

GOVERNMENT OF INDIA

MINISTRY OF DEFENCE

CENTRAL ORDNANCE DEPOT , DEHU ROAD, PUNE 412 101 (MAHARASHTRA)

RECRUITMENT NOTICE

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

Srl No.	Designation of post	Pay Scale	Minimum Essential qualification	Physical endurance test/skill test (whichever applicable)	No of Vacancies						
					UR	OBC	SC	ST	PH(OH)	Ex Man	Total
(a)	Tradesmen Mate	Rs.5200 -20200 + Grade Pay Rs.1800	Matriculation or equivalent from recognized Board (Desirable: Conversant with duties of the respective trades with one year experience in the trade.	1.1.5 KM run in 6 Mins 2, Carrying a weight of 50 Kg to a distance of 200 Mtr in 100 Sec	04	03	-	-	02#	01#	07
(b)	EBR (Boot Maker)	Rs.5200 -20200 + Grade Pay Rs.1900	1. Matriculation or equivalent. 2. Should be able to carry out all canvas, textile and leather repair and replacement of the equipment and boots.	-	01	-	-	-	-	-	01
(c)	Messenger	Rs.5200 -20200 + Grade Pay Rs.1800	Matriculation or equivalent from recognized Board (Desirable: Conversant with duties of the respective trades with one year experience in the trade.	-	02	-	-	01	-	01	03
(d)	Safaiwala	Rs.5200 -20200 + Grade Pay Rs.1800	Matriculation or equivalent from recognized Board (Desirable: Conversant with duties of the respective trades with one year experience in the trade.	-	02	01	-	-	-	-	03

The vac of PH (Orthopedically Handicapped) and Ex-Servicemen will be filled up first and adjusted against respective categories.

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

3. **Age limit and its relaxation.**

<u>S No.</u>	<u>Category</u>	<u>Age limit</u>			<u>Remarks</u>
(a)	UR	18 Yrs to 25 Yrs.			
(b)	OBC	18 Yrs to 28 Yrs.			
(c)	ESM	Present age minus period of service rendered in Army/Navy/Air Force plus three should not exceed prescribed maximum age.			PH person should be in possession of Medical certificate issued by CMO /Civil Surgeon of Govt. Hospital certifying the liability.
(d)	PH	UR	OBC	SC/ST	
		18 to 35 years	18 to 38 years	18 to 40 years	
		(As per policy, PH pers can be selected from any category).			
<u>Specification of PH: (a) One Arm affected (OA) (b) One Leg affected (OL) (c) Both Leg affected but not Arms (BL).</u>					
Govt. servants will get age relaxation as per Govt. orders issued from time to time.					

4. Candidates will fwd application properly sealed in an envelope to the address mentioned against the post applied for through ordinary/Registered/Speed post. Application in person will not be accepted. Candidates are requested to superscribe the words “**APPLICATION FOR THE POST OF Tradesmen Mate/EBR (Boot Maker), Messenger, Safaiwala etc,**” on the top of the envelope while sending the application form.

5. **Last date for receipt of application:** 21 days from the date of publication of the advertisement in the Employment News. In case of candidates belongs to Assam, Meghalaya , Arunachal Pradesh, Mizoram, Sikkim, Laddak Sub Division of Jammu and Kashmir state, Lahaul & Spiti District of Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island & Lakshadweep shall be 28 days from the date of publication of this advertisement. However the crucial date for determining the age limit for all shall be the closing date for receipt of application ie., 21 days from publication.

6. **General:** Applications received before or after the due date (even due to postal delay) will be rejected summarily and no correspondence will be entertained. The following acts/omissions should render a candidate/application disqualified:-

- (a) Applications not in the prescribed format or incomplete or unsigned or undated or improper filled.
- (b) Furnishing of false, inaccurate or tampered or dubious information.
- (c) If not superscribed with the name of the post applied for or incorrect name of the post on the envelope and application.
- (d) Without self-addressed envelope/postage stamps/self-attested recent photographs.

- (e) Application not accompanied by self-attested copies of certificates/prescribed certificates in support of age, qualification, caste, disability, discharge etc.
 - (f) More than one application submitted by the candidate for the same post.
 - (g) Any other deemed irregularity or reason as observed by the Board of Officers.
 - (h) Canvassing on application form in any and/or bringing in any influence, political or otherwise, will entail disqualification.
 - (j) In case the candidate is found using unfair means or adopting any malpractice at any stage of selection process.
 - (l) If underage or overage on closing date of receipt of application.
 - (m) If the candidate not found to possess the essential qualification.
 - (n) If the application of candidate who is working in Government Establishment is not received through proper channel with NOC.
7. Candidates should specifically note that the late delivery of test/examination intimation due to postal delay (such as envelopes wrongly addressed, delivered elsewhere etc.) will not be entertained and no correspondence will be made in this regard.
8. The SC/ST/OBC candidates who apply against Gen (UR) vacancies are not eligible for the age and other concessions meant for SC/ST/OBC.
9. OBC candidates seeking reservations of OBC are required to submit a certificate regarding OBC & Non Creamy Layer Status issued by civil authorities.
10. Certificate of experience in the trade where experience is desirable be produced.
11. Self attested photocopy of the following Documents/Certificate to be attached alongwith application :-
- (a) Two Passport size photographs one on right corner of application and one on Acknowledgement Card be affixed.
 - (b) Self attested copies of following certificates will also be submitted with application:-
 - (i) Education qualification certificate.
 - (ii) Date of Birth Certificate
 - (iii) Caste certificate where applicable
 - (iv) Discharge Certificate for Ex-Serviceman where applicable.
 - (c) Self addressed envelope affixing postal stamps of Rs. 25/-.

