

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

SPECIAL RECRUITMENT DRIVE
FOR FILLING UP THE BACKLOG VACANCIES OF
PERSONS WITH DISABILITIES

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 19-25.09.2015 [davp 10201/11/1021/1516, EN 25/55].
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.

[I]. 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.	This is the Full Text Advertisement.
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.

[II]. IMPORTANT DATES :

1.	Online Registration of Applications ~ Opening Date and Time	28.09.2015 at 00:00 Hrs
2.	Last Date of Registration of Online Applications ~ Closing Date and Time	19.10.2015 at 00:00 Hrs

[III]. 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. 19.10.2015 .
2.	It is clarified that there shall be no other Crucial Date for any purpose whatsoever on any grounds.

[IV]. 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 : <u>www.propex.gov.in</u>
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 : <u>Ordnance Factory Bhandara,</u> <u>Special Recruitment Drive for filling-up Backlog Vacancies of Persons</u> <u>With Disabilities (PWDs), 2015A</u>
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.

[V]. NAMES OF POSTS AND NUMBERS OF VACANCIES :

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

S. No.	Codes	Posts	Backlog vacancies of PWDs with reservation category-wise break-up		
			No of Vacancy	Category of Disability	Reservation Category
01.	PFB	Fitter Boiler (SS)	02	VH(LV)	UR
02.	PBA	Boiler Attendant (SS)	03	VH(LV)	UR
03.	PSM	Sheet Metal Worker (SS)	01	HH	UR
04.	PFP	Fitter Pipe (SS)	01	VH(LV)	UR
05.	PEL	Electrician (SS)	01	OH(OL, BL)	SC
06.	PDU	Durwan (Male)	01	OH(OA)	OBC(NCL)
07.	PLC	Lower Division Clerk	01	VH(B, LV)	UR
			01	HH	OBC(NCL)

NOTE :

- (i) *The General Manager, Ordnance Factory Bhandara reserves the right to increase or reduce the number of vacancies at any stage. The number of vacancies mentioned above are provisional which can be increased or decreased without issuing further notification/corrigendum, if necessary at the discretion of the competent authority.*
- (ii) *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.*

Abbreviations used in this 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
PWDs - 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

[VI]. 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
For the Posts at 01. to 05.		IE	C	5200-20200	1800
06.	Durwan (Male)	NIE	C	5200-20200	1800
07.	Lower Division Clerk	NIE	C	5200-20200	1900

[VII]. 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	
	For the Posts at 01. to 05.	
	18 years to 32 years	
	6.	Durwan (Male)
	20 years to 27 years	
	7.	Lower Division Clerk
	18 years to 27 years	
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.	

[VIII]. AGE RELAXATIONS FOR VARIOUS CATEGORIES OF CANDIDATES :

