

**RECRUITMENT NOTICE FOR THE POSTS OF SS (MTRL ASST), LDC, TRADESMAN MATE, MTS & CMD  
AT COD DELHI CANTT-10, C/O 56 APO**

1. applications are invited from eligible indian citizen, for the following posts in pay band of Rs. (Pay Band + Grade Pay) plus other allowances, as admissible to Central Govt employees, as per Performa attached, as under :-

S. No	Name of Post	Pay Scale	Minimum essential qualification	Physical endurance test/skil test (Which- ever applicable)	Categories				Total Vacs	Remarks
					UR	OBC	SC	ST		
(a)	SS (Mtrl Asst)	Rs. 5200-20200 + GP Rs 2800	Graduate in any discipline from any recognized University OR Diploma in Material Management. OR Diploma in Engineering in any discipline from any recognized Institutions	(i) Merit list will be based on marks obtained in "Written Test".	01	-	-	-	01	
(b)	LDC	Rs. 5200-20200 + GP Rs 1900	(i) 12 <sup>th</sup> class or its equivalent qualification from a recognized Board/University.  (ii) Must qualify in typing test.	(i) Merit list will be based on marks obtained in "Written Test".	16	10	03	02	31	Out of 31 vac 03 x vacs are res for ESM candidate, 01 x vac res for PH (VH, OH, HH) candidate & 01 x vac res for MSP.  @ Skill Test  English typing @ 35 w.p.m. on computer OR Hindi typing @ 30 w.p.m. on computer (35 words per minute corresponding to 10500/9000 KDPH on an average of 5 key depressions for each word.
(c)	Tradesman Mate	Rs. 5200-20200 + GP Rs 1800	(a) Matriculation (10 <sup>th</sup> ) pass or equivalent from recognized Board  (b) Knowledge of Hindi	(a) Physical fitness – Must be physically fit and capable of performing strenuous duties and should pass tests specified below.  (i) 1.5 Km run in 6 mins for male and 10 mins for female candidates finishing after 6/10 min will be rejected for further test.  (ii) Carry a weight of 20 Kg to a distance of 300 mtr in 80 seconds. Candidates finishing after 80 second will be rejected for further test.  (iii) Lift 20 Kg weight from ground level to above head level, stretch hands straight bring the box down to ground level (3 times). Candidates not passing will be rejected from further tests.	15	15	-	-	30	(i) Out of 30 vacs, 03 x vacs are res for ESM, 02 x vacs res for meritorious sports persons and 01 x vac res for PH (HH/ OH) candidates.  @ Physical / Endurance Test.  (ii) <b>Identified for</b> Orthopedic Handicapped & Hearing Handicapped. # (OA, BL, OL, PD, D )  (iii) No Physical test will be conduct for OH candidates.  (iv) Sportsmanship certificate issued by appropriate authority is required in case candidate has applied for meritorious sports persons quota.

S. No	Name of Post	Pay Scale	Minimum essential qualification	Physical endurance test/skil test (Which- ever applicable)	Categories				Total Vacs	Remarks
					UR	OBC	SC	ST		
				(b) Should pass written test. (c) Merit list will be based on marks obtained in "Written Test". (d) No interview will be conducted.						
(d)	Multi Tasking Staff	Rs. 5200-20200 + GP Rs 1800	Matriculation (10 <sup>th</sup> ) pass or equivalent from recognized Board	<u>Essential</u> (a) Conversant with the duties of the respective trades with one year experience in the trade. (b) Tests specified by Board of Officer including Physical Test & Skill Test. (c) Merit list will be based on marks obtained in "Written Test". (d) No interview will be conducted.	04	03	-	-	07	Out of 07 vacs, 01 vac res for ESM candidates.  @ Practical Tests  (a) Candidates applying for MTS posts are required to perform the duties of Messenger, S/Wala, Gardener & Book Binder.  (b) Minimum knowledge to write and read with average IQ, Physical condition and aptitude for the job of MTS.
(e)	CMD	Rs. 5200-20200 + GP Rs 1900	(i) Matriculation or its equivalent qualification from any recognized Educational Board.  (ii) Must possess the civilian driving license for heavy vehicles and have two years experience of driving such vehicles.	(i) Merit list will be based on marks obtained in "Written Test".	01	-	-	-	01	(a) Female candidates are not eligible for the post of CMD.  @ <b>Practical Tests.</b>  (i) Practical knowledge of vehicle main and traffic rules/symbols. (ii) Marching / halting of vehicle (iii) Reversing and parking of vehicle. (iv) Driving and turning of vehicle. (v) Use of clutch /gear Changing /application of 4 x 4.

