

GOVERNMENT OF INDIA

MINISTRY OF DEFENCE

ORDNANCE DEPOT TALEGAON DABHADE

RECRUITMENT NOTICE

1. Applications are invited from Indian nationals for the following posts. The scale of pay and specifications of the posts are given below :-

| Sr NO | Designation of post | No of Vacs | | | | | | | Pay Scale |
|-------|---------------------|------------|-----|----|----|----|--------|-------|---------------------------------------|
| | | UR | OBC | SC | ST | PH | Ex Man | Total | |
| (a) | LDC | 04 | - | 02 | 01 | - | 01 | 07# | Rs 5200 – 20200 + Grade Pay Rs 1900/- |
| (b) | Painter | - | 01 | - | - | - | - | 01 | -do- |
| (c) | Fitter | - | 01 | - | - | - | - | 01 | -do- |
| (d) | Tent mender | - | 01 | - | - | - | - | 01 | -do- |
| (e) | Book Binder | 01 | - | - | - | - | - | 01 | -do- |
| (f) | Packer | 01 | 02 | - | - | - | - | 03 | -do- |
| (g) | Carpenter | - | 03 | - | - | - | - | 03 | -do- |
| (h) | Safaiwala | - | 01 | - | - | - | - | 01 | Rs 5200 – 20200 + Grade Pay Rs 1800/- |
| (i) | Tradesman Mate | 06 | 05 | - | - | 01 | 01 | 11 # | -do- |

Note :- # The vac of PH (Orthopaedic Handicapped) and Ex Serviceman will be filled up first and adjusted against respective categories.

2. **Eligibility criteria** :- As per the recruitment rules, qualifications for these posts are as under :-

| Sr NO | Designation of post | Essential Qualifications | Desirable- |
|-------|---------------------|--|--|
| (a) | LDC | a) 10+2 or equivalent from a recognized board or university b) Minimum typing speed of 35 WPM in English on computer or 30 WPM in Hindi on computer | |
| (b) | Painter | a) Matriculation or equivalent b) Certificate in the relevant trade from a recognized industrial training institute. | One year experience in trade |
| (c) | Fitter | -do- | -do- |
| (d) | Tent mender | -do- | -do- |
| (e) | Book Binder | -do- | -do- |
| (f) | Carpenter | -do- | -do- |
| (g) | Packer | Matriculation or equivalent from recognized board | -do- |
| (h) | Safaiwala | -do- | |
| (i) | Tradesman Mate | -do- | Conversant with respective trades with one year experience in trade. |

Note: Short listing of applications if required will be made only on the basis of percentage of marks obtained in the essential qualifications prescribed for the above posts. No weightage will be given for additional/Higher qualifications.

3. The above posts are subject to all India service liability including field service.

4. **Age limit and relaxation for above posts :-**

| Sr No | Category | Age Limit | | | Remarks |
|-------|----------|---|----------------|----------------|---|
| (a) | UR | 18 years to 25 years | | | |
| (b) | OBC | 18 years to 28 years | | | |
| (c) | SC/ST | 18 years to 30 years | | | |
| (d) | ESM | Present age minus period of service rendered in Army/Neavy/Air Force + 3 should not exceed prescribed Maximum age | | | |
| (e) | PH | UR | OBC | SC/ST | PH persons should be in possession of Medical certificate issued by CMO/Civil Surgeon of Govt Hospital certifying the liability |
| | | 18 to 35 years | 18 to 38 years | 18 to 40 years | |

5. Candidates will forward applications properly sealed in an envelope to the address mentioned against the posts applied for through ordinary/ Register/Speed post. Applications in person will not be accepted. Candidates are requested to Super scribe the words "**APPLICATION FOR THE POST OF.....**" on the top of the envelope while sending the application form.

6. **Last date of receipt of application:-** 21 Days from the date of publication of the advertisement in the employment news. In case of candidates belongs to Assam , Meghalaya, Mizoram, Arunachal Pradesh, Sikkim, Laddak Sub Division of Jammu and Kashmir state, Lehaul & Spiti District of Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island & Lakshadweep shall be 28 days from the date of Publication of this advertisement. However the crucial date of determining the age limit for all shall be closing date if receipt of application i.e. 21 days from publication.

