

Government of India
Ministry of Defence
Indian Ordnance Factories,

Ordnance Factory, Ambarnath, Dist. Thane (Maharashtra) Pin: 421 502.

Advertisement No. OFA/LB/IEs/DR/SS/2012-13

ORDNANCE FACTORY, AMBARNATH invites **ON-LINE Applications** from the eligible Citizens of India for filling up the following post of Semi-Skilled (Group 'C') in the Pay Band of Rs.5200-20200/- and Grade Pay of Rs.1800/- plus allowances as admissible to Central Government employees. The candidates, who are fulfilling the requisite qualifications/specifications as mentioned below, may apply ON-LINE through OFB website www.ofb.gov.in.

1. NAME OF POST AND NO. OF VACANCIES:

S.No.	Name of the post	Group	UR	SC	ST	OBC	Total	PHP/ PWD	Ex-SM(@)
1	Electrician	C	8	1	1	4	14	2#	1
2	Examiner *	C	14	3	2	6	25		1
3	Machinist	C	48	9	8	24	89	2#	1
4	Millwright **	C	11	2	2	6	21		1
		Total	81	15	13	40	149	4	4

Note: 1. Vacancies of Ex-Servicemen and PWD/PHP shown above are not separate but included in the total no. of vacancies.

2. The Sr. General Manager, Ordnance Factory, Ambarnath reserves the right to change the number of vacancies, if necessary depending on actual requirements and availability of vacant posts.

UR=Unreserved, **SC**=Scheduled Caste; **ST**=Scheduled Tribe; **OBC**=Other Backward Classes; **PH**=Physically Handicapped; **OH**=Orthopaedically Handicapped; **HH**=Hearing Handicapped; **Ex-SM**=Ex-Serviceman.

* Candidates having NAC / NTC in the trade of Machinist will be considered for the post of **Machinist** and **Examiner**. Preference in this aspect will be obtained from the short listed candidates of Machinist trade after declaration of written test result.

** To be selected from the trades of **MMTM**.

Persons with Disabilities (PWD):

i) Candidates with following disabilities may apply for the identified trade, posts as below

- 1) Hearing Handicapped – 2 Nos
- 2) Orthopaedic Handicapped – 2 Nos

ii) If sufficient candidates are not available in required PH category, there will be lateral exchange of vacancies in any one of the above mentioned PH category.

iii) Suitability of post for PWD:

No.	Post	Physical Requirements	Disability
1	Electrician	S, ST, W, L, F	One Leg affected, Both Leg affected
2	Machinist	ST, SE, F	Partially Deaf/Deaf, One Leg affected

S – Work Performed by Sitting (on bench or chair) **ST** - Work Performed by Standing

W – Work Performed by Walking

L – Work Performed by lifting

F – Work Performed by manipulating (with fingers) **SE** – Work Performed by seeing

iv) 4 Nos Posts reserved for PH will be adjusted by Horizontal Reservation i.e. the selected

candidates will be adjusted against the categories of SC/ST/OBC/GEN to which they belong.

@ Ex-Servicemen:

4 Nos Posts reserved for Ex-Servicemen will be adjusted by Horizontal Reservation i.e. the selected candidates will be adjusted against the categories of SC/ST/OBC/GEN to which they belong.

2. AGE (as on date of reckoning):

Categories of Vacancy	Age as on Date of Reckoning
UR	Between 18 to 32 Years
OBC	Between 18 to 35 Years
SC	Between 18 to 37 Years
ST	Between 18 to 37 Years

Age Relaxation IN ADDITION to above mentioned upper age limits:

Ex-Trade Apprentices OFs	To the extent of period of apprentice training undergone by them under the Apprenticeship Act 1961.
Ex-Servicemen/Serving Armed Forces Personnel	Upto 03 years in addition to the period of service rendered in Defence Services
Physically Handicapped (PH)/ Person With Disabilities (PWD)	Up to 10 years (i.e for UR-10 yrs, SC/ST-15 yrs, OBC-13yrs)
Candidates who had ordinarily been domiciled in the state of Jammu & Kashmir during the period from 1 st Jan 1980 to 31 st Dec 1989. (This relaxation shall remain in force up to 31.12.2013)	Upper age limit relaxable by 5 yrs.
Departmental candidates with three years continuous service in central government in same line or allied cadres.	Up to 40 years of age (45 years for SC/ST)
Widows, divorced women, women judicially separated from their husband and who are not re-married.	Up to the age of 35 yrs (up to 40 yrs for members of SC/ST and up to 38 yrs for members of OBC)

NOTE: Candidates who wish to be considered against vacancies reserved/or seek age-relaxation **must submit requisite Certificate /Undertaking/Declaration** from the competent authority, in the prescribed format mentioned below. Otherwise, their claim for SC/ST/OBC/Ex.SM status will not be entertained and their candidature/applications will be considered under **General (UR)** category. Applicable formats shown below are available on the website and NO other formats will be accepted.

