

GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
HEAVY ALLOY PENETRATOR PROJECT,
TIRUCHIRAPALLI-620025

(DIRECT RECRUITMENT FOR INDUSTRIAL AND NON-INDUSTRIAL POSTS)

ON-LINE applications are invited from the Indian Citizens only for the following Group `C' Post from the candidates who are fulfilling the requisite qualification / specification as mentioned below . The intending candidates must visit the website at the address <http://www.happexam.in> and must read carefully all the provisions / stipulations/conditions / instructions etc. given in the advertisement before proceeding to apply for the post.

2. NAME OF THE POST, PAY BAND & NUMBER OF VACANCIES :-

Industrial Posts

Sl No	Name of the Post	Pay Band	Number of vacancies Reserved						
			UR	OBC	SC	ST	TOTAL	PH	EX-SM
01	SSK-Turner	5200-20200 + GP 1800/- + Other Admissible allowance	02	01	--	--	03	-	--
02	SSK-Machinist	-do-	03	04	-	-	07	-	02
03	SSK-Electrician	- do -	04	-	01	-	05	-	01
04	SSK-Electroplater	- do -	02	-	-	01	03	-	-

Sl No	Name of the Post	Pay Band	Number of vacancies Reserved						
			UR	OBC	SC	ST	TOTAL	PH	EX-SM
05	SSK-Carpenter	5200-20200 + GP 1800/- + Other Admissible allowance	01	01	-	-	02	-	01
06	SSK-Fitter	- do -	04	-	01	-	05	-	02
07	SSK-Fitter Electronics	- do -	01	01	-	-	02	-	-
08	SSK-Labourer	- do -	-	02	-	01	03	-	-

Non-Industrial Posts

Sl No	Name of the Post	Pay Band	Number of vacancies Reserved						
			UR	OBC	SC	ST	TOTAL	PH	EX-SM
09	Supervisor (NT)	5200-20200 + GP 2400/- + Other Admissible allowance	03	01	-	-	04	-	-
10	Stenographer	5200-20200 + GP 2400/- + Other Admissible allowance	01	-	-	-	01	-	-

Sl No	Name of the Post	Pay Band	Number of vacancies Reserved						
			UR	OBC	SC	ST	TOTAL	PH	EX-SM
11	Lower Division Clerk	5200-20200 + GP 1900/- + Other Admissible allowance	02	-	01	-	03	-	-
12	Hindi Typist	5200-20200 + GP 1900/- + Other Admissible allowance	01	-	-	-	01	-	-
13	Cook (Canteen)	5200-20200 + GP 1900/- + Other Admissible allowance	01	-	-	-	01	-	-
14	Medical Assistant (Male)	5200-20200 + GP 1800/- + Other Admissible allowance	01	-	-	-	01	-	-

NOTE : THE NUMBER OF VACANCIES MENTIONED ABOVE IS PROVISIONAL WHICH CAN BE INCREASED OR DECREASED AT THE DISCRETION OF COMPETENT AUTHORITY.

Abbreviation Stands for :-

UR - Un-reserved, OBC - Other Backward Community, SC - Scheduled Caste;
ST - Scheduled Tribe, HH- Hearing Handicapped, VH- Visually Handicapped, B-Blind, LV- Low Vision , OA - One arm affected (Right or Left), BL- Both leg affected - but not arm, , OL- One leg affected, OAL- One Arm and One leg, PD - Partially Deaf, D-Deaf ,

i) Candidates with following physical impairment can also apply to the above mentioned Industrial Trade posts / NIE posts:-

SSK-Turner = OL.PD.D
SSK-Fitter = OL.BL.HH.LV
SSK-Machinist = OL. HH. LV
SSK-Electrician = OL.BL
SSK-Electroplater = OL.BL.HH
SSK- Carpenter = OL
SSK-Labourer = OA.BL.OL.PD.D

Supervisor (Non-Technical) =	OL.BL.OA.OAL.B.LV.HH
Stenographer =	OA.OL.BL.OAL.B.LV
Lower Division Clerk =	OA.OL.BL.OAL.B.LV.HH
Hindi Typist =	OA.OL.BL.OAL.B.LV.HH
Cook =	BL.OL.HH.LV
Medical Assistant =	OA.OL.HH

DEFINITIONS OF DISABILITIES:

(A) Hearing Impairment : “Hearing Impairment” means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

(B) Locomotors disability: “Locomotors Disability” means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.

(c) “Cerebral palsy” means a group of non - progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal or infant period of development.

All the cases of orthopedically handicapped persons would be covered under the category of “locomotors disability or cerebral palsy”

DEGREE OF DISABILITY FOR RESERVATION: Only such persons would be eligible for reservation in services / posts who suffer from not less than 40 percent of relevant disability. A person who wants to avail of benefit of reservation would have to submit a Disability Certificate issued by competent authority.

COMPETENT AUTHORITY TO ISSUE DISABILITY CERTIFICATE: The competent authority to issue a Disability Certificate shall be a Medical Board duly constituted by the Central or a State Government. The Central/ Sate government may constitute Medical Board(s) consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing loco-motor /cerebral/ hearing disability, as the case may be.

The medical board shall, after due examination, give a permanent disability certificate in cases of such permanent disabilities where there are no chances of variation in the degree of disability. The Medical Board shall indicate the period of validity of the certificate, in cases where there are chances of variation in the degree of disability. No refusal of disability certificate shall be made unless an opportunity is given to the applicant of being heard. On representation by the applicant, the Medical Board may review its decision having regard to all the facts and circumstances of the cases and pass such orders in the matters as deemed fit.

At the time of initial appointment and promotion against a vacancy reserved for persons with disability, the appointing authority shall ensure that the candidate is eligible to get the benefit of reservation.

DEFINITION FOR EX-SERVICEMAN

Only those candidates shall be treated as Ex-Serviceman who fulfill the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel and Administrative Reforms Notification No.36034/5/85/Estt(SCT) dated 27th October , 1986 as amended from time to time

Note:

- a) For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation , he must have already acquired , at the relevant time of submitting his application for the post/ service, the status of ex-serviceman and /or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the CLOSING DATE
- b)
 - i) Candidates, who are released /retired from Armed Forces, are required to submit a certificate as per Proforma `A` attached to this advertisement.
 - ii) The candidates , who are still serving in Armed Forces and desirous of applying under Ex-Serviceman category will be required to submit a certificate Proforma `B` from the competent authority showing his/her date of completion of the specific period of engagement (SPE) along with declaration (Proforma-`C`). Such candidates whose SPE is completed within one year from closing date are eligible to apply under this recruitment. They will also be required to submit the release letter from his/her department along with a self-declaration at the time of joining the organization that he/she is entitled to the benefits admissible to Ex-serviceman in terms of Govt of India rules.
 - iii) Those candidates, who have already completed their initial period engagement and are on extended assignment, are required to submit certificate as per Proforma `D`
 - iv) If selected, such candidates mentioned in (ii) and (iii) above, should get released and join within one year from closing date. These certificates in this respect from their department are required to be submitted at the time of Document verification invariably.
 - v) If the applicants would not be released/discharged from the armed forces within the stipulated period of one year from the closing date of receipt of applications as stipulated above on completion of their assignment will not be eligible for fee concession, age-relaxation, and reservation whatsoever
- c) Serving Defence Personnel likely to be released within one year of the closing date can also apply against Ex-servicemen vacancies

I. SEMI SKILLED TRADESMEN:

(i) EDUCATIONAL AND TECHNICAL QUALIFICATION

Matriculation + NAC/ NTC issued by NCVT.

National Apprenticeship Certificate and National Trade Certificates issued by NCVT in the relevant trade will only be accepted as essential qualification. Degree and Diploma in Engineering cannot be accepted as qualification to Semi Skilled Posts.

NAC and NTC shall be treated at par for all purposes and that Diploma in Engineering without possessing NAC/NTC cannot be accepted as qualification.

