

MINISTRY OF DEFENCE

2 FIELD ORDNANCE DEPOT, PIN 909902, C/O 56 APO

RECRUITMENT NOTICE NO 601/REC-2014/EST OF JUN 2014

1. Applications are invited from eligible Indian citizens as per Annexure - I below for the following posts in the Pay Bands and Grade Pay mentioned against the name of posts plus other allowances as admissible to Central Government Employees to reach **Recruitment Cell, 2 Field Ordnance Depot (2 FOD), PIN 909902, C/O 56 APO** by ordinary/registered post within twenty one (21) days (28 days in respect of candidates belonging to Andaman and Nicobar Islands and Lakshadweep) from the date of publication of this advertisement. The first date of the week for which Employment News is published will be taken as date of publication and will be taken into account for calculation of 21/28 days respectively:-

S. No	Name of the post	Pay Band/Grade Pay	Categories				Reservation for PH/ESM/Sportsperson			Total vacancies	Remarks
			UR	SC	ST	OBC	PH (OH)	ESM	Sports-person		
1.	LDC (LOWER DIVISION CLERK)	Rs 5200 - 20200 Plus Grade Pay Rs. 1900	01							01	Vacancies reserved for ESM, PH and sports-person will be filled first and adjusted against the respective categories (i.e. SC/ST/OBC/UR).
2.	FIREMAN	Rs 5200 - 20200 Plus Grade Pay Rs. 1900	04	01	01	01		01		07	
3.	MESSENGER	Rs 5200 - 20200 Plus Grade Pay Rs. 1800	01							01	
4.	TAILOR	Rs 5200 - 20200 Plus Grade Pay Rs. 1900	01							01	
5.	DHOBI	Rs 5200 - 20200 Plus Grade Pay Rs. 1800	01			01		01		02	
6.	TRADESMAN MATE (erstwhile LABOURER re-designated)	Rs 5200 - 20200 Plus Grade Pay Rs. 1800	09	03	03	02	01 (OH)	02	01	17	

2. **Note:-**

Abbreviations used: UR–Un-reserved, SC–Scheduled Caste, ST–Scheduled Tribe, OBC–Other Backward Classes, ESM–Ex-serviceman, PH–Physically Handicapped, OH – Orthopedically Handicapped.

3. The Minimum Essential Qualification and Physical endurance tests (whichever applicable) has been mentioned separately at para 7 below for each post.

4. The above posts are subject to all India Service liability including field services.

...2/-

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Age Limit and relaxation

S.No	Category	Age limit			Remarks
1.	UR	18 to 25 Yrs			
2.	OBC	18 to 28 Yrs			
3.	SC/ST	18 to 30 Yrs			
4.	ESM	Service rendered in Army/Air Force/Navy shall be allowed to be deducted from actual age of the individual and if the resultant age does not exceed maximum age prescribed for the post by more than three years, he shall be deemed to satisfy the condition regarding age limit.			The benefit of relaxation of upper age limit by the length of military service <i>plus</i> three years available for ex-servicemen is extended for appointment against unreserved vacancies also
5.	PH	UR	OBC	SC/ST	PH persons should be in possession of Medical certificate issued by Medical Board/ CMO/Civil Surgeon of Govt hospital certifying the disability.
		18 to 35 Yrs	18 to 38 Yrs	18 to 40 Yrs	
6.	Sportsperson	UR	OBC	SC/ST	Criteria for reservation and selection will be as per orders laid down in Dept of Pers and Administrative Reforms OM No 14/1/72-Estt (D) dt 28 Dec 1972. It applies to persons who have represented a state in National/ International competition; university tournaments conducted by Inter-University Sports Board; state school team in National Sports/Games conducted by AISGF; Persons awarded National Awards in Physical Efficiency under National Physical Efficiency Drive.
		18 to 30 Yrs	18 to 33 Yrs	18 to 35 Yrs	

Note:- Relaxation of five years of age over and above the age relaxation stated in Para 5 above is admissible to those candidates who have been domicile in J & K State between first January 1980 to 31 December 1989 and have to attach domicile certificate with the application either by the concerned District Magistrate within whose jurisdiction he had ordinarily resided or by any other authority designated on this behalf by the Government of Jammu and Kashmir. **However, the said relaxation would be subject to extension of the existing sanction by the Govt of India which was valid till 31 Dec 2013 only. In case extension of existing sanction is not received from Govt of India till last date of receipt of applications, said age relaxation will not be entertained.**

6. **Calculation of Age.** The crucial date for determining age limit specified above shall be the closing date for receipt of application.

7. **MANDATORY EDUCATIONAL QUALIFICATION**

(a) **LOWER DIVISION CLERK**

- (i) 10⁺2 or equivalent qualification from a recognised Board or university.
- (ii) English typing @ 35 words per minute on computer (Time allowed - 10 minutes) OR Hindi typing @ 30 words per minute on computer (35 words per minute and 30 words per minute corresponding to 10500/900 KDPH on an average of 5 key depressions for each word).

...3/-

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(b) **FIREMAN**

- (i) Matriculation or equivalent examination of recognised university/board.
- (ii) Must be physically fit and capable of performing strenuous duties.

