

**GOVERNMENT OF INDIA**  
**MINISTRY OF DEFENCE**  
**CENTRAL ORDNANCE DEPOT, AGRA – 282009**  
**RECRUITMENT NOTICE NO – 23201/RECT/2014-15/ESTT-IND**

1. Applications are invited from Indian Citizens for the following posts in Pay Band in Rs (Pay Band + Grade Pay) plus other allowances as admissible to Central Government employees :-

Ser	Name of Post	Pay scale (Pay Band + Grade Pay)	Minimum Essential Qualification	<u>Qualifying/ Shortlisting Criteria</u>	<u>Basis of Selection</u>	Categories				Total vacancies	Remarks
						UR	SC	ST	OBC		
(a)	Material Assistant {erstwhile Superintendent (Store)}	(PB-1) 5200-20200 + 2800 G.Pay	Graduate in any discipline or Diploma in Material Management or Diploma in Engineering in any discipline	Merit drawn on minimum qualification	Written test and interview	17	11	-	06	34	Out of 34 No of vacancies, 03 vacancies are reserved for Ex-Serviceman, 01 for Physically Handicapped (OH) & 02 for Meritorious Sports Person
(b)	Tradesman Mate (erstwhile Mazdoor)	(PB-1) 5200-20200 + 1800 G.Pay	Matriculation or equivalent	Physical endurance test	Physical endurance test, Written test and interview	14	--	-	14	28	Out of 28 No of vacancies, 03 vacancies are reserved for Ex-Serviceman, 01 for Physically Handicapped (HH) & 01 for Meritorious Sports Person
(c)	Fireman	(PB-1) 5200-20200 + 1900 G.Pay	Matriculation or equivalent	Physical endurance test	Physical endurance test, Written test and interview	05	01	-	--	06	
(d)	Cook	(PB-1) 5200-20200 + 1900 G.Pay	Matriculation or equivalent and must have knowledge of Indian Cooking and proficiency in trade	Practical test	Practical test, Written test and interview	--	01	-	--	01	

Contd....2

(e)	Tailor	(PB-1) 5200- 20200 + 1900 G.Pay	Matriculation or equivalent with a Certificate in the trade of Tailor from ITI or equivalent Diploma or Certificate	Practical test	Practical test, Written test and interview	03	01	-	01	05	
(f)	MTS (Messenger)	(PB-1) 5200- 20200 + 1800 G.Pay	<b>Essential</b> Matriculation or equivalent <b>Desirable</b> Conversant with the duties of the respective trades with one year's experience in the trade	Merit drawn on minimum qualification	Written test and interview	08	01	-	06	15	Out of 15 No of vacancies, 01 vacancy is reserved for Ex-Serviceman, 01 for Physically Handicapped (VH) & 01 for Meritorious Sports Person
(g)	Washerman	(PB-1) 5200- 20200 + 1800 G.Pay	Matriculation or equivalent and must be able to the wash military/ Civilian cloths thoroughly well	Practical test	Practical test, Written test and interview	01	--	-	01	02	
(h)	MTS (Safaiwala)	(PB-1) 5200- 20200 + 1800 G.Pay	<b>Essential</b> Matriculation or equivalent <b>Desirable</b> Conversant with the duties of the respective trades with one year's experience in the trade	Merit drawn on minimum qualification	Written test, Practical test and interview	10	--	-	08	18	Out of 18 No of vacancies, 01 vacancy is reserved for Ex-Serviceman

(j)	Barber	(PB-1) 5200- 20200 + 1800 G.Pay	<b>Essential</b> Matriculation or equivalent and proficiency in Barber's trade job. <b>Desirable</b> One year experience in the trade	Practical test	Practical test, Written test and interview	03	--	-	01	04	
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2. The above posts are subject to all India Service liability including field service.
3. (a) Physical Handicapped (PH) vacancies are kept reserved for those persons who have disability of 40% or more in the relevant disability.
  - (b) Persons with disability have a right to compete with general vacs. In such cases no concession of age and relaxation in tests will be provided to PH candidates.
  - (c) The category, functional classification and physical requirement of the post in which the vacancy is reserved for physical handicapped are mentioned below :-