7. **General:-** Applications received after the due date (even due to postal delay) will be rejected similarly and no correspondence will be entertained. The following Acts/Omissions should render a candidate/application disqualified-

- a) Applications not in prescribed format or incomplete or unsigned or undated or improper filled.
- b) Furnishing of false, inaccurate, tampered or dubious information.
- c) If not super scribed with the name of the post applied for or incorrect name of the post on envelope and application.
- d) Without self addressed envelope/postage stamps recent photographs.
- e) Applications not accompanied by self-attested copies of certificates/prescribed certificates of age/qualification/cast/disability/discharge etc.

- f) More than one applications submitted by the candidates for the same post.
- g) Any other deemed irregularities or reasons as observed by the board of officers.
- h) Canvassing of application form in any and/or bringing in any influence, political or otherwise, will entail disqualification.
- j) In case the candidate found using unfair means or adopting any malpractice at any stage of selection process.
- k) if under age or overage on closing date of application.
- l) If the candidate not found to possess the essential qualification.
- m) If the application of the candidate who is working in the Govt Establishment is not received through proper channel with NOC.

8. Candidate should specifically note that the late delivery of test/examination intimation due to postal delay (such as envelope wrongly addressed, delivered elsewhere etc.) will not be entertained and no correspondence will be made in this regard.

9. The SC/ST/OBC candidates who apply against the Gen(UR) Vacs are not eligible for the age and other concessions meant for SC/ST/OBC.

10. OBC candidates seeking reservations of OBC are required to submit a certificate regarding OBC and Non-Creamy layer status issued by Civil Authorities.

11. Certificate of experience in the trade where experience is desirable be produced.

12. Photo copy of the following documents/ Certificates to be attached along with application duly attested by Gazetted officer.

- a) Two passport size photographs duly attested by Gazetted Officer on the right corner of application and one on acknowledgement card.
- b) Attested Copies of following certificates will also submit with application:
 - i) Education qualification certificate
 - ii) Date of birth Certificate.
 - iii) Cast certificate where applicable.
 - iv) Discharge certificate for Ex-Serviceman where applicable.
- c) Self addressed envelope affixing postal stamp of Rs. 25/-.

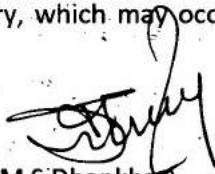
Note-1: Central Govt Civilian employees must furnish No Objection Certificate from their employer/Office at the time of the skill test else their candidature will be cancelled.

13. **Place of Test/Interview: ORDNANCE DEPOT TALEGAON DABHADE**
PUNE- 410 506 (MAHARASHTRA)

14. Applications should be forwarded to **Commandant, OD Talegaon Dabhade, Pune -410 506 (Maharashtra)** as per prescribed format only. Otherwise, the same will be rejected. **Separate application for each post is required.**