(iii) **Physical Standards**

- (a) Height without shoes-165 cms provided that a concession of 2.5 cms height shall be allowed for members of Scheduled Tribes.
- (b) Chest (unexpanded) - 81.5 cms.
- (c) Chest (on expansion) - 85 cms.
- (d) Weight – 50 Kgs minimum

(iv) **Must pass the following Endurance Tests:-**

- (i) Carrying a man (Fireman lift) of 63.5 Kgs to a distance of 183 meters within 96 seconds.
- (ii) Clearing 2.7 meters wide ditch landing on both feet (long jump).
- (iii) Climbing 03 meters vertical rope using hands and feet.

(c) **MESSENGER** Matriculation or equivalent examination of recognised university/board.

(d) **TAILOR** Matriculation or equivalent examination of recognised university/board with a certificate in the trade of Tailor from Industrial Training Institute or equivalent diploma or certificate.

(e) **DHOBI** Matriculation or equivalent examination of recognised university/board with two years experience in the field of work or ITI certificate in the specified trade or its equivalent.

(f) **TRADESMAN MATE (erstwhile LABOURER re-designated)** Matriculation or equivalent examination of recognised university/board.

8. SC/ST/OBC candidates who apply against un-reserved category will not be given age and other concessions meant for SC/ST/OBC.

9. Eligible candidates will forward application properly as per annexure I and Acknowledgement Card (IN DUPLICATE) as per annexure II, in the format (attached) alongwith photocopy of following documents duly attested through ordinary/ registered post: -

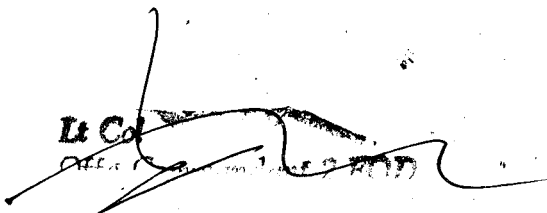
- (a) One 12 cm x 18 cm self addressed envelope affixed with postage stamp of Rupees twenty five (Rs 25/-).
 - (b) Date of Birth Certificate.
 - (c) Educational Qualification Certificates.
 - (d) Discharge Certificate (for Ex-servicemen only).
 - (e) Caste Certificate, where applicable.
 - (f) Medical Disability Certificate in support of disability for PH candidates.
 - (g) Domicile certificate in support of age relaxation, (where applicable mentioned at note to para 5 above)
- (DO NOT FORWARD ORIGINAL CERTIFICATES WITH THE APPLICATION.)**

Note:- Central Govt civilians must furnish "No Objection Certificate" from their employer/ office else their candidature will be cancelled.

10. Application will be accepted **through ordinary/registered post only**. No application will not be accepted in person (By hand). Candidates are requested to superscribe the word "APPLICATION FOR THE POST OF" on the top of envelope while sending the application.

11. 2 FOD will not be responsible for late receipt of application forwarded by the candidate or Acknowledgement Card forwarded by 2 FOD to candidate for appearing in the tests / interview on the scheduled date.

...4/-

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Incomplete/ ineligible applications will be deemed invalid and rejected without intimation to the candidate. Only the eligible candidates whose applications/supporting documents are found complete in all respects will be called for the written examination by means of Acknowledgement card and they will report for the test alongwith following documents/certificates:-

- (a) Acknowledgement Card Issued by 2 FOD (Candidate will be allowed to enter in test/interview premises **only** on production of **Acknowledgement Card forwarded by 2 FOD**).
- (b) **Original** and two attested photocopies of all documents/certificates mentioned in Para 9 above.

13. **Date and time** of physical/practical tests, written test and interview for all categories will be intimated separately to the eligible candidates only through Acknowledgement Card.

14. **Exact Place/Location** of Physical test/Written test/Interview will be intimated through Acknowledgement Card. It is likely to be in or around BB (Badami Bagh) Cantonment, Srinagar (J &K).

15. To reduce the number of candidates for written examination for a particular category of post, screening of applications may be carried out based on the percentage of marks obtained in the examination mandated as essential QR. No screening of application is required in case of physical test (wherever required). The candidates who fail to qualify physical/ practical test will not be permitted to undergo written test/ interview. Shortlisting of candidates for interview shall be carried out on the performance in written exam and physical/practical test (wherever applicable).

16. Separate marks will be allotted for physical/ practical, written test and interview in the ratio of 40:40:20 for the post of Fireman /Messenger/Tailor/Dhobi/Tradesman Mate(Labourer). Candidates qualifying physical/ practical test will only be called for written test/interview. Marks for written test and interview for the post of LDC will be in the ratio of 80:20. For the post of LDC practical test in typing will be qualifying in nature and no separate marks will be allotted to it. Typing test will be conducted for those candidates who qualify in the written test and subsequently candidates who qualify in the typing test will only be called for interview. Details are as under:-

CATEGORY	TESTS			
	PHYSICAL/ PRACTICAL	TYPING	WRITTEN	INTERVIEW
LDC	NO	YES	YES	YES
Fireman	YES	NO	YES	YES
Messenger/Tailor/Dhobi	YES	NO	YES	YES
Tradesman Mate (Labourer)	YES	NO	YES	YES

