1	2	-	-

Note :-

1.1 Vacancies of Ex-serviceman and Meritorious sportsman given in the table are not separate but included in the total number of vacancies.

1.2 Vacancies indicated above are only tentative and are subject to change.

2 Minimum Education Qualification/Eligibility Criteria:

2.1 The candidates should be minimum 10th class pass or equivalent on the date of application. Candidates appearing at and/or awaiting results of final examination of class 10th are not eligible.

2.2 For post of Cook a candidate must have knowledge of Indian cooking and Proficiency in trade.

2.3 Candidates having higher qualification may also apply but no weightage will be given for higher/additional qualification.

2.4 Short listing of applications if required will be made on the basis of percentage of marks obtained in the essential qualifications prescribed for the above posts.

3 Age Limit and Relaxation:

3.1 For all the above vacancies, age limit will be 18 to 25 years and will be reckoned on the last date prescribed for receipt of application.

3.2 The upper age limit will be relaxed as under, subject to production of requisite certificate.

3.2.1 By THREE years for OBC candidates in possession of valid certificates issued by the appropriate authority.

3.2.2 The upper age limit is relaxable for Ex-servicemen upto the extent of service rendered in Defence forces plus three years provided they have put in a minimum Six months attested service. Ex-servicemen who have already joined the Govt Service on civil side after availing of other benefits given to them as Ex-servicemen for further employment cannot claim Ex-Serviceman status for the purpose of this recruitment. Such a person will be deemed to be civil employee and will accordingly be entitled to only such of the benefits like relaxation of age, etc. as admissible to Civil Employees, in the normal course in accordance with the existing instructions in this regard subject to his fulfillment of the conditions governing the grant of such benefits. Sons/Daughters/Wards/ of Ex-servicemen are not eligible to apply for the posts reserved for Ex-servicemen.

3.2.3 No age relaxation is allowed to SC/ST/OBC candidates applying against unreserved posts.

3.2.4 By FIVE years only for those meritorious sportspersons who satisfy all other eligibility conditions relating to educational qualification etc and furnish a certificate in the form and from an authority prescribed at Annexure II and III (as applicable).

4. **Proof of Age** (a) Birth Certificate issued by appropriate authority or (b) Matric certificate issued by Board or equivalent.

5. It may be noted that:-

5.1 Caste certificate from competent authority for OBC candidates in the prescribed format have to be produced as given in Annexure IV.

5.2 If the candidates wish to be considered against a specific community quota and tick the community column accordingly, their application will be rejected unless proof of community in the prescribed format is enclosed.

5.3 Any subsequent representation for change of community status will not be entertained under any circumstances.

5.4 Before applying for the post, the candidates should ensure that he/she fulfils the eligibility and other criteria. Recruitment authorities would be free to reject any application not fulfilling the requisite criteria, at any stage of recruitment, and if erroneously appointed, such candidates shall be liable to removal from service.

6. **Enclosures** The following enclosures only are to be firmly stitched along with the application form.

6.1 Attested, photocopy of certificate/documents as mentioned in the application form.

6.2 Certificates/documents, which are in language other than in Hindi or English, should be translated into Hindi or English and enclosed along with the attested Xerox copies of originals.

6.3 One passport size photograph (not older than 1 month) without wearing cap & goggles/coloured glasses should be enclosed with name and father/husband's name written on reverse. Do not put any mark or signature on the photograph. The photograph should be similar to the one on application.

6.4 In case of OBC candidates, a certificate of their belonging to OBC in format as given in Annexure – IV.

6.5 Candidate applying for meritorious sports person should enclose certificate as per Annexure II and Annexure –III.

6.6 Only Xerox, attested copies of certificates/documents should be enclosed. A Gazetted Officer should attest copies of certificates. Original copy of certificate/documents SHOULD NOT be enclosed with the application.

6.7 No objection certificate from the employer, if already employed.

6.8 A self address envelope with postal stamp of Rs 6/- will also be enclosed with application form.

6.9 Any certificate, photograph etc. received separately, subsequent to the receipt of application will not be entertained.

6.10 Candidate applying for Ex-Servicemen Vacancies should enclose certificate as given in Annexure –V.

7. **Selection Procedure**

7.1 Application form should be as per format published in the advertisement.

7.2 Incorrect/Incomplete information in the application will render the application invalid.

7.3 Only shortlisted candidates will be called for the selection procedure for the specific post. The candidates appearing for the cook post shall undergo physical test, written test, cooking test and interview. The candidates appearing for the balance posts shall undergo physical fitness test, written test and interview. Candidates will be shortlisted at each stage of selection procedure.

7.4 A select panel equal to the number of vacancies notified and based on the performance of candidates in the interview will be drawn up. All the candidates on the select panel will be offered an appointment subject to medical fitness on medical examination and other satisfactory requirements before actual appointments. The reserve panel will be operated strictly as per merit only in case a candidate from the select panel refuses appointment or is disqualified. The reserve panel will not be operated for any subsequent recruitment i.e additional vacancies in the same year or next year.

7.5 The number of posts/vacancies is tentative. The recruitment process can be cancelled/suspended/terminated by The Commandant, Ammunition Depot, Dehu Road, at any stage and his decision in this regards is final and no appeal will be entertained.