For Fitter Electronics only:-

Should have 2 to 3 years experience in the repair and maintenance of Electronic Instruments, projector, Micro-Phone, Electronic Timer, Electrical Instruments and motors.

ii) **AGE LIMIT** : 18 to 32 years

Age Relaxation:

- a) For candidates belonging to SC/ST community 5 years
- b) For candidates belonging to OBC community 3 years
- c) For PH Candidates
32 Yrs plus 10 years in case of UR
37 Yrs plus 10 Years in case of SC/ST
35 Yrs plus 10 Years in case of OBC
- d) **For Ex-servicemen :-**
Ex-servicemen having minimum of six months continuous service are allowed age relaxation to the extent of period of service rendered plus three years.
- e) For Departmental Candidates who have rendered 03 years continuous service in Central Government, the following age relaxation is allowed :-
UR = 40 Yrs ; OBC = 43 Yrs SC/ST = 45 Yrs.
- f) Ex-Trade Apprentices of Ordnance Factories will be given relaxation in age to the extent of the period for which they had undergone training.
- g) Candidates who had ordinarily been domiciled in the state of Jammu & Kashmir during the period from 1st Jan 1980 to 31st Dec 1989 is allowed 05 yrs age relaxation over and above the reserved category.

iii) **SCHEME AND SYLLABUS OF TRADE POSTS**

There will be a written examination of one paper. The paper will be of “Objective–Multiple-Choice –Type” of maximum 100 marks.

The paper will consist of two parts:

Part-A will 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 10th Standard level.

Part-B will consist of 80 marks of NCVT syllabus for the relevant trade.

All the questions will be compulsory. There will be no negative marking.

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 allowed
Part-A (Objective Type)	1. General Science (10 Questions)	10 Marks	2 hours
	2. Quantitative Aptitude (10 Questions)	10 Marks	
Part-B (Objective Type) Questions from the NCVT syllabus of relevant trade.	80 Questions.	80 marks	
Total	100 Questions	100 Marks	

The paper would be bilingual i.e., it would be printed in Hindi as well as English.

Syllabus:

A. General Science (10 Questions)

Question 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 upto 10th standard and would include such matters of everyday 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 upto 10th standard involving number systems, equations in two variables, 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.

TRADE TEST

Trade test (Practical) shall be only qualifying in nature, without any marks.

On the basis of merit list based on the marks obtained in written test, candidates 1.25 times the number of vacancies shall be called for Trade test (Practical)

Final select list shall be based on marks in the written test only, the trade test (Practical being qualifying in nature. However, a candidate will not be selected if he/she fails to qualify in trade test.

iv) The Trade Test specification for the trades advertised is as follows :-

(a) TURNER

Ability to operate an ordinary lathe on his own i.e.,

- (i) to drill centers in a piece of round steel given to him
- (ii) to carry out turning operations including a couple of steps and a radius, the diameters turned being within a tolerance of plus or minus .005"
- iii) to work to a simple drawing using calipers and a rule graduated for engineers
- iv) to do simple drawing using calipers and a rule graduated for engineers.
- v) To do simple boring operations or cut a simple external screw thread is a desirable qualification
- vi) To read a micrometer is desirable qualification

(b) MACHINIST

- i) Ability to work on machine on their own, normally without assistance of tool setters.
- ii) Ability to read simple drawings and make simple calculations in decimals and fractions.
- iii) Ability to carry out simple marking out operations on components from sketches to a tolerance of (+) or (-).005" (to a tolerance of (+) or (-) 1/64" in the case of wood working machinists grade 'B')
- iv) Ability to grind single pointed tools correctly or fair knowledge of Timber grains sufficient to recognize the various defects common in timber and their effects of the components manufactured.
- v) Ability to read micrometer and a Vernier height gauge, the latter if used on their machine.

(Trade Test will be a practical test in conformity with the standard required for the particular machine and an oral examination covering other requirements)

(c) ELECTRICIAN:

- (i) Ability to connect up all types of wiring (lighting & power circuits upto 650V) commonly adopted in the establishment including laying & wiring of telephone connections & other miscellaneous items and maintenance there of & working knowledge of OH line maintenance upto 650V, including street Light, Service Connections. Conversant with use of safety appliances and protective equipment while working in electrical systems & Installations.
- ii) Ability to connect AC/DC electric motors with starter. Knowledge of principles of operation & Maintenance of storage batteries. Wiring of low & medium voltage armatures and field coils & stators for preparing of AC/DC motors /machines.
- iii) Ability to make H.T. and L.T. cable joints in PILC, PVC and XLPE cables. Knowledge of cable joint boxes, joining tools and plumbing and soldering materials.
- iv) Ability to select correct sizes of fuses and wires, overhaul switch gears of furnaces and electrical machines, make simple power calculations and do soldering jobs.
- v) Should be able to use a Meggar and similar electrical instruments. Conversant with Earth connection & earth testing for domestic and industrial appliances as per I.E. Rules and protective measures.
- vi) Ability to read simple electrical drawings (power & control circuit) and to work as per the drawings.
- vii) Working knowledge of transformer, LT/HT Switchgear and other substation equipment. Ability to prepare log sheets & make necessary calculations.
- viii) Knowledge of the relevant I.S. Code of practice and I.E. Rules, particularly relating to General Safety Requirements. General conditions relating to supply & use of energy, Electric supply lines, systems and apparatus for low and medium voltage and overhead lines, underground cables and generating stations. Must be conversant with first-aid & resuscitation in case of electrical accidents. Should be able to deal with electrical fires.
- ix) Should be able to lift and carry appliances / tools up to 20 kgs. Without any external help.
- x) Should keep his work place and surroundings neat and tidy.
- xi) Should perform any other related task assigned by staff.

(Theoretical and Practical Tests to be designed to check knowledge and ability as mentioned above)

(d) FITTER :

(i) Ability to read simple blue prints or take measurements, utilizing a foot rule and calipers both internal as well as external.

(ii) Ability to carry out simple fitting operation such as filing, chipping, reaming, tapping or screw cutting by hand taps and dies.

(iii) Elementary ability to use simple workshop machinery such as that required for drilling and rough grinding on emery stone.

iv) Ability to read a micrometer is a desirable qualification.

(The trade test for a C Grade fitter would be the manufacture of a double ended hexagonal bar wrench for ½ “ and ¾” bolts to a total tolerance of .008” across flats from a mild steel forging provided).

(e) FITTER ELECTRONICS :

(i) Must have sufficient knowledge to read electronic circuit diagrams, Craftsman Certificate of Vocational Training Centre in the Radio Machine Course will be regarded as a qualification required for the post.

ii) Should have 2 to 3 years experience in the repair and maintenance of Electronic Instruments, projector, Micro-Phone, Electronic Timer, Electrical Instruments and motors

(f) ELECTROPLATER

(i) Elementary knowledge of the processes of degreasing and picking

(ii) Ability to use scratch brush for polishing of plated jobs

(iii) Ability to connect parts to electrodes according to instructions

(iv) Knowledge of the processes of degreasing and picking different metals and alloys

(v) Ability to operate different kinds of plating laths, e.g. Copper, Nickel, tin and cadmium.

(vi) Knowledge of soldering

(vii) Knowledge of safety precautions as well as precautions required to ensure satisfactory plating to be obtained

(Trade Test : An oral and practical examination)

(g) CARPENTER

- (i) Knowledge of the use of various carpenter's tool and ability to sharpen them and to set properly all types of planes and saws used on hand operations
- (ii) Ability to select the proper quality and size of the timber required for general work and to plane, mark up and make simple joints
- (iii) Ability to use a foot rule and square and work from simple sketches
- (iv) The handling of simple wood working machine such as a circular saw and a plain turning lathe is desirable

II. SEMI-SKILLED LABOURER

i) Educational Qualification

Matriculation or Equivalent

ii) AGE LIMIT : 18 to 32 years

Age Relaxation:

- a) For candidates belonging to ST community 5 years
- b) For candidates belonging to OBC community 3 years
- c) For PH Candidates
37 Yrs plus 10 Years in case of ST
35 Yrs plus 10 Years in case of OBC

For Ex-servicemen:-

Ex-servicemen having minimum of six months continuous service are allowed age relaxation to the extent of period of service rendered plus three years.

For Departmental Candidates who have rendered 03 years continuous service in Central Government, the following age relaxation is allowed :-

OBC = 43 Yrs ST = 45 Yrs.

- d) Candidates who had ordinarily been domiciled in the state of Jammu & Kashmir during the period from 1st Jan 1980 to 31st Dec 1989 is allowed 05 yrs age relaxation over and above the reserved category

iii) SCHEME AND SYLLABUS OF SEMI SKILLED LABOURER

There will be a written examination of one paper. The paper will be of "Objective–Multiple-Choice –Type" of maximum 100 marks.

All the questions will be compulsory. There will be no negative marking.

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	Maximum Marks	Number of Questions	Duration
Numerical Aptitude (10 th Standard) (Objective Type)	40	40	2 hours
General Science (10 th Standard) (Objective type)	30	30	
General Awareness (10 th Standard) (Objective Type)	30	30	
Total Marks	100		

The paper would be trilingual i.e., it would be printed in Hindi, English & Tamil.