# Note : BL- Both Legs affected but not arms. OA – One Arm affected. OL – One leg affected (Right or Left). D-Deaf. PD- Partially Deaf. GP- Grade Pay.

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

3. **Age limit and its relaxation**

Ser No	Category	Age relaxation			Remarks
(a)	UR	18 years to 25 years			Age limit for the post of SS (Mtrl Asst) and CMD shall be as under on the last date of receipt of applications : UR - 18 yrs to 27 yrs OBC - 18 yrs to 30 yrs SC/ ST - 18 yrs to 32 yrs
(b)	OBC	18 years to 28 years			
(c)	SC/ST	18 years to 30 years			
(d)	ESM	The age will be calculated by applying formula ie. service rendered in Army/Navy/Air Force shall be deducted from the actual age and resultant age should not exceed the maximum upper age limit prescribed for the post by more than three years.			Ex-serviceman should be in possession of Discharge Certificate issued by concerned Records Office.
(e)	PH	UR	OBC	SC/ ST	PH persons should be in possession Disability certificate issued by CMO/ Civ Surgeon of Govt Hospital certifying the Candidates who suffer from, not less that 40% of relevant disability, are eligible.
		18 to 35	18 to 38	18 to 40	
(f)	Meritorious Sports Persons	18 to 30	18 to 33	18 to 35	Persons who have represented a States-National/ International completion, University tournaments conducted by Inter-University Sports Board : State School Team in national Sports/Games conducted by AISGF, Person awarded national Awards in Physical Efficiency under National Physical Efficiency Drive.

4. Candidates will forward application properly sealed, in an envelope, to the address mentioned against the post applied for **through Ordinary/ Registered/Speed Post.** Application in person will not be accepted. Candidates a requested to superscribe the word “ **APPLICATION FOR THE POST OF .....** on the top of envelop while sending the application form.

5. Last date of receipt of application is 21 days from the date of publication of the advertisement in the Employment news/ news paper. Since Employment News is published for a week, later date will be counted as date one.

6. The crucial date for determining the age limit shall be the closing date for receipt of application.
7. Photocopy of the following documents/certificates to be attached alongwith application duly self attested.
  - (i) Educational qualification certificate. Class 10<sup>th</sup> Mark sheet is mandatory.
  - (ii) Date of Birth certificate.
  - (iii) Caste certificate where applicable.
  - (iv) Discharge certificate for Ex-servicemen issued by Records Office/ Regimental Centre or NOC from the competent authority for serving Defence Personnel who are completing the prescribed period of Army Service within a year from the last date of receiving application.
8. Two passport size photographs, duly self attested, one on right corner of application and one or acknowledgement Card.
9. Self addressed envelop affixing postal stamps of Rs. 25/-

**Note-1** Central Government civilian employees must furnish "No Objection Certificate" from their employer/ Officer at the time of Interview test else their candidature will be cancelled.

10. Incomplete/ ineligible applications will be deemed invalid and rejected without intimation to the candidate only eligible candidates will be called for the first examination.

11. To reduce the number of candidates for written examination, for one category of post, screening of application will be carried out based on the percentage of marks obtained in the examination mandated as essential QR. No screening of application is required, in cases where physical test, are prescribed prior to "Written Test". The candidates who fail to qualify in the physical test (wherever applicable) shall not be permitted to undergo written test, Skill Test, wherever applicable, will be conducted after written test and will be qualifying in nature.