CATEGORY	DOCUMENTS TO BE SUBMITTED
Ex-Serviceman/ Serving Armed Forces Personnel	APPENDIX - I
SC / ST Candidates	APPENDIX - II
OBC Candidates	APPENDIX - III
Physically Handicapped Candidates	APPENDIX - IV

Departmental Candidates	APPENDIX - V
Candidates domiciled in the state of Jammu & Kashmir during the period from 1 st Jan 1980 to 31 st Dec 1989. (This relaxation shall remain in force up to 31.12.2013)	Domicile Certificate from the District Magistrate / Authority Designated by Govt of J&K.
Widows, divorced women, women judicially separated from their husband and who are not re-married.	1. In case of widow, death certificate of her husband together with the Affidavit that she has not the re-married since. 2. In case of divorced women and women judicially separated from their husbands, certified copy of the judgment/ decree of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be, with an Affidavit in respect of divorced women and they have not re-married since.

3. **DATE OF RECKONING:**

The crucial date for determining age limit and educational qualification for the posts mentioned above will be the **closing date for submission of on-line application** for respective trades.

4. **ESSENTIAL QUALIFICATION:**

- (i) Matriculation
- (ii) National Apprentice Certificate (NAC) / National Trade Certificate (NTC) issued by NCVT.

NOTE:

(a) **Degree and Diploma in Engineering will not be accepted as qualification for Direct Recruitment to the Semi-skilled posts.**

(b) Those appearing in the AITT examination conducted by NCVT (for award of NAC/NTC certificate) in October, 2013 may also apply. However, Mark Sheet and provisional certificate of NAC/NTC is to be produced during document verification before the Trade Test (Practical).

5. **FEES & MODE OF PAYMENT:**

Non-refundable Fees of Rs.50/- (Rupees Fifty only) is to be paid in the form of **Crossed Bank Draft / Indian Postal Order** (purchased after but not earlier than the date of publication of advertisement and before but not later than the closing date for the submission of online application). The DD/IPO shall be in favour of "**The Sr. General Manager, Ordnance Factory Ambarnath (Maharashtra)**". Candidate must write his name and application no on the reverse of DD/IPO.

NOTE: Exemption from payment of Fee is allowed to following Categories:

- 1. **Candidates belonging to SC/ST/Ex-serviceman/PH categories**
- 2. **Ex-Trade Apprentices of OFA**
- 3. **All Women candidates.**

6. **SELECTION PROCESS:**

Selection process will comprise of **Written Test and Trade Test (Practical)**.

Written Test will be fully objective type (Multiple Choice) of 100 marks of duration 120 minutes and OMR based. On the basis of merit list based on marks obtained in Written Test, candidates 1.25 times the number of vacancies will be called for Trade Test (Practical).

The Trade Test (Practical) is only of qualifying in nature (without any marks). The final merit list will be based on marks in the Written Test only. However, those who fail to qualify in the trade test would be considered as having failed in the examination. The final select list will be prepared and displayed in order of merit (in each category separately).

Document verification Documents would be verified at this second stage (Prior to Trade Test). During document verification, the candidates will have to produce their original certificates. No additional time will be given and the candidature of the candidates not producing their original certificates on the date of verification is liable to be forfeited.

NOTE: The Sr. General Manager reserves the right to decide the number of candidates to be called for Written Test / Trade Test to a reasonable limit on suitable merit criteria.

7. **SYLLABUS:**

The examination will be in accordance with the syllabus for NTC/NAC examination (conducted by NCVT) for the respective trade.

