



आयुध उपस्कर निर्माणी हजरतपुर, फ़िरोज़ाबाद - 283103
Ordnance Equipment Factory Hazratpur, Firozabad -283103
आयुध निर्माणी बोर्ड की एक इकाई
A unit of Ordnance Factory Board



भारतीय आयुध निर्माणियों, रक्षा मंत्रालय
Indian Ordnance Factories, Ministry of Defence

DIRECT RECRUITMENT 2016

Ordnance Equipment Factory, Hazratpur invites **On-Line Applications** from the eligible Indian Citizens for filling up the following Industrial (Semi Skilled) / Non-Industrial posts (Group 'C') in the prescribed pay scale 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.ofbindia.gov.in

1. NAME OF POST AND NO. OF VACANCIES:

Sl. No	Name of the Post	Group	Pay Band & Grade Pay	Vacancies in the Post					Horizontal Reservation		Post identified/ Suitable for
				UR	SC	ST	OBC	Total	ESM	PWD	
1.	Lower Division Clerk	C	PB-I (Rs. 5200-20200/-) + GP (Rs. 1900/-)	-	01	-	-	01	-	-	OA,OL,BL,OAL B, LV, HH
2.	Store Keeper	C	PB-I (Rs. 5200-20200/-) + GP (Rs. 1900/-)	02	-	-	01	03	-	01	OA,OL,HH
3.	Civilian Motor Driver (OG)	C	PB-I (Rs. 5200-20200/-) + GP (Rs. 1900/-)	01	-	-	-	01	-	-	Not identified for PWD
4.	Durwan	C	PB-I (Rs. 5200-20200/-) + GP (Rs. 1800/-)	07	03	-	02	12	02	-	OA
5.	Tailor	C	PB-I (Rs.5200-20200/-) + GP (Rs. 1800/-)	03	02	-	01	06	-	01-BL 01-OL 01-HH	BL,OL,HH
6.	Electrician	C	PB-I (Rs.5200-20200/-) + GP (Rs. 1800/-)	03	01	-	01	05	-	-	BL,OL
7.	Fitter	C	PB-I (Rs.5200-20200/-) + GP (Rs. 1800/-)	02	-	-	01	03	-	-	OL,BL,HH,LV
8.	Machinist	C	PB-I (Rs.5200-20200/-) + GP (Rs. 1800/-)	01	-	-	01	02	-	-	OL,HH,LV

Note:

1. Vacancies of ESM and PWD shown above are not separate but included in the total no. of vacancies.
2. The General Manager, Ordnance Equipment Factory, Hazratpur reserves the right to change the number of vacancies, if necessary depending on actual requirements and availability of vacant posts.

Abbreviation Used:

PB-1=Pay Band-1 Rs.5200-20200, **UR**=Unreserved, **SC**=Scheduled Caste, **ST**=Scheduled Tribe, **OBC**=Other Backward Classes, **ESM**=Ex-Serviceman, **PWD**=Persons With Disabilities **VH**=Visually Handicapped, **OH**=Orthopedically Handicapped, **HH**=Hearing Handicapped, **OL**=One leg affected, **BL**=Both Legs affected, **OA**=One Arm affected, **OAL**=One Arm and One Leg affected, **B**=Blind, **LV**=Low Vision

Persons with Disabilities (PWD):

1. Suitability of post for PWD: One post is reserved for Persons with Disabilities (PWD) in Store Keeper in OH (OA) category and 03 posts of Tailor in OH (BL, OL) & HH category. However, the Persons with Disabilities (PWD) can also apply for the particular posts in the identified category, but no benefit of reservation will be applicable to them except the other admissible benefits under extant rules.
2. Posts reserved for PWD will be adjusted by Horizontal Reservation i.e. the selected PWD candidates will also be adjusted against the categories of SC/ST/OBC/UR to which they belong.

Ex-Servicemen (ESM):

- Two posts of Durwan are reserved for Ex-serviceman.
- Posts reserved for Ex-Servicemen will be adjusted by Horizontal Reservation i.e. the selected Ex-Servicemen candidates will also be adjusted against the categories of SC/ST/OBC/UR to which they belong.