Post	Category	Physical requirement	Categories of Disabled suitable for the job
Material Assistant {erstwhile Superintendent (Store)}	Locomotor disability or cerebral palsy (OH)	S,ST,W,L,PP,MF,SE,RW	OL, HH
Tradesman Mate (erstwhile Mazdoor)	Hearing impairment (HH)	S,ST,W,MF,PP,L,KC,B,SE,H,RW	OL, LV, HH
MTS (Messenger)	Blindness or Low Vision (VH)	S,ST,W,MF,SE,H,C	OA, OL, HH, B, LV

**ABBREVIATION USED :** PH= Physically Handicapped, OH = Orthopaedically Handicapped, HH = Hearing Handicapped, VH = Visually Handicapped, MSP = Meritorious Sports Person

**Physical requirement :** S = Sitting, ST = Standing, SE = Seeing, RW = Reading & Writing, H = Hearing, C = Communication, W = Walking, BN = Bending, L = Lifting, PP = Pulling & Pushing, MF = Manipulation by Fingers, KC = Kneeling & Crutching, B = Blind

**Categories of Disabled suitable for the job :** OA = One Arm, OL = One Leg, HH = Hearing Impaired, B = Blind, OAL = One Arm and One Leg, LV = Low Vision,

4. **Eligibility criteria to consider Meritorious Sportsperson (MSP)**

(a) Sportsmen who have represented a State or the Country in the National or International competition in any of the games/sports mentioned in the list issued from Govt of India, Deptt of Pers & Trg O.M. No 14034/1/91-Estt.(D) dated 21 Mar 1991 and O.M. No 14034/1/2009-Estt.(D) dated 24 Nov 2009.

(b) Sportsmen who have represented their University in the Inter-University Tournaments conducted by the Inter-University Sports Board in any of the sports/games shown in the above mentioned list.

(c) Sportsmen who have represented the State School Teams in the National Sports/Games for school conducted by All India School Games Federation in any of the sports/games shown in the above mentioned list.

(d) Sportsmen who have been awarded National Awards in Physical Efficiency under the National Physical Efficiency Drive.

5. **Essential qualifications required for the post of Fireman**

Must be physically fit and capable of performing strenuous duties and mandatory to pass the test specified below :-

(a) **Physical Measurements (Qualifying) :-**

- (i) Height without shoes 165 cms (A concession of 2.5 cms shall be allowed for members of Scheduled Tribes).
- (ii) Chest (un-expanded) - 81.5 cms
- (iii) Chest (expanded) - 85 cms
- (iv) Weight (minimum) - 50 Kgs

(b) **Physical Endurance Test :-**

- (i) Run 1.6 Km in 6 Mins.
- (ii) Carrying a man of 63.5 kgs to a distance of 183 meters within 96 seconds.
- (iii) Clearing 2.7 meters wide ditch landing on both feet (long jump).
- (iv) Climbing 3 meters vertical rope using hands and feet.

6. **Physical endurance test for the post of Tradesman Mate (erstwhile Mazdoor) :-**

- (a) 1.5 Km run in 6 Mins.
- (b) Carrying a weight 50 Kg to a distance of 200 Mtr in 100 Sec.

7. **Age limit**

(a) 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 in Employment News. For age calculation in cases where re-advertisement is carried out for the same posts, the last date prescribed for receipt of application in the original/initial advertisement would be taken into account.

(b) **For the post of Material Assistant (erstwhile Superintendent (Store))**

**18 to 27 Years**

(c) **For the post of Tradesman Mate (erstwhile Mazdoor), Fireman, Cook, Tailor, MTS(Messenger), Washerman, MTS(Safaiwala), and Barber**

**18 to 25 Years**

(d) **Age relaxation**

Ser	Category	Age relaxation	Remarks
(a)	UR	Nil	
(b)	OBC	3 Years	
(c)	SC/ST	5 Years	
(d)	ESM	Total service rendered in armed force + 3 years	
(e)	PH(UR)	10 years over and above age relaxation for caste, if applicable	PH pers should be in possession of Disability Certificate issued by CMO/Civil surgeon of Govt hospital certifying the disability
(f)	PH(SC)	15 Years	
(g)	PH(ST)	15 Years	
(h)	PH(OBC)	13 Years	
(j)	MSP(UR)	05 years over and above age relaxation for caste, if applicable	Pers who have represented a state in National/International competition, University tournaments conducted by inter-University Sports Board, state school team in National Sports/Games conducted by AISGF, Persons awarded National Awards in Physical Efficiency under National Physical Efficiency Drive
(k)	MSP(SC)	10 Years	
(l)	MSP(ST)	10 Years	
(m)	MSP(OBC)	08 Years	