17. (a) **Syllabus for the post of Fireman/Messenger/Tailor/Dhobi/Tradesman Mate:-**

Time allowed : 2 HOURS
 Question Paper : Objective Type
 Negative Marking : 0.25 marks for each wrong answer

Topics:

- (i) General Intelligence & Reasoning (Non-verbal) (25 questions, 25 marks)
 (ii) Numerical Aptitude (25 Questions, 25 marks)
 (iii) General English (50 Questions, 50 marks)
 (iv) General Awareness (50 Questions, 50 marks)

- (b) **Syllabus for the post of LDC:-**

Time allowed : 2 HOURS
 Question Paper : Objective Type
 Negative Marking : 0.25 marks for each wrong answer

Topics:

- (i) General Intelligence (Both verbal & non-verbal)
 (ii) English Language
 (iii) Numerical Aptitude
 (iv) General Awareness

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18. **Rejection.** The following acts/omissions would render a candidate / application disqualified / rejected: -

- (a) Not Meeting/Qualifying/Passing the laid down Mandatory Educational Qualifications / Standards/Tests.
- (b) Furnishing of false, inaccurate or tampered information.
- (c) Obtaining support for his candidature through unfair means.
- (d) Impersonation by any person.
- (e) Submitting fabricated documents.
- (f) Making statements which are incorrect or false or suppressing material information.
- (g) Resorting to any other irregular or improper means in connection with his candidature for the selection.
- (h) Improper filling of application form.
- (j) Any other reason as observed by the board of officers.

19. Canvassing in any form shall disqualify the candidate. No enquiry or correspondence will be entertained.

20. **Injury.** 2 FOD or any other Government organisation conducting the recruitment process will not be responsible for any kind of injury, fatal or non fatal, sustained by any candidate during the conduct of test or otherwise.

21. **TA/DA.** No TA/DA is admissible to the candidates for appearing in tests/interview. Duration of test can be 02 to 05 day or more. Candidates will have to make their own arrangements of boarding/lodging.

22. **Appointment.** Selected candidates will be offered appointment after successful verification of their character and antecedents from concerned District Magistrate, medical fitness from authorised Government Medical Doctors and verification of educational/caste certificates.

23. **Disclaimer.** The number of posts/vacancies is tentative and subject to decrease/increase. The recruitment process can be cancelled/suspended/terminated by the Commandant, 2 Field Ordnance Depot at any stage and his decision in this regard will be final and no appeal will be entertained.

24. **Place of appointment and employment** will be 2 Field Ordnance Depot, Srinagar, (J & K) with All India Service Liability including field services.

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The Commandant
2 Field Ordnance Depot
PIN: 909 902
C/O 56 APO

Paste recent
passport size
photograph duly
attested by a
gazetted officer.

APPLICATION FOR RECRUITMENT

- 1. Post applied for.....
- 2. Name of the candidate (in block letters)
- 3. Father's name

4. Date of birth

DD	MM	YYYY	

(In words).....

5. Correspondence Address:-

House No./ Street/Village.....

Post Office.....

District..... State.....

Pin Code..... Phone No.....

6. Permanent Address:-

House No./ Street/Village.....

Post Office.....

District..... State.....

Pin Code..... Phone No.....

7. Educational Qualifications

S.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 belong to:-

PH	ESM	Sportsperson	Others

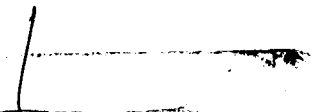
(please tick to choose)

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

Date of enrollment (in Army/Navy/Airforce)..... Date of retirement.....

Total service.....Yrs.....Months.....days (attach dopy of discharge certificate)

Signature of the candidate


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0. If applied for the post in PH category:

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

11. Whether registered with any employment exchange yes/no.....
(if yes, mention registration No. and name of Employment exchange)

DECLARATION

12. I hereby certify that above particulars mentioned in the application are correct and true to the best of my knowledge and belief. I understand 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.

Date:

Signature of the candidate

Place:

Note: (SEPARATE APPLICATION FORM SHOULD BE USED, IF APPLYING FOR MORE THAN ONE POST)

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FOR OFFICE RECORD 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 test/interview.....

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2 FIELD ORDNANCE DEPOT, PIN 909902, C/O 56 APO

ACKNOWLEDGEMENT CARD

- 1. Post applied for.....
- 2. Name of the candidate (in block letters)
- 3. Father's name
- 5. Correspondence Address:-
 House No./ Street/Village.....
 District..... Post Office
- Pin Code..... State.....
 Phone No.....

Paste recent passport size photograph duly attested by a gazetted officer.

(Serial No 6 to 10 not to be filled by the candidate)

- 6. Application accepted/rejected and date of test/interview if accepted
- 7. Reason for rejection:.....
- 8. Date of reporting for test.....
- 9. Venue of test.....
- 10. Index No.....

Note: SUBMIT ADMIT CARD IN DUPLICATE

Signature of the controlling officer

**Lt Col
Offg Commandant 2 FOD**

day 10/20/11 / 0086/1415

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