Syllabus:

A. Numerical Aptitude (40 questions)

1. Number Systems
2. Fractions, Decimals and Percentages
3. Ratio and proportion
4. Averages
5. Interest, Profit & Loss, Discount
6. Time & Distance, Time & Work

B. General Science (30 questions)

The questions on science may be set keeping in view the standard appropriate to High School. Questions may include subjects and activities which are more relevant to day-to-day existence/ activities of human life.

C. General Awareness (30 questions)

1. Current events – National & International
2. History & Culture
3. General Polity and Indian Constitution
4. General Geography

iv) Trade Test.

After the written test, based on the Merit, candidates to be extend of 1.25 times the number of vacancies shall be called for the trade test. Final select list shall be based on the marks in the written test only, the trade test being qualifying in nature. However, a candidate will not be selected if he/she fails to qualify in the trade test.

Specification for Trade test

Semi-skilled workmen mainly engaged on handling other than heavy loads. He will also be required to clean machines, floors of shops/ areas around machines and other similar places, if and as necessary

III. Non- Industrial Posts

A) SUPERVISOR Non-Technical

i) Educational Qualification:

Essential : Degree in any subject from a recognized University
Desirable: should have "O" Level certificates as per Department of Electronics Accreditation Committee Certificate

ii) AGE LIMIT : 18 to 27 Yrs

iii) Age Relaxation:

a) For candidates belonging to OBC community 3 years

b) For PH Candidates

27 Yrs plus 10 years in case of UR

30 yrs plus 10 Years in case of OBC

c) For Ex-servicemen:-

Ex-servicemen having minimum of six months continuous service are allowed age relaxation to the extent of period of service rendered plus three years.

For Departmental Candidates who have rendered 03 years continuous service in Central Government, the following age relaxation is allowed :-

UR= 40 Yrs ; OBC = 43 Yrs SC = 45 Yrs.

Candidates who had ordinarily been domiciled in the state of Jammu & Kashmir during the period from 1st Jan 1980 to 31st Dec 1989 is allowed 05 yrs age relaxation over and above the reserved category

iv) SCHEME AND SYLLABUS / TRADE TEST SPECIFICATION

1. The examination will consist of **written test of three objective type multiple choice question papers** conducted in **TWO Tiers**. Paper-I will be conducted in the First Tier and Paper-II & III will be conducted in the Second Tier.

2. After the First Tier Examination the number of candidates to be called on the basis of merit for the Second Tier examination shall be in the ratio of 1:20 i.e. twenty times the number of vacancies. Tier -II Examination will be tentatively held on the 3rd day from the date of Tier-I Examination.

3. Overall Merit of Candidates will be decided on the basis of the total marks scored in the First Tier and Second Tier Written Examination.

4. Resolution of Tie cases – Tie cases will be resolved by applying one after another as applicable till the Tie is resolved.

- i) By referring to the total marks in Tier-II
- ii) By referring to the total marks in Tier-I
- iii) Date of Birth, with older candidate placed higher.
- iv) Alphabetical order in which the first name of the candidates appear in the Application form.

First Tier

Paper No.	Subject	Maximum marks & Number of questions	Duration
I	A. General Intelligence & Reasoning (Graduation level) B. General Awareness (Graduation level) C. Quantitative Aptitude (10+2 level) D. English Comprehension (Graduation level) E. Basic Computer concepts (Certificate level)	200 (200 questions) Part-A, B,C &D- 45 Questions each Part-E – 20 questions	Two hours

The paper would be bilingual i.e, it would be printed in Hindi and English.

There will be negative marking of 0.25 marks for each wrong answer in paper-I

Second Tier:

Paper No.	Subject	Maximum marks & Number of questions	Duration
II	Quantitative Ability (Graduation level)	200 (100 questions)	Two hours
III	English Language & Comprehension(10+2 level)	200 (200 questions)	Two hours

There will be negative marking of 0.50 marks for each wrong answer in Paper-II & negative marking of 0.25 marks for each wrong answer in Paper-III.

Syllabus:

First Tier:-

Paper-I:-

A. General Intelligence & Reasoning:- It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc., The topics are Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/Number classification, Figural classification, Semantic series, Number series, Figural series, Problem solving, Word Building, Coding & de-coding, Numerical Operations, Symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/pattern-folding & un-folding, Figural pattern-folding and completion, Indexing, Address matching, Date & City matching, Classification of centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence, Other sub-topics, if any.

B. General Awareness:- Questions in this component will be aimed at testing the candidates general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economic Scene, General Policy & Scientific Research.

C. Quantitative Aptitude: The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers, Percentage, Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and Distance, Time & Work, Basic Algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, Triangle and its various kinds of Centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and distances, Histogram, Frequency Polygon, Bar diagram & Pie Chart

D. English Comprehension:- Candidates' ability to understand correct English , his/her basic comprehension and writing ability, etc., would be tested.

E. Basic Computer concepts: The questions will be designed to test the candidates computer literacy, Computer concepts, MS-windows, Note Pad, Word Pad, MS-Word, MS-Excel, MS-Power Point, MS-Access, Computer Communication, Internet (user Account, E-mail, Browsers, Searching).

Second Tier: -

Paper-II: Quantitative Ability:- The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals, fractions and relationships between numbers. Percentage, Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and Distance, Time & Work, Basic Algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram Frequency polygon, Bar diagram & Pie Chart.

Paper-III: English Language & Comprehension: Questions in this components will be designed to test the candidates' understanding and knowledge of English Language and will be based on spot the error, fill in the blanks, synonyms, antonyms, spelling/detecting mis-spelt words, idioms & phrases, one word substitution, improvement of sentences, active/passive voice of verbs, conversion into direct/ indirect narration, shuffling of sentence parts, shuffling of sentences in a passage, close passage & comprehension passage.

B) Stenographer

Educational Qualification

i) Essential : 12th Class Pass or equivalent from a recognized board or University.

iii) AGE LIMIT : 18 to 27 Yrs

Age Relaxation :

- a) For PH Candidates
27 Yrs plus 10 years in case of UR
- b) For Ex-servicemen :-
Ex-servicemen having minimum of six months continuous service are allowed age relaxation to the extent of period of service rendered plus three years.
- c) For Departmental Candidates who have rendered 03 years continuous service in Central Government, the following age relaxation is allowed :-
UR= 40 Yrs
- d) Candidates who had ordinarily been domiciled in the state of Jammu & Kashmir during the period from 1st Jan 1980 to 31st Dec 1989 is allowed 05 yrs age relaxation over and above the reserved category

SCHEME AND SYLLABUS

1. The examination will consist of a Written Examination of 200 marks and skill test in Stenography.
2. After the written examination the number of candidates to be called on the basis of merit for the skill test shall be in the ratio of 1:5 i.e., five times the number of vacancies.
3. Merit of the candidates will be decided on the basis of total marks scored in the written examination subject to qualifying in the skill test in Stenography.
4. The Skill test is of qualifying nature. If a candidate fails to qualify in skill test, he/she will not be selected.
5. Resolution of Tie cases: Tie cases 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

(A) SCHEME OF THE WRITTEN EXAMINATION AND SYLLABUS

Part	Subject	Maximum Marks	Total Duration
I	General Intelligence & Reasoning (50 questions)	50	2 Hours
II	General Awareness (50 Questions)	50	
III	English Language and Comprehension (100 Questions)	100	

Note-1: The paper will consist of Objective Type – Multiple Choice Questions only. The questions except in Part-III will be set both in English & Hindi

Note-2: There will be negative marking of 0.25 marks for each wrong answer. Candidates are, therefore advised to keep this in mind while answering the questions

Note-3: Standard of question will be of the level to commensurate with educational qualification for the post i.e., 12th Standard

Note-4: Visually handicapped (VH) candidates with disabilities of forty percent or above can avail the assistance of a scribe in the written examination, subject to such requests being made at the time of applying for the examination. Scribes will be provided and candidate need not arrange own scribe. Question papers and answer sheets will not be provided in Braille.

Note-5: Persons with Visual disability of less than 40% will not be considered as physically handicapped persons. One eyed candidates and partially blind candidates who are able to read with or without magnifying glass will be allowed to use the magnifying glass in the examination hall and will not be entitled to a scribe. Such candidates will have to bring their own magnifying glass to the Examination Hall.

Syllabus:

General Intelligence& Reasoning:

It would include questions of both verbal and non-verbal type. The test will include questions on analogies , similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

General Awareness

Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic Scene, General Polity including Indian Constitution, and Scientific Research etc., These questions will be such that they do not require a special study of any discipline.

