

GOVERNMENT OF INDIA

MINISTRY OF DEFENCE

**CENTRAL ORDNANCE DEPOT, PIN – 901173, AKURLI CROSS ROAD NO 3,
KANDIVALI (EAST) MUMBAI – 400 101**

RECRUITMENT NOTICE

1. Applications are invited from Indian Nationals for the following posts. The scale of pay and specification of the post are given below :-

| Srl No | Designation of post | No.of Vacancies | | | | | | Pay Scale |
|--------|----------------------|-----------------|----|----|-----|---------|-------|---|
| | | UR | SC | ST | OBC | PH (HH) | Total | |
| (a) | Lower Division Clerk | 01 | - | - | - | - | 01 | Rs 5200-20200 plus Grade Pay Rs 1900/- |
| (b) | Painter | 01 | - | - | - | 01 | 01 | Rs 5200-20200 plus Grade Pay Rs 1900/- |

2. The last date for receipt of application is 21 days from the date of publication of the advertisement in the Employment News. In case of candidates belonging to Assam, Meghalaya, Arunachal Pradesh, Mizoram, Sikkim, Ladhak Sub Division of Jammu and Kashmir State, Lahaul & Spiti District of Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nikobar Island & Lakshadweep shall be 28 days from the date of publication of this advertisement. However, the crucial date for determining the age limit for all shall be the closing date for receipt of application i.e. 21 days from publication.

3. Detailed Eligibility Criteria and application form is available on www.indianarmy.nic.in.

4. Application **NOT** conforming to the format given in the website will **NOT** be accepted.

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| 1 | Lower Division Clerk | 01 | - | - | - | - | 01 | Rs 5200-20200 + Grade Pay Rs 1900/- |
| 2 | Painter | 01 | - | - | - | 01 | 01 | Rs 5200-20200 + Grade Pay Rs 1900/- |

2. **ELIGIBILITY CRITERIA:** As per recruitment rules, qualification for these posts are as under :-

| Srl No. | Trades | Essential Qualification | Desirable |
|---------|---------|---|-----------|
| (a) | LDC | (i) 10 + 2 or equivalent from a recognized Board or University. (ii) Typing speed of 35 wpm in English on computer or 30 WPM in Hindi on computer. | |
| (b) | Painter | (i) Matriculation or Equivalent. (ii) Certificate in the trade from a recognized Industrial Training Institute or 3 years training or experience of actual work in the trade | |

Note :- Short listing of application if required will be made only on the basis of percentage of marks obtained in the essential qualification prescribed for the above posts. No weightage will be given for additional/higher qualification.

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

4. Age Limit and its relaxation for LDC & Painter :-

| Srl No. | Category | Age limit | Remarks |
|---------|----------|----------------------|---------|
| (a) | UR | 18 Yrs to 25 Yrs | |
| (b) | PH (HH) | UR 18 to 35 years | |

Specification of PH: Hearing impairment.

Govt servants will get age relaxation upto 35 years in case of Painter and upto 40 years in case of LDC.

Contd on P/2

5. Candidates will fwd 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 are requested to superscribe the words “**APPLICATION FOR THE POST OF LDC/PAINTER**” on the top of the envelope while sending the application form.

6. **Last date for receipt of application** : 21 days from the date of publication of the advertisement in the Employment News. In case of candidates belonging to Assam, Meghalaya, Arunachal Pradesh, Misoram, Sikkim, Ladhak Sub Division of Jammu and Kashmir State, Lahaul & Spiti District of Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nikobar Island & Lakshadweep shall be 28 days from the date of publication of this advertisement. However, the crucial date for determining the age limit for all shall be the closing date for receipt of application i.e. 21 days from publication.

7. **General** : Application received before or after the due date (even due to postal delay) will be rejected summarily and no correspondence will be entertained. The following act/omissions should render a candidate/application disqualified.

- (a) Application not in the prescribed format or incomplete or unsigned or undated or improper filled.
- (b) Furnishing of false, inaccurate or tampered or dubious information.
- (c) If not superscribed with the name of the post applied for or incorrect name of post on the envelope and application.
- (d) Without self-addressed envelope/postage stamps/self attested recent photographs.
- (e) Application not accompanied by self-attested copies of certificates/prescribed certificates in support of age, qualification, caste, disability, discharge etc.
- (f) More than one application submitted by the candidates for the same post.
- (g) Any other deemed irregularity or reason as observed by the Board of Officers.
- (h) Canvassing on application form in any and/or bringing in any influence, political or otherwise will entail disqualification.
- (j) In case the candidate is found using unfair means or adopting any malpractice at any stage of selection process.
- (k) If underage or overage on closing date of receipt of application.
- (m) If the candidate not found to possess the essential qualification.
- (n) If the application of candidate who is working in Government Establishment is not received through proper channel with NOC.

8. Candidates should specifically note that the late delivery of test/examination intimation due to postal delay (such as envelopes wrongly addressed, delivered elsewhere etc.) will not be entertained and no correspondence will be made in this regard.
9. The SC/ST/OBC candidates who apply against Gen, (UR) vacancies are not eligible for the age and other concessions meant for SC/ST/OBC.
10. OBC candidates seeking reservations of OBC are required to submit a certificate regarding OBC & Non Creamy Layer Status issued by civil authorities.
11. Certificate of experience in the trade where experience is desirable be produced.
12. Photocopy of the following Documents/Certificates to be attached alongwith application duly attested by a Gazetted Officer :-
 - (a) Two Passport size photographs duly attested by Gazetted Officer one on right corner of application and one on Acknowledgement Card.
 - (b) Attested copies of following certificates will also be submitted with application :-
 - (i) Education Qualification certificate.
 - (ii) Date of Birth Certificate.
 - (c) Self addressed envelop affixing postal stamps of Rs 25/-.
- Note-1** : Central Government civilian employees must furnish No Objection Certificate from their employer/Office at the time of the skill test else their candidature will be cancelled.
13. Place of Test/Interview : Central Ordnance Depot, Akurli Cross Road No 3, Kandivli (East), Mumbai – 400 101.
14. Application should be forwarded to Commandant, COD Akurli Cross Road No 3, Kandivli (East) Mumbai – 400 101 as per prescribed format only otherwise the same will be rejected. Separate application for each post is required.
15. Incomplete/ineligible application will be deemed invalid and rejected without intimation to the candidate. Only the eligible candidates will be called for the written examination . (Test/interview through Acknowledgement Card).
16. Commandant of COD Mumbai Appointing authority reserves the right to reduce the number of candidates for written examination for any category of post by screening of application based on a cut-off percentage of marks obtained in the examination mandated as essential QR.

17. No screening of application is required in case of physical test wherever required. 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 and will be qualifying in nature which will also be counted for final merit. Possessing of typing speed is a pre-requisite for the post of LDC.

18. Shortlisting of candidates for interview shall be carried out based on the performance in written exam and physical test/skill test (wherever applicable). Number of candidates to be called for the interview will be minimum ten times of the number of vacancies being filled unless adequate numbers of eligible/suitable candidates are not available.

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

20. The question papers of written test (objective type) will be in bilingual both English & Hindi (for all posts). The syllabus for written examination for above mentioned are as under:-

- | | |
|--|-------------------------|
| (i) General Intelligence and Reasoning | (ii) Numerical Aptitude |
| (iii) General English | (iv) General Awareness |

21. **WARNING** : All candidates are warned to be careful from the self-styled agents and also requested to inform the Commandant COD Mumbai against any Malpractice seen/observed by them.

22. All appointments are initially on temporary basis but likely to be made permanent.

23. No TA/DA is admissible. Duration of each test can be 02 to 05 days or more. Candidates will make their own arrangements for lodging/boarding during the test/interview.

24. Commandant COD Mumbai will not be responsible for any injury which may occur during the process of recruitment tests/exams.

To

Commandant
Central Ordnance Depot
PIN 901173
Akurli Cross Road No 3
Kandivli (East)
Mumbai 400101

Affix recent
Passport Size
Photograph
duly attested by
a Gazetted
Officer

APPLICATION FOR RECRUITMENT

1. Post applied for _____
2. Name of candidates (in block letters) _____
3. Father's Name _____

4. Date of Birth

| | | |
|----|----|----|
| | | |
| DD | MM | YY |

5. Correspondence Address :-

House No./Street/Village -----
Post Office -----
District-----State -----
Pin Code ----- Tele /Mobile No_____

6. Permanent Address :-

House No./Street/Village -----
Post Office -----
District-----State -----
Pin Code -----

7. Educational Qualification

| S.No | Qualification | Name of School/ College | Name of Board University | Percentage obtained |
|------|---------------|----------------------------|-----------------------------|------------------------|
| | | | | |
| | | | | |
| | | | | |

8. Category for which applied

(a)

| | | | |
|----|----|----|-----|
| UR | SC | ST | OBC |
|----|----|----|-----|

 (Please tick to choose)

(b) Whether belongs to:-

| | | |
|----|-----|--------|
| PH | ESM | Others |
|----|-----|--------|

 (Please tick to choose)

9. If applied for the post as Ex-serviceman:-

Date of enrollment (In Army /Navy/ Air force) -----Date of retirement -----
Total service -----Yrs ----- Month ----- days (attach copy of discharge certificate).

10. If applied for the post in PH Category:-

Type of disability (OH, HH, VH) ----- (percentage of disability)

Whether registered with any Employment Exchange yes/no -----
(if yes , mentioned registration No. and name of Employment Exchange)

DECLARATION

11. I hereby certify that above particulars mentioned in the application are correct and true to the best of my knowledge and belief. 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 requirements of the advertisement my appointment is liable to be cancelled/ terminated. I am willing to serve anywhere in India. I agree that department has the right to transfer me to anywhere in India.

Dated : _____ (Signature of Candidate)
Place : _____

FOR OFFICE RECORD ONLY

1. Application received on -----

2. Application accepted/rejected -----

3. Reason for rejection: Underage/Overage/Documents incomplete/Photo or documents not attested/ Any other reasons to be specified:-

4. Index No ----- Date of test/ Interview -----

ACKNOWLEDGEMENT CARD

| |
|--|
| Affix recent Passport Size Photograph duly attested by a Gazetted Officer |
|--|

1. Name -----
2. Fathers Name-----
3. Correspondence Address :-
House No/Street/Village -----
Post Office -----
District----- State -----
Pin Code ----- Mobile No -----
4. Application accepted/rejected and date of test interview if accepted
5. Reason of rejection -----
6. Date of reporting for test-----
7. Venue of test -----

(Signature of controlling officer)