**Note : Widow/Divorced Women/Women Judicially separated : 18 to 35 yrs (upto 40 yrs for members of SC/STs)**

8. **Location of test Centre** : Parade Ground, ME Line, COD Agra
9. **Likely area of employment** : COD Agra but also subject to all India service including field area.
10. **Probation** : Candidates selected will remain on probation for a period of 02 years. COD Agra reserves the right to withdraw the vacancies and terminate the appointment during the period of probation without assigning any reasons.
11. SC/ST/OBC/PH candidates who apply against unreserved posts are not entitled for concession or relaxation as applicable for SC/ST/OBC/PH candidates.
12. Candidates will forward application properly sealed, in an envelope to the address mentioned against the post applied for through ordinary post/Registered post /Speed post. Application in person will not be accepted. Candidates are requested to superscribe the words “**APPLICATION FOR THE POST OF .....**” on the top of envelope while sending the application form. If a candidate applies for more than one post, each application be fwd in separate envelope.
13. Departmental candidates can apply through proper channel.
14. **Closing Date** : 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, Laddak, Sub Divison of Jammu and Kashmir state, Lahaul & Spiti District of Pangi Sub Divison of Chamba district of Himachal Pradesh, Andaman & Nicobar Island & Lakshadweep shall be 28 days from the date of publication of this advertisement.
15. **Documents to be enclosed with application** : The photocopy of the following documents/certificates to be attached alongwith application duly self attested :-
  - (a) Two passport size photographs duly self attested, 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.
    - (iii) Caste certificate where applicable.  
**(Caste certificate only be accepted as mentioned in Central Govt list)**
    - (iv) Discharge certificate for Ex-Serviceman or NOC from the competent authority for serving Defence Personnel who are completing the prescribed period of Army Services within a year from the last date for receiving application.
    - (v) Sports (MSP) and PH certificates where applicable.

(c) Self addressed envelope affixing postal stamps of Rs. 25/-

(d) Central Government Civilian Employees must furnish “**No Objection Certificate**” from their employer / office at the time of interview else their candidature will be cancelled.

**16. Incomplete / ineligible applications will be deemed invalid and rejected without intimation to the candidate. Only the eligible candidates will be called for the Physical test, Practical and written examination.**

17 To reduce the number of candidates for written examination for one category of post, screening of applications will be carried out based on the percentage of marks obtained in the examination mandated as minimum qualification. However, min ratio of 1:50 per post for each category to be maintained for such cut offs. Where candidates have been awarded grades/CGPA in qualifying exam, the copy of the equalisation criteria used by the Board/institution should also be enclosed duly attested. The candidates who fail to qualify in the physical test (wherever applicable) shall not be permitted to undergo written test. Shortlisting of candidates for interview shall be carried out based on performance in written and physical test/skill test where applicable. Skill test where applicable will be qualifying in nature.

**Note : In case candidates who have applied for the post of Material Assistant (erstwhile Superintendent (Store)) with both qualification such as Graduation and Diploma then cut off will be based on higher percentage of marks of Degree/Diploma acquired by the applicant.**

18. It is made clear that merely fulfilling the basic essential qualification requirements does not automatically entitle a person to be called for test/interview. The selection will be made strictly on the merit basis. The decision of appointing authority regarding selection / rejection will be final.

19. It is also made clear that the number of posts/vacancies are tentative and recruitment process can be cancelled/suspended/terminated by the Appointing Authority at any stage, due to administrative reasons. COD Agra reserves the right to decrease/increase the number of vacs.

20. Canvassing in any form shall disqualify the candidates. No enquiry or correspondence will be entertained.

21. 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/interview. Candidates will bring their kit i.e. shoes, PT dress, lower, track suit to participate in physical test and writing material i.e. clip board, pen, pencil, eraser, sketch pen etc to participate in written test.

22. **Date and time** of Physical test, practical, written exam and interview will be intimated to eligible candidates individually, whose applications are found correct and complete in all respects. No intimation of rejection may be sent.

23. **Nature of Test :-**

(a) **Material Assistant {erstwhile Superintendent (Store)}**

(i) Written test will be conducted to test the ability of the candidate. The question papers of written test (objective type) will be in bilingual i.e. English & 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)	Written test will be commensurate with duties/jobs requirements and qualification prescribed as per Recruitment Rules
Numerical aptitude	25	25		
General English	50	50		
General Awareness	50	50		

(ii) Candidates upto 10 times the number of vacancies will be called for interview.