2. AGE CRITERIA, ESSENTIAL & DESIRABLE QUALIFICATIONS:-**(A) LOWER DIVISION CLERK:**

Age	18 to 27 years
Qualification	Essential Qualifications:- (I) 12 th Class or equivalent qualification from a recognized Board or University. (II) Skill Test Norms (Only on Computers): A typing speed of thirty-five words per minute in English or thirty words per minute in Hindi. (Thirty-five words per minute and thirty words per minute correspond to ten thousand and five hundred Key Depressions per Hour or nine thousand key Depressions per Hour on an average of five Key depression for each word)

(B) STORE KEEPER:

Age	18 to 27 years
Qualification	Essential Qualifications:- (I) 12 th (10+2) Desirable Qualifications:- (I) Basic Knowledge of computer application having 'O' level Certificate as per Department of Electronics Accreditation committee Certificate (DOEACC)

(C) CMD (OG):

Age	18 to 32 Years
Qualification	Essential Qualifications:- (I) Matriculation or equivalent pass. (II) Must possess license for driving light & heavy vehicles with basic knowledge in automobile repairing.

(D) DURWAN:

Age	20 to 27 years
Qualification	Essential Qualifications:- (I) Matriculation from a recognized University or Board. (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 77 cms. & expanded 82 cms. (c) Weight 45 Kgs. Minimum. Desirable Qualifications:- (I) Ex-Serviceman (II) Three Year service as Home Guard/Civil Defence volunteer and training in at least basic & refresher course in Home Guard and Civil Defence.

(E) TAILOR, FITTER, ELECTRICIAN, MACHINIST:

Age	18 to 32 years
Qualification	Essential Qualifications:- Matriculation + National Apprentice Certificate (NAC) or National Trade Certificate (NTC) issued by NCVT in relevant trade. NOTE:-The degree and Diploma in Engineering without possessing NAC/NTC will not be accepted as qualification for Direct Recruitment.

3. Age Relaxation IN ADDITION to above mentioned upper age limits:

SC / ST Candidates	05 years
OBC Candidates	03 years
Ex-Servicemen/Serving Armed Forces Personnel having minimum 06 months continuous service	03 years after deduction of the military service from the actual age and it is within the maximum age prescribed for the post
Physically Handicapped (PH)/ Person With Disabilities (PWD) having minimum 40% disability	Up to 10 years (i.e for UR-10 years, SC/ST-15 years, OBC-13years)
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, 43 years for OBC)
Ex-Trade Apprentices of Indian Ordnance Factories.	The period for which they had undergone training under Apprentices Act, 1961.

NOTE: Age relaxation would be available for the posts advertised under reserved categories in terms of DOPT OM.No.36011/1/98-Estt (Res) dated 01-07-1998 on production of prescribed certificates for SC/ST/OBC/PH/Ex-Servicemen from the Competent Authority, failing which the claim for SC/ST/OBC/PH/ESM status will not be entertained and the candidature/applications will be considered under **Unreserved (UR)** category if otherwise found eligible. Also no such relaxation would be available for SC/ST/OBC candidates applying against UR posts/vacancies. 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
Government Servants	APPENDIX - V

4. MODE OF SELECTION:

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

1. Lower Division Clerk:

SCHEME OF EXAMINATION:

- (1) The examination will consist of a Written Examination of 200 marks and Typing Test on Computer.
- (2) 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.
- (3) 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.
- (4) Typing test is of qualifying in nature. Failure in the typing test shall be failure in the examination.
- (5) Resolution of tie cases (Tie cases i.e. more than one candidate secure equal marks in the written examination, the same 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.

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	Time Duration for General Candidates	Time Duration for Visually Handicapped Candidates
I	General Intelligence	50 (50 Questions)	2 Hours	2 Hours 20 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			
Note 2	There will be negative marking of 0.25 marks for each wrong answer.			
Note 3	Standard of questions will be of the level to commensurate with educational qualification for the post i.e. 12 th standard			
Note 4	Visually handicapped (VH) candidates with visual disabilities of forty percent or above can avail the assistance of a Scribe in the Written Examination subject to such requests being made at the time of applying for the examination Question Paper and Answer Sheets will not be provided in Braille.			
Note 5	Persons with visual disability of less than forty percent will not be considered as visually handicapped person. One eyed candidates and partially blind candidates who are able to read with or without magnifying glass will be allowed to use the magnifying Glass in the Examination Hall and will not be entitled to a Scribe. Such Candidates will have to bring their own Magnifying Glass to the Examination Hall.			

SYLLABUS OF WRITTEN EXAMINATION

(i) General Intelligence:

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

1 Spot the Error 2 Fill the Blank 3 synonyms/Homonyms 4 Antonyms 5 Spelling/Detecting Mis- Spelt words 6 Idioms & Phrases 7 one word substitution	8 Improvement of Sentences 9 Active/Passive Voice of Verbs 10 Conversion into Direct/Indirect Narration 11 Shuffling of Sentence Parts. 12 Shuffling of Sentences in a passage 13 Cloze Passage 14 Comprehension Passage
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(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 Allegation, 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 centres viz Centroid, In-Centre, Orthocentre, Circumvented.
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 of square Base.