English Language & Comprehension

In addition to the testing of candidates' understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage etc. His/her writing ability, would also be tested.

(B) SKILL TEST IN STENOGRAPHY:

Candidates who obtain the qualifying marks in the written examination will only be called for the Skill test. The skill test will be of qualifying nature. The candidates will have to appear for the stenography test. The candidates will be given one dictation for 10 minutes in English/Hindi at the speed of 80 w.p.m. The matter will have to be transcribed on computer only. The transcription time as follows:-

50 minutes (English)

65 minutes (Hindi)

Note:

- i) If the candidates do not indicate the medium of Stenography in the Application form, English will be considered as the medium of Stenography Test for such candidates and the candidates will not be allowed to change the medium at a subsequent stage.
- ii) There is no exemption from skill test for any category of candidates
- iii) Candidates who opt to take the stenography test in Hindi will be required to learn English Stenography and Vice Versa after their appointment
- iv) VH candidates will be required to transcribe the matter in 75 minutes for English shorthand or in 105 minutes for Hindi Short hand.

(C) Lower Division Clerk

i) Essential : 12th Class or equivalent from a recognized board or University.

ii) AGE LIMIT: 18 to 27 Yrs

Age Relaxation:

i) For candidates belonging to SC community 5 years

ii) For PH Candidates

27 Yrs plus 10 years in case of UR

32 Yrs plus 10 Years in case of SC

iii) For Ex-servicemen :-

Ex-servicemen having minimum of six months continuous service are allowed age relaxation to the extent of period of service rendered plus three years.

iv) For Departmental Candidates who have rendered 03 years continuous service in Central Government, the following age relaxation is allowed :-

UR = 40 Yrs ; SC = 45 Yrs.

- v) Candidates who had ordinarily been domiciled in the state of Jammu & Kashmir during the period from 1st Jan 1980 to 31st Dec 1989 is allowed 05 yrs age relaxation over and above the reserved category

(D) Hindi Typist

- i) Essential : 12th Class or equivalent with Hindi as one of the main subject or Hindi as medium of examination from a recognized board or University.

ii) AGE LIMIT: 18 to 27 Yrs

iv) Age Relaxation

- i) For PH Candidates
27 Yrs plus 10 years in case of UR
- ii) For Ex-servicemen :-
Ex-servicemen having minimum of six months continuous service are allowed age relaxation to the extent of period of service rendered plus three years.
- iii) For Departmental Candidates who have rendered 03 years continuous service in Central Government, the following age relaxation is allowed :-
UR = 40 Yrs
- iv) Candidates who had ordinarily been domiciled in the state of Jammu & Kashmir during the period from 1st Jan 1980 to 31st Dec 1989 is allowed 05 yrs age relaxation over and above the reserved category

SCHEME OF EXAMINATION (For Lower Division Clerk and Hindi Typist)

There will be a written examination of one paper for maximum 200 marks and Typing test on computer.

After the written examination the number of candidates to be called on the basis of merit for the Typing test shall be in the ratio of 1:5 i.e., five times the number of vacancies.

Merit of the candidates will be decided on the basis of the total marks scored in the Written Examination subject to qualifying in the typing test.

Typing test is qualifying in nature. Candidates who fail in typing test will not be selected.

Resolution of Tie- cases 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.

SCHEME OF WRITTEN EXAMINATION

The written examination consists of one objective type multiple choice question paper of 200 marks as shown below:-

Part	Subject	Maximum Marks & number of questions	Time Duration for General candidates	Time duration for visually handicapped candidates
I	General Intelligence	50 (50 questions)	2 hours	2 hours 20 minutes
II	English Language (Basic knowledge)	50(50 questions)		
III	Quantitative Aptitude(Basic Arithmetic Skill)	50(50 questions)		
IV	General Awareness	50(50 questions)		

Question Paper will be in English/Hindi except Part-II which will be set in English.

There will be negative marking of 0.25 marks for each wrong answer.

Standard of Questions will be of the level to commensurate with educational qualification for the post i.e., 12 th standard.

Visually handicapped (VH) candidates with visual disabilities of forty percent or above can avail the assistance of a scribe in the written examination, subject to such requests being made at the time of applying for the examination. Candidates need not arrange scribe. Scribe will be arranged. Question papers and Answer sheets will not be provided in Braille.

Persons with visual disability of less than forty percent will not be considered as visually handicapped persons. One eyed candidates and partially blind candidates who are able to read with or without magnifying glass will be allowed to use the Magnifying Glass in the Examination Hall and will not be entitled to a Scribe. Such candidates will have to bring their own magnifying Glass to the Examination Hall.

Syllabus:

A. General Intelligence:

1	Semantic Analogy	14	Symbolic operations
2	Symbolic /Number Analogy	15	Trends
3	Figural Analogy	16	Space Orientation
4	Semantic Classifications	17	Venn Diagrams
5	Symbolic/Number classification	18	Drawing inferences
6	Figural Classification	19	Punched hole/pattern-folding & unfolding
7	Semantic series	20	Figural pattern – folding and completion
8	Number series	21	Embedded figures
9	Figural series	22	Critical thinking
10	Problem Solving	23	Emotional intelligence
11	Word Building	24	Social intelligence
12	Coding and de-coding	25	Other sub-topics, if any
13	Numerical operations		

B. English Language

1	Spot the error
2	Fill in the blanks
3	Synonyms/ Homonyms
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

C. Quantitative Aptitude

Arithmetic:

1. Number Systems: Computation of Whole Number, Decimal and Fractions, Relationship between numbers.
2. 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.

Algebra:

1. Basic algebraic identities of School Algebra (and their simple Applications) and Elementary surds (Simple problems).
2. Graphs of Linear Equations.

Geometry:

Familiarity with elementary geometric figures and facts:

1. Triangle and its various kinds of centres viz., Centroid, In-Centre, Orthocenter, Circumcentre.
2. Congruence and similarity of triangles
3. Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

Mensuration:

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

Trigonometry:

1. Trigonometry (for acute angles Trigonometric ratios, Degree and Radian Measures, Standard Identities)
2. Complementary Angles, Heights and Distances (Simple problem only)

Statistical Charts:

- Use of Tables and Graphs:
1. Histogram
 2. Frequency polygon
 3. Bar-diagram
 4. Pie-chart

D. General Awareness:

Questions are designed to test the candidates' General Awareness of the Environment around him and its application to society. Questions will also be designed to Test knowledge of Current Events and of such matters of everyday observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to History, Culture, Geography, Economic Scene, General Polity and Scientific Research.

TYPING TEST:

The Typing Test will be conducted in English for Lower Division clerk and in Hindi for Hindi Typist.

Typing test will be administered on computer, to be provided by the Factory/Unit

Typing test is qualifying in nature. Merit list will be based on performance in written test only. Failure in the Typing test shall be failure in the examination

Candidates opting for English Typing shall have typing speed of 35 words per minute and those opting for Hindi typing shall have typing speed of 30 words per minutes on computer. Thirty five w.p.m and thirty w.p.m correspond to 10500 key depressions per hour and 9000 key depression per hour respectively. The speed will be adjusted on the accuracy of typing on the computer of a given text passage in 10 minutes

Visually Handicapped candidates (with 40% disability and above) will be provided passage Dictators for the Typewriting test by the Factory/Unit. The Passage Dictators will read out the passage to the VH candidates within the allotted time period.

(E) COOK (CANTEEN)

Educational Qualification

- i) Essential : Matric pass with one year experience in the trade. (Experience certificate Will be verified in original during document verification. One year Experience will be reckoned as on last date of online application.)
- ii) Skill Test: Only for those who qualify in the written test.
Number of candidates to be called for the skill test
Should be in the ratio of 1:5.

iii) AGE LIMIT : 18 to 27 Yrs

IV) Age Relaxation:

i) For PH Candidates

27 Yrs plus 10 years in case of UR

ii) For Ex-servicemen:-

Ex-servicemen having minimum of six months continuous service are allowed age relaxation to the extent of period of service rendered plus three years.

iii) For Departmental Candidates who have rendered 03 years continuous service in Central Government, the following age relaxation is allowed :-

UR = 40 Yrs .

iv) Candidates who had ordinarily been domiciled in the state of Jammu & Kashmir During the period from 1st Jan 1980 to 31st Dec 1989 is allowed 05 yrs age relaxation Over and above the reserved category

There will be a written examination of one paper. The paper will be of “Objective–Multiple-Choice –Type” of maximum 100 marks.

All the questions will be compulsory. There will be no negative marking.