As per existing orders / instructions an SC/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.	<p>PWDs candidate having minimum 40% disability 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 :</p> <table border="1" data-bbox="331 510 1070 629"> <tr> <td>(i)</td> <td>UR</td> <td>:</td> <td>10 years</td> </tr> <tr> <td>(ii)</td> <td>OBC</td> <td>:</td> <td>13 years</td> </tr> <tr> <td>(iii)</td> <td>SC</td> <td>:</td> <td>15 years</td> </tr> </table>	(i)	UR	:	10 years	(ii)	OBC	:	13 years	(iii)	SC	:	15 years
(i)	UR	:	10 years										
(ii)	OBC	:	13 years										
(iii)	SC	:	15 years										
2.	<p>Ex-servicemen :</p> <table border="1" data-bbox="331 680 1214 909"> <tr> <td>(i)</td> <td>UR</td> <td>:</td> <td>03 Years after deduction of the military service rendered from the actual age on the crucial date.</td> </tr> <tr> <td>(ii)</td> <td>OBC</td> <td>:</td> <td>06 Years after deduction of the military service rendered from the actual age on the crucial date.</td> </tr> <tr> <td>(iii)</td> <td>SC</td> <td>:</td> <td>08 Years after deduction of the military service rendered from the actual age on the crucial date.</td> </tr> </table>	(i)	UR	:	03 Years after deduction of the military service rendered from the actual age on the crucial date.	(ii)	OBC	:	06 Years after deduction of the military service rendered from the actual age on the crucial date.	(iii)	SC	:	08 Years after deduction of the military service rendered from the actual age on the crucial date.
(i)	UR	:	03 Years after deduction of the military service rendered from the actual age on the crucial date.										
(ii)	OBC	:	06 Years after deduction of the military service rendered from the actual age on the crucial date.										
(iii)	SC	:	08 Years after deduction of the military service rendered from the actual age on the crucial date.										
3.	<p>A Candidate who is a Central Government Servant with minimum 03 years continuous service, is eligible for relaxation in Upper Age Limits as follows :</p> <table border="1" data-bbox="331 994 1070 1122"> <tr> <td>(i)</td> <td>UR</td> <td>:</td> <td>Upto 40 years</td> </tr> <tr> <td>(ii)</td> <td>OBC</td> <td>:</td> <td>Upto 43 years</td> </tr> <tr> <td>(iii)</td> <td>SC</td> <td>:</td> <td>Upto 45 years</td> </tr> </table>	(i)	UR	:	Upto 40 years	(ii)	OBC	:	Upto 43 years	(iii)	SC	:	Upto 45 years
(i)	UR	:	Upto 40 years										
(ii)	OBC	:	Upto 43 years										
(iii)	SC	:	Upto 45 years										
4.	<p>Further Age Relaxation for Ex-Trade Apprentices of Ordnance Factories as follows :</p> <table border="1" data-bbox="331 1184 1541 1438"> <tr> <td>(i)</td> <td colspan="3">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.</td> </tr> <tr> <td>(ii)</td> <td colspan="3">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.</td> </tr> </table>	(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.						
(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.												

[IX]. 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/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/ 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. Certificates in any other format will not be accepted. Formats of Certificates : For SC 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/OBC(NCL)/PWD/XSM status of the candidate.
4.	Note for OBC(NCL) Candidates: - 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.
5.	Note for PWD Candidates: - The Certificate of PWD must have mentioned the category of Disability as per the para [V] above, reserved for particular post otherwise their candidature may be cancelled.

[X]. 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
-------	-------

For the Posts at S.No. 01. to 05. :

(i) 10th pass

(ii) National Apprenticeship Certificate (NAC) /National Trade Certificate (NTC) issued by National Council for Vocational Training (NCVT).

Note : (1) NAC/NTC Trades relevant for the Posts mentioned at S.No. 01 to 05 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
01.	Fitter Boiler (SS)	Fitter
02.	Boiler Attendant (SS)	Boiler Attendant
03.	Sheet Metal Worker (SS)	Sheet Metal Worker
04.	Fitter Pipe (SS)	Pipe Fitter, Plumber
05.	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.

06. 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.

07. LOWER DIVISION CLERK :

- (i) 12th Class or equivalent qualification from a recognised Board or University.
- (ii) Skill Test Norms 'only on Computers'

A typing speed of 35 (thirty-five) words per minute in English or 30 (thirty) words per minute in Hindi on computer.

[35 (Thirty-five) words per minute and 30 (thirty) words per minute correspond to 10500 (ten thousand and five hundred) Key Depression Per Hour or 9000 (nine thousand) Key Depression Per Hour on an average of 05 (five) key depression for each word].

[XI]. FURTHER INSTRUCTIONS/ STIPULATIONS IN RESPECT OF INDUSTRIAL ESTABLISHMENT POSTS AT S.NO. 01 TO 05 FOR EX-TRADE APPRENTICES OF ORDNANCE FACTORIES ONLY :

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.