Trigonometry :

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

Statistical Charts : Use of Table 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.

Typing Test :

1. The Typing Test will be conducted in English or Hindi and candidates while applying for the examination, will have to indicate their option.
2. Typing Test will be administered on Computer, to be provided by the Factory/Unit.
3. 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 given text passage in 10 minutes.
4. 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.

2. Store Keeper:

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

Part	Subject	Maximum Marks	Number of Questions	Total Duration/Timings
I	General Intelligence (Objective type multiple Choice Questions)	50	50	2 Hours
II	English Language (Basic Knowledge) (Objective type multiple Choice Questions)	50	50	
III	Quantitative Aptitude (Basic Arithmetic Skill) (Objective type multiple Choice Questions)	50	50	
IV	General Awareness (Objective type multiple Choice Questions)	50	50	
Note 1	The Question will be set both in English & Hindi for Part-I, III, IV			
Note 2	There will be negative marking of 0.25 marks for each wrong answer.			
Note 3	The qualifying marks in the written examination will be as follows:			
	Paper/Part	Minimum qualifying marks in each Paper/Part for candidates		Minimum qualifying marks in aggregate for candidates
		General	SC/ST/PH	General
	I	40%	35%	-
	II	40%	35%	-
	III	40%	35%	-
	IV	40%	35%	-
	Aggregate	-	-	45%
				40%

SYLLABUS OF WRITTEN EXAMINATION

(i) General Intelligence:

<ul style="list-style-type: none"> 1 Semantic Analogy 2 symbolic/Number Analogy 3 Figural Analogy 4 Semantic Classification 5 Symbolic/Number Classification 6 Figural Classification 7 semantic Series 8 Number Series 9 Figural Series 10 Problem Solving of 12th standard 11 word Building 12 Coding and de-coding 13 Numerical Operation 14 symbolic operations 15 Trends 	<ul style="list-style-type: none"> 16 Space Orientation 17 Venn Diagrams 18 Drawing inferences 19 Punched hole/pattern folding & unfolding 20 figural Patterns folding and completion 21 Indexing 22 Address matching 23 Data and city matching 24 Classification of center codes/roll numbers 25 Small & Capital letters/Number-coding, decoding and classification 26 Embedded figures 27 Critical Thinking 28 Emotional Intelligence 29 Social Intelligence 30 Other sub-topics, if any
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(ii) English Language :

<ul style="list-style-type: none"> 1 Spot the Error 2 Fill in the Blanks 3 synonyms 4 Antonyms 5 Spelling/Detecting Mis- Spelt words 6 Idioms & Phrases 7 one word substitution 	<ul style="list-style-type: none"> 8 Improvement of Sentences 9 Active/Passive Voice of Verbs 10 Conversion into Direct/Indirect Narration 11 Shuffling of Sentence Parts. 12 Shuffling of Sentences in a passage 13 Cloze Passage 14 Comprehension Passage
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(iii) Numerical Aptitude :

Arithmetic :

- a. Number systems: Computation of Whole Number, Decimal and Fractions, Relationship between numbers.
- b. Fundamental arithmetical operations: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, 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 centres viz Centroid, In-Centre, Orthocentre, Circumvented.
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 of square Base.

Trigonometry :

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

Statistical Charts : Use of Table and Graphs :

1. Histogram
2. Frequency Polygon
3. Bar-diagram

(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.

Note 1. The question will be of the level to commensurate with educational qualification prescribed for the post i.e. 12th standard.

Note 2. Resolution of tie cases (Tie cases i.e. more than one candidate secure equal marks in the written examination, the same 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.

3. Civilian Motor Driver (OG):

SCHEME OF EXAMINATION:

The examination consists of a Written Test of 100 marks and Skill Test of 100 marks.

SCHEME OF WRITTEN TEST:

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

Part	Subject	Maximum Marks & Number of Questions	Duration
I	General Intelligence (10 th Standard)	40 (40 Questions)	2 Hours
II	General English (10 th Standard)	10 (10 Questions)	
III	General Driving Awareness	50 (50 Questions)	
Note	Question paper will be set in English/Hindi except Part-II which will be set in English only.		

SYLLABUS OF WRITTEN TEST

(i) General Intelligence :

The questions will included both verbal and non-verbal type. The test may include questions on analogies, similarities, differences, space visualization, visual memory, discrimination observation, relationship concept & 10th Standard arithmetic.

