



**GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
INDIAN ORDNANCE FACTORIES,
Ordnance Factory, Tiruchirappalli, Tamilnadu, Pin: 620016.
Advertisement No. 7150/DR/ESTT/2015**



Ordnance Factory, Tiruchirappalli invites **On-Line Applications** from the eligible Citizens of India for filling up the following 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	UR	SC	ST	OBC	Total	Ex- SM (@)	PWD#	Post identified / suitable for
1	LDC	C	PB-1; GP Rs. 1900/-	05	01	-	06	12	-	01 (OH)	OH(OA,OL,BL,OAL), VH(B,LV) and HH
2	Durwan	C	PB-1; GP Rs. 1800/-	08	02	-	06	16	02	-	OH(OA)
3	MTS	C	PB-1; GP Rs. 1800/-	10	01	-	04	15	-	01 (HH)	OH(OA,OL,OAL,BL), VH(B,LV), HH(H,C)
Total				23	04	-	16	43	02	02	-

Note:

1. The vacancies notified for the post of LDC and Durwan are inclusive of backlog vacancies of previous recruitments also.
2. Vacancies of Ex-Servicemen and PWD/PHP shown above are not separate but included in the total no. of vacancies.
3. The General Manager, Ordnance Factory, Tiruchirappalli reserves the right to change the number of vacancies, if necessary depending on actual requirements and availability of vacant posts.

PB-1 – Pay Band-1 Rs.5200-20200; **UR**=Unreserved, **SC**=Scheduled Caste; **ST**=Scheduled Tribe; **OBC**=Other Backward Classes; **Ex-SM**=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; **H**- Hearing; **C**- Communication;

Persons with Disabilities (PWD):

Suitability of post for PWD: One post reserved for Persons With Disabilities in LDC in OH category and one post is reserved for Persons With Disabilities in MTS in HH category. However, the Persons With Disabilities can also apply for the particular post in the identified category and no benefit of reservation is applicable to them except the other admissible benefits under extant rules.

Posts reserved for PH will be adjusted by Horizontal Reservation i.e. the selected PWD candidates will also be adjusted against the categories of SC/ST/OBC/GEN to which they belong.

@ Ex-Servicemen:

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/GEN to which they belong

2. AGE CRITERIA, ESSENTIAL & DESIRABLE QUALIFICATIONS

1. LOWER DIVISION CLERK

Age	18 to 27 years
Qualification:- Essential Qualifications	(I) Passed 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 on computer. (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)

2. DURWAN

Age	20 to 27 years
Qualification:- Essential Qualifications	(a) Must possess Matriculation (10 th Class) pass certificate from a recognised School. (b) Must be physically fit for the duties of Durwan as per specified standard indicated below: (i) Height without Shoe 165 cms. (ii) Chest unexpanded 77 cms, Expanded 82 cms. (iii) Weight 45 Kgs.
Desirable Qualification	(a) Ex-serviceman (b) 03 years' service as Home Guard / Civil Defence volunteer and training in at least basic and refresher course in Home Guard and Civil Defence.

3. MULTI-TASKING STAFF

Age	18 to 25 years
Qualification:- Essential Qualifications	Matriculation pass from a recognized Board or University or equivalent

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	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)	Up to 10 years (i.e for UR-10 yrs, SC/ST-15 yrs, OBC-13yrs)
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)

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/Ex.SM 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
Departmental Candidates	APPENDIX - V