(iii) Ratio of Marks for Written test and interview are 80:20.

(b) **Tradesman Mate (erstwhile Mazdoor)**

(i) Physical test for 40 marks will be carried out as under :-

(aa) 1.5 Km run in 6 Mins - (Max Marks – 20)

1.5 Km Run	Marks allotted for time taking to finish the race						
	Less than 04 Min 20 Sec	04 Min 21 Sec to 04 Min 40 Sec	04 Min 41 Sec to 05 Min	05 Min 01 Sec to 05 Min 20 Sec	05 Min 21 Sec to 05 Min 40 Sec	05 Min 41 Sec to 06 Min	More than 06 Min
Max Marks 20	20	16	12	08	04	02	Fail

(ab) Carrying a weight 50 Kg to a distance of 200 Mtr in 100 Sec (Max Marks – 20)

Carrying a weight 50 Kg to a distance of 200 Mtr	Marks allotted for time taking to finish the race						
	Less than 50 Sec	51 Sec to 55 Sec	56 Sec to 60 Sec	61 Sec to 65 Sec	66 Sec to 70 Sec	71 Sec to 100 Sec	More than 100 Sec
Max Marks 20	20	16	12	08	04	02	Fail



(ii) On qualifying the physical test as required for the post a written test will be conducted to test the ability of the candidate. The question papers of written test (objective type) will be in bilingual i.e. English & 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)	Written test will be commensurate with duties/jobs requirements and qualification prescribed as per Recruitment Rules
Numerical aptitude	25	25		
General English	50	50		
General Awareness	50	50		

(iii) Candidates upto 10 times the number of vacancies will be called for interview.

(iv) Ratio of Marks for Physical test, Written test and interview are 40:40:20.

(c) **Fireman**

(i) Physical test for 40 marks will be carried out as under :-

(aa) Run 1.6 Km in 6 Mins. - (Max Marks – 10)

1.6 Km Run	Marks allotted for time taking to finish the race					
	Less than 04 Min 40 Sec	04 Min 41Sec to 05 Min	05 Min 01 Sec to 05 Min 20 Sec	05 Min 21 Sec to 05 Min 40 Sec	05 Min 41 Sec to 06 Min	More than 06 Min
Max Marks 10	10	08	06	04	02	Fail

(ab) Carrying a man of 63.5 kgs to a distance of 183 meters within 96 seconds. - (Max Marks – 10)

Carrying a man of 63.5 kgs to a distance of 183 meters	Marks allotted for time taking to finish the race					
	51 Sec to 55 Sec	56 Sec to 60 Sec	61 Sec to 65 Sec	66 Sec to 70 Sec	71 Sec to 96 Sec	More than 96 Sec
Max Marks 10	10	08	06	04	02	Fail

- (ac) Clearing 2.7 meters wide ditch landing on both feet (long jump)  
(Max Marks – 10)

Clearing 2.7 meters wide ditch landing on both feet (long jump)	Marks allotted for distance jumped					
	Jumped More than 3.30 meter	Jumped 3.30 meter	Jumped 3.15 meter	Jumped 3 meter	Jumped 2.7 meter	Not jumped the distance 2.7 meter
Max Marks 10	10	08	06	04	02	Fail

- (ad) Climbing 3 meters vertical rope using hands and feet.  
(Max Marks – 10)

Climbing 3 meters vertical rope using hands and feet	Marks allotted for climbing vertical rope			
	climbing 3 meters thrice without touching feet on ground	climbing 3 meters twice without touching feet on ground	climbing 3 meters once	Not climbing 3 meters
Max Marks 10	10	08	06	Fail

- (ii) On qualifying the physical test as required for the post a written test will be conducted to test the ability of the candidate. The question papers of written test (objective type) will be in bilingual i.e. English & 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)	Written test will be commensurate with duties/jobs requirements and qualification prescribed as per Recruitment Rules
Numerical aptitude	25	25		
General English	50	50		
General Awareness	50	50		

- (iii) Candidates upto 10 times the number of vacancies will be called for interview.

- (iv) Ratio of Marks for Physical test, Written test and interview are 40:40:20.

(d) **Cook**

(i) Practical test for 40 marks will be carried out.