(ii) General English :

The questions will include candidates' understanding of the Basics of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc.

(iii) General Driving Awareness : The test will include common questions on General Knowledge, Traffic Rules, knowledge about Motor Vehicles, their maintenance and repair.

SKILL TEST :

Skills Test on Driving shall be conducted for only those candidates who attain a minimum qualifying standard in the written examination. **Number of candidate to be called for the Skill Test should be 1:5 i.e. five times the number of vacancies.**

The Skill Test on driving will be same/similar to the tests as are being conducted by the RTOs for giving Driving License.

The grading of candidates (selected in Written Test) will be done based on their assessed skill in driving, without taking into account the marks scored in the Written Test.

4. Durwan:

SCHEME & SYLLABUS

1. WRITTEN TEST:

Subject	Maximum Marks	Number of Questions	Duration
General Intelligence (10 th Standard) (Objective Type)	25	25	2 Hours
General Awareness (10 th Standard) (Objective Type)	50	50	
English Language (10 th Standard) (Objective Type)	50	50	
Numerical Aptitude (10 th Standard) (Objective Type)	25	25	

SYLLABUS

1- (i) **General Intelligence :**

The questions will be of 10th Standard and would include questions of non-verbal type. The test may include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, is crimination 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.

(3) **General Awareness :**

The questions will be of 10th 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 10th Standard educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that, they do not require a special study of any discipline.

(3) **English Language :**

The questions will be of 10th 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.

(3) **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, Menstruation, Time and Distance, Ratio and Time, Time and Work etc. The questions will be of 10th Standards.

2- The number of candidates to be called for the measurement of physical standards & screening test on the basis of merit in the written test shall be in the ratio of 1:10 to the number of vacancies. The physical test & screening test are only of qualifying nature.

(a) MEASUREMENT OF PHYSICAL STANDARDS (AS SPECIFIED ABOVE) :

(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.

5. Tailor, Fitter, Electrician, Machinist:

5	Tailor, Fitter, Electrician, Machinist	Written Test		
Part	Subject	Maximum Marks	Number of Questions	Duration
A	General Science (10 th Standard)	10	10	2 Hours
	Quantitative Aptitude (10 th Standard)	10	10	
B	Questions from the NCVT Syllabus of relevant trade.	80	80	
Note 1	Question paper will be set in English/Hindi.			
Note 2	The examination consists of a written test of 100 marks & Trade test of qualifying nature.			
Note 3	The written examination consists of one objective type multiple choice question paper as shown above			
Note 4	All questions are compulsory and there will be no negative marking.			
WRITTEN TEST SYLLABUS				
(i) General Science (10 Questions):				
Questions will be aimed at testing the candidates' 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 10th Standard involving number systems, equation on 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 would be from the NCVT Syllabus of relevant trade.				
TRADE TEST:				
The Syllabus for Trade test (Practical) will be as per Trade test Specification of the Semi-Skilled grade of the relevant trade. Viva-voce, if any, considered necessary to test the skill of the candidate being considered for recruitment, will essentially form part of trade test. Trade test will be merely qualifying in nature. It will not decide the merit of the selected candidates. The merit will be decided solely based on the results of the written examination. The candidates who fail the Trade test would not be considered for recruitment, irrespective of marks scored by them in the written examination. No. of candidates to be called for trade test would be 1.25 times the number of vacancies in each trade.				
Note: In the selection process, other things being equal i.e. marks being equal, trained Ex-trade Apprentices of OEFHZ and Sister Ordnance Factories shall be given preference in the order in which they are stated.				

5. METHODS FOR SELECTION:

The Methods of Selection of Candidates for the above mentioned Posts shall be as follows :		
S.No.	POSTS	
1	Lower Division Clerk	The sequence of Tests will be as follows :
		(a) Written Test
		(b) Typing Test
		(c) Document Checking
2	Storekeeper	The sequence of Tests will be as follows :
		(a) Written Test
		(b) Document Checking
3	CMD (OG)	The sequence of Tests will be as follows :
		(a) Written Test
		(b) Driving Test
		Document Checking
4	Durwan (Male)	The sequence of Tests will be as follows :
		(a) Written Test
		(b) Measurement of Physical Standards
		(c) Screening Test of 100 meters Running in 15 seconds.
		(d) Document Checking
5	Tailor, Fitter, Electrician, Machinist	The sequence of Tests will be as follows :
		(a) Written Test
		(b) Trade Test (Qualifying only)

6. 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), as the case may be, as prescribed for the above mentioned Posts.