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

12. **Place of Test/Interview: CENTRAL ORDNANCE DEPOT**

DEHU ROAD, PUNE-412 101 (MAHARASHTRA)

13. Application should be forwarded to **Commandant, COD Dehu Road, Pune-412 101 (Maharashtra)** as per prescribed format only otherwise the same will be rejected. Separate application for each post is required.

14. Incomplete /ineligible applications will be deemed invalid and rejected without intimation to the candidate. Only the eligible candidates will be called for the written examination. (Test/Interview through Acknowledgement Card).

15. Commandant COD Dehu Road Appointing authority reserves the right to reduce the number of candidates for written examination for any category of post by screening of applications based on a cut off percentage of marks obtained in the examination mandated as essential QR.

16. No screening of application is required in case of physical test wherever required. The candidates who fail to qualify in the Physical test (wherever applicable) shall not be permitted to undergo written test. Skill test wherever applicable will be conducted and will be qualifying in nature which will also be counted for final merit.

17. Shortlisting of candidates for interview shall be carried out based on the performance in written exam and physical test/skill test (wherever applicable). Number of candidates to be called for the interview will be minimum ten times of the number of vacancies being filled unless adequate numbers of eligible/suitable candidates are not available.

18. It is made clear that merely fulfilling the basic essential qualification/requirements does not automatically entitle a person to be called for test. The selection will be made strictly on the merit basis. The decision of appointing authority regarding selection/rejection will be final. It is also made clear that the number of posts/vacancies are tentative and recruitment process can be cancelled/suspended/terminated by the Commandant at any stage due to administrative reasons.

19. The question papers of written test (objective type) will be in bilingual both English & Hindi as under:-

Subject	No of Question	Maximum marks	Duration	Remarks
General intelligence and reasoning	25	25	2 Hours	The standard of questions will be of matriculation/intermediate as applicable.
Numerical aptitude	25	25		
General English	50	50		
General Awareness	50	50		

20. Criteria for evaluation of marks of Physical/Practical tests, Written Test and Interview will be in the ratio of 40:40:20. For MTS (Safaiwala) and Messenger the marks of Written Test and Interview will be in the ratio of 80: 20.

21. WARNING: All candidates are warned to be careful from the self-styled agents and also requested to inform the Commandant COD Dehu Road against any malpractice seen/observed by them.
22. All appointments are initially on temporary basis but likely to be made permanent.
23. No TA/DA is admissible. Duration of each test can be 02 to 05 days or more. Candidates will make their own arrangements for lodging/ boarding during the test/interview.
24. Commandant COD Dehu Road will not be responsible for any injury which may occur during the process of recruitment tests/exams.
25. Special Note:-
- (a) Reference Rect Notice published in Employment News, and Local News paper, Lokmat (Marathi), Indian Express and Times of India dated 30 Aug 2008 (Key No. davp 10202/11/0086/0809) (EN 22/26).
- (b) The vacancies of Messenger & Safaiwala published are hereby cancelled due to change in minimum essential educational qualification as per the recommendations of 6th CPC. These vacs are re-notified as above with revised qualification as recommended by 6th CPC.

To,
 Commandant
 Central Ordnance Depot
 Dehu Road, Pune-412 101
 C/o 56 APO

Affix recent
 Passport Size
 Photograph

APPLICATION FOR RECRUITMENT

1. Post applied for _____
2. Name of candidates (in block letters) _____
3. Father's Name _____
4. Date of Birth
- | DD | MM | YY |
|----|----|----|
| | | |
5. Correspondence Address:-
 House No / Street/Village -----
 Post Office -----District-----
 State ----- Pin Code -----

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

7. Educational Qualification

S.No	Qualification	Name of School/College	Name of Board University	Percentage of marks obtained

8. Category for which applied

(a)

UR	SC	ST	OBC
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 (Please tick to choose)

(b) Whether belongs to:-

PH	ESM	Others
----	-----	--------

 (Please tick to choose)

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

Date of enrollment (In Army /Navy/ Air force) -----Date of retirement ----
Total service -----Yrs ----- Month -----days (attach copy of discharge certificate/NOC)

10. If applied for the post in PH Category

Type of disability (OH.HH, VH) ----- (percentage of disability)

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

12. Whether employed in central Govt. services? Yes/No _____
If yes, give details as under:-

Name of employer	Office address	Name of the post	Date of appointment

DECLARATION

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

Dated : _____ (Signature of Candidates)

Place : _____

FOR OFFICE RECORD ONLY

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

4. Index No ----- Date of test/ Interview -----

ACKNOWLEDGEMENT CARD

1. Name -----
2. Fathers Name-----
3. Correspondence Address :-

House No / Street/Village -----
Post Office -----
District-----State -----
Pin Code -----
4. Application accepted/ rejected and date of test interview if accepted
5. Reason of rejection -----
6. Date of reporting for test _____
7. Venue of test _____

Affix recent Passport Size Photograph

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3. Detailed Eligibility Criteria and application form is available at CPP Portal on www.indianarmy.nic.in.

4. Application NOT confirming to the format given in the website will NOT be accepted.