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

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

S. No.	Posts
--------	-------

For the Posts at S.No. 01 to 05

The Selection Process will include : (1). Written Test – 100 Marks
(2). Trade Test (Practical) – Qualifying only (No Marks)

(1). Written Test – 100 Marks :

(A). SCHEME OF WRITTEN TEST:

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 for General Candidates	Total Time Duration for Visually Handicapped Candidates including compensatory time
Part A (Objective Type)	1. General Science (10 Questions) 2. Quantitative Aptitude (10 Questions)	10 Marks 10 Marks	2 Hours	2 Hours 40 Minutes
Part B (Objective Type) Questions from the NCVT Syllabus of relevant trade	80 Questions	80 Marks		
Total :	100 Questions	100 Marks		

Note :

- | | |
|-------|---|
| (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.
(v)	Visually handicapped (VH) candidates with visual disabilities of 40% (forty percent) or above can avail the assistance of a Scribe in the Written Examination, subject to such requests being made at the time of applying for the examination and in such instances the candidates if so desired 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. Question Papers and Answer Sheets will not be provided in Braille.
(vi)	Persons with visual disability of less than 40% (forty percent) will not be considered as visually handicapped persons. One eyed candidates and partially blind candidates who are able to read with or without magnifying glass will be allowed to use the Magnifying Glass in the Examination Hall and will not be entitled to a Scribe. Such candidates will have to bring their own Magnifying Glass to the Examination Hall.

(B). SYLLABUS OF WRITTEN TEST:

(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 th 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 th 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.

(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) :**01. 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 2nd class Boiler's Attendant's certificate.
- (vii) Ability to carry out any other work of similar nature.

02. 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.

03. Sheet Metal Worker (SS) :

- (i) Ability to solder and braze the job correctly.
- (ii) Should have knowledge of different materials, tools equipment's and various fluxes to be used.
- (iii) Ability to work from simple drawings, execute simple and make objects from tin plates or sheet metal plates. Should have knowledge of rivetting of tin/metalic sheets.
- (iv) Ability to mark out and cut sheet metal required for simple objects with soldered seamed joints.
- (v) In addition to above ability to carry out any other work of similar nature not mentioned above.

04. 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.
- (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.

05. Electrician (SS) :

(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.

06. 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 meters running in 15 seconds.

(1). WRITTEN TEST (150 MARKS) :**(A). Scheme of Written Test :**

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

(B). Syllabus for Written Test :	
I.	General Intelligence : The questions will be of 10 th 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.
II.	General Awareness : The questions will be of 10 th 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 th 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.
III.	English Language : The questions will be of 10 th 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.
IV.	Numerical Aptitude : 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 10 th Standards.
(2). MEASUREMENT OF PHYSICAL STANDARDS & SCREENING TEST : The Physical Test/Measurement 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.	
(a)	MEASUREMENT OF PHYSICAL STANDARDS :
	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)	SCREENING TEST : Running of 100 metres in 15 seconds.
(3). Final Grading will be decided based on marks obtained in Written test subject to qualifying in the measurement of Physical standards & Screening test.	

07. SCHEME & SYLLABUS - LOWER DIVISION CLERK :**A. SCHEME OF EXAMINATION :**

01. The examination will consist of a Written Examination of 200 Marks and Typing Test on Computer.
02. After the written Examination the number of candidates to be called on the basis of merit for the Typing Test shall be in the ratio of 1:5 i.e five times the number of vacancies.
03. Merit of Candidates will be decided on the basis of the total marks scored in the Written Examination subject to qualifying in the typing test.
04. The Typing Test is of qualifying in nature. Failure in the Typing Test shall be failure in the examination.
05. Resolution of Tie Cases – Tie cases will be resolved by applying one after another, as applicable till the Tie is resolved :
 - (i) Date of Birth, with older candidate placed higher.
 - (ii) Alphabetical order in which the first names of the candidates appear.