7. DATE OF RECKONING ELIGIBILITY:

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 post.

8. FEES & MODE OF PAYMENT:

The candidate shall have to pay the application fees of **Rs.50/-** through **State Bank Collect** option integrated with our website. Service charge as applicable from SBI Bank is additional.

9. METHOD OF APPLICATION FEE PAYMENT:

A link will be provided on the website for payment which would take the candidate to www.onlinesbi.com The candidate would then click on the link 'SBI collect' select the relevant option with regard to payment mode select state as **Uttar Pradesh**, select institution as **Govt. Department** select **Ordnance Equipment Factory Hazratpur Recruitment Fee** and Fill in the required details and proceed to make payment through options: Internet banking/ATM cum Debit card/Credit card of leading banks. If candidate does not have any of the options, he/she can generate the challan and deposit cash at any of the SBI branches.

Once the payment is made, candidates are again requested to visit our website and click on the **link of Acknowledgement (to reprint the Registration Slip)**. This part can be opened using the combination of registration number and DOB and candidate has to fill up his/her bank details and a unique Reference Number provided by Bank to complete the submission of Application and then a Registration Slip will be generated on the screen. This information will be asked only at ONE time for completing the Application, and after that candidate can generate and take the print of Registration Slip again (if required).

NOTE: Exemption from payment of Fee is allowed to Candidates belonging to SC/ST/Ex-Serviceman/ PH Categories and Ex-T.A. of OEFHz.

10. MEDIUM OF EXAMINATION:

English or Hindi - For all Posts

11. RESOLUTION OF THE TIE CASES (wherever not specified in the Scheme and Syllabus):

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

- The candidate older in age shall get preference.
- In case tie still persists, Candidate whose FIRST NAME begins with the alphabet which comes first in English Alphabetical order shall get preference.

12. ON-LINE APPLICATION:

1. Eligible applicants are required to apply through **ON-LINE ONLY**. The "ON-LINE Application Form" will be available on Ordnance Factory Board's website www.ofbindia.gov.in through the link "*Recruitment in Ordnance Equipment Factory, Hazratpur. Apply On-line Industrial (semi-skilled)/Non-Industrial posts*".

Note: Application received through any other mode will not be accepted under any condition.

2. IMPORTANT DATES SCHEDULE:

Sl.No.	EVENT	REMARK
1.	Opening Date for ON-LINE application/ registration on website.	Date of Advertisement in Employment News.
2.	Closing Date for ON-LINE application/ registration on website.	21 days from the last date of Advertisement in Employment News. If the closing date falls on Sunday or Holiday, the next working day will be taken as Closing date.

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

3. No original documents are required to be sent to O.E.F. Hazratpur in connection with recruitment process unless directed to do so.
4. **Detailed Instructions for filling of online application shall be displayed through the link on website www.ofbindia.gov.in. Candidates are requested to read the instructions thoroughly before filling the online application & confirm the successful submission after filing the application.**
5. Before registering/submitting applications on the website, candidates should possess the Following:
 - a. **Valid E-Mail ID and/or Mobile No.** The E-Mail ID and/or 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.
 - b. **PHOTOGRAPH:** One recent coloured passport size photograph not more than three months old is to be scanned and uploaded in the space earmarked in the on-line application. The Photograph should be minimum 200 dpi (dots per inch) and in JPG or JPEG format. The Size of the photograph should be between 20KB to 50KB.
 - c. **SIGNATURE:** Scanned signature (**in Black ink**) against white background is to be scanned and uploaded in the space earmarked in the on-line application. Candidates must ensure the signature uploaded shall be maintained as same at all places viz. signature up-loaded, appended on Undertaking, Attendance Sheet of written examination and subsequent Practical test etc. If any variation is found between the signatures, the candidature is liable to be cancelled. **Candidate are advised to confirm their uploaded signature is clearly visible/identifiable at the appropriate place.** The signature should be minimum 200 dpi (dots per inch) and in JPG or JPEG format. The Size of the signature should be between 10KB to 20KB.