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:-

Paper	Subject	Marks	Duration
Objective type	i) General Cooking knowledge	50	2 hours
	ii) General Awareness	25	
	iii) General intelligence	25	

The paper would be bilingual i.e, it would be printed in Hindi and English.

Syllabus:

- A. General Cooking knowledge
General knowledge in Cooking
- B. General Awareness

Question will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include question relating to India and its neighboring countries especially pertaining to History, Culture, and Geography, economic scene, General Polity and Scientific research.

Common General Knowledge on Hygiene and Health.

- C. General Intelligence

The questions will be of Matriculation Standard and would include both verbal and non-verbal type. The test may include questions on analogies, similarities, differences, space visualization, visual memory, discrimination observation, relationship concept, Matriculation Standard Arithmetic.

Syllabus for skill test : Preparing a meal as per menu, arranging table, ability to serve courteously. Skill Test is qualifying in nature. Failure in the Skill test shall be failure in the examination. Selection will be based on the merit in the written test only.

(F) Medical Assistant (Male)

Educational Qualification

Non – Ex-Service persons

- i) Passed 10 + 2 or equivalent examination.
- ii) Undergone a course of instructions in First aid from a recognized Institution /St. John's Ambulance.
- iii) Knowledge of First aid
- iv) Knowledge of Operation theatre and sterilization procedure.

Ex-Service Persons:

Worked as Nursing Assistant in the Armed Forces after passing qualifying test of the Medical Corps.

Desirable: Preliminary working knowledge of computers

iii) AGE LIMIT : 18 to 27 Yrs

Age Relaxation:

i) For PH Candidates

27 Yrs plus 10 years in case of UR

ii) For Ex-servicemen:-

Ex-servicemen having minimum of six months continuous service are allowed age relaxation to the extent of period of service rendered plus three years.

iii) For Departmental Candidates who have rendered 03 years continuous service in Central Government, the following age relaxation is allowed.

UR= 40

iv) Candidates who had ordinarily been domiciled in the state of Jammu & Kashmir during the period from 1st Jan 1980 to 31st Dec 1989 is allowed 05 yrs age relaxation over and above the reserved category

There will be a written examination of one paper. The paper will be of “Objective–Multiple-Choice –Type” of maximum 150 marks.

All the questions will be compulsory. There will be no negative marking.

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:-

PART-I	Subject	Marks	Duration
Objective type	i) General intelligence (10 +2 standard)	25	2 hours
	ii) General Awareness (10+2 standard)	25	
PART-II	Subject	Marks	
Objective type	Technical knowledge	100	

The paper would be bilingual i.e, it would be printed in Hindi and English.

Syllabus:

A. General Intelligence: The questions will be of 10+2 standard and would include both verbal and non-verbal type. The test may include questions to test the candidates understanding of English language and its correct usage.

B. General Awareness: The Question will be designed to test the ability of the general awareness of the environment around the candidate and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person of 10+2 standard. The test will also include question relating to India and its neighboring countries especially pertaining to History, Culture, and Geography, Economic scene, General Polity and Scientific research.

C. Technical Knowledge: The questions will be designed to test the knowledge and competence of the candidates' technical knowledge in the field of First-aid, Ward procedure, Operation Theatre Procedure and sterilization etc.,

Skill Test – 50 Marks Only those candidates who attain a minimum qualifying standard of 40% in the written examination will be eligible to be called for skill test. The candidates qualifying as above should be called for skill test subject to the condition that the total number of candidates called for skill test does not exceed five times the declared vacancies.

Skill Test is qualifying in nature. Qualifying marks for the Skill test is fixed as 50%. Failure in the Skill test shall be failure in the examination. Selection will be based on the merit in the written test only.

The Skill test should be designed to test the practical ability and skill of the candidates in the following fields:-

- i) Principles of First aid of wounds , dressing of wounds, stitching of simple wounds
- ii) Practical knowledge about vital signs and basic life support
- iii) Splinting of fractures , different types of dressings and bandages
- iv) Concepts of transportation of sick and injured
- v) Practical knowledge regarding Oxygen administration and using suction apparatus
- vi) Practical knowledge about common ward procedures like catheterization, draining of wounds, insertion of feeding tubes, seam, inhalation, sponging, administration of ice bag, hot bag etc.,
- vii) Practical knowledge about attachment of ECG cables, monitor equipment etc.
- viii) Pre-operative preparation of patients, knowledge about patient registration and admission protocol.
- ix) Practical knowledge of infection control and waste disposal protocol
- x) Gloving, gowning, draping, concept & procedure for theatre entry, aseptic techniques.
- xi) Preparation and packing of sterile supplies, room sterilization , surface sterilization etc.,
- xii) Practical knowledge regarding surgical instruments and materials and their usage , trolley setting for various surgeries etc.,
- xiii) Concepts about OT tables, its various positions, handling OT instruments like surgical cautery, Boyle's apparatus.
- xiv) Skills of working on computer.

V. How to apply:-

i) The candidates who fulfill the requisite qualification /specification as mentioned above have to apply ON-LINE through website <http://www.happexam.in> only after publication of advertisement in Employment News.

1	Opening date and time for on-line registration	----- at 00:00 hrs
2	Closing date and time for on-line registration	-----at 00:00 hrs

ii) After filling the online application and uploading of recent photograph, signature, thumb impression and uploading of Community Certificate as per the prescribed format and other documents as per advertisement and as per applicability, a Registration Number will be generated automatically. This registration number should be used for reference.

iii) Even the trade apprentices of Ordnance Factories would be required to apply on line

iv) Admit cards will have to be downloaded from the website by the applicant. Candidates must check the website for updates on the examination process. The agency will complement on-line application with facility for SMS & E-mail alerts through which candidates are provided with the information such as date and time of examination, trade test, document verification dates etc., on their registered cell phones/ E-mail. The candidate must also check the website regularly for downloading the admit card. No postal communication shall be made with the applicant in this regard, which may be noted.

v) Written test shall be conducted in Tiruchirappalli, TAMILNADU STATE and the candidate has to report to the venue mentioned in the Admit Card. Due to increase in the number of candidates or due to unavoidable exigencies, the venue can be changed. The information of change in venue will be intimated to the eligible candidates through SMS / E-mail.

vi) The examination for all the posts may be conducted on the same day and time as per the functional requirement and number of applications. Hence, the application fees will not be refunded to the candidates applying for more than one post. Application fee of candidates rejected during online scrutiny or any subsequent stage will not be refunded, nor shall be carried forward for any future examination.

vii) Answer key for all the series to be uploaded in the website to access the same after examination is over.

viii) If a candidate wants to challenge the answers marked in key uploaded, he/she can do so by forwarding an e-mail given in the website within 1 day of examination. However, such requests will be entertained and answer key will be amended if found genuine and decision of HAPP will be final.

ix) Uploading of scanned copy of evaluated OMR sheet will be done approximately within 02 days from the days of examination and candidate can access the same using his username and password.

x) After written test, candidates will be called as per order of merit in the Merit list as per ratio given in the syllabus. However, name of the candidates will be displayed in alphabetical order. List of candidates after written test will be uploaded by the agency on the website

.viii) After appearing in the written test, the candidate must check the website regularly for date of practical /skill /trade test. **Candidates must carry his original admit card while attending skill/practical/trade test.**

ix) After the Practical / Skill / Trade test , the provisional list based on the performance of candidates in written and practical/skill/Trade test will be uploaded on the website.

x) The application will be scrutinized only online. It is a possibility that some non-eligible candidate may also get selected in written examination due to technical problem in software, or providing wrong information at the time of submitting online applications or any other reasons. Therefore, after a written examination, the detail verification of hard copy of application as well as credential/mark sheets will be done in respect of candidate whose name has been appeared in the Merit list. If application is found to be not fulfilling the criteria, the candidature will be straightway rejected. The candidate who met all the eligible criteria will only be placed in select list.

xi) Merely appearing name in merit list or provisional list of selected candidates does not confer any right of appointment. The appointment will purely depend on successful completion of police verification and medical examination and other formalities as per rules.

xii) In case some of the persons in the select list do not become available for appointment (non-joining of the candidate within the stipulated time allowed for joining the post) or where a candidate joins but he resigns or dies within a period of one year from the date of his joining, the persons on the Reserve List can be considered for appointment from the relevant category.

xiii) Please refer to the above mentioned website for important updates on the examination. No further information /amendment /corrigendum, if any, will be published in Employment news or Local Newspaper.

xiv) Date of Birth recorded in Matriculation/Secondary school certificate or equivalent only is acceptable.

xv) Document verification in respect of all the candidates will be done before conducting the trade test/ Skill test (on the day of conducting Skill/Trade test). However, document verification in respect of candidates applied for the post of Supervisor (NT) will be done on the day of Tier-II Examination (before commencement of Tier-II Examination). During document verification, the candidates will have to produce their original certificates/documents as mentioned in the advertisement and attested/self-attested photocopies. No additional time will be given and the candidature of the candidates not producing their original documents on the date of verification is liable to be cancelled. If any discrepancy or shortcoming found in the documents, the candidature will also be liable to be cancelled.