B. SCHEME OF WRITTEN EXAMINATION :

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

Part	Subject	Maximum Marks & Number of Questions	Total Time Duration for General Candidates	Total Time Duration for Visually Handicapped Candidates including compensatory time
I	General Intelligence	50 (50 questions)	2 Hours	2 Hours 40 Minutes
II	English Language (Basic Knowledge)	50 (50 questions)		
III	Quantitative Aptitude (Basic Arithmetic Skill)	50 (50 questions)		
IV	General Awareness	50 (50 questions)		

NOTE :

- (1) Question paper will be set in English/Hindi except Part-II, which will be set in English.
- (2) **There will be negative marking of 0.25 marks for each wrong answer.**
- (3) Standard of question will be of the level to commensurate with educational qualification for the post i.e 12th standard.
- (4) Visually handicapped (VH) candidates with visual disabilities of 40% (forty percent) or above can avail the assistance of a Scribe in the Written Examination, subject to such requests being made at the time of applying for the examination and in such instances the candidates if so desired 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. Question Papers and Answer Sheets will not be provided in Braille.
- (5) Persons with visual disability of less than 40% (forty percent) will not be considered as visually handicapped persons. One eyed candidates and partially blind candidates who are able to read with or without magnifying glass will be allowed to use the Magnifying Glass in the Examination Hall and will not be entitled to a Scribe. Such candidates will have to bring their own Magnifying Glass to the Examination Hall.

C. SYLLABUS FOR WRITTEN TEST :**I. General Intelligence :**

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

II. English Language :

1.	Spot the Error	8.	Improvement of Sentences
2.	Fill in the Blanks	9.	Active/Passive Voice of Verbs
3.	Synonyms/Homonyms	10.	Conversion into Direct/Indirect narration
4.	Antonyms	11.	Shuffling of Sentences parts
5.	Spellings/Detecting Mis-spelt words	12.	Shuffling of Sentences in a passage
6.	Idioms & Phrases	13.	Cloze Passage
7.	One word substitution	14.	Comprehension Passage.

III. Quantitative Aptitude :Arithmetic :

1. Number Systems: Computation of Whole Number, Decimal and Fractions, Relationship between numbers.
2. Fundamental Arithmetical Operations: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and Distance, Time and Work.

Algebra :

1. Basic algebraic identities of School Algebra (and their simple applications) e.g. Formulas for $(a+b)^2$, $(a-b)^2$, $(a+b)^3$, $(a-b)^3$, a^3-b^3 , a^3+b^3 , a^2-b^2 ; if $a+b+c = 0$, then $a^3+b^3+c^3=3abc$ etc. and Elementary surds (simple problems).
2. Graphs of Linear Equations.

Geometry :

Familiarity with elementary geometric figures and facts:

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

Mensuration :

Triangle, Quadrilaterals, Regular Polygons (sum of the internal angles of a polygon), Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

Trigonometry :

1. Trigonometry (for acute angles θ with $0 \leq \theta \leq 90$) :
Trigonometric ratios, Degree and Radian Measures, Standard Identities like $\sin^2 \theta + \cos^2 \theta = 1$ etc.
2. Complementary Angles, Heights and Distances (simple Problems only).

Statistical Charts :

- Use of Tables and Graphs: 1. Histogram
2. Frequency Polygon
3. Bar – Diagram
4. Pie-Chart

IV. General Awareness :

Questions are designed to test the candidate's General Awareness of the environment around him/her and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economic Scene, General policy and scientific research.

D. Typing Test :

- | | |
|-------|---|
| (i) | The Typing Test will be conducted in English or Hindi and candidates while applying for the examination, will have to indicate their option. |
| (ii) | Typing Test will be administered on Computer, to be provided by the Factory/Unit. |
| (iii) | Candidates opting for English Typing shall have typing speed of 35 words per minute and those opting for Hindi Typing shall have typing speed of 30 words per minute on Computer. Thirty five w.p.m. and thirty w.p.m. correspond to 10500 key depressions per hour and 9000 key depressions per hour respectively, The speed will be adjudged on the accuracy of typing on the Computer of a given text passage in 10 minutes. |
| (iv) | Visually Handicapped candidates (with 40% disability and above) will be provided Passage Dictators for the Typewriting test by the Factory/Unit. The Passage Dictators will read out the passage to the VH candidates within the allotted time period. |

[XIII]. METHODS FOR SELECTION :

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

S. No.	Posts
--------	-------

For the Posts at S.No. 01 to 05 :

- | | |
|-------|---|
| (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. |