(ii) On qualifying the practical test as required for the post a written test will be conducted to test the ability of the candidate. The question papers of written test (objective type) will be in bilingual i.e. English & 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)	Written test will be commensurate with duties/jobs requirements and qualification prescribed as per Recruitment Rules
Numerical aptitude	25	25		
General English	50	50		
General Awareness	50	50		

(iii) Candidates upto 10 times the number of vacancies will be called for interview.

(iv) Ratio of Marks for Practical test, Written test and interview are 40:40:20.

(e) **Tailor**

(i) Practical test for 40 marks will be carried out.

(ii) On qualifying the practical test as required for the post a written test will be conducted to test the ability of the candidate. The question papers of written test (objective type) will be in bilingual i.e. English & 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)	Written test will be commensurate with duties/jobs requirements and qualification prescribed as per Recruitment Rules
Numerical aptitude	25	25		
General English	50	50		
General Awareness	50	50		

(iii) Candidates upto 10 times the number of vacancies will be called for interview.

(iv) Ratio of Marks for Practical test, Written test and interview are 40:40:20.

(f) **MTS (Messenger)**

(i) Written test will be conducted to test the ability of the candidate. The question papers of written test (objective type) will be in bilingual i.e. English & 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)	Written test will be commensurate with duties/jobs requirements and qualification prescribed as per Recruitment Rules
Numerical aptitude	25	25		
General English	50	50		
General Awareness	50	50		

(ii) Candidates upto 10 times the number of vacancies will be called for interview.

(iii) Ratio of Marks for Written test and interview are 80:20.

(g) **Washerman**

(i) Practical test for 40 marks will be carried.

(ii) On qualifying the practical test as required for the post a written test will be conducted to test the ability of the candidate. The question papers of written test (objective type) will be in bilingual i.e. English & 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)	Written test will be commensurate with duties/jobs requirements and qualification prescribed as per Recruitment Rules
Numerical aptitude	25	25		
General English	50	50		
General Awareness	50	50		

(iii) Candidates upto 10 times the number of vacancies will be called for interview.

(iv) Ratio of Marks for Practical test, Written test and interview are 40:40:20.

(h) **MTS (Safaiwala)**

(i) Written test will be conducted to test the ability of the candidate. The question papers of written test (objective type) will be in bilingual i.e. English & 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)	Written test will be commensurate with duties/jobs requirements and qualification prescribed as per Recruitment Rules
Numerical aptitude	25	25		
General English	50	50		
General Awareness	50	50		

(ii) Candidates upto 10 times the number of vacancies will be called for interview.

(iii) Ratio of Marks for Written test and (interview & practical) are 80:20.

(j) **Barber**

(i) Practical test for 40 marks will be carried out.

(ii) On qualifying the practical test as required for the post a written test will be conducted to test the ability of the candidate. The question papers of written test (objective type) will be in bilingual i.e. English & 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)	Written test will be commensurate with duties/jobs requirements and qualification prescribed as per Recruitment Rules
Numerical aptitude	25	25		
General English	50	50		
General Awareness	50	50		

(iii) Candidates upto 10 times the number of vacancies will be called for interview.

(iv) Ratio of Marks for Practical test, Written test and interview are 40:40:20.

**Note : All tests will be held on screening basis i.e. the candidates have to pass in the first test in order to be eligible for the second test and so on.**

**24. Selection will be based on merit list formed by total marks obtained in written test, physical test, practical test and interview.**

25. **Rejection** :-

- (a) Application which are not in format will be rejected.
- (b) Unsigned/incomplete application without affixing photograph, mismatching photograph or without enclosing certificate, date of birth and caste certificate (as applicable) will be rejected.
- (c) In the event of their failure to produce original/essential documents after physical test/written test the candidature is liable to be rejected.
- (d) If a candidate produces false certificates then he will be disqualified/dismissed from service, if appointed. In case certificates submitted by candidates are found fake/false during scrutiny/verification of documents by depot administration/Bd of Officers/verifying agencies the appointment will be treated cancelled.
- (e) Application should be made either in Hindi or in English only.
- (f) Separate application for each post should be applied for.
- (g) Candidate may apply for only one category of reservation, in case candidate submits more than one application for the same post, the candidature is liable to be rejected.
- (h) Over writing/eraser/incorrect/incomplete information in application form will result in rejection of the application.
- (j) All copies of documents are to be self attested.
- (k) Registration of application does not guarantee the employment.
- (l) Obtaining support for his candidature through unfair means.
- (m) Impersonation by any person.
- (n) Submitting fabricated documents.
- (o) Making statements which are incorrect or false suppressing material Information.
- (p) Resorting to any other irregular or improper means in connection with his/her candidature for the selection.
- (q) Applications received before or after the due date (even due to postal delay) will be rejected invariably and no correspondence will be entertained.