3. MODE OF SELECTION (for detailed Scheme and Syllabus please refer to a separate link in the website)

Sl. No.	POST	WRITTEN EXAM	SKILL TEST/ PHYSICAL TEST
1	LDC	✓ 200 Questions of objective type multiple choice for 200 marks. ✓ Questions will be of 12th Standard. ✓ Duration of exam: Two Hours. ✓ There will be a negative marking of 0.25 marks for each wrong answer.	✓ No.of Candidates called for Skill test will be in the Ratio of 1:5 .i.e five times of the number of vacancies, based on the merit position in the written examination. ✓ Typing Test only on Computer. ✓ Typing Test is in qualifying nature. ✓ Failure in test shall be failure in the Exam. Note: Selection will be based on the merit as per the marks in the written exam, subject to qualifying the Typing Test on Computer.
2	DURWAN	✓ 150 Questions of objective type multiple choice for 150 marks. ✓ Questions will be of 10th Standard. ✓ Duration of exam: Two Hours. ✓ There will be no negative marking.	✓ No.of Candidates called for Physical and Screening test in the ratio of 1:10 .i.e Ten times of the number of vacancies, based on the merit position in the written examination. ✓ Physical Test -Measurement of Physical Standards. ✓ Screening Test- Running 100 meters in 15 Secs ✓ Physical and Screening test are qualifying in nature. ✓ Failure in Physical and Screening tests shall be failure in the Exam. Note : Selection will be based on the merit as per the marks scored in the written exam and subject to qualifying the Physical and Screening Test.
3	MTS	✓ 150 Questions of objective type multiple choice for 150 marks. ✓ Questions will be of 10th Standard. ✓ Duration of exam: Two Hours. ✓ There will be a negative marking of 0.25 marks for each wrong answer. Note: Selection will be based on the merit as per the marks scored in the written exam only.	

4. 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.

5. 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.

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 **Tamilnadu** → select institution as **Govt. Department** → select **Ordinance Factory Tiruchirappalli** → **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.

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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 a 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.

6. MEDIUM OF EXAMINATION:

- (i) **ENGLISH or HINDI** - for the post of LDC & Durwan.
(ii) **ENGLISH or HINDI or TAMIL** - for the post of MTS.

7. 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:

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

8. ON-LINE APPLICATION:

- i) 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 Factory, Tiruchirappalli. Apply On-line Non-Industrial posts". Application received through any other mode will not be accepted under any condition.

ii) 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 last date of Advertisement in Employment News.
3.	Last Date of receipt of Acknowledgement at Ordnance Factory Tiruchirappalli (along with enclosures as applicable).	21 days from Closing date in Online.

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.

- iii) No original documents are required to be sent to O.F.Tiruchirappalli in connection with recruitment process unless directed to do so.
- iv) 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.
- v) Before registering/submitting applications on the website, the 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

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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 is advised to confirm his/her 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.**

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

- vi) On the click of the link "*Recruitment in Ordnance Factory, Tiruchirappalli. Apply On-line Non-Industrial Posts*".

The Web Page shall open to show the following options:

- ***Eligibility Criteria and Other Details*** (detailed Advt.).
- ***Instructions for Applying*** (detailed instructions to candidates for filling on line application form).
- ***Formats*** (for down loading the various appendices).
- ***Syllabus & Scheme of examination***
- ***Acknowledgement*** (for taking print of Acknowledgement/ Registration Slip)
- ***Guidelines for scanning of Photograph and Signature.***
- ***Link for Online Application*** (for filing the online application)

- vii) **ADMIT CARD:** Candidates to download the admit card (02 Copies) 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.

- viii) 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 Xerox copy for Proof for Date of Birth (Birth Certificate/Matriculation Mark Sheet/Transfer Certificate)
- c. Self-attested Xerox copy of Certificate in support of Educational Qualification.
- d. Self-attested Xerox copy of Community Certificate in the prescribed format (for OBC Non-Creamy layer certificate issued within one year period).
- e. Self-attested Xerox copy of Disability certificate issued by Competent Medical authorities in case of Person with Disabilities (PWD).

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- f. Self-attested Xerox copy 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.

9. 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 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 and forward their applications **through proper channel or along with a No Objection Certificate to release them in case of selection**, from their employers. However, 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**. 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 through proper Channel/No Objection Certificate will not be entertained
- 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).

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- k) Date/Schedule of Examinations will be displayed through the link "*Recruitment in Ordnance Factory, Tiruchirappalli. Apply On-line-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 Factory, Tiruchirappalli shall not be responsible for any postal 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 Factory, Tiruchirappalli 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 Rule 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 Factory Tiruchirappalli, however, may be transferred/posted 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.

10. **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 in support of their claims made in the online application like Age Proof, Educational Proof. Community Proof... etc.
- (iv) If the candidate is found using unfair means or adopting any malpractice at any stage of selection process.
- (v) Supporting Documents without self-attestation.
- (vi) Applications not having ink signed signature.
- (vii) Thumb impression is not made in the space provided in online application print out.

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