DATE OF RECKONING:

The crucial date for determining age limit, educational qualification and period of experience in case of Central Govt employees and for posts where experience is required, service period for serving defence personnel desirous to apply in Ex-men category etc. for the posts mentioned above will be the **closing date for submission of on-line application for respective trades.**

Important dates related information in brief :-

- a) **Filling of online applications will start after publication of Advertisement in Employment News(Refer website for exact date) .**
- b) **Last date for applying on online system is 21 days from the date of advertisement in the Employment News and Application will be accepted online only upto 5.00 p.m. on the last date. For example, if the advertisement is published in Employment News during 14 - 20th May 2016, 21 days will be counted from 20th May. The last date will be specifically indicated in website once online application process starts.**
- c) **Details of Eligible/Non-eligible candidates will be uploaded within 7 days from the last date of applying online with reason for rejection of application. Candidates are allowed to modify their application through online within 7 days from the date of uploading of their application. However, no modification is allowed after the last date of application at 5.00 PM.**
- d) **Final list of eligible candidates will be uploaded within 15 days from the last date of application.**
- e) **Tentative date of issue of Admit card will be 7 days from the date of publication of final list of eligible candidates in the website and the same shall be downloaded from the website by the eligible applicants. Candidate should bring his /her admit card alongwith Community certificate (SC/ST/EXS (PH) and Train tickets for claiming Travelling allowance.**

Application fee:-

The candidates shall have to pay the application fee Rs.50/- through State Bank Collect option integrated with our website. Service charges as applicable from SBI is additional.

Method of payment of Application fee:

A link will be provided on the website for payment which would take the candidate to www.onlinesbi.com Then click on the link **SBI COLLECT** → select the relevant option with respect to payment mode → select state as TAMILNADU → select institute as Govt Department → Select HAPP, TRICHY → RECRUITMENT FEE and fill in the required details and proceed to make payment through option - internet banking /ATM/ Debit Card/ Credit Card of leading Bank.

If Candidate does not have any of the option, he/she can generate the challan and deposit Cash at any of the SBI Branch. Once the payment is made, candidates are again requested to visit our website and click on the link of **ACKNOWLEDGEMENT** (to reprint the registration slip) this part can be opened using the combination of registration number and date of birth and candidate has to fill up his/her bank details and unique reference number provided by the Bank to complete the submission of application and then a registration slip will be generated on the screen. This information will be asked only ONE time for completing the application and after that the candidate may generate and take the print out the registration slip if required.

VI. GENERAL TERMS & CONDITIONS

1. Candidates would be required to darken the circles in the OMR sheet with black pen. OMR sheet marked in pencil would be rejected outright.
2. No marks would be allotted for questions in which multiple darkening has been done in the OMR sheet.
3. After trade test, verification of original documents, Police Verification and Medical Examination etc., if any candidate is found disqualified, and if there is shortfall of candidates to fill up the vacancies, candidates who occupy the next position in the Merit list based on written examination may be called as per category (UR, SC, ST, OBC, Ex-S and PH) at the discretion of GM/HAPP.
4. These vacancies are exclusively meant for Heavy Alloy Penetrator Project, Tiruchirappalli and generally, application for transfer to another factory will not be entertained. However, in exceptional conditions, as per requirement of Government work, the services of persons appointed are liable to be transferred to any Ordnance and Ordnance Equipment Factories in India.
5. Relaxation of standards in selection against reserved vacancies only - if sufficient numbers of SC/ST/OBC/PHP/Ex-SM persons are not available on the basis of general standard to fill up all the vacancies reserved for them, candidates belonging to these categories may be selected under the relaxed standard of selection to make up the deficiency in the reserved quota at the discretion of GM/HAPP.
6. Age relaxation is allowed for Central Govt employees. They should submit necessary certificate, from their office/competent authority in respect of the length of continuous service, which should be not less than three years during the period immediately preceding the closing date for receipt of application. They should remain as Central Govt Civilian employees till the time of appointment, in the event of their selection.
7. Exemption of payment of fee will be allowed to the candidates belong to SC/ST/EXS-men/PH/Women.
8. Candidates seeking fee concession as per applicability and Travelling allowance should upload the SC/ST/EXS(PH) certificate as per prescribed format. For other concession availed, original documents will be verified during document verification. If found not in order, candidature will be rejected during document verification stage irrespective of result of written examination or trade test etc.
9. If an applicant has changed his/her name or dropped/added part of his/her name after Matriculation/SSC/Hr. Secondary/Senior Secondary, he/she is required to submit an attested copy of Gazette Notification to the effect that he/she has changed his/her name after matriculation, etc. The changed name should also have been indicated in the Gazette Notification

10. Ex-Servicemen who has joined civil employment after availing the benefit given to him as an Ex-Servicemen for his employment, his ex-servicemen 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. This instruction will not be applicable to those ex-serviceman who are re-employed in private companies/autonomous bodies/PSUs/Govt Offices on casual/temporary adhoc/contract basis and who can be removed from such service at any time by their employer concerned. However, as per DOPT OM No: 36034/1/2014-Estt.(Res.) Dated 14th August, 2014, if an ex-serviceman applies for various vacancies before joining any civil employment, he/she can avail of the benefit of reservation as ex-serviceman for any subsequent employment. To avail this benefit, an ex-serviceman as soon as he/she joins any civil employment, should give self-declaration /undertaking to the concerned employer about the date wise details of application for various vacancies for which he/she had applied before joining the initial civil appointment.

11. The maximum age of applicants shall not exceed 56 years including all possible age relaxations.

12. Certificate for SC/ST/OBC/ persons with disabilities should be in the prescribed format issued by the competent authority applicable for reservation in jobs for Govt of India.

13. Candidates seeking OBC reservation/age relaxation is required to submit a certificate regarding his/her OBC status and Non-Creamy layer status issued by the competent authority and should be valid on the last date of receipt of application.

13. Candidates appearing forwritten test/ Trade test will travel on their own expenses. However, for SC/ST/Ex-Serviceman (Persons with Disabilities), second class railway fare or bus fare (beyond 30 kms both ways) for the shortest route as admissible under the rules shall be reimbursed (only one time both way journey) on production of Bus / Train ticket and caste / community certificate/ discharge certificate. However concession is not admissible to those SC/ST (Ex-S (PH) candidates who are already in service in Central /State Government/PSU/Local Govt/Autonomous bodies etc. Candidates should produce self-attested photo copies of SC/ST/Ex-s (PH) certificates qualification certificate and certificate showing age proof along with Train/Bus tickets for claiming Travelling allowance.

14. If the Candidates called for Trade test fails to attend the same on the date, he/she will not be given a second chance and his candidature will be cancelled. Failing in the trade test is disqualification for selection.

15. Mere submission of application form does not guarantee issue of Admit card.

16. Canvassing in any form will disqualify the candidature.

17. Resolution of the TIE cases:-

Unless otherwise stated specifically, in case of TIE i.e., marks in written examination being equal, the same will be resolved as under unless specified in the scheme and syllabus separately.

a) The candidate older in age shall get preference.

b) In case Tie still persists, candidate whose FIRST NAME begins with the Alphabet which comes First in English alphabetical order shall get preference.

c) In case of selection of Industrial Trade posts, Ex-Trade Apprentices of Ordnance Factories will be granted 05 marks extra in the final merit list of the written examination to be conducted for total 100 marks.

d) In the selection process of Industrial Trade posts, other things being equal i.e., marks Being equal, trained ex-Trade Apprentices of the recruiting Ordnance Factory and Sister Ordnance factories shall be given preference in the order in which they are stated.

e) In between the trained ex-trade apprentices of the recruiting Ordnance Factory, preference shall be given to those who are senior i.e., if two or more ex-trade apprentices secure the same marks then preference shall be given on the basis of seniority. Seniority of ex-trade apprentices of the recruiting Ordnance factory shall be decided on the basis of OFB's letter No.13/8/03-A/HRD dated 15/17-12-2003 and the relevant portion is re-produced below :-

“The NCTVT examination batch numbers (month/year) will be the criteria of seniority for Ex-TA for that batch.