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

13. The question papers of written test (objective type) will be in bilingual i.e. English and Hindi as under :-

Subject	No of questions	Maximum Marks	Duration	Remarks
General Intelligence and reasoning	25	25	2 Hours (20 Minutes extra for visually handicapped candidates)	(i) The standard of questions will be of matriculation/ Intermediate, a applicable.
Numerical aptitude	25	25		
General English	50	50		
General Awareness	50	50		
				(ii) OMR sheet will be used for answering.

14. Canvassing in any form shall disqualify the candidates. No inquiry or correspondence will be entertained.

15. No TA/DA is admissible. Duration of each test can be 02 to 05 days or more. Candidates will make their own arrangement for lodging /boarding during the test. Depot will NOT make any arrangements.

16. Any dispute with regard to the recruitment will be subject to the Courts having jurisdiction in the state of Delhi.

17. Central Ordnance Depot, Delhi Cantt reserves the right to decrease/increase the number of vacancies of any stage of the recruitment.

18. Physical test will be the first test, followed by written, except where not applicable.

19. Written test will be conducted on OMR sheet. All candidates should acquaint themselves with this process.
20. No relaxation in test will be provided to Women candidates.
21. Candidates will wear decanting for physical tests & not run in underwear's.
22. Requirement of scribe, for written test, intimated 72 hours in advance to Unit Administration.
23. Disability Certificate (format attached) issued by Central/State Govt Medical Board consisting of at least three members, out of which, atleast one shall be a specialist in the particular field for assessing locomotors / cerebral/visual/ hearing disability and certifying the percentage of disability (i.e. 40% and above).
24. All tests will be conducted at Central Ordnance Depot, Delhi Cantt-10.
25. SC/ ST/ OBC/ PH candidates have a right to compete with general candidates against general vacancy. In such cases no concession or relaxation will be provided to the SC, ST, OBC and PH candidates.
26. No extra weightage will be given for additional/ higher extra qualifications.
27. **Limiting the No of Candidates.** Due to Administrative constrains, in case of large number of applicant appeared. Initial screening of applications, on the basis of percentage of marks obtained in class XII to reduce number of candidates to a reasonable limit. A bench mark percentage will be fixed of the total applications. All candidates meeting the benchmark will be allowed to participate in examination.
28. **OBC Certificate** every candidate seeking reservation as OBC is required to submit a certificate. regarding his/ her OBC status and non-creamy layer status issued by appropriate auth. OBC Certificate will be as per authority promulgated by Govt of India.
29. Candidates will be on two years probation period at COD Delhi Cantt after appointment. Their services will terminated if they are found indisciplin/ unsatisfactory at work.
30. Candidates will be disqualified in case he or she has more than one spouse living (Plural marriage).
31. PH candidates can avail age relaxation of their category i.e SC/ ST/ OBC, over and above the age relaxation PH for vacancies reserved for SC/ST/OBC, as applicable. However, a PH candidate applying against general category vacancy can only get claim age relaxation permissible for PH candidates belonging to UR category.
32. Candidates belonging to reserved categories, who have not availed any relaxation applicable to them and whose names appear in the combined merit list, within the number of UR vacancies being filled shall be accommodated against UR vacancy.
33. Candidates will bring Acknowledgement Card for each test. Failing which, they will not be allowed to appear in the test.
34. Candidates found using unfair means will be rejected.
35. Candidature will be cancelled, if the candidates do not report to depot, within the Time Specified by Administration.
36. Beware of touts.
37. Imposter will be handed over to police.
38. All other category applying, other than UR/ SC/ ST/ OBC, will be treated as UR cat.

39. The following certificates are valid for Meritorious Sports person :-

- (a) International Competition - Secretary of the National Federation of the game concerned.
- (b) National Competition - Secretary of the National Federation or Secretary of the State Association of the game concerned.
- (c) Inter University Tournaments - Dean of sports or other Officer in overall charge of game University concerned.
- (d) State Sports Games - Director or Additional Joint or for school, Deputy Director overall charge of sports games in the Directorate of public institutions education of the state.

