

	आयुध निर्माणी, तिरुचिरापल्ली, तमिलनाडु, पिन-620016 Ordnance Factory, Tiruchirappalli, Tamilnadu, PIN-620016 आयुध निर्माणी बोर्ड की एक इकाई A unit of Ordnance Factory Board	
	भारतीय आयुध निर्माणियों, रक्षा मंत्रालय Indian Ordnance Factories, Ministry of Defence	
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सभी पत्रव्यवहार महाप्रबंधक के नाम करें, किसी अधिकारी के नाम नहीं। All correspondence should be addressed to The General Manager and not to any officer by Name.		

DRAFT ADVERTISEMENT

APPLICATIONS ARE INVITED BY THE GENERAL MANAGER, ORDNANCE FACTORY, TIRUCHIRAPPALLI FROM INDIAN NATIONALS FOR FILLING UP OF THE FOLLOWING POST BY SPECIAL DIRECT RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES:-

Name of the post	Group	Pay Band	Grade Pay	Category	Earmarked for	No. of Vacancy
STENOGRAPHER	'C'	PB-1 (Rs. 5200-20200)	Rs.2400/-	UR (PWD)	VH (B, LV)	01

Note: The Person having minimum 40% disability in Visually Handicapped category only can apply for the post of Stenographer.

Abbreviations stand for:-

UR - Unreserved, **PWD** – Persons With Disability, **VH**- Visually Handicapped, **B** – Blind, **LV** - Low vision

SPECIFICATION FOR THE POST OF STENOGRAPHER

i)	Age	Between 18 to 27 years as on last date of closing of application (i.e. 21 days from the date of advertisement in the Employment News). (Relaxable up to 10 years for Persons With Disabilities)
ii)	Essential Qualification	1. 12 th class pass or equivalent from a recognised Board or university. 2. Skill Test Norms 'Only on Computers'. Dictation : 10 Minutes at the rate of 80 words per minute in stenography (English or Hindi) Transcription : 50 Minutes (English) 65(Minutes)

SCHEME & SYLLABUS OF EXAMINATION

- The examination will consist of Written Examination of 200 marks and skill test in Stenography.
- 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.
- 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.
- The skill test is of qualifying nature. Failure in the skill test shall be failure in examination.
- Resolution of Tie cases:** Tie cases will be resolved by applying one after another, as applicable till the Tie is resolved:
 - Date of Birth, with older candidate placed higher.
 - Alphabetical Date order in which the first names of candidates appear.

-2-

(A) SCHEME OF THE WRITTEN EXAMINATION AND SYLLABUS

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

Part	Subject	Maximum Marks	Total Duration for General candidates	Total Duration for Visually Handicapped candidates
I	General Intelligence & Reasoning (50 questions)	50	2 Hours	2 Hours 20 mins.
II	General Awareness (50 questions)	50		
III	English Language and Comprehension (50 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 questions will be of the level to commensurate with educational qualification for the post i.e. 12th standard.

NOTE-4: 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. 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 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 FOR EXAM

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.

NOTE:

For VH candidates of 40% and above visual disability and opting for SCRIBE there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning / General Awareness Paper.

-3-

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 is as follows:-

50 minutes (English)

65 minutes (Hindi)

NOTE:

1. If the candidates do not indicate the medium of STENOGRAPHY TEST at the relevant place
2. 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.
3. There is no exemption from skill test for any category of candidates.
4. Candidates who opt to take the Stenography Test in Hindi will be required to learn English
5. Stenography and vice versa after their appointment.
6. VH candidates will be required to transcribe the matter in 75 minutes for English Shorthand or in 105 minutes for Hindi Shorthand

GENERAL CONDITIONS

- 1) Applications should be submitted in the prescribed format (A4) as given below. The Candidates should write the required information in English (CAPITAL LETTERS) or in Hindi. Those candidates who fill up the Application Form in Hindi, should write their NAME and ADDRESS in English CAPITAL LETTERS also.
- 2) Upper age limit is relaxable 10 years for candidates.
- 3) The candidates who are working in Central/State Government or any public sector undertaking should enclose NOC in original, from his employer along with his application. If a candidate enters into Government service after sending the application form, he must produce NOC from his employer at the time of undergoing any of the further processes for the recruitment/selection.
- 4) Ex-servicemen(XSMs) should submit their application form along with a copy of the discharge certificate duly attested by a Gazetted Officer, otherwise the application will not be considered. The XSMs may be considered along with other candidates if otherwise found suitable.
- 5) The Person having minimum 40% disability in the advertised category only can apply for the post. The PWDs should submit a copy of the disability certificate in the prescribed format issued by the Competent Medical authorities, duly attested by a Gazetted Officer along with the application form.
- 6) Submission of false/incorrect/incomplete information or bogus documents shall disqualify the candidates.
- 7) Candidates appearing for written test will come at their own expense. However, outstation SC/ST candidates will be paid TA of second class Railway/Bus fare on production of Railway/Bus tickets by shortest route as per rules. For this purpose, the name of the nearest Railway Station must be mentioned in the application.