Note: For detailed instructions please refer *Guidelines for scanning of Photograph and Signature in our website.*

6. **ADMIT CARD: Candidates are advised to download the admit card (02 Copies) through a separate icon which will be made available on the link of the website, as per the schedule notified.**
7. After submission of online applications the applicant should forward the printout of the application generated through Online along with the following supporting documents in support of the claims made in online application, also left hand thumb impression of the candidate may be made in the space provided.
 - a. Affix one same Photograph, uploaded in online in the space prescribed, in the printed application format for verification purpose.
 - b. Self-attested Photocopy of Proof of Date of Birth (Birth Certificate / Matriculation Mark Sheet / Transfer Certificate)
 - c. Self-attested Photocopy of Certificate in support of Educational Qualification.
 - d. Self-attested Photocopy of Community Certificate in the prescribed format (for OBC Non-Creamy layer certificate issued within one year period).
 - e. Self-attested Photocopy of Disability certificate issued by Competent Medical authorities in case of Person with Disabilities (PWD).
 - f. Self-attested Photocopy of Discharge Certificate from Armed Forces in case of Ex-Servicemen.
 - g. Forwarding letter/NOC from the employer in case of Govt. Employees who have put more than 03 years in Govt. service.

Note: Candidates are requested to keep sufficient copies of same photograph uploaded in Online for future requirements.

14. IMPORTANT INSTRUCTIONS AND INFORMATION TO THE CANDIDATES:

- a) The candidates may apply for more than one post, however, separate Online Applications has to be made for each post.
- b) If the candidates submits multiple Online Recruitment Application for one post, Online Application with the "Higher Registration Number (i.e latest one)" complete in all respects including fee, if applicable, only be taken into account and fee paid against one " Registration Number" shall not be adjusted against any other " Registration Number".
- c) The detailed Scheme and syllabus of selection process i.e Written Exam, Physical Test, Skill/Trade Test is available in the website under *Syllabus & Scheme of examination*. Candidates are requested to read the instructions thoroughly before filling the online application.
- d) The Written Examination will be conducted through OMR sheet. The date of examination and other schedules will be intimated through website. The Final Result/ Provisional Select List on completion of the recruitment process will be displayed through same website and physical copy will be displayed at Factory Main Gate. No other mode of announcing the final results will be done.
- e) Candidates are requested to keep alive the mobile number and E-mail ID given during registration till the recruitment process is over. Candidates may also receive intimation through these medium.

- f) SC/ST candidates 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 for appearing in the Written examination. 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.
- g) The candidates, who are already employed in Govt. /Semi Govt. Dept./PSU's etc. must specifically mention the details of the employment. In the event of selection the candidates already employed in Govt. /Semi Govt. Dept./PSU's etc. must produce **No Objection Certificate at the time of final selection.**
- h) 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.
- i) Candidates to note that their candidature at all stage of the Recruitment is **purely provisional, subject to satisfying the prescribed eligibility conditions as per the Recruitment Rules for the particular post and other orders from MOD/OFB from time to time.**
- j) 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).
- k) Date/Schedule of Examinations will be displayed through the link "*Recruitment in Ordnance Equipment Factory, Hazratpur. Apply On-line Industrial (semi-skilled)/Non-Industrial posts*" on the website www.ofbindia.gov.in **Candidates are to download the Admit Cards through on-line as per schedule.**
- l) The applicants should keep on visiting OFB Website www.ofbindia.gov.in for important announcement/information throughout the selection process at its various stages.
- m) Canvassing in any form will lead to disqualification.
- n) The General Manager, Ordnance Equipment Factory, Hazratpur shall not be responsible for any On Line delay/ loss / failure during any stage of the recruitment process.
- o) 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 **Unreserved Candidate**, if otherwise eligible as Unreserved Candidate
- p) 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.
- q) The advertisement will be subject to order, if any, by Hon'ble Courts/Ministry of Defence/Ordnance Factory Board etc., and The Appointing Authority i.e. General Manager, Ordnance Equipment Factory, Hazratpur reserves the right to amend/modify vacancies notified and any provisions of this advertisement in case of any errors and omissions/deviation
- r) **Probation:** The person selected will be appointed on Probation as per the Recruitment Rules for the advertised posts.
- s) **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.
- t) **Place of posting/Headquarters:** Ordinarily at Ordnance Equipment Factory Hazratpur, however, may be transferred to any other station/Ordnance Factories on exigency of work.
- u) Selected candidate will be appointed only after verification of his/her character and antecedents and found fit in a medical examination as per OFB pre- appointment medical examination guidelines and on fulfilling of the conditions as per orders of OFB/Govt. of India.

15. REJECTION OF APPLICATION: The candidature of a candidate 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 in support of their claims made in the online application like Age Proof, Educational Qualification Proof. Community Proof, NCVT Certificate etc.
- (iv) If the candidate is found using unfair means or adopting any malpractice at any stage of selection process.