40. The unit will not be responsible for compensating, incase, any injury/ death is suffered by a candidate, during recruitment process.

41. There will of simultaneous conduct of Test for all categories & Applicant having applied for all different categories, the responsibility of deciding the category, for which the candidate would like to appear will be the choice of the applicant himself COD Delhi Cantt-10 will not be responsible applicant's choice/ decision. No separate exam will be conducted for candidates, who could not appear for remaining categories, as applied by them.

42. A select panel equal to number of vacancies notified and based on the performance of candidates in the written test will be drawn up. All the candidates on the select panel will be offered an appointment subject to there fitness on medical examination and other satisfactory requirements before actual appointments. The reserve panel will be operated strictly as per merit only, in case a candidate from the select panel resigns/ dies while process of appointment or is disqualified. The reserve panel will not be operated for any subsequent recruitment additional vacancies in the same year or next . Depot Administration reserves Right to exercise reserve panel it cannot be taken as a Right of the Applicant.

43. The decision of Commandant COD Delhi Cantt, regarding selection/ rejection will be final. Number of vacancies are tentative and recruitment process can be cancelled/ suspended/ terminated by Commandant COD Delhi Cantt at any time due to administrative reasons.

44. The Employment Notice comprises of following pages :-

- (a) Instructions - Pages 01 to 07
- (b) Performa A - Pages 01 to 03
- (c) Performa B - Pages 01 to 02
- (d) Performa C - One page
- (e) Performa D - One page
- (f) Appx 'A' - One page

To

Recruitment Cell,  
Central Ordnance Depot  
PIN – 900 106  
C/o 56 APO

**APPLICATION FOR RECRUITMENT**

Recruitment Notice No .....

1. Post applied for .....
2. Name of candidate (in block letters) .....
3. Father's Name .....
4. Date of birth :

Affix recent  
passport size  
photograph

DD		MM		YYYY			

5. **Correspondence Address** :-

House No/ Street/ Village

Post Office

Tehsil

District

State

PIN

6. **Permanent Address** :-

House No/ Street/ Village

Post Office

Tehsil

District

State

PIN

7. Educational Qualification :-

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

Note : Attach Mark sheet of class 10<sup>th</sup>

8. Category for which applied :

UR	SC	ST	OBC
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(a)

PH	ESM	Other	Sportsman	HH
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(b)

9. If applied for the post as Ex-serviceman :-  
 Date of enrolment (In Army/Navy/Air Force) ..... Date of retirement .....  
 Total Service ..... Year ..... Months ..... Days (Attach  
 attested copy of Discharge Certificate/NOC).

10. If applied for the post PH Category :-

Type of disability, (OH, HH, VH)	Percentage of disability

11. Whether registered with any Employment Exchange – Yes/No  
 (If yes mention registration number and name of Employment Exchange)

12. Whether employed in Central Govt Services? Yes/No .....  
 If service details as under :-

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

**DECLARATION**

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

Dated : \_\_\_\_\_ (Signature of Candidate)  
 Place : \_\_\_\_\_

**FOR OFFICE RECORD ONLY**

- Application received on : \_\_\_\_\_
- Application Accepted/ Rejected : \_\_\_\_\_
- Reason for rejection : Under age/ Over age/ Documents incomplete/ Photo or documents not attested/ any other reasons to be specified .....
- Index No .....
- Date of test .....

**ACKNOWLEDGEMENT CARD**

(Fill columns 1, 2, 3, 4 & 9)

6. Name .....
- Date of Birth .....
- Father's/Husband Name .....
- Correspondence address .....
- House No/ Street/ Village .....
- Post Office .....
- Tehsil .....
- District .....
- State .....
- PIN Code .....
7. Application accepted/ rejection and date of test if accepted .....
- Application for rejection .....
8. Date & Time of reporting for test .....
- Venue of test : COD Delhi Cantt, PIN – 900 106, C/o 56 APO

Note : (a) Please bring all original documents/ certificates alongwith this Acknowledgement at the time of Physical Tests.