06. Durwan (Male) :

- | | | |
|-------|--|---|
| (i) | The sequence of Tests will be as follows : | |
| | (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 meters 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. | |

07. Lower Division Clerk :

(i)	The Selection Process shall comprise of Written Test of 200 marks. Written Test shall be fully objective and OMR based.
(ii)	After the written Examination the number of candidates to be called on the basis of merit for the Typing Test shall be in the ratio of 1:5 i.e five times the number of vacancies.
(iii)	Merit of Candidates will be decided on the basis of the total marks scored in the Written Examination subject to qualifying in the typing test.
(iv)	The Typing Test is of qualifying in nature. Failure in the Typing Test shall be failure in the examination.

Note :

1. 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 display/publication of the list of Provisionally Selected Candidates and the list of the Candidates kept in the Reserve List.
2. It is further clarified that the above mentioned stipulations made for movement of Candidates qualifying in one Stage of Selection Process to another Stage (not necessarily the immediate next stage) of the Selection Process, shall be read after incorporating/interpolating the Stage of the Original Documents Checking as mentioned in Para XXII and this shall not be construed as creating/causing any contradiction and therefore, no dispute in this regard shall be accepted.

[XIV]. 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/Trade Tests (Practical) / Typing Test, etc. as the case may be, as prescribed for the abovementioned Posts.

[XV]. 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, subject to such requests being made at the time of applying for the examination and in such instances the candidates if so desired 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. Question Papers and Answer Sheets will not be provided in Braille.
(f)	Persons with visual disability of less than 40% (forty percent) will not be considered as visually handicapped persons. One eyed candidates and partially blind candidates who are able to read with or without magnifying glass will be allowed to use the Magnifying Glass in the Examination Hall and will not be entitled to a Scribe. Such candidates will have to bring their own Magnifying Glass to the Examination Hall.

(2) Written Tests Answer Sheet Particulars :						
(a)	The Answer Sheets shall be in the form of Optical Marker Reader (OMR) Sheet .					
(b)	The Candidates should exercise due care in handling and filling up the OMR Answer Sheets.					
(c)	The Candidates MUST use blue/black ball point pen only for writing in the boxes and for darkening the circles for marking the answers on the OMR Answer Sheets.					
(d)	Use of pencil is not allowed for darkening the circles for marking the answers on the OMR Answer Sheets.					
(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.					
(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 border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 5px;">01.</td> <td style="padding: 5px; text-align: center;">(a)</td> <td style="padding: 5px; text-align: center;">●</td> <td style="padding: 5px; text-align: center;">(c)</td> <td style="padding: 5px; text-align: center;">(d)</td> </tr> </table>	01.	(a)	●	(c)	(d)
01.	(a)	●	(c)	(d)		
(d)	It is reiterated that only INK is to be used for darkening the circles for marking the answers on the OMR Answer Sheets.					
(e)	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.					
(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.					

[XVI]. DURATION, MAXIMUM MARKS, NUMBER OF QUESTIONS, QUALIFYING MARKS, RELAXATION OF QUALIFYING MARKS, MARKING SYSTEM IN /WRITTEN TESTS/ MEASUREMENT OF PHYSICAL STANDARDS/ SCREENING TEST /TRADE TESTS (PRACTICAL)/ TRADE TEST / TYPING TEST, 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 Visually Handicapped Candidates	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
For the Posts at S.No. 01. to 05.		02 Hours	02 Hours 40 Minutes	100	100	40	35
06.	Durwan (Male)	02 Hours	--	150	150	60	52
07.	Lower Division Clerk	02 Hours	02 Hours 40 Minutes	200	200	80	70

(2) Regarding Marking System in Written Tests :

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

- (a) **For the Post of Lower Division Clerk :**
There shall be negative marking of 0.25 marks for each wrong answer.
- (b) **For all other Posts :**
There shall be no negative marking.

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

Regarding Measurement of Physical Standards/Screening Tests/Trade Tests (Practical)/Typing Test, 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.

[XVII]. 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
--------	-------	--	---

For the Posts at S.No. 01 to 05 :

(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.		