8. **MEDIUM OF EXAMINATION: ENGLISH, HINDI & MARATHI**

9. **RESOLUTION OF THE TIE CASES:**

In case of TIE i.e marks in written exam being equal, the same will be resolved as under:

- a. Ex-Trade Apprentices of Ordnance Factory, Ambarnath shall be given preference.
- b. In case of tie candidates of senior (TA) batch will be given preference.
- c. In case tie still persists, Ex-Trade Apprentices of sister Ordnance Factories shall be given preference In case of tie, candidates of senior (TA) batch will be given preference.
- d. In case tie still persists, the candidate older in age shall get preference.
- e. In case tie still persists, Candidate whose FIRST NAME begins with the alphabet which comes first in English Alphabetical order shall get preference.

10. **ON-LINE APPLICATION:**

- i) Eligible applicants are required to apply On-line. The "ON-line Application Form" will be available on Ordnance Factory Board's website www.ofb.gov.in through the link "Recruitment in Ordnance Factory, Ambarnath. Apply On-line Semi-Skilled Tradesman". Application received through any other mode will not be accepted under any condition. **Process of online application shall begin from the following Monday from the date of publication of this advertisement in the Employment news & Rozgar Samachar.**

ii) **IMPORTANT DATES SCHEDULE**

	EVENT	REMARK
a.	Opening Date for ON-LINE application / registration on website	Open from the Monday following the date of publication. Registration shall be open for 15 days.
b.	Last Date of receipt of Acknowledgement at OFA (along with DD / IPO & enclosures as applicable).	21 days from date of publication.

NOTE: The schedule of Date of Downloading the Admit Card and Written Examination will be notified on website www.ofb.gov.in. In case of any change in schedule of dates, the same will be made available on the website.

- iii) No original documents are required to be sent to O.F. Ambarnath in connection with the application unless directed to do so.
- iv) **Detailed Instructions for filling of online application shall be displayed through the link on website www.ofb.gov.in. Candidates are requested to read the instructions thoroughly before filling the online application & confirm the successful submission after filing the application.**
- v) Before registering/submitting applications on the website, the candidates should possess the following :
- Valid E-Mail ID and Mobile No.** The E-Mail ID and Mobile No. entered in the Online Application Form should remain valid / active until the recruitment process is completed. No change in the E-Mail ID and Mobile No. will be allowed once submitted. The candidate himself/herself will be responsible for wrong or expired E-Mail ID & Mobile No.
 - PHOTOGRAPH:** One recent coloured passport size photograph taken against white background not more than three months old is to be scanned (140 pixel height x 110 pixel width scanned at 200 dpi, in *jpg or jpeg format, file of size not more than 50 kb*) and uploaded in the space earmarked in the on-line application format. **Candidate is advised to confirm that his/her uploaded is clearly visible/identifiable at the appropriate place.**
 - SIGNATURE:** Scanned signature (**in Black ink**) against white background (110pixel height x 140 pixel width in jpg format, file of size not more than 50 kb scanned at 200 dpi) is to be uploaded in the space earmarked in the on-line application format. Candidates must ensure the signature uploaded shall be maintained the same at all places viz. signature up-loaded, appended on Undertaking, Attendance Sheet of written examination and subsequent Practical test. If any variation is found between the signatures, the candidature is liable to be cancelled. **Candidate is advised to confirm his/her uploaded signature is clearly visible/identifiable at the appropriate place**
 - Crossed DD / IPO worth Rs.50/-** drawn in favour of SR.GM/OFA. Please refer "Fees & Payments" at Sl. No. 5 above.
- vi) On the click of the link "Recruitment in Ordnance Factory, Ambarnath. Apply On-line Semi-Skilled Tradesman". the drop down menu shall open to show the following three option :

- **Instructions** (detailed instructions to candidates for filling on line application form).
- **Formats** (for down loading the various appendices – refer para 2 above).
- **Application** (for filing the online application).
- **Acknowledgement** (for taking print of acknowledgement slip)

- vii. **ADMIT CARD:** Candidates to down load the admit card shall be provided through a separate icon to be made available on the link of the website which shall open as per the schedule notified in para 10 (ii)