- 4 -
- 8) No GPF/DCRG scheme is admissible to the posts under Central Govt. w.e.f 01-01-2004. The New Pension scheme is Defined Contribution Pension Scheme which is compulsory for all Central Govt. Employees, who are appointed on or after 01-01-2004.
- 9) Self attested copies of certificates in support of educational/technical qualification, caste and date of birth are to be enclosed with the application. Certificate not having the date of issue will not be accepted.
- 10) Incomplete or unsigned applications, application which is not in prescribed format, application not accompanied with self-attested copies of certificates or applications received after the scheduled date will be summarily rejected and no correspondence in this regard will be entertained.
- 11) A recent passport size photograph (not more than 03 months old) should be pasted (not Stapled) by the applicant on the application form duly attested by a Gazetted Officer or Principal of the School which he or she has last attended. The impression of attestation should come both on photograph and application form i.e. one part of it on the photograph and one part on the application form. Two additional identical photograph should also be enclosed along with the application form, indicating the name of the applicant on the reverse.
- 12) The eligible candidates fulfilling the above specification may submit their applications so as to reach within 21 days from the date of publication of the advertisement in Employment News to "The General Manager, Ordnance Factory, Tiruchirappalli - 620 016". The Last date of receipt of the application will be reckoned from the date of appearance of the Advertisement in the employment news.
- 13) The envelope containing the application must be superscribed in bold letters as "APPLICATION FOR THE POST OF STENOGRAPHER", clearly mentioning the name of the post and should be addressed to the General Manager, Ordnance Factory Tiruchirappalli.
- 14) DEPARTMENT WILL NOT BE RESPONSIBLE FOR POSTAL DELAYS.
- 15) No correspondence/enquires will be entertained and canvassing in any form will be a disqualification.
- 16) Only selected candidates will be informed of their selection in due course after the selection process is over and no correspondence on the subject would be entertained.
- 17) A caution is to be noted that some unscrupulous elements may approach the candidates with assurance of procuring appointment for you in the factory through illegal gratification. The candidates must not fall prey to any such false assurance or exploitation and must not entertain or encourage such elements in any way. It is emphasized and re-assured that the selection will be done on merit as adjudged from the candidate's performance in the written Examination/ Skill Test in a transparent manner.
- 18) The General Manager, Ordnance Factory Tiruchirappalli reserves the right to increase/decrease the number of vacancies depending upon the actual requirement without any notice and these vacancies are further subject to any subsequent order of Court/ MoD/ Ordnance Factory Board.**
- 5 -

ORDNANCE FACTORY, TIRUCHIRAPPALLI
SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES
APPLICATION FORM FOR THE POST OF STENOGRAPHER

1. Name of the applicant in Capital letters:- _____
2. Father's name/ Husband Name : _____
3. Sex (Male/Female) : _____
4. Nationality : _____
5. Religion : _____
6. Date of Birth (DD/MM/YYYY) : _____
7. Age as on the last date of receipt of application. : _____ Years _____ Months _____ Days _____
8. Category to which the candidate belongs (SC / ST/ OBC / GEN)
(Enclosed a copy of Caste Certificate in case of SC/ST/OBC) : _____
9. Address for Communication : _____

Recent passport size photograph duly attested by an Gazetted officer(partially on the application and partially on the photograph.

10. Educational Qualification in the chronology of study : (Enclose proof duly attested)

Sl. No	Examination Passed	Board/university	Duration	Year of Passing	Marks %

11. Medium of Examination (ENGLISH/HINDI) : _____
12. Whether Scribe is required : Yes/No
If Yes furnish the details of scribe and copy of id proof of Scribe: _____
13. Nearest Railway station : _____
14. Mobile No/ Contact No. : _____

15.	Whether Ex-Serviceman		YES/ NO	
	If yes, a) No. of years service rendered :			
	b) Date of entry in Armed Forces:			
	c) Date of Discharge from Armed Forces:			
16.	Whether employed in Govt. Service/ PSU		YES /NO	
	If yes, a) Name of the Organization:			
	b) Post held			
	c) No of years Service rendered			
17.	Please Tick (✓) the Appropriate Category of Visually Handicapped		Percentage of Disability	Certificate No. & date
	VH(B)	VH(LV)		

DECLARATION.

I _____ DO HEREBY DECLARE THAT ALL THE STATEMENTS MADE IN THIS APPLICATION ARE TRUE, COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE. IN THE EVENT OF ANY INFORMATION BEING FOUND FALSE/INCORRECT AT ANY POINT OF TIME, MY CANDIDATURE WILL STAND AUTOMATICALLY CANCELLED.

LEFT THUMB IMPRESSION:

PLACE
DATE

SIGNATURE OF THE CANDIDATE]

Name : _____

day 10201/11/1663/1516