The Ex-TA who has passed NCTVT examination in an earlier batch (NCTVT) is en block senior to the Ex-TA passed in the subsequent batch irrespective of the year of joining Trade Apprentices Scheme.

Similarly in between the trained ex-Trade Apprentices of the sister Ordnance Factories, preference shall be given to those who are senior as mentioned above.

In order to claim the extra 05 marks, Ex-trade Apprentices of Ordnance Factories should upload their NCTVT (Trade Apprenticeship) certificate while applying online. It may also be noted that verification of original NCTVT certificate will be done on the day of written examination.

18. GPF and DCRG Scheme are not admissible to any post under Central Government with effect from 01/01/2004. A New Pension Scheme i.e., “DEFINED CONTRIBUTORY PENSION SCHEME” is compulsory to those Central Govt. Employees who are appointed on or after 01-01-2004.

19. The candidate is liable to be transferred to any of the Ordnance Factories/ Units/ Office establishments under Ordnance Factory Board in India, in case of exigency of services.

20. Only selected candidates would be communicated of their selection after the Selection process.

21. The services of the candidates furnishing any fake/false certificates are liable to be terminated at any stage after appointment. Apart from this, suitable action will also be initiated as per the Law of the Land. Hence, Candidates are advised not to submit dubious certificates.

22. The candidates who are already employed in Govt./Semi Govt. Deptt./ PSUs etc., must obtain "No Objection Certificate" pertaining to release in case of Selection from their Department and to produce the same in original during document Verification.

23. SC, ST and OBC candidates, who are selected on their own merit without relaxed Standards and along with candidates belonging to other communities, will not be adjusted against the reserved share of vacancies. Such SC, ST and OBC candidates will be accommodated against the general/unreserved vacancies as per their position in the Overall Merit List, provided such candidates have not claimed age relaxation for being eligible for the post. The reserved vacancies will be filled up separately from amongst the eligible SC, ST and OBC candidates which will, thus, comprise of SC, ST and OBC Candidates who are lower in merit than the last general candidate on merit list of Unreserved category but otherwise found suitable for appointment even by relaxed Standard.

24. For VH candidates of 40 % and above visual disability and opting for SCRIBE there will be no component of Maps/ Graphs/ Diagrams/Statistical Data/Questions of visual representation in Question Paper.

25. The facility of scribe/reader will be allowed to any person who has disability of 40% or more, if considered necessary by HAPP and if so desired by the person and indicated specifically in the application form. Candidate need not arrange scribe and scribe will be arranged.

26. Compensatory time of 20 minutes per hour of examination will be allowed for PH candidates who are making use of Scribe/reader /lab Assistant. All the candidates with disability not availing the facility of scribe shall be allowed additional time of minimum of one hour for examination of 03 hours duration or on proportionate basis which could further be increased on case to case basis.

27. If a person with disability is entitled to age relaxation by virtue of being a central govt employee, concession to him/.her will be available either as a person with disability or a central govt employee whichever is more beneficial to him/her.

28. Mere fulfilling the minimum prescribed educational qualification and experience will not vest any right upon the candidate for being called for test. The factory will not entertain any correspondence in this respect and interim enquiry will not be attended to.

29. Submission of false/ incorrect/ incomplete information and / or dubious / Bogus document shall disqualify the candidate at any stage.

30. The advertisement is subject to orders, if any, by Hon`ble Court/Tribunals/Ministry of Defence/ Ordnance Factory Board etc.

31. All disputes and differences if any will be subject to the jurisdiction of Tiruchirapalli District only (Hon`ble CAT, Chennai Bench & Madurai Bench of Hon`ble Madras High Court)

32. Selected candidates will be appointed after Pre-employment medical examination and Police verification and will be under probation for a period of 02 years.

VI. REJECTION OF APPLICATION:

The application shall be summarily rejected on the following grounds:-

- i) Application submitted after the closing date of ON-LINE application.
- ii) The age of the candidate exceeds the prescribed age limit on the closing date.
- iii) The candidate does not possess essential qualification on the last date of applying On line
- iv) In case of OBC candidate valid "Non-Creamy Layer" certificate not attached.
- v) Application not complete in all respect as per the requirement given in the advertisement as well as online form.

VII. CLOSING DATE: -

Last date / Closing Date of filling of ON-LINE application will be 21 days from the last date of week during which advertisement is published in the Employment News and such dates stipulating week is printed in the Employment News.

VIII. CAUTION TO ALL CANDIDATES

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 to such false assurance or exploitation and must not entertain or encourage such elements in any way ; it is emphasized and re-assured that the written test and the selection exercise will be done on the merit only in a transparent manner.

IX SHORT LISTING OF APPLICATION:

The General Manager reserves the right to restrict the number of candidates to be called for written test. If the number of application received for the above post is large and if it is not convenient or possible for the factory to call all the eligible candidates for written test, The General Manager may restrict the number of candidates to be called for the written test to a reasonable limit on the basis of the desirable qualification / higher qualification. The General Manager reserve rights to increase or decrease the number posts to be filled and to fill or not to fill any or all of the posts at his discretion.

FORMAT FOR SC/ST CERTIFICATE

(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)

This is to certify that Shri/Shrimati/Kumari _____ Son/daughter
of _____ of village/town/* in District / Division
* _____ of the State / Union Territory* _____
belongs to the Caste/Tribes which is recognized as a Scheduled _____
Castes/Scheduled Tribes* under:-

The Constitution (Scheduled Castes) order, 1950 _____
The Constitution (Scheduled Tribes) order, 1950 _____
The Constitution (Scheduled Castes) Union Territories order, 1951* _____
The Constitution (Scheduled Tribes) Union Territories Order, 1951* _____

As amended by the Scheduled Castes and Scheduled Tribes Lists(Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 _____
The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976*.
The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.
The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.
The Constitution (Pondicherry) Scheduled Castes Order 1964@
The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @
The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@
The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @
The Constitution (Nagaland) Scheduled Tribes Order, 1970 @
The Constitution (Sikkim) Scheduled Castes Order 1978@
The Constitution (Sikkim) Scheduled Tribes Order 1978@
The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@ The Constitution (SC) orders (Amendment) Act, 1990@ The Constitution (ST) orders (Amendment) Ordinance 1991@ The Constitution (ST) orders (Second Amendment) Act, 991@ The Constitution (ST) orders (Amendment) Ordinance 1996

%2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled tribes Certificate issued to Shri/Shrimati _____ Father/mother _____ of Shri/Srimati/Kumari of village/town* _____ District/Division* of the State/Union

Territory* _____ who belong to the Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by the _____ dated _____.

%3. Shri/Shrimati/Kumari and /or * his/her family ordinarily reside(s) in village/town* _____ of _____ District/Division* _____ the State/Union Territory of _____

** Signature _____
Designation _____
(with seal of office)

Place: _____

Date: _____

* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

** List of authorities empowered to issue Caste/Tribe Certificates:

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/ Additional Deputy Commissioner/ Dy.Collector/ 1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

Annexure-III

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

This is to certify that _____ son/daughter
of _____ of village _____
District/Division _____ in _____
_____ the _____ State
_____ belongs to the _____ Community which is
recognized as a backward class under:

- i) Resolution No. 12011/68/93-BCC dated the 10th September, 1993, published in the Gazette of India Extraordinary - Part I, Section I, No. 186 dated 13th September, 1993.
- ii) Resolution No. 12011/9/94-BCC, dated 19.10.1994 published in Gazette of India extraordinary Part I Section I No. 163, dated 20th October, 1994.
- iii) 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 25th May, 1995.
- iv) Resolution No.12011/96/94-BCC dated 9th March, 1996.
- v) 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.
- vi) Resolution No.12011/13/97-BCC dated 3rd December, 1997.
- vii) Resolution No.12011/99/94-BCC dated 11th December, 1997.
- viii) Resolution No.12011/68/98-BCC dated 27th October, 1999.
- ix) Resolution No.12011/88/98-BCC dated 6th December, 1999, published in the Gazette of India, Extra Ordinary Part-I, Section-I No.270, 6th December, 1999.
- x) Resolution No.12011/36/99-BCC dated 4th April, 2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.71 dated 4th April, 2000.
- xi) Resolution No.12011/44/99-BCC dated 21.9.2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.210 dated 21.9.2000.

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 persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT,) dated 08.09.1993 and modified vide Govt. of India Deptt. of Personnel and Training OM No. 36033/3/2004-Estt(Res) dated 09.03.2004 & 14.10.2008

Dated:
Seal:

District Magistrate or
Deputy Commissioner etc.

the Representation of the People Act, 1950.