7.6 Date of test/interview will be communicated to all eligible/shortlisted candidates through call letters.

Ammunition Depot Dehu Road
Application Form for Recruitment in Group C Post
(in A4 size paper only)

1. Full Name of the Applicant: _____
2. Father's/Husband's Name : _____
3. Date of Birth :- Date ____ Month ____ Year ____
4. Sex : _____ (Male/Female)
5. Nationality : _____ (Indian/others)
6. Category : _____ (General/SC/ST/OBC)
7. Ex-Serviceman : _____ (Yes/No)
8. PH : _____ (Yes/No)
9. If 'Yes' indicate _____ (OH/HH/VH)
10. Meritorious Sportsperson _____ (Yes/No)
11. Age as on closing date of application :- Years ____ Month ____ Days ____
12. Post applied for _____ (Cook/Messenger/Safaiwala/Mazdoor)
13. Educational Qualification (only Matric and above) Percentage of Marks Medium
 (a)
 (b)
 (c)
 (d)
14. Write your complete Communication Address
 Including your Name in Capital letter

Name _____
Address _____

Pin - _____

Mobile No- _____

15. Photograph
Paste here firmly your recent photograph
(4cmx5cm)
Do not staple. Do not get the photograph attested

Roll Number (for official use only)
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16. Signature of the Candidate

17. 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 state I shall be held responsible and my selection will be treated as invalid.

Date : _____ 2011

Place : _____

 Sign of the Candidate

NATIONAL FEDERATION/NATIONAL ASSOCIATION
OF...../STATE ASSOCIATION OF
IN THE GAME OF

**Certificate to a meritorious sportsman for employment to
Group 'C' and 'D' services under Central Government**

Certified that Shri/Smt./Kumari....., son/wife/daughter of
Shri, resident of (complete address)
represented the Country/State in the game/event of in
Competition/Tournament held at from to.....

The position obtained by the individual/team in the above said Competition/Tournament
was

This Certificate is being given on the basis of record available in the Office of National
Federation/National Association of/State Association of

Place :
.....

Signature

Date :
.....

Designation

Federation/National
Association.

Name of the
Association/ State

.....

Address.....

Seal.....

NOTE . – This Certificate will be valid only when signed personally by the Secretary,
National Federation/National Association/State Association.

**UNIVERSITY OF/DIRECTORATE OF PUBLIC INSTRUCTIONS/
EDUCATION OF THE STATE OF/GOVERNMENT OF INDIA/
MINISTRY OF EDUCATION AND SOCIAL WELFARE.**

**Certificate to a meritorious sportsman for employment to
Group 'C' and 'D' services under Central Government**

Certified that Shri/Smt./Kumari....., son/wife/daughter of
Shri, resident of (complete address)
represented the University/State School Team/School Team in the game/event of in
..... Inter-University Competition/National Games of Schools/National
Tournament held at from to.....

The position obtained by the individual/team in the above said Competition/Tournament
was

This Certificate is being given on the basis of record available in the Office of Dean of
Sports or Officer in overall charge of sports in the University of/Office of
Directorate of Public Instructions/Education of/Ministry of Education and Social
Welfare.

Place :
.....

Signature

Date :
.....

Designation

University/Office.

.....

Name of the

Address.....

Seal.....

NOTE . – This Certificate will be valid only when signed personally by the Dean/Director or
other officer in overall charge of sports in the University/ the Director or Additional/Joint or
Deputy Director in overall charge of sports/games for school in the Directorate of Public
Instruction/Education of the State/the Secretary or other Officer in overall charge of Physical
Efficiency in the Ministry of Education and Social Welfare.

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD
CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE
GOVERNMENT OF INDIA**

(G.I., Dept of Per & Trg. O.M No 36033/28/94-Estt.(Res.), dated 02-07-1997)

This is to certify that, son of, of
villageDistrict/Division..... in theState
..... belongs to thecommunity which is recognized as a
Backward Class under –

- * (i) Government of India, Ministry of Welfare, Resolution No. 12011/68/93-BCC(C), dated the 10th September, 1993, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 186 dated the 13th September, 1993.
- * (ii) Government of India, Ministry of Welfare, Resolution No. 12011/9/94-BCC, dated the 19th October 1994, Published in the Gazette of India, Extraordinary, Part-I, Section I, No.163, dated the 20th October, 1994.
- * (iii) Government of India, Ministry of Welfare Resolution No.12011/7/95-BCC, dated the 24th May 1995 published in the Gazette of India, Extraordinary, Part-I, Section I, No.88 dated the 25th May, 1995.
- * (iv) Government of India, Ministry of Welfare Resolution No.12011/44/96-BCC, dated the 6th December 1996, published in the Gazette of India, Extraordinary, Part-I, Section I, No.210, dated the 11th December, 1996.

Shri and/or his family ordinarily reside(s) in the
.....District/Division of the State. This is also to certify that he/she does not
belong to the person/section (Creamy Layer) mentioned in Column 3 of the Schedule to the
Government of India, Department of Personnel and Training, O.M No. 36012/22/93-Estt. (SCT),
dated 8-9-1993.

District Magistrate,
Deputy Commissioner, etc.

Dated :

SEAL

**UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN
CATEGORY CANDIDATES.**

I understand that, if selected on the basis of the recruitment/examination to which the application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly 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 to Ex-serviceman 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 Undertaking, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.) by availing of the concession of reservation of vacancies admissible to Ex-Servicemen.

I further submit the following information:

- a) Date of appointment in Armed Forces _____
- b) Date of discharge _____
- c) Length of service in Armed forces _____
- d) My last Unit/ Corps _____

(Signature of the Candidates)

Place :

Date :