15. Incomplete/ ineligible applications will be deemed invalid and rejected without intimation to the candidate. Only the eligible candidates will be called for the written examination. (Test/interview through Acknowledgement Card.)
16. Commandant OD Talegaon Appointing authority reserves the right to reduce the number of candidates for written examination for any category of post by screening of applications based on a cut off percentage of marks obtained in the examination mandated as essential QR.
17. No screening of application is required in case of Physical test wherever required. The candidates who fail to qualify in the physical test (wherever applicable) shall not be permitted to undergo written test. Skill test wherever applicable will be conducted and will be qualifying in nature which also be counted for final merit. Possessing of typing speed is a pre-requisite for the post of LDC. However in case of Physical Handicapped (PH) candidate, the individual will be permitted to join the appointment without passing the typing test which he/she can pass within a period of two years/probation period.
18. Short listing of candidates for interview shall be carried out based on the performance in written exam and physical test/skilled test (wherever applicable). Number of candidates to be called for interview will be minimum ten times of the number of the vacancies being filled unless adequate numbers of eligible/suitable candidates are not available.
19. It is made clear that merely fulfilling the basic essential qualifications/requirements does not automatically entitle a person to be called for Test/interviews. The selection will be made strictly on the merit basis. The decision of appointing authority regarding selection/rejection will be final. It is also made clear that the numbers of posts/Vacancies are tentative and recruitment process can be cancelled/suspended/terminated by the Commandant at any stage due to administrative reasons.
20. The question papers of written test (objective type) will be bilingual both English and Hindi (for all posts). The syllabus for written examination for above mentioned posts are as under:-
- General intelligence and reasoning
 - General English
 - Numerical aptitude
 - General awareness
21. **WARNING:** All candidates are warned to be careful from the self-styled agents and requested to inform the **Commandant, OD Talegaon** against any malpractice seen/observed by them.
22. All appointments are initially on temporary basis but likely to be made permanent.
23. No TA/DA is admissible. Duration of each test can be 02 to 05 days or more. Candidates will make their own arrangements for lodging/boarding during the test/interview.
24. Commandant OD Talegaon will not be responsible for any injury, which may occur during the process of recruitment tests/exams.

Ordnance Depot
Talegaon Dabhade


(M S Dhankhar)
Lt Col
Offg Commandant

- 5 -

To,
Commandant
Ordnance Depot
Talegaon Dabhade
Pune -410 506

Affix recent
passport size
photograph
duly attested
by Gazetted
Officer

APPLICATION FOR RECRUITMENT

- 1. Post applied for _____
- 2. Name of candidate (in block letters) _____
- 3. Father's Name _____
- 4. Date of Birth

| | | |
|----|----|----|
| | | |
| DD | MM | YY |

- 5. Correspondence Address:-
House No / Street/ village _____
Post Office _____
District _____ State _____
Pin code _____

- 6. Permanent Address:-
House No / Street/ village _____
Post Office _____
District _____ State _____
Pin code _____

7. Educational Qualification

| Sr No | Qualification | Name of School/College | Name of Board /University | Percentage Obtained |
|-------|---------------|------------------------|---------------------------|---------------------|
| | | | | |
| | | | | |

8. Category for which applied

(a)

| | | | |
|----|----|----|-----|
| UR | SC | ST | OBC |
|----|----|----|-----|

 (Please tick to choose)

(b) Whether belongs to :-

| | | |
|----|-----|--------|
| PH | ESM | OTHERS |
|----|-----|--------|

 (Please tick to choose)

9. If applied for the post as Ex-Serviceman:-

Date of Enrolment (in Army/Navy/Air force) _____
Date of Retirement _____
Total Service _____ Years _____ Months _____ Days, (Attach copy of discharge certificate)

10. If applied for the post of PH category:-

Type of Disability (OH,HH,VH) _____ (Percentage of disability)

- 11. Whether registered with any employment exchange ye/no _____
(If yes, mention registration number and name of employment exchange)

12. I hereby certify that above particulars motioned in the application are correct and true to the best of my knowledge and belief. I understand that that in the event of my information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the advertisement my candidature/ appointment is liable to be cancelled/ terminated. I am willing to serve anywhere. I agree that department has the right to transfer me to anywhere in India.

Dated:

(Signature of Candidate)

Place :

FOR OFFICE RECORDS ONLY

1. Application received on _____
2. Application accepted/ rejected _____
3. Reason for rejection: Underage/ Overage/ Documents incomplete / Photo or documents not attested/ Any other reason to be specified :-

4. Index No _____ Date of Interview _____

ACKNOWLEDGEMENT CARD

1. Name _____
2. Father's Name _____
3. Correspondence Address :-
House No / Street/ village _____
Post Office _____
District _____ State _____
Pin code _____
4. Application accepted / rejected and date of test/interview if accepted _____
5. Reason of rejection _____
6. Date of reporting for test _____
7. Venue of test _____

Affix recent
passport size
photograph duly
attested by
Gazetted Officer

Day 10202 / 11 / 0062 / 1516