(b) Signature of the candidate should not differ as put in the Application form during the Physical Tests.

9. Category : UR/ SC/ ST/ OBC/ PH/ ESM/ Sports person

Signature of candidate

Signature of Controlling Officer

Recent photograph of the candidate showing the disability duly attested by the Chairperson of the Medical Board

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(Name and Address of the institute/ Hospital)

Certificate No ----- Date -----

**DISABILITY CERTIFICATE**

1. This is certified that Shri/ Smt/ Kumari \_\_\_\_\_ Son/ Wife/ Daughter of \_\_\_\_\_ age \_\_\_\_\_ Sex \_\_\_\_\_ 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. This condition is progressive /non progressive / likely to improve / not likely to improve. Re-assessment of the 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 / Kum \_\_\_\_\_ 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 \_\_\_\_\_ )  
Member  
Medical Board

Countersigned by the  
Medical superintendent / CMO /  
Head of the Hospital (with seal)

**FORM OF CASTE CERTIFICATE**

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/ Tribe\* which is recognized as a Scheduled Caste

Scheduled Tribe\*

Under :-

- The Constitution (Schedule Castes) Order, 1950.
- The Constitution (Schedule Tribes) Order, 1950.
- The Constitution (Schedule Castes) (Union Territories) Order, 1951.
- The Constitution (Schedule 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 Areas (reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976).

- The Constitution (Jammu & Kashmir) Schedule Castes Order, 1956
- The Constitution (Andaman and Nicobar Islands) Schedule 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 (Pondicherry) Scheduled Castes Order, 1964.
- The Constitution (Uttra Pradesh), Scheduled Tribes Order, 1957.
- The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968.
- The Constitution (Goa, Daman and 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 (Scheduled Castes) Order (Amendment) Act, 1990.
- The Constitution (Scheduled Tribes) Order (Amendment) Act, 1991.
- The Constitution (Nagaland) Scheduled Tribes Order, 1970.

2. This certificate is issued on the Scheduled Castes/ Scheduled Tribes Certificate issued to Shri/ Shrimati\* \_\_\_\_\_ father/ Mother\* of Shri/ Shrimati/ Kumari\* \_\_\_\_\_ Of village /town\* \_\_\_\_\_ in District/ Division\* \_\_\_\_\_ of the State/ Union Territory\* \_\_\_\_\_ who belongs to the Caste/ Tribe\* which is recognized as a Scheduled Castes/ Scheduled Tribe\* in the State/ Union Territory\* \_\_\_\_\_ issued by the \_\_\_\_\_ dated \_\_\_\_\_

3. Shri/ Shrimati\*/ Kumari\* \_\_\_\_\_ and / or\* his/ her\* family ordinarily resides in village/ town\* \_\_\_\_\_ of District/ Division\* of the State/ Union Territory\* of \_\_\_\_\_

**FORM OF CASTE CERTIFICATE (OBC)**

1. This is to certify that Sh/ Smt/Km \_\_\_\_\_ Son/ Daughter of \_\_\_\_\_  
Of village/ town \_\_\_\_\_ in District/ Division \_\_\_\_\_ of the state belongs  
to \_\_\_\_\_ community which is recognized as Backward Class under the Govt of  
India, Ministry of Social Justice & Empowerment's Resolution No \_\_\_\_\_ dated  
\_\_\_\_\_

2. Sh/ Smt/ Kumari \_\_\_\_\_ and /or his/her family ordinarily reside (s) in  
village/ town \_\_\_\_\_ of Distt/ Div of the state of \_\_\_\_\_. This is  
also to certify that he/ she does belong to the persons/ sections (Creamy layer) mentioned in column 3 of the  
scheduled to the GOI, DOPT NO 36012/22/93-Estt (SCT), dated 08.09.1993.

(Name/ Desig./ Seal of Comp. Auth)