For the Posts at S.No. 06 to 07 :

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
06.	Durwan (Male)	Date of Birth, with older candidate placed higher	Alphabetical order in which the first names of the candidates appear in the Online Application.
07.	Lower Division Clerk	--do--	--do--

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

1.	For all the Posts at S.No. 01 to 07, the Language for the Written Tests/Measurement of Physical Standards/Skill Tests/Trade Tests (Practical Tests)/Typing Test, etc. as the case may be, shall be : HINDI or ENGLISH
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 Tests/Trade Tests (Practical)/Typing Test, 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.

[XIX]. 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.

[XX]. 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.

[XXI]. 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.

[XXII]. 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/Trade Tests (Practical)/Typing Test, 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.

8.	The formats of the Certificates are Annexed and available in this Full Text Advertisement. Certificates in any other format will not be accepted and candidature is liable to be rejected.				
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	
	For the Posts at S.No. 01 to 05		(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
	06.	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
	07.	Lower Division Clerk	(1)	Written Test	All eligible Candidates
			(2)	Typing Test	Five times the number of vacancies, as per the merit of the Candidates in the Written Test
			(3)	Original Documents Checking	All Candidates who qualify in Typing Test
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 XIII 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.				

[XXIII]. 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.

[XXIV]. 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.

[XXV]. 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.

[XXVI]. REGARDING APPLICATION FEES :

No Application Fees as all the PWD Candidates are exempted from the payment of Application Fees.

[XXVII]. 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 online only.
2.	No hard copies of the Online Applications are required to be submitted.
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.

[XXVIII]. 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 : "Ordnance Factory Bhandara, Special Recruitment Drive for filling-up Backlog Vacancies of Persons With Disabilities (PWDs), 2015A" 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.

[XXIX]. INTIMATION OF DATES OF WRITTEN TESTS/ MEASUREMENTS OF PHYSICAL STANDARDS/ SCREENING TEST/ ORIGINAL DOCUMENTS CHECKING / TRADE TESTS (PRACTICAL)/TYPING TEST, 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/Trade Test (Practical)/Typing Test, 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/Trade Test (Practical)/Typing Test, 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/Trade Test (Practical)/Typing Test, etc. as the case may be, for the above mentioned Posts, the Candidates MUST visit the Factory's Internet Website from the 28 th 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 nd August, then the Candidates MUST visit the Factory's Internet Website from 30 th 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/Trade Test (Practical)/Typing Test, etc. as the case may be, for any Post shall NOT be less than 21 days after the display of the above mentioned information on the Factory's Internet Website.

[XXX]. 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/Trade Test (Practical)/Typing Test, 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 example, if the date of Written Test for a Post is 16 th September, then an eligible Candidate can book his for that Post online from the Factory's Internet Website till 9 th September only.
6.	For one Post, only one Call Letter cum Admit Card is required to be printed by the Candidate.
7.	An eligible Candidate shall not be allowed to appear in the Written Test/Measurement of Physical Standards/Screening Test/Original Documents Checking/Trade Test (Practical)/Typing Test, 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/Trade Test (Practical)/Typing Test, etc. as the case may be, for that Post.
8.	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.

[XXXI]. FURTHER INSTRUCTIONS FOR SC / ST/ OBC(NCL) / PWD / XSM CANDIDATES :

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 : <table border="1" data-bbox="247 1079 1549 1574"> <tr> <td>(a)</td> <td>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.</td> </tr> <tr> <td>(b)</td> <td>It is informed that an OBC Candidate NOT belonging to Non-Creamy Layer should apply as a General category Candidate.</td> </tr> <tr> <td>(c)</td> <td>PWD Candidate having minimum 40% disability shall only be treated as a PWD Candidate for the purpose of reservations and relaxations.</td> </tr> <tr> <td>(d)</td> <td>An XSM Candidate having minimum 6 (six) months continuous service in the Armed Forces of the Union of India shall only be treated as an XSM Candidate for the purpose of reservations and relaxations.</td> </tr> </table>	(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)	It is informed that an OBC Candidate NOT belonging to Non-Creamy Layer should apply as a General category Candidate.	(c)	PWD Candidate having minimum 40% disability shall only be treated as a PWD Candidate for the purpose of reservations and relaxations.	(d)	An XSM Candidate having minimum 6 (six) months continuous service in the Armed Forces of the Union of India shall only be treated as an XSM Candidate for the purpose of reservations and relaxations.
(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)	It is informed that an OBC Candidate NOT belonging to Non-Creamy Layer should apply as a General category Candidate.								
(c)	PWD Candidate having minimum 40% disability shall only be treated as a PWD Candidate for the purpose of reservations and relaxations.								
(d)	An XSM Candidate having minimum 6 (six) months continuous service in the Armed Forces of the Union of India 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.								

[XXXII]. 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.

[XXXIII]. 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.

[XXXIV]. 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.

[XXXV]. 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.

[XXXVI]. 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/Trade Test (Practical)/ Typing Test, 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/Trade Test (Practical)/Typing Test, 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/Trade Test (Practical)/Typing Test, 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.

[XXXVII]. 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 : ofbarecruitment@gmail.com
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.

[XXXVIII]. 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.

[XXXIX]. CAUTION FOR CANDIDATES :

1.	Impersonating in any manner in the Written Test/Measurement of Physical Standards/Screening Test/Original Documents Checking/Trade Test (Practical)/Typing Test, 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/Measurement of Physical Standards/Screening Test/Original Documents Checking/Trade Test (Practical) /Typing Test, 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/Measurement of Physical Standards/Screening Test/Original Documents Checking/Trade Test (Practical) /Typing Test, 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/Trade Test (Practical) /Typing Test, 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/Trade Test (Practical)/Typing Test, 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/Trade Test (Practical)Typing Test, etc. in a fair and transparent manner.

[XXXX]. 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.

[XXXXI]. THE FORMATS OF THE CERTIFICATES AS STATED AT PARA [IX] ABOVE :

	(i) For SC Certificate - Annexure-I
	(ii) For OBC (NCL) Certificate - Annexure-II
	(iii) For PWD Certificate - Annexure-III [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]. Note : The principle rules were published in the Gazette of India vide notification number S.O.908(E), dated the 31 st December, 1996.
	Certificates in any other format will not be accepted.

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 13th September, 1993.
- ii) Resolution No. 12011/9/94-BCC, dated 19.10.1994 published in Gazette of India extraordinary Part I Section I No. 163, dated 20th October, 1994.
- iii) Resolution No. 12011/7/95-BCC dated the 24th May 1995 Published in the Gazette of India extraordinary Part-I Section I No. 88 dated 25th May, 1995.
- iv) Resolution No.12011/96/94-BCC dated 9th March, 1996.
- v) Resolution No. 12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India - Extraordinary-part I, Section-I, No. 210, dated the 11th December, 1996.
- vi) Resolution No.12011/13/97-BCC dated 3rd December, 1997.
- vii) Resolution No.12011/99/94-BCC dated 11th December, 1997.
- viii) Resolution No.12011/68/98-BCC dated 27th October, 1999.
- ix) Resolution No.12011/88/98-BCC dated 6th December, 1999, published in the Gazette of India, Extra Ordinary Part-I, Section-I No.270, 6th December, 1999.
- x) Resolution No.12011/36/99-BCC dated 4th April, 2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.71 dated 4th April, 2000.
- xi) Resolution No.12011/44/99-BCC dated 21.9.2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.210 dated 21.9.2000.

Shri _____ and/or his family ordinarily reside(s) in the _____ District/Division of the _____ State.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT,) dated 08.09.1993 and modified vide Govt. of India Deptt. of Personnel and Training OM No. 36033/3/2004-Estt(Res) dated 09.03.2004 & 14.10.2008.

Dated:
Seal:
etc.

District Magistrate or
Deputy Commissioner

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

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

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

O.F. BHANU DASA

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)

**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 :

- 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.**

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**

<p>Signature/Thumb impression of the person in whose favour disability certificate is issued.</p>
--

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 31st December, 1996.