APPENDIX – I

**CERTIFICATE TO BE PRODUCED BY SERVING / RETIRED / RELEASED
ARMED FORCES PERSONNEL FOR AVAILING THE AGE CONCESSION**

A. Form of Certificate applicable for Released / Retired Personnel

It is certified that No. Rank Name whose date of birth ishas rendered service from to in Army/Navy/Air Force.

2. He has been released from military services:
 - (a) On completion of assignment otherwise than
 - (i) by way of dismissal, or
 - (ii) by way of discharge on account of misconduct or inefficiency, or
 - (iii) on his own request, but without earning his pension, or
 - (iv) he has not been transferred to the reserve pending such release.
 - (b) on account of physical disability attributable to Military Service.
 - (c) on invalidment after putting in at least five years of Military Service.

3. He is covered under the definition of Ex-serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time.

Place

Date

Signature, Name and Designation of
The Competent Authority
** SEAL

Strike out the paragraph which is not applicable.

B. Form of Certificate applicable for Serving Personnel.

(Applicable for serving personnel who are due to be released within one year)

It is certified that No..... Rank Name
is serving in the Army/Navy/Air Force from

2. He is due for release retirement on completion of his specific period of assignment on
.....

3. No disciplinary case is pending against him.

Place

Date.....

Signature, Name and Designation of
The Competent Authority
** SEAL

NOTE: Candidate (Serving Personnel) furnishing certificate B as above will have to give the following undertaking:-

I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-servicemen in terms of the Ex-servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.

Place:

Date :

Signature and Name of the Candidate.

C. Form of Certificate applicable for Serving ECOs/SSCOs who have already completed their initial assignment and are on extended assignment.

It is certified that No.....Rank.....Name.....
whose date of birth isserving in the Army/Navy/Air Force from.....

2. He has already completed his initial assignment of five year on and is on extended assignment till.....
3. There is no objection to his applying for civil employment and he will be released on three months notice on selection from the date of receipt of offer of appointment.

Place :

Date :

Signature, Name and Designation of
The Competent Authority

** SEAL

** Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:

- (a) In case of Commissioned Officers including ECOs/SSCOs. Army – Military Secretary Branch, Army Hqrs., New Delhi, Navy – Directorate of Personnel, Naval Hqrs., New Delhi, Air Force – Directorate of Personnel Officers, Air Hqrs., New Delhi.
- (b) In case of JCOs/Ors and equivalent of the Navy and Air Force. Army – By various Regimental Record Offices. Navy – BABS, Mumbai, Air Force – Air Force Records, New Delhi.

APPENDIX – II

**FORM OF CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES/TRIBES CANDIDATES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE
GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kumari* son/daughter* of
..... of village/town* in District/Division*
..... in the State/Union Territory* belongs to the
..... Caste/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* under:

- * The Constitution (Scheduled Castes) Orders, 1950;
- * The Constitution (Scheduled Tribes) Orders, 1950;
- * The Constitution (Scheduled Tribes) (Union Territories) Orders, 1950;
- * The Constitution (Scheduled Tribes) (Union Territories) Orders, 1951;
- { as amended by the Scheduled Castes and Scheduled Tribes List (Modification Order, 1956, the Bombay Recognition Act, 1960, the Punjab Recognition Act, 1966, the state of Himachal Pradesh Act, 1970, the North Eastern Areas (Recognition) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976}
- * The Constitution (Jammu and Kashmir) Scheduled Order, 1956;
- * The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Orders, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976;
- * The Constitution (Dadra and Nagar Haveli) Scheduled Castes Orders, 1962;
- * The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Orders, 1962;
- * The Constitution (Pondicherry) Scheduled Castes Orders, 1964;
- * The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967;
- * The Constitution (Goa, Daman and Diu) Scheduled Castes Orders, 1968;
- * The Constitution (Goa, Daman and Diu) Scheduled Tribes Orders, 1968;
- * The Constitution (Nagaland) Scheduled Tribes Orders, 1970;
- * The Constitution (Sikkim) Scheduled Tribes Orders, 1978;

2. Shri/Smt./Kumari and/or* his/her* family ordinarily reside(s) in village/town*
.....ofDistrict/Division* of the State/Union Territory* of
.....

Signature
Designation

(with seal of Office)

State/Union Territory

Place

Date

* Please delete the words which are not applicable.

Note: The term “Ordinarily Resides” used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

APPENDIX – III

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Smt./Kumari son/daughter* of of village/town* in District/Division* in the State/Union Territory* belongs to the community which is recognized as a backward class under the Government of India, Ministry of Welfare Resolution No. 12011/68/93-BCC(C) date 10th September, 1993 published in the Gazetted of India Extraordinary Part I Section I dated 13th September, 1993*.