11. IMPORTANT INSTRUCTIONS AND INFORMATION TO THE CANDIDATES :

- a. Candidates appearing for the trade test will travel on their own expenses. However, SC/ST candidate, Handicapped Ex-Servicemen will be paid Second Class TA as admissible under the rules on production of Bus/Train ticket for the shortest route and Caste/Community certificate/discharge certificate. The reimbursement of journey fare for first 30 kms of each side is not payable. The aforesaid concession is not admissible to those SC/ST candidates who are already in Central/State Government Service.
- b. The candidates, who are already employed in Govt. /Semi Govt. Deptt/PSU's etc. must specifically mention the details of the employment and forward their applications through their employers. They must obtain **No Objection Certificate** pertaining to release in case of selection, from their employers. The last date of receipt of applications will not be extended on account of any delay in transmitting the application by the concerned office. Advance copy of the application without "No Objection Certificate" will not be entertained. Application received after closing date and time will also not be accepted.
- c. The candidature of the candidate is liable to be cancelled, if he/she submits more than one application form for the trade. Applying for more than one trade in Semi-Skilled grade is not permissible.
- d. Mere fulfilling the minimum prescribed educational qualification and experience will not vest any right upon the candidate for being called for test. The factory will not entertain any correspondence in this respect and interim enquiry will not be attended to.
- e. Candidates to note that their candidature at all stage of the examination is **purely provisional, subject to satisfying the prescribed eligibility conditions.**
- f. Submission of any false/incorrect/dubious information in the application form shall disqualify the candidate at any stage of selection process (before or after the examination).
- g. Date/Schedule of Examinations will be displayed through the link "Recruitment in Ordnance Factory, Ambarnath. Apply On-line Semi-Skilled Tradesman" on the website www.ofb.gov.in. Candidates are to download Admit Cards on-line as per schedule.
- h. The applicants should keep on visiting OFB Website www.ofb.gov.in for important announcement/information throughout the selection process at its various stages.
- i. No correspondence/enquiry will be entertained and canvassing in any form will lead to disqualification.
- j. The Sr. General Manager, Ordnance Factory, Ambarnath shall not be responsible for any postal delay/failure/loss due to the same.
- k. The **OBC candidate** applying for the post under OBC category should have to submit a signed undertaking in the prescribed format that as on the date of reckoning they do not

belong to the creamy layer along with the caste certificate as given at Appendix-III of the Application Form. Those OBC candidates who do not belong to non-creamy layer category on the date of reckoning should apply as a **General Candidate**.

- l. The **Ex-Servicemen** candidate applying for the post under Ex-Servicemen category will also have to submit a signed undertaking in the format given at Appendix-I.
- m. List of selected candidates will be displayed / uploaded in website.
- n. The advertisement will be subject to order, if any, by Hon'ble Courts/Ministry of Defence/Ordnance Factory Board etc.
- o. Electronic Gadgets / Mobile are not allowed inside the examination premises.
- p. OFA is not responsible for any inadvertent error. In the event of any dispute about interpretation, the English version will be treated as final.
- q. **Probation** : The person selected will be appointed on Probation as per rule.
- r. **GPF and DCRG scheme** are not admissible to any post under Central Government with effect from 01/01/2004. A **New pension Scheme** i.e "Defined Contribution Pension Scheme" is compulsory for all Central Government Employees.
- s. **Place of posting/Hqs** : Ordinarily at Ordnance Factory Ambarnath, however, may be transferred/posted to any other station/OFs due to exigency of work.

12. REJECTION OF APPLICATION: The application shall be summarily rejected on the following grounds.

- i. If the age of the candidate exceeds the prescribed age limit on final scrutiny.
- ii. If the candidate is found not possessing the essential qualification on final scrutiny.
- iii. If the candidate fails to produce/submit all the essential documents as and when asked to do so.
- iv. If the application fee is not received within the prescribed time limit.
- v. If the candidate is found using unfair means or adopting any malpractice at any stage of selection process.
- vi. If applied for more than one trade for which examination is being held.
- vii. Application without colour photo (or) photo with cap, wearing goggles, disfigured, unrecognizable, or scanned or Xerox copy.

13. The Sr. General Manager reserves the right to decide the number of candidates to be called for Written Test / Trade Test (Practical) to a reasonable limit on suitable merit criteria.

14. CAUTION TO ALL CANDIDATES:

Some unscrupulous elements may approach you with the assurance of procuring appointment for you in the factory through illegal gratification. You must not fall prey to such false assurance or exploitation and must not entertain or encourage such elements in any way. It is emphasized and reassured that the Selection will be done purely on merit in a transparent manner.