

GOVERNMENT OF INDIA, MINISTRY OF DEFENCE  
INDIAN ORDNANCE FACTORIES  
**ORDNANCE FACTORY**  
**BHANDARA**  
(MAHARASHTRA) - 441 906

**DIRECT RECRUITMENT 2016A**

**[I]. INFORMATIVE :**

1.	It is informed that this is the Full Text of the Advertisement. Only an Abridged version of this Advertisement was published in the Employment News/Rojgar Samachar dated 19-25.03.2016 [davp 10201/11/2211/1516].
2.	In case of any difference/variation in the Full Text Advertisement and the Abridged Advertisement, only the Full Text Advertisement shall be considered as the original and authentic version of the Advertisement. No claim/dispute in this regard shall be accepted.
3.	The intending Candidates MUST carefully read all the provisions/ stipulations/ conditions / instructions etc. given in this Full Text Advertisement before proceeding to apply for any Post.
4.	The word 'Advertisement' used in this Full Text Advertisement shall mean 'Full Text Advertisement' unless context is otherwise.

**[II]. NOTIFICATION :**

1.	It is hereby notified for the information of all Citizens of India that Ordnance Factory Bhandara intends to fill-up the following vacancies in various Group 'C' Posts of its Non-Industrial Establishment and Industrial Establishment.
2.	The Citizens of India who are willing for appointment to these Posts at Ordnance Factory Bhandara and are fulfilling the eligibility criteria for these Posts as prescribed in this Advertisement, can apply as per the instructions given in this Advertisement.
3.	<b>This is the Full Text Advertisement.</b>
4.	The Full Text of this Advertisement shall be available on the Factory's Internet Website after 05 (Five) days of the publication of Abridged Advertisement in the Employment News.

**[III]. IMPORTANT DATES :**

1.	Online Registration of Applications ~ Opening Date and Time	24.03.2016 at 00:00 Hrs
2.	Last Date of Registration of Online Applications ~ Closing Date and Time	17.04.2016 at 00:00 Hrs

**[IV]. CRUCIAL DATE :**

1.	The Crucial Date for all purposes i.e. for determining the Age Limits, Educational Qualifications and Other Qualifications, Certificates of category, PWDs certificates, etc. shall be the Closing Date for the submission of the On-line Applications i.e. <b>16.04.2016</b> .	
2.	It is clarified that there shall be no other Crucial Date for any purpose whatsoever on any grounds.	

**[V]. FACTORY'S INTERNET WEBSITE ADDRESS :**

1.	For all purposes of this Advertisement including the current as well as future information/instructions/activities/forms etc. pertaining to this Recruitment, the Ordnance Factory Bhandara Internet Website Address is as follows :  <b><u><a href="http://www.propex.gov.in">www.propex.gov.in</a></u></b>	
2.	The various information/instructions/activities/forms etc. pertaining to this Recruitment are/shall be available on respective Links on the Homepage at the above mentioned Internet Website Address of the Factory on the following Link :  <b><u>Ordnance Factory Bhandara,</u></b> <b><u>Direct Recruitment DR2016A</u></b>	
3.	These links shall remain open during the prescribed periods only, as mentioned hereinafter and in the Full Text Advertisement and as shall be intimated from time to time on the Factory's Internet Website/Links.	
4.	Neither any other Internet Website of Ordnance Factory Bhandara nor any similar Internet Website should be visited for any purpose pertaining to this Advertisement.	

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**[VI]. NAMES OF POSTS AND NUMBERS OF VACANCIES :**

The Names of the Posts and the Numbers of Vacancies with Reservation Category-wise break-up thereof are as follows :

VACANCIES WITH RESERVATION CATEGORY-WISE BREAK-UP											
S. No.	Codes	Posts	UR	SC	ST	OBC (NCL)	Total	PWD	XSM	Backlog / Carried Forward Vacancies	Grand Total
1.	<b>AIC</b>	Cook (Canteen)	02	--	--	01	03	01(HH)	--	--	03
2.	<b>ADU</b>	Durwan (Male)	--	--	--	--	--	--	--	01 [OBC(NCL)]	01
3.	<b>AFB</b>	Fitter Boiler (SS)	--	--	--	--	--	--	--	01 [SC], 01 [OBC/NCL]	02
4.	<b>ABA</b>	Boiler Attendant (SS)	--	--	--	--	--	--	--	01 [ST]	01
5.	<b>AFR</b>	Fitter Refrigeration (SS)	--	--	--	--	--	--	--	01 [SC]	01
6.	<b>AFP</b>	Fitter Pipe (SS)	--	--	--	--	--	--	--	01 [ST], 01 [OBC(NCL)]	02
7.	<b>AFI</b>	Fitter Instrument (SS)	--	--	--	--	--	--	--	02 [SC], 01 [OBC(NCL)]	03
8.	<b>AFG</b>	Fitter (General Mechanic) (SS)	--	--	--	--	--	--	--	01 [ST], 01 [OBC(NCL)]	02
9.	<b>AEL</b>	Electrician (SS)	--	--	--	--	--	--	--	01 [SC], 01 [ST], 02 [OBC(NCL)]	04
		Total	02	--	--	01	03	01	--	16	19

**NOTE :**

- (i) *The Posts reserved for PWD and XSM shall be adjusted by Horizontal Reservation i.e. the selected Candidates shall be adjusted against the categories of UR/SC/ST/OBC(NCL) to which they belong.*
- (ii) *While filling the unreserved/reserved vacancies, the corresponding Backlog vacancies shall be filled first.*
- (iii) *The General Manager, Ordnance Factory Bhandara reserves the right to increase or decrease the number of vacancies at any stage without issuing further notification/corrigendum.*
- (iv) *The General Manager, Ordnance Factory, Bhandara also reserves the right to modify/alter/restrict/cancel the recruitment process, if need so arises, without issuing any further notice or assigning any reason there for. The decision of General Manager, Ordnance Factory Bhandara will be final and no appeal will be entertained against this issue. All disputes will be subject to Nagpur jurisdiction.*

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**[VII]. ABBREVIATIONS :**

The Abbreviations used in this Full Text Advertisement stand for as follows :

IE - Industrial Establishment / Industrial Employee	NIE - Non-Industrial Establishment/ Non-Industrial Employee
SS - Semi Skilled	UR - Unreserved
SC - Scheduled Caste	ST -- Scheduled Tribe
OBC(NCL) -- Other Backward Class (Non-Creamy Layer)	XSM - Ex-Servicemen
PWD - Persons with Disabilities	BL - Both Leg
OH - Orthopedically Impaired	LV - Low Vision
HH - Hearing Impaired	B - Blind
VH - Visual Impaired	NOC - No Objection Certificate
OA - One Arm	PL - Permission Letter
OL - One Leg	IL - Intimation Letter

**[VIII]. CLASSIFICATION OF AND PAY STRUCTURE FOR POSTS :**

The Classification of and the Pay Structure for the above mentioned Posts are as follows :

S. No.	Posts	Establishment	Group	Pay Band ₹	Grade Pay ₹
1.	Cook (Canteen)	NIE	C	5200-20200	1900
2.	Durwan (Male)	NIE	C	5200-20200	1800
<b>For the Posts at 3 to 9.</b>		IE	C	5200-20200	1800

**[IX]. AGE LIMITS :**

1.	On the Crucial Date, the age of the candidates applying for above mentioned Posts MUST fall between the Age Limits as follows :		
	S.No.	Posts	Age Limits
	1.	Cook (Canteen)	18 years to 27 years
	2.	Durwan (Male)	20 years to 27 years
	For the Posts at 3 to 9.		18 years to 32years
2.	It is clarified that, for example, the 'Age Limits of 18 years to 25 years' means that on the Crucial Date, the candidate's age MUST be 18 years and his age MUST not exceed 25 years.		
3	It is further clarified that, if the Crucial date is 09.10.2010 and, the Age Limits criteria are that the candidate's age MUST be 18 years and his age MUST not exceed 25 years on the Crucial Date of 09.10.2010, then a candidate having his date of birth between 09.10.1985 and 10.10.1992 with both dates inclusive, is eligible i.e. the candidate's date of birth MUST fall on or after 09.10.1985 but on or before 10.10.1992.		

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## [X]. AGE RELAXATIONS FOR VARIOUS CATEGORIES OF CANDIDATES :

As per existing orders / instructions an SC/ST/OBC(NCL)/PWD/XSM Candidate for a Post shall be eligible for Relaxation in Upper Age Limit for that Post only if the vacancy in that Post is/are reserved for the respective category as follows :

1.	SC/ST/OBC(NCL) :	
	(i) SC	05 years
	(ii) ST	05 years
	(iii) OBC(NCL)	03 years
2.	PWDs candidate having minimum 40% disability and his Physical Disability having been identified as suitable for that Post, is eligible for further relaxation in the Upper Age Limits, subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years as follows :	
	(i) UR	10 years
	(ii) SC	15 years
	(iii) ST	15 years
	(iv) OBC(NCL)	13 years
3.	Ex-servicemen : An XS candidate having minimum 06 months continuous service in the Armed Forces of the Union of India [ i.e. Regular Army, Navy and Air Force only] is eligible for further relaxation in the Upper as follows :	
	(i) UR	03 Years after deduction of the military service rendered from the actual age on the crucial date.
	(ii) SC	08 Years after deduction of the military service rendered from the actual age on the crucial date.
	(iii) ST	08 Years after deduction of the military service rendered from the actual age on the crucial date.
	(iv) OBC(NCL)	06 Years after deduction of the military service rendered from the actual age on the crucial date.
	<b>Note:</b> <i>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.</i>	
4.	A Candidate who is a Central Government Servant with minimum 03 years continuous service, is eligible for relaxation in Upper Age Limits as follows :	
	(i) UR	Upto 40 years
	(ii) SC	Upto 45 years
	(iii) ST	Upto 45 years
	(iv) OBC(NCL)	Upto 43 years
5.	Further Age Relaxation for Ex-Trade Apprentices of Ordnance Factories as follows :	
	(i)	The Candidates who are Ex-Trade Apprentices of Ordnance Factories (including Ordnance Factory Bhandara) are eligible for further relaxation in Upper Age Limits by the Period of their Trade Apprenticeship Training in Ordnance Factories.
	(ii)	The Ex-Trade Apprentices of other than Ordnance Factories are NOT eligible for the further relaxation in Upper Age Limits by the Period of their Trade Apprenticeship Training.

**Note :** The Maximum age of the applicants shall not exceed 56 years including all possible age relaxations.

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# **[XI]. CATEGORIES OF DISABILITIES OF PHYSICALLY HANDICAPPED PERSONS IDENTIFIED AS SUITABLE FOR VARIOUS POSTS :**

The categories of Disabilities of Physically Handicapped persons identified as Suitable for above mentioned Posts are as follows :

S.NO.	POSTS	CATEGORIES OF DISABLED SUITABLE FOR THE JOB
1.	Cook (Canteen)	BL, OL, HH, LV
2.	Durwan (Male)	OA
3.	Fitter Boiler (SS)	OL, BL, HH, LV
4.	Boiler Attendant (SS)	OL, LV
5.	Fitter Refrigeration (SS)	OL, BL, HH, LV
6.	Fitter Pipe (SS)	OL, BL, HH, LV
7.	Fitter Instrument (SS)	OL, BL, HH, LV
8.	Fitter (General Mechanic) (SS)	OL, BL, HH, LV
9.	Electrician (SS)	OL, BL

## **GUIDELINES FOR PERSONS WITH DISABILITIES :**

(a).	The facility of Scribe is allowed to any person who has disability of 40% or more and if so desired by the person.
(b).	The candidates has the discretion of opting for his/her own scribe or can request the O.F.Bhandara for the same at the time of applying Online.
(c).	The candidates who have opted for bringing his/her own scribe will have to arrange scribe at their own cost and will have to submit the Scribe Declaration Form which will be available on our website <a href="http://www.propex.gov.in">www.propex.gov.in</a> . The Candidate shall be responsible for any misconduct on the part of Scribe brought by him/her.
(d).	The candidates who have opted for availing the facility of Scribe from O.F.Bhandara will be allowed to meet the scribe a day before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.
(e).	Visually handicapped (VH) candidates with visual disabilities of 40% (forty percent) or above can avail the assistance of a Scribe in the Written Examination as given above. Question Papers and Answer Sheets will not be provided in Braille.
(f).	The PWD candidates who are making use of Scribe in the Written Examination will be given Compensatory Time of 20 minutes per hour of examination.

## [XII]. PROCESS OF CERTIFICATION AND FORMAT OF CERTIFICATES :

1.	Candidates who wish to be considered against vacancies reserved/or seek age-relaxation must submit requisite certificate of SC/ST/OBC(NCL)/PWD/XSM from the competent authority, in the prescribed format when such certificates are sought by OFBa (Ordnance Factory Bhandara). Otherwise, their claim for SC/ST/OBC(NCL)/PWD/XSM status will not be entertained and their candidature will be CANCELLED.
2.	The formats of the Certificates are Annexed and available in this Full Text Advertisement as under. <b>Certificates in any other format will not be accepted.</b>
	<b>Formats of Certificates :</b>
	For SC/ST Certificate - Annexure-I
	For OBC(NCL) Certificate - Annexure-II
	For PWDs Certificate - Annexure-III (Form-II, III, IV as the case may be).
3.	The closing date for receipt of on-line applications will be treated as date of reckoning for SC/ST/OBC(NCL)/PWD/XSM status of the candidate.
4.	<b>Note for OBC(NCL) Candidates:</b> - Candidates claiming OBC(NCL) status may note that certificate on creamy layer status should have been obtained within three years before the closing date for submission of online applications, inclusive crucial date.
5.	<b>Note for PWD Candidates:</b> - The Certificate of PWD must have mentioned the category of Disability as per the para [XI] above, reserved for particular post otherwise their candidature may be cancelled.

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### [XIII]. EDUCATIONAL QUALIFICATIONS AND OTHER QUALIFICATIONS :

On the Crucial Date, the Educational Qualifications and Other Qualifications of the candidates applying for the above mentioned Posts MUST be as follows :

S.No.	Posts
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#### 1. COOK (CANTEEN) :

- (i) Matric pass with one year experience in the trade.

#### 2. DURWAN (MALE) :

Essential :

- (i) Matriculation or equivalent pass  
(ii) Must be Physically fit for the duties of Durwan as per specified standard indicated below :  
(a) Height without Shoes 165 cms.  
(b) Chest Un-Expanded 77cms, Expanded 82 cms.  
(c) Weight 45 kgs.

Desirable :

- (i) Ex-Serviceman  
(ii) Three years' service as Home Guard / Civil Defence volunteer and training in at least basic and refresher courses in Home Guard and Civil Defence.

#### For the Posts at S.No. 3 to 9. :

- (i) 10<sup>th</sup> pass  
(ii) National Apprenticeship Certificate (NAC) /National Trade Certificate (NTC) issued by National Council for Vocational Training (NCVT).

<b>Note :</b> (1) NAC/NTC Trades relevant for the Posts mentioned at S.No. 3 to 9 are as follows :		
The relevant Trades in which NAC/NTC Certificate is required for various Posts are as under:		
S. No.	POSTS	Relevant NAC/NTC Trades
3.	Fitter Boiler (SS)	Fitter
4.	Boiler Attendant (SS)	Boiler Attendant
5.	Fitter Refrigeration (SS)	Refrigeration and Air Conditioning Mechanic
6.	Fitter Pipe (SS)	Pipe Fitter, Plumber
7.	Fitter Instrument (SS)	Instrument Mechanic, Electronics Mechanic, Mechanic Industrial Electronics, Instrument Mechanic Chemical Plant, Advance Mechanic (Instrument)
8.	Fitter (General Mechanic)(SS)	Fitter, Pipe Fitter, Sheet Metal Worker
9.	Electrician (SS)	Electrician
(2) It is clarified that NAC and NTC are treated at par for all recruitment purposes, and that Diploma in Engineering without possessing NAC/NTC cannot be accepted as qualification for direct recruitment.		

### [XIV]. FURTHER INSTRUCTIONS/ STIPULATIONS IN RESPECT OF INDUSTRIAL ESTABLISHMENT POSTS AT S.NO. 3 TO 9 FOR EX-TRADE APPRENTICES OF ORDNANCE FACTORIES ONLY :

1.	Ex-Trade Apprentices of Ordnance Factories (including Ex-Trade Apprentices of Ordnance Factory, Bhandara) are also required to apply online only. Any application, received otherwise will not be accepted.
2.	The Ex-Trade Apprentices of Ordnance Factory Bhandara will be given relaxation in Upper Age Limits by the period of their Apprenticeship Training at Ordnance Factory Bhandara.
3.	No Application Fees are required to be paid by the Ex-Trade Apprentices of Ordnance Factory Bhandara irrespective of the category to which they belong.

**[XV]. SCHEMES & SYLLABUS OF WRITTEN TESTS / MEASUREMENTS OF PHYSICAL STANDARDS / SCREENING TESTS / ORIGINAL DOCUMENTS CHECKING / SKILL TESTS / TRADE TESTS (PRACTICAL), etc. :**

The Schemes of Written Tests / Measurements of Physical Standards / Screening Tests / Original Documents Checking / Skill Tests / Trade Tests (Practical), etc. for selection of Candidates for the above mentioned Posts are as follows :

**1. SCHEME & SYLLABUS - COOK (CANTEEN) :**

The sequence of Selection Test will be as follows:

- (1). Written Test (100 Marks).
- (2). Skill Test.

**(1). WRITTEN TEST (100 MARKS) : This is only a qualifying examination.**

**(A). Scheme of Written Test :** The written test consists of one objective type multiple choice question paper as shown below :

Sl. No.	Subject	Maximum Marks	Number of Questions	Time Duration*
I.	General Cooking Knowledge	50	50	2 Hours
II.	General Awareness	25	25	
III.	General Intelligence	25	25	
Total :		100	100	

\* Compensatory time will be given to those PWD Candidates who have availed the assistance of Scribe as given in para [XI]

**(B). Syllabus for Written Test :**

<b>I.</b>	<b>General Cooking Knowledge :</b> General Knowledge on Cooking.
<b>II.</b>	<b>General Awareness :</b> 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 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, Geography, Economic Scene, General polity and Scientific research. Common General Knowledge on Hygiene and Health.
<b>III.</b>	<b>General Intelligence :</b> 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.

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**(2). COOK (CANTEEN) SKILL TEST:** Only for those who qualify in the written test. Number of candidates to be called for the Skill Test shall be in the following ratio : 1 Post - 5

2 & above Posts –  $2x+4$  ( $x$  = number of posts)

Syllabus for Skill Test :

- Preparing a meal as per menu
- Arranging a table
- Ability to serve courteously

**2. SCHEME & SYLLABUS - DURWAN (MALE) :**

The sequence of Selection Test will be as follows:

- (1). Written Test (150 Marks).
- (2). Measurement of Physical Standards.
- (3). Screening Test of 100 metres running in 15 seconds.

**(1). WRITTEN TEST (150 MARKS) :**

**(A). Scheme of Written Test (Objective Type) :**

Sl. No.	Subject	Maximum Marks	Number of Questions	Time Duration*
I.	General Intelligence (10 <sup>th</sup> standard)	25	25	2 Hours
II.	General Awareness (10 <sup>th</sup> standard)	50	50	
III.	English Language (10 <sup>th</sup> standard)	50	50	
IV.	Numerical Aptitude (10 <sup>th</sup> standard)	25	25	
Total :		150	150	

\* Compensatory time will be given to those PWD Candidates who have availed the assistance of Scribe/Reader as given in para [XI]

**(B). Syllabus for Written Test :**

<b>I.</b>	<p><b>General Intelligence :</b></p> <p>The questions will be of 10<sup>th</sup> Standard and would include questions of non-verbal type. The test may include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgement, decision making, visual memory, discrimination observation, relationship concepts, figure classification, arithmetical number series, non-verbal series. 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.</p>
<b>II.</b>	<p><b>General Awareness :</b></p> <p>The questions will be of 10<sup>th</sup> Standard. 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 10<sup>th</sup> Standard educated person. The test will also include questions relating to India and its neighboring 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.</p>
<b>III.</b>	<p><b>English Language :</b></p> <p>The questions will be of 10<sup>th</sup> Standard. Candidate's understanding of the Basics of English language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. and writing ability would be tested.</p>

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<b>IV.</b>	<b>Numerical Aptitude :</b> This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work etc. The questions will be of 10th Standards.
<b>(2). MEASUREMENT OF PHYSICAL STANDARDS &amp; SCREENING TEST :</b> The Physical Test/Masurement of Physical Standards and Screening Test are only of qualifying nature. The number of Candidates to be called for the Measurement of Physical Standards and Screening Test on the basis of merit in the Written Test shall be in the ratio of 1:10 to the number of vacancies.	
<b>(a)</b>	<b>MEASUREMENT OF PHYSICAL STANDARDS :</b> Must be Physically fit for the duties of Durwan as per specified standard indicated below: (a) Height without Shoes 165 cms. (b) Chest Un-Expanded 77cms, Expanded 82 cms. (c) Weight 45 kgs.
<b>(b)</b>	<b>SCREENING TEST :</b> Running of 100 metres in 15 seconds.
<b>(3). Final Grading will be decided based on marks obtained in Written Test subject to qualifying in the measurement of Physical standards &amp; Screening test.</b>	

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SCHEME & SYLLABUS - For the Posts at S.No. 3 to 9			
The Selection Process will include : (1). Written Test – 100 Marks (2). Trade Test (Practical) – Qualifying only (No Marks)			
(1). <b>Written Test – 100 Marks :</b>			
(A). <b>SCHEME OF WRITTEN TEST:</b>			
1. There will be a written examination of one paper. The paper will be of “Objective-Multiple-choice-type” of maximum 100 marks.			
2. The paper will consist of two parts :			
(a) 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.			
(b) PART-B will consist of 80 marks of NCVT syllabus for the relevant trade.			
(c) 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, no of questions and the time allowed is given in the table below :-			
Subject	No. of Questions	Maximum Marks	Total Time Duration*
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	
* Compensatory time will be given to those PWD Candidates who have availed the assistance of Scribe/Reader as given in para [XI]			
<b>Note :</b>			
(i)	The paper would be bilingual, i.e. it would be printed in Hindi as well as English.		
(ii)	The paper would be required to be answered in OMR sheets.		
(iii)	Candidates would required to darken the circles in the OMR sheet with blue/black ball point pen only. OMR sheets marked in pencil would be rejected outright.		
(iv)	No marks would be allotted for questions in which multiple darkening has been done in the OMR Sheet.		
(B). <b>SYLLABUS OF WRITTEN TEST:</b>			
(i)	General Science (10 Questions) Questions 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 10 <sup>th</sup> Standard and would include such matters of every day observations and experience as may be expected of any educated person.		
(ii)	Quantitative Aptitude (10 Questions) The candidate will be tested for general mathematics of upto 10 <sup>th</sup> Standard involving number system, equations in two variables, simple and compound interest, perimeter, area and volume of geometrical figures, Direct and inverse proportions, Pythagoras theorem and trigonometry.		
(iii)	NCVT Trade (80 Questions) Questions from the NCVT Syllabus of relevant trade.		

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**(2). Trade Test (Practical) – Qualifying only (No Marks) :****(A). SCHEME OF TRADE TEST (PRACTICAL) :**

(i)	Trade Test is an essential part of the selection process. Viva-voce, if any, considered necessary to test the skill of the candidate being considered for recruitment, will essentially form part of Trade Test.
(ii)	Trade Test will be merely qualifying in nature, without any marks. It will not decide the merit of the selected candidates. The merit will be decided solely based on the result of the written examination.
(iii)	The candidates who fail the Trade Test would not be considered for recruitment, irrespective of marks scored by them in the written examination.
(iv)	No. of candidates to be called for Trade Test would be 1.25 times the number of vacancies in each trade.

**(B). SYLLABUS OF TRADE TEST (PRACTICAL) :****3. Fitter Boiler (SS) :**

(i)	Should have a general idea of the working surfaces of boiler and flues and be able to scrape and clean them.
(ii)	Should have knowledge of the principal safety regulations.
(iii)	Should be able to read water level and other Boiler gauges.
(iv)	Should have knowledge of the proper use of the damper, blow-off cocks, safety valves, gauge glasses and fusible plugs.
(v)	Possession of a second class Boiler Attendant's certificate is a desirable qualification.
(vi)	Should be able to pass Practical and oral test as per specifications of 2 <sup>nd</sup> class Boiler's Attendant's certificate.
(vii)	Ability to carry out any other work of similar nature.

**4. Boiler Attendant (SS) :**

(i)	Must possess a second class Boiler Attendant certificate.
(ii)	Trade test will be conducted as per practical part of NCVT syllabus.

**5. Fitter Refrigeration (SS) :**

(i)	Ability to handle electrical instruments like Ammeter, Voltmeter & Megger and also pressure gauges.
(ii)	Ability to assemble simple equipment and to dismantle and reassemble motor, starter etc.
(iii)	Ability to solder and braze.
(iv)	Ability to carry out erection, repair, modification and adjustment of various units such as Compressors, Condensers, Water Coolers, Refrigerators, Expansion Valves, Refrigerant Piping & Jointing Air Ducts etc.
(v)	Experience in gas and electric welding desirable.
(vi)	Experience and trials at work would be the main criterion for selection.

**6. Fitter Pipe (SS) :**

(i)	Must be able to read simple drawings and take measurements utilising foot rule, measuring tape and calipers.
(ii)	Must be able to cut, thread, plug, water supply pipe lines and also carry out minor repairs to pipe fittings and make joints on screwed, flanged and socketed pipe.
(iii)	Ability to repair leaky taps, automatic flushes and other flushing cisterns as well as leaks in pipe joints.
(iv)	Ability to carry out operations with the tools of his trade.
(v)	Ability to repair sluice valves, gate valves etc.

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(vi)	Ability to lay pipes of any description at correct slope/gradient.
(vii)	Must carry his own tools/implements and materials required for carrying out repair work as well as new jobs.
(viii)	Should be able to pass Practical test as per given Blue-Print.
(ix)	Should be able to carry out any other work of similar nature not mentioned above.
<b>7. Fitter Instrument (SS) :</b>	
(i)	Ability to carry out minor stripping and assembly operations on various types of simple instruments, and
(ii)	Ability to use simple hand tools required in the stripping and re-assembly of instruments
<b>8. Fitter (General Mechanic) (SS) :</b>	
(i)	Ability to start & stop the Compressor, Pumps and Motors, carry out routine lubrication, observe pressure gauges meter reading, Control water temperature where necessary.
(ii)	Ability to detect minor running faults with the Compressor, Motor & Pumps in his charge.
(iii)	Ability to distinguish between Compressor Oils and other oils
(iv)	Ability to pack glands in the pumps & elementary working knowledge of centrifugal pump or ram pumps.
(v)	Ability to use file & chisel to carry out simple hand operations such as filing, tapping, sawing, Screwing, chipping etc. to the tolerance considered reasonable for each operations.
(vi)	Ability to estimate correct length of rivets required to set up rivets hot or cold by hand or pneumatic hammer & should have working knowledge of various types of rivets and their use.
(vii)	Ability to use Scraper / chisels for the purpose of removing scales marks, line scores & small dents from components or raw material, bringing these into a condition suitable for inspection.
(viii)	Ability to grind simple tools, scrapers, chisels etc. for own use.
(ix)	Ability to read simple drawings and mark-off correctly the centre of holes to be drilled and straight lines the components with appropriate tools including vernier height gauge etc, for carrying out simple operations as drilling, shaping, planning or drilling and boring.
(x)	Ability to take simple measurement direct from existing plant or Store and transcribe them to a fresh component.
(xi)	Ability to carry out simple assembly jobs of respective nature and should have knowledge of various components used in a particular store under assembly.
(xii)	Ability to read simple Blue prints or take measurement using a foot rule and calipers (internal & External).
(xiii)	Ability to carry out simple fitting operations such as fitting, chipping, reaming, tapping or Screw cutting by hand taps & dies.
(xiv)	Elementary ability to use simple workshop machines such as that required for drilling and rough grinding on emery stone.
(xv)	Ability to read micrometer and Vernier and other suitable instruments normally connected with this trade.
(xvi)	Must have elementary knowledge of working of refrigeration compressor, blower and other equipments in Air-conditioning Plants. Ability to start & stop Air conditioning plants in proper sequence.
(xvii)	Ability to read Volt meter, Thermometer, Hydrometer & Record-pressure temperature, relative humidity etc.
(xviii)	Ability to carryout minor repair of refrigeration compressor, cooling tower, blowers, descaling of condenser tubes, chilled water system of AC Plant and inter cooler of Air-compressor using descaling compounds.
(xix)	Ability to detect leakage of refrigerant in Air conditioning plant & take measures to prevent loss of refrigerant from the system.
(xx)	Must carry tools, spare parts & jobs pertaining to his own work weighing 20 Kg (approx).
(xxi)	In addition to these ability to carry out any other work of similar nature.

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<b>9. Electrician (SS) :</b>	
(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 appliance and protective equipment while working in electrical systems & installations.
(ii)	Ability to connect AC/DC electric motor with starter. Knowledge of principles of operation & maintenance of storage batteries. Wiring of low & medium voltage armatures and field coils & starters for preparing of AC/DC motor/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 size of fuzes and wires, overhaul switch gears of furnaces and electrical machines, make simple power calculation 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 drawing (power & control circuit) and to work as per the drawing.
(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.S. 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 upto 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.

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**[XVI]. METHODS FOR SELECTION :**

The Methods of Selection of Candidates for the above mentioned Posts shall be as follows :

S. No.	Posts						
<b>1. Cook (Canteen) :</b>							
(i)	The Selection Process shall comprise of Written Test of 100 marks. Written Test shall be fully objective and OMR based.						
(ii)	<p>Skill Test - Only for those who qualify in the Written Test. Number of candidates to be called for the Skill Test shall be in the following ratio :</p> <p style="text-align: right;">1 Post - 5</p> <p style="text-align: right;">2 &amp; above Posts - <math>2x + 4</math> (x = number of posts)</p>						
<b>2. Durwan (Male) :</b>							
(i)	<p>The sequence of Tests will be as follows :</p> <table border="1"> <tr> <td>(a)</td><td>The Selection Process shall comprise of Written Test of 150 marks. Written Test shall be fully objective and OMR based.</td></tr> <tr> <td>(b)</td><td>Measurement of Physical Standards</td></tr> <tr> <td>(c)</td><td>Screening Test of 100 metres Running in 15 seconds.</td></tr> </table>	(a)	The Selection Process shall comprise of Written Test of 150 marks. Written Test shall be fully objective and OMR based.	(b)	Measurement of Physical Standards	(c)	Screening Test of 100 metres Running in 15 seconds.
(a)	The Selection Process shall comprise of Written Test of 150 marks. Written Test shall be fully objective and OMR based.						
(b)	Measurement of Physical Standards						
(c)	Screening Test of 100 metres Running in 15 seconds.						
(ii)	After the Written Test, the number of Candidates to be called for the Measurement of Physical Standards and Screening Test on the basis of merit in the written test shall be in the ratio of 1:10 i.e. 10 times the number of vacancies.						
(iii)	The Physical Test and Screening Test are only of qualifying nature. Failure in these Tests shall be failure in the Selection Process i.e. the Candidates who fail in any of these qualifying Tests shall not be considered for selection at all.						
(iv)	Screening Test shall be done only for those Candidates who qualify in the Measurement of Physical Standards.						
(v)	Final Grading will be decided based on marks obtained in the Written Test subject to qualifying in the Measurement of Physical Standards and Screening Test.						
<b>For the Posts at S.No. 3 to 9. :</b>							
(i)	The Selection Process shall comprise of Written Test of 100 marks and Trade Test (Practical).						
(ii)	Written Test shall be fully objective and OMR based.						
(iii)	The Trade Test (Practical) shall be only qualifying in nature, without any marks.						
(iv)	On the basis of merit list based on marks obtained in Written Test, Candidates 1.25 times the number of vacancies shall be called for Trade Test (Practical).						
(v)	The final select list shall be based on marks in the Written Test only, the Trade Test (Practical) being qualifying in nature.						

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**[XVII]. CRITERIA FOR SELECTION :**

The selection for the above mentioned Posts shall be made strictly on the basis of the performance of the candidates in the Written Tests/Measurements of Physical Standards/ Screening Test/Original Documents Checking / Skill Test / Trade Tests (Practical), etc. as the case may be, as prescribed for the abovementioned Posts.

**[XVIII]. REGARDING QUESTION PAPERS AND OMR ANSWER SHEETS FOR WRITTEN TESTS :****(1) Written Tests Question Paper Particulars :**




- |     |  |
|-----|--|
| (a) | The Question Paper shall be as per the Syllabus given in the Advertisement.  |
| (b) | The Question Paper given to a Candidate shall be in the language mentioned by him in his Online Application.   |
| (c) | The questions shall be objective/multiple choice type questions.   |
| (d) | Further instructions in this regard shall be given in the Call Letter cum Admit Card and/or in the Cover Page of the respective Question Paper.  |
| (e) | Visually handicapped (VH) candidates with visual disabilities of 40% (forty percent) or above can avail the assistance of a Scribe in the Written Examination as given in [XI] above. Question Papers and Answer Sheets will not be provided in Braille. |

**(2) Written Tests Answer Sheet Particulars :**

- |     |  |
|-----|--|
| (a) | The Answer Sheets shall be in the form of <b>Optical Marker Reader (OMR) Sheet</b> .   |
| (b) | The Candidates should exercise due care in handling and filling up the OMR Answer Sheets.  |
| (c) | The Candidates <b>MUST use blue/black ball point pen only</b> for writing in the boxes and for darkening the circles for marking the answers on the OMR Answer Sheets. |
| (d) | <b>Use of pencil is not allowed for darkening the circles for marking the answers on the OMR Answer Sheets.</b>  |
| (e) | Sample OMR Answer Sheet for Written Test for various Posts shall be given as part of Call Letter cum Admit Card for the respective Posts.                              |
| (f) | Further instructions in this regard shall be given in the Call Letter cum Admit Card and/or in the respective Sample OMR Answer Sheet.                                 |

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(3). Method of Marking Answers on OMR Answer Sheets :						
(a)	In the OMR Answer Sheet, Serial Numbers of questions shall be printed.					
(b)	Against each Serial Number of the questions, there shall be four circles marked (a), (b), (c) and (d).					
(c)	<p>After the Candidate has read a question in the Question Paper and has decided which one of the given answers is correct or the best for that question, he has to mark his answer by completely darkening the corresponding circle against the Serial Number of that question in ink only.</p> <p>For example, if the correct answer to the question at Sl. No. 01, according to the Candidate, is (b), then the circle against QN 01 containing the letter (b) is to be completely darkened by the Candidate in ink, as shown below :</p>					
	<table><tr><td>01.</td><td>(a)</td><td></td><td>(c)</td><td>(d)</td></tr></table>	01.	(a)		(c)	(d)
01.	(a)		(c)	(d)		
(d)	It is reiterated that only <b>INK</b> is to be used for darkening the circles for marking the answers on the OMR Answer Sheets.					
(e)	<b>The Candidates MUST note that no change can be made in the marking, once done, of an answer on the OMR Answer Sheet. Therefore, the Candidates MUST darken the circles for marking the answers on the OMR Answer Sheets carefully.</b>					
(f)	Further instructions if any in this regard shall be given in the Call Letter cum Admit Card and/or in the respective Sample OMR Answer Sheet.					

**[XIX]. DURATION, MAXIMUM MARKS, NUMBER OF QUESTIONS, QUALIFYING MARKS, RELAXATION OF QUALIFYING MARKS, MARKING SYSTEM IN /WRITTEN TESTS/ MEASUREMENT OF PHYSICAL STANDARDS/ SCREENING TEST /SKILL TEST / TRADE TEST (PRACTICAL), etc. :**

**(1). Regarding Duration, Maximum Marks, Number of Questions, Qualifying Marks of/in Written Tests :**

- (i) For the Written Tests, as the case may be, for various Posts, the Duration, Maximum Marks, Number of Questions, Qualifying Marks for General Candidates and Qualifying Marks for the Candidates belonging to the categories for which the Posts are reserved, if adequate numbers of such Candidates are not available by general standard, shall be as follows :

S. NO.	Posts	Time Duration for General Candidates	Time Duration for candidates using Scribe	Max. Marks	Number of Questions	Qualifying Marks for General Candidates	Qualifying Marks for Candidates belonging to categories for which the posts are reserved, if adequate numbers of such candidates are not available by general standard
1.	Cook (Canteen)	02 Hours	02 Hours 40 Minutes	100	100	40	35
2.	Durwan (Male)	02 Hours	02 Hours 40 Minutes	150	150	60	52
<b>For the Posts at S.No. 3 to 9.</b>		02 Hours	02 Hours 40 Minutes	100	100	40	35

**(2). Regarding Marking System in Written Tests :**

The Marking System in the Written Tests for various Posts shall be as follows :

**There shall be no negative marking for all the posts.**

**(3). Regarding Measurement of Physical Standards / Screening Test / Skill Test / Trade Test (Practical), as the case may be :**

Regarding Measurement of Physical Standards/Screening Tests/Skill Test / Trade Tests (Practical), as the case may be, the relevant provisions as applicable have been mentioned in the appropriate Paras.

**(4). Further instructions in this regard :**

Further Instructions, if any, in this regard for various Posts shall be given in the respective Call Letter cum Admit Cards.

## **[XX]. BREAKING OF TIES IN CASE OF EQUALITY OF MARKS IN WRITTEN TESTS :**

(1). Following Criteria in that order shall be applied for Breaking of Ties in case of Equality of Marks in the Written Tests :

S. No.	POSTS	First Criterion for Breaking of Ties in case of Equality of Marks in Written Tests	Second Criterion for Breaking of Ties in case of Equality of Marks in Written Tests, if Ties still persist after applying the First Criterion
1.	<b>Cook (Canteen)</b>	Date of Birth, with older candidate placed higher	Alphabetical order in which the first names of the candidates appear in the Online Application.
2.	<b>Durwan (Male)</b>	--do--	--do--

### **For the Posts at S.No. 3 to 9. :**

(1)	In the Selection Process, other things being equal i.e. marks being equal, the trained Ex-Trade Apprentices of Ordnance Factory Bhandara and other Ordnance Factories shall be given preference in the order in which they are stated.		
(2)	In-between the trained Ex-Trade Apprentices of Ordnance Factory Bhandara, preference shall be given to those who are senior i.e. if two or more Ex-Trade Apprentices secure equal marks, then preference shall be given on the basis of seniority. The seniority of Ex-Trade Apprentices of Ordnance Factory Bhandara shall be decided on the following basis :		
	<i>“ The NCTVT examination batch numbers (month/year) shall be the criteria for maintaining the seniority of Ex-TAs. The merit list of the particular NCTVT examination shall be the criteria of seniority for Ex-TAs for that batch. The Ex-TAs seniority shall be maintained batch-wise as per the NCTVT examinations irrespective of whether the Candidate is Ex-ITI or a fresh apprentice. In other words, the Ex-TA who has passed NCTVT examination in an earlier batch (NCTVT) is en block senior to the Ex-TA passed in subsequent batch irrespective of the year of joining Trade Apprentices Scheme.”</i>		
(3)	Similarly, in-between the trained ex-Trade Apprentices of other Ordnance Factories, the preference shall be given to those who are senior as mentioned above.		
(4)	Thereafter, among other Candidates, the preference shall be given to the Ex-Trade Apprentices of other than Ordnance Factories.		
(5)	In case the Ties still persist, the following criteria shall be adopted for Breaking of Ties in case of equality of marks in the Selection Process after applying the Criteria mentioned at sub clauses (1) to (4) above :		
	Next First Criterion for Breaking of Ties in case of Equality of Marks in Written Tests and after applying the Criteria mentioned at sub-clauses (1) to (4), as the case may be, mentioned above	Next Second Criterion for Breaking of Ties in case of Equality of Marks in Written Tests, if Ties still persist after applying the Criteria mentioned at sub clauses (1) to (4), as the case may be, mentioned above and also after applying the Next First Criterion	
	Date of Birth, with older candidate placed higher	Alphabetical order in which the first names of the candidates appear in the Online Application.	
(6)	It is clarified that in case of Equality of Marks in the Selection Process, the Tie-Breaking Criteria given in the above mentioned Clause (5) shall be applied to the Ex-Trade Apprentices of Ordnance Factories after applying the Tie-Breaking Criteria given in the above mentioned Clauses (1) and (3), and shall be applied to other Candidates after applying the Tie-Breaking Criteria given in the above mentioned Clause (4).		
(7)	It is further clarified that the above mentioned Tie-Breaking Criteria in case of equality of marks in the Selection Process shall be applied only when more than one Candidate secure equal marks in the Selection Process.		

**[XXI]. LANGUAGE FOR WRITTEN TESTS / MEASUREMENT OF PHYSICAL STANDARDS / SCREENING TEST / SKILL TEST / TRADE TEST (PRACTICAL), etc. :**

1.	For all the Posts at S.No. 1 to 9, the Language for the Written Tests/Measurement of Physical Standards/Skill Test/Trade Test (Practical Tests), etc. as the case may be, shall be : <b><u>HINDI</u> or <u>ENGLISH</u></b>
2.	The on-the-spot instructions/directions which are to be given to the Candidates while conducting the Written Tests/Measurements of Physical Standards/ Screening Test/ Skill Test /Trade Tests (Practical), etc. as the case may be, for these Posts, shall be given in the above two Languages.
3.	After submission of Online Applications, no request for change in the Language shall be entertained at any stage under any circumstances on any grounds whatsoever.

**[XXII]. CANDIDATURE :**

1.	The candidature of every candidate shall be PROVISIONAL and shall remain PROVISIONAL until he is appointed to a Post after his selection.
2.	The candidature of a Candidate applying for a Post starts with the completion of Step-1 for submission of his Online Application, as mentioned in the relevant Para.
3.	The Factory Management shall not render/provide any advice or guidance or counseling in this regard.
4.	The Factory Management shall not entertain any personal / postal / telephonic / electronic inquiry / correspondence in this regard.
5.	The Factory Management shall not consider any representation whatsoever in this regard.

**[XXIII]. FULFILLING ELIGIBILITY CRITERIA BY CANDIDATES :**

1.	All the prescribed eligibility criteria for a Post MUST be fulfilled by the Candidates on the date of submission of their Online Applications for that Post.
2.	Before applying for a Post, the Candidates MUST ensure that they fulfill all the eligibility criteria prescribed for that Post as given in this Advertisement.
3.	It shall be the personal responsibility of the Candidates applying for a Post to satisfy themselves that they actually fulfill all the prescribed eligibility criteria for that Post as given in this Advertisement.
4.	No advice or guidance or counseling shall be provided by the Factory in this regard on any grounds under any circumstances.
5.	The candidature of a Candidate not fulfilling the prescribed eligibility criteria for a Post on the date of submission of his Online Application for that Post, shall stand cancelled.
6.	The candidature of a Candidate for a Post shall be cancelled at any stage when it is found that he was not fulfilling the prescribed eligibility criteria when he submitted his Online Application for that Post.
7.	The Factory Management shall not consider any representation whatsoever in this regard.

### **[XXIV]. POSSESSION OF ALL ORIGINAL DOCUMENTS BY CANDIDATES WHILE SUBMITTING ONLINE APPLICATIONS :**

1.	All the required ORIGINAL Documents pertaining to his age, educational qualifications and other qualifications, SC/ST/OBC(NCL)/PWD/XSM, NOC/PL/IL, etc MUST be possessed by the Candidate applying for any Post on the date when he is applying for that Post.
2.	Before applying for any Post, the candidates MUST ensure that they possess all ORIGINAL Documents pertaining to their age, educational qualifications and other qualifications, SC/ST/OBC(NCL)/PWD/XSM, NOC/PL/IL, etc required for that Post as given in this Advertisement.
3.	It shall be the personal responsibility of the candidate applying for a Post to satisfy himself that he actually possesses all the required ORIGINAL Documents pertaining to his age, educational qualifications and other qualifications, SC/ST/OBC(NCL)/PWD/XSM, NOC/PL/IL, etc. as given in this Advertisement.
4.	No advice or guidance or counseling shall be provided by the Factory in this regard on any grounds under any circumstances.
5.	The candidature of a Candidate not possessing all ORIGINAL Documents pertaining to his age, educational qualifications and other qualifications, SC/ST/OBC(NCL)/PWD/XSM, NOC/PL/IL, etc required for a Post on the date of submission of his Online Application for that Post, shall stand cancelled.
6.	The candidature of a Candidate for a Post shall be cancelled at any stage when it is found that he was not possessing all required ORIGINAL Documents pertaining to his age, educational qualifications and other qualifications, SC/ST/OBC(NCL)/PWD/XSM, NOC/PL/IL, etc when he submitted his Online Application for that Post.
7.	The Factory Management shall not consider any representation whatsoever in this regard.

### **[XXV]. ORIGINAL DOCUMENTS CHECKING :**

1.	The Original Documents Checking is a part of the Selection Process for all the Posts.
2.	The Original Documents Checking of the candidates shall be done at the appropriate Stage either before or during or after the Measurements of Physical Standards/Original Documents Checking/Screening Test/Written Tests/ Skill Test /Trade Test(Practical), as the case may be, for the respective Posts.
3.	No request for submission of Original Documents at a later stage or for acceptance of attested copies thereof or for giving of undertakings of any kind in this regard, shall be accepted on any grounds under any circumstances.
4.	The Management reserves the right to do the Original Documents Checking of any or of some or of all the Candidates for any Post at any stage as considered appropriate.
5.	Only those Candidates who qualify in Original Documents Checking, shall be allowed to appear in the next stage of the Selection Process.
6.	It is clarified that the Management reserves the right to do the Original Documents Checking of any or of some or of all the Candidates for any Post even after publication/display of the list of the provisionally selected Candidates for that Post, as considered appropriate.
7.	If a Candidate does not produce his all Original Documents in the Original Documents Checking for any Post for any reasons whatsoever, he shall be disqualified in the Original Documents Checking and consequently, he shall not be allowed to appear in the next stage of the Selection Process for that Post.

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8.	The formats of the Certificates are Annexed and available in this Full Text Advertisement. <b>Certificates in any other format will not be accepted and candidature is liable to be rejected.</b>				
9.	The Original Documents Checking shall be done at the Stages of the Selection Process for various Posts by calling the candidates as mentioned below :				
	SN	POSTS	Stages of Selection Process		Candidates to be Called for the stages of Selection Process in the preceding column
	1.	Cook (Canteen)	(1)	Written Test	All eligible Candidates
			(2)	Skill Test & Original Documents Checking	Only for those who qualify in the Written test Number of candidates to be called for the Skill Test shall be in the following ratio : 1 Post - 5 2 & above Posts - 2x+4 (x = number of posts)
	2.	Durwan (Male)	(1)	Written Test	All eligible Candidates
			(2)	Measurement of Physical Standards	Ten times the number of vacancies, as per the merit of the Candidates in the Written Test
			(3)	Screening Test	All Candidates who qualify in Measurement of Physical Standards
			(4)	Original Documents Checking	All Candidates who qualify in Screening Test
	For the Posts at S.No. 3 to 9.		(1)	Written Test	All eligible Candidates
			(2)	Original Documents Checking	Three times the number of vacancies, as per the merit of the Candidates in the Written Test
			(3)	Trade Test (Practical)	1.25 (one and a quarter) times the number of vacancies, subject to their qualifying in the Original Documents Checking
10.	The number the Candidates to be called for any Stage of the Selection Process after applying the above mentioned ratios for that Stage of the Selection Process, can be changed at the discretion of the Management, depending upon the availability of number of Candidates in one Stage of the Selection Process for the next Stage of the Selection Process. No claim or dispute in this regard shall be accepted.				
11.	It is clarified that for all the Posts, the last stage of Selection Process shall be the preparation of the Select List and the Reserve List and the publication/display of the list of Provisionally Selected Candidates and the list of the Candidates kept in the Reserve List.				
12.	It is further clarified that the stipulations in Para [XVI] made for movement of Candidates qualifying in one Stage of Selection Process to the another Stage (not necessarily the immediate next Stage) of the Selection Process, shall be read after incorporating/interpolating the Original Documents Checking Stage as mentioned above and this shall not be construed as creating/creating any contradiction and no dispute in this regard shall be accepted.				
13.	The Factory Management reserves the right to call the Candidates for their Original Documents Checking at more than one Stages of the Selection Process and/or to rearrange/reorder the Stage of the Original Documents Checking in the above mentioned sequence and/or to conduct the Original Documents Checking along with any other Stage of Selection Process as considered necessary.				

**[XXVI]. REGARDING ALL ORIGINAL DOCUMENTS :**

1.	Regarding Date of Birth, it is clarified that only the Matriculation or equivalent Certificate issued by the concerned Education Board/University shall be accepted as proof of Date of Birth. In case the Date of Birth is not mentioned in the Matriculation or equivalent Certificate issued by the concerned Education Board/University but is mentioned in the Matriculation or equivalent Marksheet, then the Matriculation or equivalent Certificate along with the corresponding Marksheet shall be accepted as proof of Date of Birth. In any case, the Marksheet alone shall not be accepted as proof of Date of Birth.
2.	Regarding prescribed Educational (including Technical) Qualifications and other Qualifications, it is clarified that only the Certificates (including Degrees/Diplomas where applicable) issued by the concerned Education Boards/Councils /Universities shall be accepted as proof of possessing the prescribed Educational (including Technical) Qualifications and other Qualifications.
3.	Degrees/Diplomas etc. obtained from the Open Universities/Distance Education shall not be accepted unless the same is accompanied by a Certificate to the effect that the concerned Course is recognized by the Distance Education Council as prescribed.
4.	Regarding SC/ST/OBC(NCL)/PWD/XSM, as the case may be, Certificates, it is clarified that only the Certificates issued by the prescribed Competent Authorities in the prescribed formats (enclosed in Annexure – I, II & III ) shall be accepted as proof of belonging to such categories.
5.	Regarding OBC(NCL) Certificate, it is further clarified that the concerned Candidate MUST ensure that the OBC(NCL) Certificate clearly shows the fact that he does not fall in the Creamy Layer on the Crucial Date/Closing Date and that the Certificate is duly signed by the competent Authority on or before the Closing Date/Crucial Date. Candidates claiming OBC(NCL) status may note that certificate on creamy layer status should have been obtained within three years before the closing date.
6.	It is to be noted that the Orders/Instructions issued from time to time by the Government of India regarding relaxations/concessions etc. for the SC / ST / OBC(NCL) / PWD / XSM Candidates and regarding the SC / ST / OBC(NCL) / PWD / XSM certificates, shall be applicable.
7.	It MUST be noted by the Candidates that any kind of ad-hoc/in-lieu/ temporary / provisional /duplicate Certificate issued by any authority whatsoever, shall not be acceptable under any circumstances on any grounds except when it has been issued by the same authority which issues the corresponding Original Certificate.
8.	It MUST also be noted by the Candidates that any kind of Certified_copy/ Attested_copy/Undertaking/ Affidavit/FIR for non-possession/non-production of any Certificate shall not be considered under any circumstances on any grounds.
9.	For the Qualification of 'Degree/Diploma/Certificate' where required, it is clarified that the corresponding Marksheet MUST also be possessed and produced by the Candidates along with the Degree/Diploma/Certificate.
10.	The Candidates who have paid Application Fees must produce Candidate's copy of the Challan, as and when asked for by the Management.

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### **[XXVII]. VISITING FACTORY'S INTERNET WEBSITE BY CANDIDATES :**

1.	Every information pertaining to this Recruitment Process shall be displayed on the Factory's Internet Website.
2.	After applying for any Post, the Candidates MUST keep visiting the Factory's Internet Website regularly during the entire duration of this Recruitment Process for seeing the information displayed on the Factory's Internet Website.
3.	The Factory shall not be responsible for inaccessibility of the Factory's Internet Website on account of non-availability of the Internet connectivity for any period whatsoever during the entire duration of this Recruitment Process.
4.	The Factory shall not be responsible if a Candidate does not visit Factory's Internet Website for seeing the information displayed thereon.
5.	No information shall ordinarily be sent in writing by post to any Candidate in respect of this Recruitment Process.
6.	No claim by a Candidate for not getting an information in writing by post shall be accepted.

### **[XXVIII]. POSSESSION OF EMAIL ID AND MOBILE PHONE NUMBER BY CANDIDATES :**

1.	Every Candidate intending to apply for any Post, MUST possess his own valid e-mail ID which MUST remain valid and functional for the entire duration of this Recruitment Process.
2.	Every Candidate intending to apply for any Post, MUST also possess his own valid Mobile Phone number which MUST remain valid and functional for the entire duration of this Recruitment Process.
3.	A communication to be made to the Candidates either individually or in groups, shall be sent to them through e-mail to his e-mail ID provided by them and/or through SMS/ Call on their Mobile Phone Numbers provided by them.
4.	The Factory shall not be responsible if a Candidate's e-mail ID or Mobile Number is not valid or not functional for any period whatsoever during the entire duration of this Recruitment Process.
5.	The Factory shall not be responsible if a Candidate does not check his e-mail or SMS or takes Call sent/ made to him.
6.	No communication shall ordinarily be sent in writing by post to any Candidate in respect of this Recruitment Process.
7.	No claim by a Candidate for not getting a communication in writing by post shall be accepted.

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**[XXIX]. REGARDING APPLICATION FEES :**

1.	The SC / ST / PWD / XSM and All Women Candidates are exempted from the payment of Application Fees.
2.	A candidate who is not exempted from payment of Application Fees, MUST pay the Application Fees of ₹ 50 (Rupees Fifty only) for each Post for which he is applying.
3.	The Application Fees are <b><u>non-refundable</u></b> .
4.	It is informed that the Application Fees once received by the Factory shall not be refunded under any circumstances whatsoever.
5.	It is clarified that if a Candidate, who is not exempted from payment of Application Fees, is submitting Online Applications for more than one Post, he MUST pay Application Fees separately in respect of his each Online Application.
6.	A Candidate who is not exempted from payment of Application Fees, MUST pay the Application Fees by remitting the amount of the Application Fees from the State Bank of India Branch.
7.	The detailed instructions for paying the Application Fees are given in the succeeding Para.
8.	A Candidate who is not exempted from payment of Application Fees, MUST pay the Application Fees properly and correctly strictly as per the instructions given in this Advertisement and on the Factory's Internet Website. Otherwise, no cognizance shall be taken of the Application Fees paid by him under any circumstances for whatever reasons.
9.	No cognizance shall be taken of the Application Fees paid by any other means/mode under any circumstances for whatever reasons.
10.	A Candidate, who is not exempted from payment of Application Fees, MUST pay the Application Fees on or after the date of display/publication of this Full Text Advertisement on the Factory's Internet Website.
11.	No cognizance of Application Fees paid by a Candidate before the date of display/publication of this Full Text Advertisement shall be taken.

**[XXX]. METHOD OF PAYMENT OF APPLICATION FEES :**

1.	A candidate who is not exempted from the payment of Application Fees, MUST pay the Application Fees strictly as per the instructions given in this Para and also as per the instructions given on the Factory's Internet Website.
2.	The Candidates MUST note that if they do not pay the Application Fees as per the instructions given in this Para and also as per the instructions given on the Factory's Internet Website, the payment made by them may not be accepted and eventually their Online Applications may be rejected.
3.	A candidate, who is not exempted from the payment of Application Fees, MUST pay the Application Fees in the "Ordnance Factory Bhandara Recruitment Fees Fund" Account after making of entries for the Online Application on the Factory's Internet Website and obtaining Unique Application ID / Ref No.
4.	This Unique Application ID / Ref No. needs to be entered on the Bank's Website and this shall be used for linking the payment of the Application Fees with the submission of the corresponding Online Application.
5.	If there is any error in making the entry of Unique Application ID / Ref No., the Online Application shall be treated as 'submitted' without making payment of the Application Fees. Such an Online Application shall automatically stand rejected and no claim for the refund of the Application Fees or for the revival of the Online Application shall be entertained under <b>any circumstances</b> .

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6.	The Application Fees can be paid by remitting the amount, as mentioned below, in any Branch of the State Bank of India having Core Banking Facility.
7.	A Candidate is required to take following steps for making the payment of Application Fees in a Branch of the State Bank of India :
(i)	A Candidate is required to print the Challan from the Factory's Internet Website. The Challan has two parts, viz. the first part for submission to the Bank and the second part for retention by the Candidate.
(ii)	All the details of the Candidates, O.F. Bhandara Bank Account, the amount required to be remitted, etc. are already printed on the Challan. The Candidate is required to enter other details in the space provided in the Challan and sign as 'payee' and deposit the requisite amount in any Branch of State Bank of India having Core Banking Facility.
(iii)	After acceptance of the amount, the Bank Branch shall record all the details in the Bank's Online Core Banking System including the details pertaining to Application ID / Ref No. and the Candidate's name. Thereafter, the Unique Transaction Number pertaining to the remittance of the amount shall be generated in the Bank's System. This Unique Transaction Number shall be recorded by the Bank Branch on the Challan.
(iv)	The Candidates MUST ensure that the Application ID / Ref No and the Candidate's Name are entered by the Bank Branch in the Bank's Core Banking System, that the Unique Transaction Number is recorded by the Bank Branch on the receipted copy of the Challan and that the Challan is duly authenticated by the Bank Branch. The Candidate MUST retain the Candidate's copy of the Challan for his record.
(v)	A candidate who has made payment of Application Fees for a Post from a Branch of the State bank of India, MUST produce the Candidate's copy of the Challan as and when asked for by the Factory Management.
(vi)	In case a Candidate is not able to produce for whatever reasons, the Candidate's copy of the Challan as and when asked for by the Factory Management, his candidature shall automatically stand cancelled.
8.	The Candidate can check the status of linking of the payment of the Application Fees in the Factory's Internet Website in "Fees Payment Status" link on or after the third working day from the day of making the payment. The Factory's Internet Website shall indicate the confirmation of the receipt of the payment of Application Fees. In case the Factory's Internet Website indicates non-receipt of the payment of Application Fees, the Candidate should find out/enquire from the Bank Branch where he had remitted the amount regarding the reasons for the non-remittance of the amount of the Application Fees in the Factory's Account and settle the matter with the SBI only. The Factory Management shall not entertain any enquiry in this regard and shall also not accept any responsibility on this count under any circumstances for whatever reasons.
9.	The candidates are advised in their own interest not to wait till the last date for payment of the Application Fees and/or for submission of their Online Applications.

**[XXXI]. REGARDING ONLINE APPLICATIONS :**

1.	A Candidate MUST submit his Application for each Post separately for which he is applying, on the Factory's Internet Website <b>online</b> only.
2.	<b>No hard copies of the Online Applications are required to be submitted.</b>
3.	However, the Candidates may keep the hard copies of the Online Applications submitted by them with them for their own reference.
4.	A Candidate MUST submit his Online Application for a Post on the Factory's Website properly and correctly strictly as per the instructions given in this Advertisement. Otherwise, no cognizance shall be taken of his Online Application under any circumstances for whatever reasons.
5.	The detailed instructions for submitting the Online Applications are given in the succeeding para.
6.	No cognizance shall be taken of an application submitted by any other means/mode under any circumstances for whatever reasons.
7.	In the Online Application format, only the educational qualifications and other qualifications prescribed for the Post are to be entered.
8.	The complete details of all qualifications including the prescribed qualifications i.e. higher qualifications or lower qualifications or some additional/extra qualifications possessed by the Candidates shall have to be provided by them as and when asked for by the Factory Management.
9.	The Candidates MUST note that the Online Applications can be submitted on the Factory's Internet Website on or after the date of display/publication of this Full Text Advertisement on the Factory's Internet Website.
10.	The Candidates MUST note that the Online Applications cannot be submitted on the Factory's Internet Website after the Closing Date of submission of Online Applications.
11.	The Candidates MUST ensure that they fulfill all the eligibility criteria prescribed for a Post as , given in this Advertisement before applying for that Post.
12.	The Candidates MUST ensure that they possess all the Original Documents required for a Post as given in this Advertisement before applying for that Post.
13.	A Candidate MUST NOT submit more than one Online Application for one Post.
14.	If at any stage it is found that a Candidate has submitted more than one Applications for one Post, then his all such Applications for that Post shall automatically stand cancelled and the corresponding Application Fees shall also stand forfeited. No query/correspondence in this regard shall be entertained.
15.	No change/alteration/amendment/modification in an Online Application once submitted shall be allowed under any circumstances on any grounds.
16.	No withdrawal of an Online Application once submitted shall be allowed under any circumstances on any grounds.

**[XXXII]. METHOD OF SUBMISSION OF ONLINE APPLICATIONS :**

1.	A Candidate submitting his Online Application for a Post, MUST submit his Online Application strictly as per the instructions given in this Para and also as per the instructions given on the Factory's Internet Website.	
2.	The Candidates MUST note that if they do not submit the Online Applications as per the instructions given in this Para and also as per the instructions given on the Factory's Internet Website, their Online Applications may be rejected.	
3.	A Candidate MUST possess his own valid personal e-mail ID which should be valid for the entire duration of this Recruitment Process. In case a Candidate does not have a valid personal e-mail ID, he MUST create his valid personal e-mail ID.	
4.	The submission of Online Application consists of following three steps in the given sequence only:	
	Step-1	Making data entries in the Online Application Format on the Factory's Website
	Step-2	Uploading passport size colour photograph, left hand thumb impression and signature
	Step-3	Making payment of Application Fees where applicable
5.	The submission of Online Application means properly and correctly completion of above mentioned all the three steps.	
6.	It is clarified that if any of the above mentioned three steps is not properly and correctly completed, the Online Application shall not be treated as submitted for the purpose of this Recruitment Process.	
7.	It is clarified that if any of the above mentioned steps is not properly and correctly completed, the Online Application shall not be treated as submitted for the purpose of this Recruitment Process.	
8.	The Candidates can print their submitted Applications after completion of ALL the above mentioned steps, for his Information and record.	
9.	The Candidates MUST visit the Factory's Internet Website and then and thereafter, on the Homepage, they MUST use the link : <b>"Ordinance Factory Bhandara Direct Recruitment, 2016A"</b> for submitting their Online Applications.	
10.	The detailed instructions for submission of the Online Applications are available on the Factory's Internet Website. The Candidates MUST carefully read these instructions before going ahead with making the entries for submission of their Online Applications.	
11.	Subsequently, the Factory's Website shall have link for printing of Admit Card cum Call letter at relevant time.	
12.	The Factory Management shall not be responsible for inaccessibility of the Factory's Website on account of non-availability of the Internet connectivity on any date(s) including the dates towards the Closing Date for submission of Online Applications or for any other reason whatsoever.	
13.	The Candidates are once again advised in their own interest not to wait till the last date for payment of the Application Fees and/or for submission of their Online Applications.	

**[XXXIII]. INTIMATION OF DATES OF WRITTEN TESTS/ MEASUREMENTS OF PHYSICAL STANDARDS/ SCREENING TEST/ ORIGINAL DOCUMENTS CHECKING / SKILL TEST / TRADE TEST (PRACTICAL), etc. :**

1.	A Candidate not found eligible during the process of making entries for his Online Application, shall not be allowed to complete the process of submission of Online Application and shall be informed of the reasons for not permitting him to make entries for Online Application/to submit Online Application on the Factory's Internet Website itself then and there.
2.	The Candidates who successfully made entries of Online Applications, paid Application Fees where applicable and uploaded the scanned Photograph, Signature & Left Hand Thumb Impression shall provisionally be permitted, unless otherwise marked as 'Candidature Rejected', for appearing in the Written Test/Measurement of Physical Standards/Screening Test/Original Documents Checking/Skill Test / Trade Test (Practical), etc. as the case may be.
3.	The dates and other related details for the Written Test / Measurement of Physical Standards / Screening Test /Original Documents Checking /Skill Test / Trade Test (Practical), etc. as the case may be, for each Post shall be displayed on the Factory's Internet Website.
4.	For the above mentioned information i.e. the dates of Written Test/Measurement of Physical Standards/Screening Test/Original Documents Checking/Skill Test/ Trade Test (Practical), etc. as the case may be, for the above mentioned Posts, the Candidates MUST visit the Factory's Internet Website from the 28 <sup>th</sup> day onwards after the Closing Date for submission of Online Applications on the Factory's Website.
5.	For example, if the Closing Date for submission of Online Application on the Factory's Website is 02 <sup>nd</sup> August, then the Candidates MUST visit the Factory's Internet Website from 30 <sup>th</sup> August onwards for the above mentioned information.
6.	It is clarified that the date of the commencement of the first of the Written Test/Measurement of Physical Standards/Screening Test/Original Documents Checking/Skill Test / Trade Test (Practical), etc. as the case may be, for any Post shall <b><u>NOT</u></b> be less than 21 days after the display of the above mentioned information on the Factory's Internet Website.

**[XXXIV]. PRINTING OF CALL LETTER CUM ADMIT CARDS :**

1.	The Call Letter cum Admit Cards for appearing in the Written Test/Measurement of Physical Standards/Screening Test/Original Documents Checking/Skill Test/ Trade Test (Practical), etc. as the case may be, for the respective Posts shall be available only to those Candidates who successfully submitted their Online Applications for those Posts.
2.	Only a Candidate, who successfully submits his Online Application for a Post, shall be considered an eligible Candidate for that Post, subject to the condition that his candidature shall remain PROVISIONAL in terms of the provisions of the relevant Para.
3.	It is clarified that the expression 'successful submission of Online Application' means completion of ALL the three steps required for submission of Online Applications as mentioned in the relevant Para.
4.	The Candidates who have been marked as 'Candidature Rejected' cannot print Call Letter cum Admit Card.
5.	For one Post, only one Call Letter cum Admit Card is required to be printed by the Candidate.
6.	An eligible Candidate shall not be allowed to appear in the Written Test/Measurement of Physical Standards/Screening Test/Original Documents Checking/Skill Test/ Trade Test (Practical), etc. as the case may be, for a Post, if he does not bring his Call Letter cum Admit Card for that post while appearing in each of the Written Test/Measurement of Physical Standards/Screening Test/Original Documents Checking/Skill Test/ Trade Test (Practical), etc. as the case may be, for that Post.
7.	<b>The instructions for printing of the Call Letter cum Admit Cards by the eligible Candidates shall be available on the Factory's Internet Website at appropriate time.</b>

<b>[XXXV]. FURTHER INSTRUCTIONS FOR SC / ST/ OBC(NCL) / PWD / XSM CANDIDATES :</b>	
1.	SC/ST/OBC(NCL) Candidates shall not be given any age relaxation as applicable to them, in case they are applying for a Post for which no vacancies are reserved for the respective SC/ST/OBC(NCL) categories.
2.	PWD Candidates shall not be considered for the Posts which are not identified as suitable to be held by PWD persons.
3.	PWD/XSM Candidates shall be given age relaxation as applicable to them in case they are applying for a Post for which no vacancies are reserved for the respective PWD/XSM categories.
4.	An SC/ST/OBC(NCL)/PWD/XSM Candidate mentioning his such category in his Online Application, MUST possess such Certificate, while submitting his Online Application.
5.	It is to be noted that the Orders/Instructions issued from time to time by the Government of India regarding relaxations/concessions etc. for the SC/ST/OBC(NCL)/ PWD/XSM Candidates and regarding the SC/ST/OBC(NCL)/PWD/XSM certificates, shall be applicable.
6.	An SC/ST/OBC(NCL)/PWD/XSM Candidate mentioning his such category in his Online Application, MUST produce his such Certificate as and when asked for by the Factory Management.
7.	It is clarified that :
(a)	Only an OBC Candidate belonging to Non-Creamy Layer and possessing such Certificate, while submitting his Online Application, shall be treated as an OBC(NCL) Candidate for the purpose of reservations and relaxations.
(b)	Candidates claiming OBC(NCL) status may note that certificate on creamy layer status should have been obtained within three years before the closing date for submission of online applications, inclusive crucial date.
(c)	It is informed that an OBC Candidate NOT belonging to Non-Creamy Layer should apply as a General category Candidate.
(d)	PWD Candidate having minimum 40% disability shall only be treated as a PWD Candidate for the purpose of reservations and relaxations.
(e)	An XSM Candidate having minimum 06 (six) months continuous service in the Armed Forces of the Union of India viz Regular Army, Navy and Air Force only, shall only be treated as an XSM Candidate for the purpose of reservations and relaxations.
8.	It is further clarified that the candidature of an SC/ST/OBC(NCL)/PWD/XSM Candidate mentioning his such category in his Online Application but not possessing such Certificate while submitting his Online Application and/or not producing the same as and when asked by the Factory Management, shall stand cancelled. No claim for considering such a Candidate as a General category Candidate shall be accepted.
9.	It is informed that an XSM Candidate claiming his applicable Educational qualifications and other qualifications for a Post, on the basis of the prescribed certificates issued by the Armed Forces, MUST possess such certificates (percentage of marks not mandatory) in proof of the same being equivalent to the corresponding Educational qualifications and other qualifications prescribed for that Post in this Advertisement, while submitting his Online Application and MUST produce the same as and when asked by the Factory Management.

**[XXXVI]. FURTHER INSTRUCTIONS FOR THE CANDIDATES WORKING IN CENTRAL GOVERNMENT OR IN STATE GOVERNMENT OR IN PSU/CAB ETC. UNDER CENTRAL/STATE GOVERNMENT [OTHER THAN THE CANDIDATES WORKING IN ORDNANCE FACTORIES ORGANISATION] :**

1.	If a Candidate is working in the Central Government (other than the Ordnance Factories Organisation) or in a State Government or in a PSU/CAB etc. under the Central/State Government, he MUST obtain an NOC from his Employer before submission of his Online Application.
2.	If a Candidate enters into service, other than the service in Ordnance Factories Organisation, in Central Government or in a State Government or in a PSU/CAB etc. under the Central/State Government after submission of his Online Application, he MUST immediately obtain an NOC from his Employer.
3.	The NOC MUST clearly mention that in the event of selection of the Candidate for the Post for which he is applying, he shall be immediately released.
4.	The NOC MUST also clearly mention the details of all Disciplinary Actions taken and pending/in train against the Candidate.
5.	It is clarified that if such a Candidate is applying for more than one Posts, he MUST obtain separate NOCs for each of the Posts for which he is applying.
6.	There is no objection if a Candidate obtains a combined NOC for more than one Posts for which he is applying provided that such a combined NOC clearly mentions the names of all the Posts for which the combined NOC has been issued to him.
7.	Such Candidates MUST note that the NOCs as above must have been obtained by them before submission of their Online Applications.
8.	Such Candidates MUST keep in his possession the NOCs obtained as above and MUST produce the same before the Factory Management as and when asked for. In case, such a Candidate fails to produce NOC as above for any Post, his candidature for that Post shall stand cancelled.
9.	If a Candidate working in the Central Government (other than the Ordnance Factories Organisation) or in a State Government or in a PSU/CAB etc. under the Central/State Government, is selected and is offered appointment to a Post in Ordnance Factory Bhandara, he shall have to produce the RELEASE ORDER from his Employer/Head of Unit before joining his duties in Ordnance Factory Bhandara.

**[XXXVII]. FURTHER INSTRUCTIONS FOR THE CANDIDATES WORKING IN ORDNANCE FACTORIES ORGANISATION [OTHER THAN THE CANDIDATES WORKING IN ORDNANCE FACTORY BHANDARA] :**

1.	If a Candidate is working in the Ordnance Factories Organisation (other than Ordnance Factory Bhandara), he MUST obtain a Permission Letter from his Head of Unit before submission of his Online Application.
2.	If a Candidate enters into service in the Ordnance Factories Organisation (other than Ordnance Factory Bhandara), after submission of his Online Application, he MUST immediately obtain a Permission Letter from his Head of Unit.
3.	The Permission Letter MUST clearly mention that in the event of selection of the Candidate for the Post for which he is applying, he shall be immediately released.
4.	The Permission Letter MUST also clearly mention the details of all Disciplinary Actions taken and pending/ in train against the Candidate.
5.	It is clarified that if such a Candidate is applying for more than one Posts, he MUST obtain separate Permission Letters for each of the Posts for which he is applying.
6.	There is no objection if a Candidate obtains a combined Permission Letter for more than one Posts for which he is applying provided that such a combined Permission Letter clearly mentions the names of all the Posts for which the combined Permission Letter has been issued.
7.	Such Candidates MUST note that the Permission Letters as above must have been obtained by them before submission of their Online Applications.
8.	Such Candidates MUST keep in his possession the Permission Letters obtained as above and MUST produce the same before the Factory Management as and when asked for. In case, such a Candidate fails to produce Permission Letter as above for any Post, his candidature for that Post shall stand cancelled.
9.	If a Candidate working in the Ordnance Factories Organisation (other than Ordnance Factory Bhandara), is selected and is offered appointment to a Post in Ordnance Factory Bhandara, he shall have to produce the RELEASE ORDER from his Head of Unit before joining his duties in Ordnance Factory Bhandara.

**[XXXVIII]. FURTHER INSTRUCTIONS FOR THE CANDIDATES WORKING IN ORDNANCE FACTORY BHANDARA :**

1.	If a Candidate is working in Ordnance Factory Bhandara, he MUST submit an Intimation Letter through Proper Channel to the Section EB (in case the Candidate is an NIE) or the Section LB (in case the Candidate is an IE), as the case may be, before submission of his Online Application.
2.	If a Candidate enters into service in Ordnance Factory Bhandara after submission of his Online Application, he MUST immediately submit an Intimation Letter through Proper Channel to the Section EB (in case the Candidate is an NIE) or the Section LB (in case the Candidate is an IE), as the case may be.
3.	The Intimation Letter MUST clearly mention the name of the Post for which the Candidate is submitting his Online Application.
4.	It is clarified that if such a Candidate is applying for more than one Posts, he MUST submit separate Intimation Letters for each of the Posts for which he is applying.
5.	There is no objection if a Candidate submits a combined Intimation Letter for more than one Posts for which he is applying provided that such a combined Intimation Letter clearly mentions the names of all the Posts for which the combined Intimation Letter has been submitted by him.
6.	Such Candidates MUST note that the Intimation Letters as above must have been submitted by them before submission of their Online Applications.
7.	Such Candidates MUST keep in his possession the copies of the Intimation Letters submitted as above and MUST produce the same before the Factory Management as and when asked for. In case, such a Candidate fails to produce his copy of the Intimation Letter as above for any Post, his candidature for that Post shall stand cancelled.

### **[XXXIX]. PAYMENT OF TRAVELING ALLOWANCE TO SC/ST etc. CANDIDATES :**

1.	The Candidates appearing for the Written Test/M Measurement of Physical Standards/Screening Test/Original Documents Checking/Skill Test/ Trade Test (Practical) shall travel at their own expenses.								
2.	However, SC/ST Candidates shall <b>only once</b> be paid Traveling Allowance of Second Class Railway/ Bus fare, chargeable by the shortest route <u>from the Railway Station/Bus Sand nearest to their normal place of residence</u> OR <u>from the Railway Station/Bus Sand from where they actually perform the journey</u> , whichever is nearer to Ordnance Factory Bhandara, and back to the same Railway Station / Bus Sand, as follows : <table border="1"> <tr> <td>(a)</td><td>The fare for the 30 kms (Thirty kilometers) (each way) in both cases (by Rail or by Road) shall be borne by the Candidates and the reimbursement shall be restricted to the fare in respect of the balance of the distance (i.e. exceeding 30 kms each way) both ways on production of the journey details as well as Railway / Bus fare tickets.</td></tr> <tr> <td>(b)</td><td>No extra charges, if any, incurred for reserving berth/seat in the train/bus shall be reimbursed to the Candidates.</td></tr> <tr> <td>(c)</td><td>Further, for the road journeys between places not connected by rail, the Candidates may be allowed actual bus fare or road mileage at the lowest rate as admissible, whichever is less, provided the distance covered by road is more than 32 kms each way.</td></tr> <tr> <td>(d)</td><td>This concession is not admissible to those SC/ST Candidates who are already in service in the Central Government or in a State Government or in a PSU/CAB etc. under the Central/State Government, including Ordnance Factories Organisation.</td></tr> </table>	(a)	The fare for the 30 kms (Thirty kilometers) (each way) in both cases (by Rail or by Road) shall be borne by the Candidates and the reimbursement shall be restricted to the fare in respect of the balance of the distance (i.e. exceeding 30 kms each way) both ways on production of the journey details as well as Railway / Bus fare tickets.	(b)	No extra charges, if any, incurred for reserving berth/seat in the train/bus shall be reimbursed to the Candidates.	(c)	Further, for the road journeys between places not connected by rail, the Candidates may be allowed actual bus fare or road mileage at the lowest rate as admissible, whichever is less, provided the distance covered by road is more than 32 kms each way.	(d)	This concession is not admissible to those SC/ST Candidates who are already in service in the Central Government or in a State Government or in a PSU/CAB etc. under the Central/State Government, including Ordnance Factories Organisation.
(a)	The fare for the 30 kms (Thirty kilometers) (each way) in both cases (by Rail or by Road) shall be borne by the Candidates and the reimbursement shall be restricted to the fare in respect of the balance of the distance (i.e. exceeding 30 kms each way) both ways on production of the journey details as well as Railway / Bus fare tickets.								
(b)	No extra charges, if any, incurred for reserving berth/seat in the train/bus shall be reimbursed to the Candidates.								
(c)	Further, for the road journeys between places not connected by rail, the Candidates may be allowed actual bus fare or road mileage at the lowest rate as admissible, whichever is less, provided the distance covered by road is more than 32 kms each way.								
(d)	This concession is not admissible to those SC/ST Candidates who are already in service in the Central Government or in a State Government or in a PSU/CAB etc. under the Central/State Government, including Ordnance Factories Organisation.								
3.	The payment of Traveling Allowance as above is also admissible to a Candidate who is PWD as well as XSM.								
4.	The Candidates to whom the payment of Travelling Allowance is admissible, MUST produce the copies of their SC/ST Certificates and/or of their PWD and XSM Certificates, as the case may be, duly attested by Gazetted Officers of the Central/State Government along with Bus/Train Tickets in Original.								
5.	It MUST be noted that in case a Candidate to whom the payment of Travelling Allowance is admissible, does not bring the attested copies of the SC/ST/PWD/XSM Certificates, as the case may be, and/or the original Bus/Train Tickets as above, the payment of Travelling Allowance shall not be made to him.								
6.	The Candidates appearing in the Selection Process for various Posts and to whom the payment of Travelling Allowance is admissible, MUST collect their Travelling Allowance immediately after completion of the Written Test is over for the respective Post.								
7.	No payment of Travelling Allowance shall be made at the next stages of the Selection Process. Therefore, the Candidates to whom the payment of Travelling Allowance is admissible, MUST collect the said payments as mentioned above.								
8.	No separate intimation shall be given in this regard.								

**[XL]. GENERAL INSTRUCTIONS :**

1.	The expression 'instructions given in this Advertisement' and its variant expressions wherever occurring in this Advertisement includes the expression 'instructions that will be given on the Factory's Website later' and its corresponding variant expressions, as the case may be.
2.	The word 'instructions' and its variants wherever occurring in this Advertisement includes the words 'provisions, conditions, stipulations, criteria, etc' and its corresponding variant words, as the case may be.
3.	No interim query / correspondence of any kind by any means regarding the recruitment process including about the candidature or termination/cancellation of candidature or selection or appointment shall be entertained at any stage on any grounds whatsoever.

**[XLI]. TERMINATION/CANCELLATION OF CANDIDATURE OF CANDIDATES :**

1.	The candidature of a Candidate for a Post or for all the Posts for which he has applied shall stand terminated or cancelled at any stage in terms of provisions therefor as contained in this Advertisement at the relevant places.
2.	Without prejudice and in addition, as the case may be, to the above, the candidature of a Candidate for a Post or for all the Posts for which he has applied shall stand terminated or cancelled at any stage for the reasons given below also.
3.	The candidature of a Candidate for a Post shall automatically stand terminated by rejection at any stage if his Online Application including payment of Application Fees is not in accordance with the instructions given in this Advertisement.
4.	The candidature of a Candidate for a Post shall automatically stand terminated by elimination in the Recruitment Process/Selection Process at any stage if he is not able to qualify in the Written Test/Measurement of Physical Standards/Screening Test/Original Documents Checking/Skill Test / Trade Test (Practical), etc. as the case may be, for that Post.
5.	The candidature of a Candidate for a Post, who is not exempted from payment of Application Fees, shall automatically stand cancelled at any stage if it is found that he has not paid the prescribed Application Fees in the prescribed manner.
6.	The candidature of a Candidate for a Post shall automatically stand cancelled at any stage if the Application Fees for a Post is found not properly and correctly paid by him i.e. the Application Fees has been paid by him in violation of the instructions given in this Advertisement.
7.	The candidature of a Candidate for a Post shall automatically stand cancelled at any stage if his Online Application for that Post is found not properly, correctly and completely submitted.
8.	If at any stage, a Candidate is found to have furnished an incorrect / incomplete information in respect of a Post, his candidature for that Post shall automatically stand cancelled.
9.	If at any stage, a Candidate is found to have furnished any false / fabricated / misleading information in respect of a Post, his candidature for all the Posts for which he has applied shall automatically stand cancelled.

10.	If at any stage, a Candidate is found to not having been in possession of all the Original Documents pertaining to his date of birth, educational qualifications and other qualifications, caste/tribe/category, NOC/PL/IL, etc. while submitting his Online Application for a Post, his candidature for that Post for which he has applied shall automatically stand cancelled.
11.	If at any stage, a Candidate is found to have submitted any false / dubious / bogus / forged / fabricated document in respect of a Post, his candidature for all the Posts for which he has applied shall automatically stand cancelled.
12.	If at any stage, a Candidate is found to have used impersonation of any kind whatsoever in/during the Written Test/Measurement of Physical Standards/Screening Test/Original Documents Checking/Skill Test / Trade Test (Practical), etc. as the case may be, for a Post, his candidature for all the Posts for which he has applied shall automatically stand cancelled.
13.	If at any stage, a Candidate is found to have used unfair means of any kind whatsoever in/during the Written Test/Measurement of Physical Standards/Screening Test/Original Documents Checking/Skill Test/ Trade Test (Practical), as the case may be, for a Post, his candidature for all the Posts for which he has applied shall automatically stand cancelled.
14.	If at any stage, a Candidate is found to have made any attempt to bring in any influence/pressure of any kind including political influence/pressure for securing his selection/appointment for a Post, his candidature for all the Posts for which he has applied shall automatically stand cancelled.
15.	It is clarified that for the purpose of this Para, the expression 'at any stage' includes the stages even after the concerned Candidate has been appointed.

### **[XLII]. IN CASE OF TECHNICAL DIFFICULTY IN SUBMISSION OF ONLINE APPLICATIONS :**

1.	In case of experiencing any technical difficulties in submission of their Online Applications, the Candidates can communicate with the Factory by email at the following email address of the Factory : <a href="mailto:ofbarecruitment@gmail.com">ofbarecruitment@gmail.com</a>
2.	In the above situation, no cognizance shall be given to any communication received by any other means or received at any other address.
3.	No cognizance shall be given to any communication received which is pertaining to any matter other than the technical difficulties being experienced by the Candidates in submission of their Online Applications.

### **[XLIII]. DIFFERENCE / VARIATION BETWEEN ENGLISH VERSION AND HINDI VERSION :**

1.	In case of any difference / variation in interpretation between the English version and the Hindi version of this Advertisement, only the English version shall be considered as the original and authentic version of the Advertisement.
2.	No claim/dispute in this regard shall be accepted.

**[XLIV]. CAUTION FOR CANDIDATES :**

1.	Impersonating in any manner in the Written Test/M Measurement of Physical Standards/Screening Test/Original Documents Checking/Skill Test / Trade Test (Practical), etc. by any Candidate shall lead to cancellation of his candidature.
2.	Adopting unfair means of any kind in any manner in the Written Test/M Measurement of Physical Standards/Screening Test/Original Documents Checking/Skill Test / Trade Test (Practical), etc. by any Candidate shall lead to cancellation of his candidature.
3.	Application of any external influence or political pressure or canvassing of any kind in any manner before, during or after the Written Test/M Measurement of Physical Standards/Screening Test/Original Documents Checking/Skill Test/Trade Test (Practical), etc. by any Candidate shall lead to cancellation of his candidature.
4.	The Candidates shall appear in the Measurements of Written Test/M Measurement of Physical Standards/Screening Test/Original Documents Checking/Skill Test/Trade Test (Practical), etc. at their own risk and responsibility.
5.	Ordnance Factory Bhandara shall in NO manner be responsible for any injury or loss sustained by any Candidate in the Written Test/M Measurement of Physical Standards/Screening Test/Original Documents Checking/Skill Test / Trade Test (Practical), etc.
6.	A caution MUST be noted by all Candidates that some unscrupulous elements may approach the Candidates with assurance of procuring appointment for them in Ordnance Factory Bhandara 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. The Factory shall NOT be responsible in any manner whatsoever if a Candidate succumbs to such tactics by anybody at any stage.
7.	It is emphasized and reassured to all Candidates that the selection to these Posts shall be done strictly based on the merit of the Candidates as adjudged from their performance in the Written Test subject to their qualifying in the Measurement of Physical Standards/Screening Test/Original Documents Checking/Skill Test / Trade Test (Practical), etc. in a fair and transparent manner.

**[XLV]. APPOINTMENT OF PROVISIONALLY SELECTED CANDIDATES AND GENERAL CONDITIONS OF SERVICE,ETC :****(A) Display of Lists of Provisionally Qualified Candidates in Various Stages of Selection and List of Provisionally Selected Candidates :**

1.	The selection of Candidates for appointment to various Posts shall be made strictly on the basis of their performance in the various Stages of the Selection Process as prescribed for the respective Posts.
2.	For various Posts, after the Last stage of the Selection Process, the List of the Provisionally Selected Candidates for that Post shall be declared by display on the Notice Board outside the Factory's Main Gate and also by publication on the 'Result' link on the Portal.
3.	Subject to the above, for various Posts, after each Stage of the Selection Process, the List of Candidates having provisionally qualified in that Stage for appearing in the next Stage of the Selection Process for that Post shall be declared by display on the Notice Board outside the Factory's Main Gate and also by publication on the 'Result' link on the Portal.

**(B) Appointment of Provisionally Selected Candidates to Various Posts :**

1. The appointment of the Provisionally Selected Candidates to various Posts shall be subject to the fulfillment of the requirements of once-again Checking of their all Original Documents, receipt of satisfactory Report of Verification of their Character and Antecedents from the Civil Authorities and their Fitness in the Medical Examination, etc.
2. An Appointment Letter shall be issued by Registered Post only to a Provisionally Selected Candidate for a Post whose all Original Documents have been found OK, whose Verification of Character and Antecedents Report from Civil Authorities has been received as satisfactory and who has been found Fit in the Medical Examination, etc., for joining the duties of that Post in Ordnance Factory Bhandara within the given time.
3. The Appointment Letter issued to a Candidate for a Post who does not join the duties of that Post within the given time, is liable to be cancelled resulting in cancellation of his candidature for that Post.

**(C) General Conditions of Service, etc. :**

1. The place of work for the selected Candidates on their appointment shall be ORDNANCE FACTORY BHANDARA.
2. The services of an appointed Candidate shall be liable to be transferred to any Ordnance Factory/Unit in India.
3. A Candidate appointed to a Post shall become a Central Government Servant and as such, he shall be governed by all the Rules, Regulations, Orders, Instructions, Service Conditions, etc as applicable to the Central Government Servants of that Classification/Group and Post.
4. No GPF and DCRG Scheme is admissible to the Central Government employees who are appointed on or after 01-01-2004.
5. The New Pension Scheme i.e. 'DEFINED CONTRIBUTORY PENSION SCHEME' is compulsory for all Central Government employees who are appointed on or after 01-01-2004.

**[XLVI]. THE FORMATS OF THE CERTIFICATES AS STATED AT PARA [XII] ABOVE :**

	<b>(i) For SC/ST Certificate - Annexure-I</b>
	<b>(ii) For OBC (NCL) Certificate - Annexure-II</b>
	<b>(iii) For PWD Certificate - Annexure-III</b>
	<b>[ Form-II, Form-III, Form-IV as the case may be as per Ministry of Social Justice and Empowerment, Notification No.G.S.R. 2 (E), dated 30.12.2009 ].</b> Note : The principle rules were published in the Gazette of India vide notification number S.O.908(E), dated the 31 <sup>st</sup> December, 1996.
	<b>Note : - Candidates who wish to be considered against vacancies reserved/or seek age-relaxation must submit requisite certificate of SC/ST/OBC(NCL)/PWD/XSM from the competent authority, in the prescribed format given above when such certificates are sought by OFBa (Ordnance Factory Bhandara). Otherwise, their claim for SC/ST/OBC(NCL)/PWD/XSM status will not be entertained and their candidature will be CANCELLED.</b>

## Annexure-I

### 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/ Ist 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-II

### 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 13<sup>th</sup> 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 11<sup>th</sup> 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.

**Note-I** (a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of 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/Ist 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.

**Annexure-III****Form-II****Disability Certificate**

(In case of amputation or complete permanent paralysis of limbs and in cases of blindness)

(See rule 4 )

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Certificate No. \_\_\_\_\_ Date : \_\_\_\_\_

This is to certify that I have carefully examined Shri/Smt./Kum. \_\_\_\_\_  
 son/wife/daughter of Shri \_\_\_\_\_ Date of Birth \_\_\_\_\_ MM/YY)  
 Age \_\_\_\_\_ years, male/female \_\_\_\_\_

**Recent PP size  
Attested  
Photograph  
(Showing face  
only) of the  
person with  
disability**

Registration No. \_\_\_\_\_ permanent resident of House No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post  
 Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_ whose photograph is affixed above, and am  
 satisfied that :

(A) he/she is a case of :

- Locomotor disability
- Blindness

(please tick as applicable)

(B) the diagnosis in his/her case is \_\_\_\_\_

(A) He/She has \_\_\_\_\_ % (in figure) \_\_\_\_\_ percent (in words) permanent physical impairment/blindness in relation  
 to his/her \_\_\_\_\_ (part of body) as per guidelines (to be specified).

2. The applicant has submitted the following documents as proof of residence:-

Nature of Documents	Date of Issue	Details of authority issuing certificate

(Signature and seal of Authorised Signatory of notified Medical Authority)

**Signature/Thumb impression  
of the person in whose favour  
disability certificate is issued.**

DR2016A

**Annexure-III****Form-III****Disability Certificate**

(In case of multiple disabilities)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

(See rule 4 )

Recent PP size  
Attested  
Photograph  
(Showing face only)  
of the person with  
disability

Certificate No. \_\_\_\_\_

Date : \_\_\_\_\_

This is to certify that I have carefully examined Shri/Smt./Kum. \_\_\_\_\_ son/wife/daughter of  
Shri \_\_\_\_\_ Date \_\_\_\_\_ of Birth \_\_\_\_\_ (DD/MM/YY) Age \_\_\_\_\_ years,  
male/female \_\_\_\_\_

Registration No. \_\_\_\_\_ permanent resident of House No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post Office  
\_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_ whose photograph is affixed above, and am satisfied that :

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below:

S.No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in%)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified), is as follows :-

In figures :- \_\_\_\_\_ percent

In words :- \_\_\_\_\_ percent

2. This condition is progressive / non-progressive / likely to improve / not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended / after \_\_\_\_\_ years \_\_\_\_\_ months, and therefore this  
certificate shall be valid till \_\_\_\_\_ (DD) \_\_\_\_\_ (MM) \_\_\_\_\_ (YY)

@ e.g. Left/Right/both arms/legs

# e.g. Single eye/both eyes

£ e.g. Left/Right/both ears

4. The applicant has submitted the following documents as proof of residence :-

Nature of Documents	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

--	--	--

Name and seal of Member

Name and seal of Member

Name and seal of the Chairperson

Signature/Thumb impression  
of the person in whose favour  
disability certificate is issued.

**Annexure-III****Form-IV****Disability Certificate**

(In case other than those mentioned in Forms II and III)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

(See rule 4 )

Recent PP size  
Attested  
Photograph  
(Showing face only)  
of the person with  
disability

Certificate No. \_\_\_\_\_

Date : \_\_\_\_\_

This is to certify that I have carefully examined Shri/Smt./Kum. \_\_\_\_\_  
son/wife/daughter of Shri \_\_\_\_\_ Date of Birth \_\_\_\_\_ (DD/MM/YY)  
Age \_\_\_\_\_ years, male/female \_\_\_\_\_

Registration No. \_\_\_\_\_ permanent resident of House No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post  
Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_ whose photograph is affixed above, and am  
satisfied that he/she is a Case of \_\_\_\_\_ disability. His/her extent of permanent physical impairment/disability  
has been evaluated as per guidelines (to be specified) and is shown against the relevant disability in the table below:

S.No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in%)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(please strike out the disabilities which are not applicable.)

2. This condition is progressive / non-progressive / likely to improve / not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

**Or**(ii) is recommended / after \_\_\_\_\_ years \_\_\_\_\_ months, and therefore this  
certificate shall be valid till \_\_\_\_\_

(DD)

(MM)

(YY)

@ e.g. Left/Right/both arms/legs

# e.g. Single eye/both eyes

£ e.g. Left/Right/both ears

4. The applicant has submitted the following documents as proof of residence :-

Nature of Documents	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)

(Name and Seal)

Countersigned

{Countersignature and seal of the CMO/Medical  
Superintendent/Head of Government Hospital, in case the  
certificate is issued by a medical authority who is not a  
government servant (with seal)}

Signature/Thumb impression  
of the person in whose favour  
disability certificate is issued.

Note : In case this certificate is issued by a medical authority who is not government servant, it shall be valid only if countersigned by  
the Chief Medical Officer of the District.

*Note : The principle rules were published in the Gazette of India vide notification number S.O.908(E), dated  
the 31<sup>st</sup> December, 1996.*

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