Shri/Smt./Kumari and/or* his/her* family ordinarily reside(s) in theDistrict/Division* of theState/Union Territory*.

This is also to certify that he/she does not belong to persons/sections (Creamy Layer) mentioned in the 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*.

District Magistrate
(with seal of Office)
State/Union Territory

Place

Date

* as amended from time to time.

Note: The term “Ordinarily” used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

**FORM OF DECLARATION TO BE SUBMITTED BY THE OBC CANDIDATE
(IN ADDITION TO THE COMMUNITY CERTIFICATE)**

I Son/Daughter of Shri resident of village/town/city* District State hereby declare that I belong to the community which is recognized as a Backward Class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No 36102/22/93 – Estt.(SCT) dated 8-9-1993. It is also declared that as on closing date, I do not belong to persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993. O.M. No. 36033/3/2004-Estt.(Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt.(Res.) dated 14th October, 2008, DOPT OMs as amended on date of closing.

Date:

Signature:

Full Name:

Address:

APPENDIX – IV

**FORM OF CERTIFICATE TO BE PRODUCED BY PHYSICALLY HANDICAPPED CANDIDATES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE
GOVERNMENT OF INDIA**

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No.

Date

DISABILITY CERTIFICATE

Recent Photograph of
The candidate showing
The Disability duly attested
by the Chairmanship
Of the Medical Board

This is to certify that Shri/Smt./Kumari son/wife/daughter* of Shri
..... age Sex identification mark(s) is suffering from
permanent disability of following category:

A. Locomotor or Cerebral Palsy:

- (i) BL – Both legs affected but not arms
- (ii) BA – Both arms affected
 - (a) Impaired reach
 - (b) Weakness of grip
- (iii) BLA – Both legs and both arms affected
- (iv) OL – One leg affected (right or left)
 - (a) Impaired reach
 - (b) Weakness of grip
 - (c) Ataxic
- (v) OA – One arm affected
 - (a) Impaired reach
 - (b) Weakness of grip
 - (c) Ataxic
- (vi) BH – Stiff back and hips (cannot sit or stoop)
- (vii) MW – Muscular weakness and limited physical endurance.

B. Blindness or Low Vision:

- (i) B - Blind
- (ii) PB – Partially blind

C. Hearing Impairment:

- (i) D – Deaf
- (ii) PD – Partially deaf

(Delete the category whichever is not applicable)

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

Re-assessment of this case is not recommended/is recommended after a period of Years Months*.

3. Percentage of disability in his/her case is percent.

4. Shri/Smt./Kumari meets the following physical requirements for discharge of his/her duties:-

- | | |
|--|--------|
| (i) F – Can perform work by manipulating with fingers. | Yes/No |
| (ii) PP – Can perform work by pulling and pushing. | Yes/No |
| (iii) L – Can perform work by lifting. | Yes/No |
| (iv) KC – Can perform work by kneeling and crouching. | Yes/No |
| (v) B – Can perform work by bending. | Yes/No |
| (vi) S – Can perform work by sitting. | Yes/No |
| (vii) ST – Can perform work by standing. | Yes/No |
| (viii) W – Can perform work by walking | Yes/No |
| (ix) SE – Can perform work by seeing. | Yes/No |
| (x) H – Can perform work by hearing/speaking. | Yes/No |
| (xi) RW – Can perform work by reading and writing. | Yes/No |

(Dr.)

Member

Medical Board

(Dr.)

Member

Medical Board

(Dr.)

Chairman

Medical Board

Countersigned by the Medical Superintendent/CMO/Head of Hospital

(With Seal)

* Strike out whichever is not applicable

APPENDIX – V

**FORM OF CERTIFICATE TO BE PRODUCED BY GOVERNMENT SERVANTS FOR CLAIMING
AGE CONCESSION**

(Letter Head of the Institution/Issuing Authority)

This is to certify that Shri/Smt./Kumari son/wife/daughter* of Shri is regularly appointed employee of this Organization/Department/Ministry and duties performed by him/her during the period(s) are as under:

Certified that:

*(a) Shri/Smt./Kumari Holds substantively a permanent post of in the Office/Department of with effect from

*(b) Shri/Smt./Kumari Has been continuously in temporary service on a regular basis under the Central Government in the post of in the Office/Department with effect from

Signature

Name

Designation

Ministry/Office

Address

Office Seal

Place:

Date:

