



**Government of India**  
**Ministry of Defence**  
**Department of Defence Production**  
**Ordnance Factory Dehu Road (Maharashtra) - 412 101**

Applications are invited for the following Group 'C' posts in the Industrial Establishment from the citizens of India who are fulfilling the requisite qualification and specifications as mentioned below on plain paper (A-4 size) duly typed or neatly handwritten in block letters, in the prescribed format only given at the end of this advertisement. Applications along with the **self-attested** copies of certificates of age and educational qualification, mark-sheets, caste certificate (wherever applicable), certificate of being physically handicapped or Ex-servicemen, proof regarding experience in the relevant field and other testimonials should be addressed to The GENERAL MANAGER, ORDNANCE FACTORY DEHU ROAD, PUNE - 412 101 (Maharashtra) and the same should reach the addressee within 21 days (as explained in para 4 of this advertisement) from the date of publication of this advertisement in the Employment News.

**Applications received before date of publication of advertisement in the Employment News and without correct advertisement reference will be strictly rejected.** The posts are to be filled at Ordnance Factory Dehu Road. However, the services are liable to be transferred anywhere in India under Ordnance Factory Board.

**1. DETAILS OF VACANCIES:**

Sl. No.	Post in Semi-Skilled grade	Pay Band (Figures in Rs.) + Grade Pay	Vacancies in the Posts					Horizontal reservation		Permissible PWD categories
			Total	UR	SC	ST	OBC	Ex-Ser.	PWD	
01	Danger Building Worker (DBW)	PB1 5200-20200 + Grade Pay 1800	105	53	15	11	26	17	VH-02 OH-02 HH-02  (only from the identified PWD categories in the succeeding column)	--
02	Examiner (Filling)		22	13	02	02	05			OL, BL, HH
03	Electrician		05	03	01	--	01			OL, BL
04	Turner		03	02	01	--	--			OL, HH
05	Miller		02	02	--	--	--			OL, HH, LV
06	Fitter Electronics		02	01	--	--	01			--
07	Welder		02	01	--	--	01			OL, HH
08	Fitter Boiler		01	01	--	--	--			--
09	Fitter Auto		02	02	--	--	--			--
10	Fitter Electric		04	03	--	--	01			--
11	Fitter General (Mech.)		05	04	--	--	01			OL, BL, HH, LV
12	Fitter Instruments		02	02	--	--	--			--
13	Fitter Refrigeration		02	01	--	--	01			--
14	Machinist		03	02	--	--	01			OL, HH, LV
15	Grinder		02	02	--	--	--			OL, HH, LV
16	Mason		02	02	--	--	--			--
17	Painter		04	03	--	--	01			OL, HH
18	Sheet Metal Worker		02	02	--	--	--			OL, HH
<b>Total</b>			<b>170</b>	<b>99</b>	<b>19</b>	<b>13</b>	<b>39</b>	<b>17</b>	<b>06</b>	

The above vacancies are subject to variation at the discretion of GM/OFDR depending upon the situation prevailing at the relevant time.

Abbreviations: UR = Unreserved; SC = Scheduled Caste; ST = Scheduled Tribe; OBC = Other Backward Class; PWD = Persons With Disabilities, Ex-Ser.=Ex-Serviceman.

Abbreviations for PWD categories: OL=One Leg, BL=Both Legs, HH=Hearing Impaired, LV=Low Vision

## 2. AGE & QUALIFICATIONS:-

**2.1 Age Limit :** Age limits for all the above posts is **not below 18 years and not above 32 years** as on the closing date of receipt of applications.

### 2.2 Age Relaxation in addition to above mentioned upper age limits :

Age Relaxation to SC/ST/OBC/PWD/Ex-SM/Departmental Candidates etc. shall be provided in accordance with DoP&T's O.M. No. 15012/2/2010-Estt.(D) dated 27<sup>th</sup> March 2012.

### 2.3 Essential & Desirable Qualification :

Sl. No.	Name of the Post	Essential Qualification & Relevant Trade
01	Danger Building Worker (DBW)	Matriculation + NAC/NTC issued by NCVT in the following relevant trades :- (i) Attendant Operator (Chemical Plant); (ii) Instrument Mechanic (Chemical Plant); (iii) Mechanical Maintenance (Chemical Plant); (iv) Laboratory Assistant (Chemical Plant); (v) Fitter; (vi) Machinist; (vii) Turner; (viii) Sheet Metal Worker; (ix) Electrician; (x) Electronics Mechanic; (xi) Boiler Attendant; (xii) Mechanic Industrial Electronics; (xiii) Refrigeration and Air conditioning Mechanic.
02	Examiner (Filling)	
03	Electrician	Matriculation + NAC/NTC issued by NCVT in the Electrician trade.
04	Turner	Matriculation + NAC/NTC issued by NCVT in the Turner Trade.
05	Miller	Matriculation + NAC/NTC issued by NCVT in the Mechanic Machine Tool Maintenance
06	Fitter Electronics	Matriculation + NAC/NTC issued by NCVT in the Electronics Mechanic Trade.
07	Welder	Matriculation + NAC/NTC issued by NCVT in the Welder (Gas and Electric) Trade.
08	Fitter Boiler	Matriculation + NAC/NTC issued by NCVT in the Fitter Trade.
09	Fitter Auto	Matriculation + NAC/NTC issued by NCVT in the Mechanic (Motor Vehicle) Trade.
10	Fitter Electric	Matriculation + NAC/NTC issued by NCVT in the Electrician Trade.
11	Fitter General (Mech.)	Matriculation + NAC/NTC issued by NCVT in the Fitter trade.
12	Fitter Instruments	Matriculation + NAC/NTC issued by NCVT in the Instrument Mechanic Trade.
13	Fitter Refrigeration	Matriculation + NAC/NTC issued by NCVT in the Refrigeration and Air-Conditioning Mechanic Trade.
14	Machinist	Matriculation + NAC/NTC issued by NCVT in the Machinist Trade.
15	Grinder	Matriculation + NAC/NTC issued by NCVT in the Machinist (Grinder) Trade.
16	Mason	Matriculation + NAC/NTC issued by NCVT in the Mason (Building Constructor) Trade.
17	Painter	Matriculation + NAC/NTC issued by NCVT in the Painter (General) Trade.
18	Sheet Metal Worker	Matriculation + NAC/NTC issued by NCVT in the Sheet Metal Worker Trade.

Note : Diploma in engineering without possessing NAC/NTC issued by NCVT will not be accepted.

## 3. SCHEME & SYLLABUS OF EXAMINATION

### 3.1 SCHEME :

- There will be a written examination of one paper. The paper will be of 'Objective-Multiple-Choice-type' of maximum 100 marks.
- The paper will consist of two parts:
  - PART-A will consist of 20 marks having question on General Science and Quantitative Aptitude, each having weightage of 10 marks. The question will be up to 10<sup>th</sup> Standard.
  - Part-B will consist of 80 marks of NCVT syllabus for the relevant trade.

**All the questions will be compulsory. There will be no negative marking.**

The subjects of the written examination, the maximum marks allotted to each paper, no. of questions and the time allowed is given in the table below:-

Subject	No. of Questions	Maximum Marks	Time allowed
Part A (Objective Type)	1. General Science (10 Questions)	10 Marks	2 hrs
	2. Quantitative Aptitude (10 Questions)	10Marks	
Part B (Objective Type) Questions from the NCVT Syllabus of relevant trade	80 Questions	80 Marks	
Total	100 Questions	100 Marks	

#### Note

1. The paper would be bilingual, i.e. it would be printed in Hindi as well as English.
2. The paper would be required to be answered in OMR sheets.
3. Candidates would be required to darken the circles in the OMR sheet with black pen. OMR sheets marked in pencil would be rejected outright.
4. No marks would be allotted for questions in which multiple darkening has been done in the OMR sheet.

### 3.2 SYLLABUS

- (A) General Science (10 Questions) - Question will be aimed at testing the candidate's General Awareness of the environment around him. Questions will also be designed to test knowledge of basic science studied up to 10<sup>th</sup> standard and would include such matters of every day observations and experience as may be expected of any educated person.
- (B) Quantitative (10 Questions) - The candidate will be tested for general mathematics of upto 10<sup>th</sup> Standard involving number systems, equations in two variables, simple and compound interest, perimeter, area and volume of geometrical figures. Direct and inverse proportions, Pythagoras theorem and trigonometry.
- (C) NCVT Trade (80 Questions) - Questions from the NCVT Syllabus of relevant trade.

### 3.3 MODE OF SELECTION

- i. The Selection will be made strictly on the basis of merit.
- ii. The selection process will comprise of Written Test of 100 marks and Trade Test (Practical).
- iii. Written Test will be fully objective type and OMR based.
- iv. The Trade Test (Practical) will be only qualifying in nature, without any marks.
- v. The list of successful candidates in the Written Test to be called for Trade Test (Practical) will be prepared and notified in alphabetical order and not in the order of merit.
- vi. On the basis of merit list based on marks obtained in Written Test, candidates 1.25 times the number of vacancies will be called for Trade Test (Practical).
- vii. The final select list will be based on marks in the Written Test only, the Trade Test (Practical) being qualifying in nature. The final select list will be prepared and displayed in order of merit.
- viii. In the selection process, other things being equal i.e. marks being equal, trained ex-Trade apprentices of Ordnance Factory, Dehu Road and sister Ordnance Factories shall be given preference in the order in which they are stated keeping in view their inter-se seniority.

4. **LAST DATE FOR RECEIPT OF APPLICATION:** Application complete in all respects along with required details/documents should be enclosed in an envelope super-scribing '**APPLICATION FOR THE POST OF \_\_\_\_\_**' so as to reach the General Manager, Ordnance Factory Dehu Road, Pune - 412 101 **within 21 days** of the publication of advertisement in Employment News.

**Note : i) For example if the advertisement is published in the Employment News dated 3<sup>rd</sup> January-9<sup>th</sup> January, 2015 then the last date of submission shall be 24<sup>th</sup> January, 2015 i.e. 21 days from 3<sup>rd</sup> January, 2015. If the closing date is a holiday, the next working day shall be taken as the closing date for all purposes. Applications received after 1600 hours on the last date of receipt of application will not be considered. Factory shall not be responsible for any postal delay or failure.**

**ii) The closing date of receipt of Application for candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands, Lakshadweep and for candidates residing abroad will be additional 07 days after the closing date. In case the closing date falls on the Sunday or holiday, the next working day will be taken as closing date.**

## 5. IMPORTANT INSTRUCTIONS TO THE CANDIDATES / APPLICANTS

1. Applications must be submitted in the format given at the end of this advertisement. Applications received in any other format will be rejected. The applicant should clearly specify the post applied for in the space provided in the application format otherwise the application will be summarily rejected without any communication.
  2. Persons working in Central / State Govt. PSUs must apply through proper channel along with a certificate from their Establishment that neither any disciplinary case is pending nor contemplated against them. They must also enclose a certificate that in case of selection, their establishment shall release them immediately.
  3. Only prescribed Competent Authority should have issued SC/ST/OBC/PWD Certificate and Certificate should be in the prescribed format applicable for reservation in jobs under Government of India. Non-Creamy Layer Certificate (only for OBC candidates) must be updated / valid at the relevant point of time i.e. the last date of receipt of application.
  4. Medical Certificate for the PWD candidates should be in the prescribed format issued by the Civil Surgeon / Competent Authority.
  5. All posts carry pay scale as shown against each plus usual allowances as admissible to the Central Government employees from time to time.
  6. The information furnished in the application should be supported by relevant documents. **Copies of the certificates pertaining to academic and professional qualifications, experience, date of birth and Caste Certificate, status as PWD or Ex-serviceman etc. must be enclosed with the application duly SELF-ATTESTED.** The number of total documents should be mentioned in the application.
  7. The number of vacancies is subject to variation depending upon the situation at relevant point of time.
  8. New entrants to Government service will be governed by New Pension Scheme Termed as 'Defined Contribution Pension Scheme' (New Pension Scheme) and existing provisions of CCS (Pension Rules), 1972 will not be applicable.
  9. **Travelling Allowance:** Candidates appearing in written / practical test will have to come at their own expenses. However, SC/ST candidates will be paid travelling allowance of second class Railway / Bus fare as per rules for onward and return journey performed by shortest route on production of journey details as well as Railway Receipt / Bus Ticket and attested photocopy of SC/ST certificate, provided that the to and from distance travelled is more than 30 kms.
  10. Candidate desirous of applying for more than one post may submit separate applications for each post complete in all respects at their own risk since the written examination for the above posts is likely to be held on the same day. No request for postponement of examination for any trade would be entertained on the grounds that it clashes with the examination for some other trade. Hence, applicants are advised to make up their mind before applying for more than one trade.
  11. The candidature of applicants furnishing fake Experience Certificates/Caste Certificate or any other academic certificates is liable to be terminated even at a later stage including after appointment. Apart from this, other suitable action may also be initiated as per the extant laws. Hence, candidates are advised not to submit dubious certificates.
  12. It may be noted that bringing any outside, extraneous or political influence for getting employment in the factory shall render a candidate ineligible.
  13. This advertisement is also being notified on the website **www.ofdr.gov.in**. The candidates are advised to check the website periodically for important updates/notices.
  14. The General Manager, Ordnance Factory Dehu Road reserves the right to shortlist candidates to be called for examination/test. Applicants may therefore note that mere fulfilling the minimum criteria/standard for a post will not entitle them for being called for such test. The factory will not entertain any correspondence/interim enquiry in this respect.
6. **APPLICATION FEE:** Rs.50/- (Rs. Fifty only) payable by the applicant through Demand Draft or postal order only drawn in favour of 'General Manager, Ordnance Factory Dehu Road, Pune - 412 101'. SC, ST, PWD, Ex-serviceman and female candidates are exempted from payment of Application fees.
7. **CAUTION TO ALL APPLICANTS:** Some unscrupulous elements may approach you with the assurance of procuring appointment for you in the factory through illegal gratification. You must not fall prey to such false assurance or exploitation and must not entertain or encourage such elements in any way. It is emphasized and reassured that the selection test and exercise will be done on merit only in a transparent manner.

## FORMAT OF APPLICATION FORM

(To be filled in block letters)

Please paste your  
recent passport size  
photograph and sign  
on it. Please do not  
staple it.

To,  
The General Manager  
Ordnance Factory Dehu Road,  
Pune – 412 101.

Subject: Application for the Post- \_\_\_\_\_

Reference: OFDR Advertisement published in the Employment News dated \_\_\_\_\_

1.	Full Name in Block Letters (as per SSC/10 <sup>th</sup> Std. Certificate)					
2.	Father's/Husband's Name (in Block Letters):					
3.	Nationality					
4.	Religion					
5.	Date of Birth	Day: _____ Month: _____ Year: _____ (as per the SSC/10 <sup>th</sup> Std. Certificate)				
6.	Category (General/OBC/SC/ST)					
7.	Whether Ex-Serviceman ?	YES/ NO				
	If YES, Date of entry in Armed forces					
	Date of discharge from Armed Forces					
8.	Whether you are a person with disability (PWD) ?	YES/NO				
	If YES, nature of disability					
	Extent of disability (in %)					
9.	Address for correspondence in full with PIN-Code					
	Nearest Railway Station					
10.	Whether you are employed in Central/State Govt. Service/PSU ?	YES/NO				
	If YES, name of the organization					
	Date of Appointment & post held					
11.	Details of Demand Daft or Postal Order No. & Date:	No.	Date			
12.	Academic/Professional Qualifications (Starting from Matriculation or Equivalent Examination)					
	Exam Passed	Board/University	Year of Passing	Subjects	Div & % of Marks	
13.	NCVT Trade					
14.	Whether Ex-Trade Apprentice of Ordnance Factories	YES / NO (Strike off whichever is not applicable)	If Yes, furnish following details in respect of NCVT (NAC/NTC) examination passed by you ( <b>Enclose marksheet</b> )			
			Month	Year	Maximum marks	Marks obtained
15.	Experience, if any	Post Held	Pay Scale	Nature of duty	Period	Name of Employer
					From To	
16.	E-mail address :					
17.	Mobile No. :					

Left Hand Thumb Impression      →

**DECLARATION**

I \_\_\_\_\_, do hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false/incorrect/incomplete or ineligibility being found before or after recruitment test/appointment, my candidature will stand automatically cancelled.

Signature of the applicant

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**DECLARATION FOR OBC CANDIDATES ONLY \*\***

“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 the Department of Personnel and Training Office Memorandum No. 3601/22/93-Estt (SCT) dated 08.09.1993. It is also declared that I do not belong to persons/section (Creamy Layer) mentioned in column 3 in the Schedule to the above referred Office Memorandum dated 08.09.1993

Date: \_\_\_\_\_

Signature of the applicant

**UNDERTAKING FOR EX-SERVICEMEN ONLY \*\***

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 appointment 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 Ex-Servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979, as amended from time to time.

2. I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-Servicemen in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous bodies/Statutory bodies, Nationalized banks etc.) by availing concession of reservation of vacancies admissible to Ex-servicemen.

Date: \_\_\_\_\_

Signature of the applicant

\*\* Strike off whichever is not applicable

Encl: (1\*) 02 Passport size photographs, (2\*) Self-Attested copy of caste certificate, (3\*) Self-Attested copies of qualification (4\*) Self-Attested Proof for Date of Birth (SSC/10<sup>th</sup> Std. Certificate), (5\*) Non-Creamy Layer Certificate (only for OBC candidates), (6\*) Self-Attested copy of Discharge certificate, (7\*) Self-Attested copy of PWD certificate, (8\*) NCVT(NAC/NTC) examination mark-sheet, (9\*) IPO/DD No \_\_\_\_\_  
(\*Strike off whichever is not applicable)