- (b) The authorities competent to issue Caste Certificate are indicated below:-
- (i) District Magistrate/Additional Magistrate/Collector/Dy. Commissioner/ Additional Deputy Commissioner/Deputy Collector/1st Class Stipendary Magistrate/ Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
 - (ii) Chief Presidency Magistrate /Additional Chief Presidency Magistrate/ Presidency Magistrate
 - (iii) Revenue Officer not below the rank of Tehsildar
 - (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.

NOTE-II The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also, for assuming that the candidate does not fall in the creamy layer.

The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs as per Annexure-II issued by the competent authority on or before the Closing Date as stipulated in the Notice.

OBC Alternate Format

Annexure

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

This is to certify that Shri/Smt./Kumari _____ son/daughter of
of village/town _____
in District/Division _____ in the State/Union Territory
belongs to the _____ community
which is recognised as a backward class under the Government of India, Ministry of Social
Justice and Empowerment's Resolution No. _____ dated
*. Shri/Smt/Kumari _____ and/or his/her family
ordinarily reside(s) in the _____ District/Division of the
State/Union Territory. This is also to certify that he/she does
not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to
the Government of India, Department of Personnel & Training O.M. No. 36012/22/93 -
Estt.(SCT) dated 8.9.1993**.

District Magistrate
Deputy Commissioner
etc.

Dated:

**FORMAT OF DISABILITY CERTIFICATE
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

NAME AND ADDRESS OF THE INSTITUTE / HOSPITAL

Certificate No.....
Date.....

**Recent Photograph
of the candidate
showing the
disability duly
attested by the
Chairperson of the
Medical Board**

This is certified that Shri / Smt. / Kum..... son / wife
/daughter of Shri..... Age
sex..... identification mark(s)..... is suffering from
permanent disability of following category:—

A. Locomotor or cerebral palsy:-

- i. BL-Both legs affected but not arms.
- ii. BA-Both arms affected (a) Impaired reach
(b) Weakness of grip
- iii. BLA-Both legs and both arms affected
- iv. OL-One leg affected (right or left) (a) Impaired reach
(b) Weakness of grip
(c) Ataxic
- v. OA-One arm affected (a) Impaired reach
(b) Weakness of grip
(c) Ataxic
- vi. BH-Stiff back and hips (Cannot sit or stoop)
- vii. MW-Muscular weakness and limited physical endurance.

B. Blindness or Low Vision:

- i. B-Blind
- ii. PB-Partially Blind

C. Hearing impairment:

- i. D-Deaf
- ii. PD-Partially Deaf
(Delete the category, whichever is not applicable)

**FORMAT OF DISABILITY CERTIFICATE
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

NAME AND ADDRESS OF THE INSTITUTE / HOSPITAL

Certificate No.....
Date.....

**Recent Photograph
of the candidate
showing the
disability duly
attested by the
Chairperson of the
Medical Board**

This is certified that Shri / Smt. / Kum..... son / wife
/daughter of Shri..... Age
sex..... identification mark(s)..... is suffering from
permanent disability of following category:—

A. Locomotor or cerebral palsy:-

- i. BL-Both legs affected but not arms.
- ii. BA-Both arms affected (a) Impaired reach
(b) Weakness of grip
- iii. BLA-Both legs and both arms affected
- iv. OL-One leg affected (right or left) (a) Impaired reach
(b) Weakness of grip
(c) Ataxic
- v. OA-One arm affected (a) Impaired reach
(b) Weakness of grip
(c) Ataxic
- vi. BH-Stiff back and hips (Cannot sit or stoop)
- vii. MW-Muscular weakness and limited physical endurance.

B. Blindness or Low Vision:

- i. B-Blind
- ii. PB-Partially Blind

C. Hearing impairment:

- i. D-Deaf
- ii. PD-Partially Deaf
(Delete the category, whichever is not applicable)

2. This condition is progressive / non-progressive / likely to improve / not likely to improve. Re-assessment of this case is not recommended / is recommended after a period of.....years.....months.*
3. Percentage of disability in his / her case is.....percent.
4. Sh. / Smt. / Kum.....meets the following physical requirements for discharge of his / her duties:—

- | | |
|-----------------------------------------------------|----------|
| i. F-can perform work by manipulating with fingers. | Yes / No |
| ii. PP-can perform work by pulling and pushing. | Yes / No |
| iii. L-can perform work by lifting. | Yes / No |
| iv. KC-can perform work by kneeling and crouching. | Yes / No |
| v. B-can perform work by bending. | Yes / No |
| vi. S-can perform work by sitting. | Yes / No |
| vii. ST-can perform work by standing. | Yes / No |
| viii. W-can perform work by walking. | Yes / No |
| ix. SE-can perform work by seeing. | Yes / No |
| x. H-can perform work by hearing / speaking. | Yes / No |
| xi. RW-can perform work by reading and writing. | Yes / No |

(Dr)
Member
Medical Board

(Dr)
Member
Medical Board

(Dr)
Chairperson
Medical Board

Countersigned by the
Medical Superintendent ICMO /
Head of Hospital (with seat)

* Strike out which is not applicable.

PROFORMA - A

Form of Certificate applicable for Released/Retired Personnel

It is certified that No.....Rank Name..... whose date of birth..... is has rendered service from..... to in Army/ Navy/Air Force.

2. He has been released from military services:
 - a) on completion of assignment otherwise than
 - (i) by way of dismissal, or
 - (ii) by way of discharge on account of misconduct or inefficiency, or
 - (iii) on his own request, but without earning his pension, or
 - (iv) he has not been transferred to the reserve pending such release
 - b) on account of physical disability attributable to Military Service.
 - c) on invalidment after putting in at least five years of Military service
3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time

Place:

**Signature. Name and Designation of the
Competent Authority****

Date:

SEAL

PROFORMA – B

Form of Certificate for Serving Personnel

(Applicable for serving personnel who are due to be released within one year)

It is certified that No.....Rank..... Name..... who is serving
in the Army/Navy/Air from.....

2. He is due for release/retirement on completion of his specific period of assignment
on.....

3. No disciplinary case is pending against him.

Place

Date

Signature, Name and Designation of the Competent Authority**

SEAL

PROFORMA – C

Undertaking to be given by serving Armed Force personnel who are due to be released within one year

It is certified that No..... Rank..... Name..... whose date of birth is

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 duly released/ retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Serviceman in terms of the Ex-Serviceman (Re-employment in Central Civil Service 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-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, Nationalised Banks, etc.), by availing of the concession of reservation of vacancies admissible to Ex-serviceman.

Signature and Name of Candidate

PROFORMA - D

Form of Certificate applicable for Serving Armed Force Personnel who have already completed their initial assignment and are on extended assignment

It is certified that No.....Rank..... Name.....
who is serving in the Army/Navy/Air Force from

2. He has already completed his initial assignment of five years on and is on extended assignment till

3. There is no objection to his applying for civil employment and he will be released on three months' notice on selection from the date of receipt of offer of appointment.

Place

Date

Signature, Name and Designation of the Competent

Authority**

SEAL

(a) in case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy: Directorate of Personnel, Naval Hqrs., New Delhi; Air Force: Directorate of Personnel Officers, Air Hqrs., New Delhi.

(b) in case of JCOs/ORs and equivalent of the Navy and Air Force: Army: By various Regimental Record Offices; Navy: BABS, Mumbai; Air Force: Air Force Records, New Delhi.

FORMAT FOR GRANT OF TRAVELLING ALLOWANCE TO SCHEDULED CASTE/
SCHEDULED TRILBE / EX-S(PH) CANDIDATES CALLED FOR RECRUITMENT TEST

I _____, S/o _____

R/O _____

Roll No. _____ hereby humbly state that I have performed my journey by Train/ Bus to attend the Written Examination for recruitment to the post of _____ conducted by HAPP, Trichy on _____ (Date) from _____ to Trichy. The ticket(s) bearing No. _____ for Rs. _____/ for onward/return journey is submitted for your kind necessary action. I may be paid the entitled fare.

I hereby declare that at present I am not employed in any Central Govt/ State Govt/ Public Sector Undertaking etc. and I have not availed any type of concession and I have/will not claim the same from any other form.

Dated: _____ Signature
Name: _____

ACKNOWLEDGEMENT

I received Rs. _____/ (Rupees _____ only) with thanks from The General Manager, HAPP, Trichy towards re-imbusement of train/bus fare as applicable for unemployed SC/ST candidates for attending recruitment test to the post of _____ held at Trichy.

Dated: _____ Signature:
Name :