- (r) If underage or overage on closing date of receipt of application.
- (s) If the candidate not found to possess the essential qualification.
- (t) If the application of candidate who is working in Government Establishment not received through proper channel with NOC.
- (u) Canvassing on application form in any and/or bringing in any influence political or otherwise will entail disqualification.
- (v) Any other deemed irregularity or reason as observed by the Board of Officers.

**26. Commandant COD Agra will not be responsible for any postal delay, any injury which may occur during the physical test and any other injury which occur during the process of test/selection.**

27. Unit or any of its functionaries or any other Govt functionary will not be responsible to pay any compensation in case of injury/death of a candidate during and after physical tests.

**28. Any dispute with regard to the recruitment will be subject to the jurisdiction of Courts in Agra, Uttar Pradesh only.**

29. Selected candidates will be given appointment letter by concerned authorities subject to verification of character and antecedents from concerned District Magistrates and medical fitness from medical authorities.

**Note :** All applicants are warned to be careful from the self styled agents and also requested to report to Commandant, COD Agra against any malpractice seen/observed by them.

INDEX No : \_\_\_\_\_  
(To be filled by office)

POST APPLIED FOR : \_\_\_\_\_

CATEGORY FOR WHICH APPLIED

UR	SC	ST	OBC

(Please tick in one box only)

WHETHER BELONG TO  
(Please tick whichever applicable)

PH	ESM	MSP	Widow / Divorced Women / Women Judicially Separated

Central Ordnance Depot, Agra  
Pin Code – 908 820  
C/o 56 APO

Affix recent  
passport size  
photograph  
duly self  
attested

**APPLICATION FOR RECRUITMENT**

**Rect Notice No : 23201/RECT/2014-15/ESTT-IND**

1. **Name of candidate** (in block letters).....

2. **Father's Name** : .....

3. **Date of Birth**

DD		MM				YYYY	

(Pl enclose birth certificate or Matric/Higher Secondary School Certificate or the equivalent of School Leaving Certificate or an affidavit from the court showing date of birth)



4. (a) AADHAAR Card No (if held) .....
- (b) Do you have Driving License (Yes/No) .....
- (c) If yes (i) Driving License No..... Validity.....
- (ii) Issuing Authority.....

(iii) License for  
(Please tick  
whichever  
applicable)

Two Wheeler	Light Motor Vehicle	Heavy Duty Vehicle	Specialist Vehicle

Specialist Vehicle (Please specify).....

5. **Correspondence Address** :-

House No/Street/Village .....

Post Office.....

District .....State.....

Pin Code.....

Contact Nos : Landline (STD Code).....Phone No.....

Mobile No.....

Email ID (if any) .....

6. **Permanent Address** :-

House No/Street/Village .....

Post Office.....

District .....State.....

Pin Code.....

7. **Educational Qualification** (Please enclose photocopy of relevant certificates)

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

8. **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 / NOC)

9. **If applied for the post in PH category :** (Pl enclose photocopy of relevant certificates)

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

10. Whether registered with any employment exchange ? (Yes/No).....  
(If yes, mention registration No and name of Employment exchange)

Registration No .....

Name of Employment exchange .....

11. Whether employed in central govt services ? Yes/No.....  
If yes, give details as under (Please enclose photocopy of NOC issued by their employer/office) :-

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

12. **DECLARATION**

(a) 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 incomplete/false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the advertisement, my candidature/appointment is liable to be cancelled/terminated. I am willing to serve anywhere. I agree that department has the right to transfer me to anywhere in India including field area/non family stations.

(b) I hereby certify that there is no criminal case pending against me.

(c) I fully understand that this is a free recruitment and I will not pay any money/bribe to anybody. In case it is found that I have paid any money/bribe or used any undue influence at any stage of the recruitment or subsequently in future, my candidature/selection will be treated as cancelled.

(d) I shall appear for physical test/endurance test at my OWN RISK and COD Agra will not be responsible for any kind of injury/death if sustained during physical test.

(e) I have att the copy of following documents alongwith application :-

- (i) .....
- (ii) .....
- (iii) .....
- (iv) .....
- (v) .....
- (vi) .....
- (vii) .....
- (viii) .....

(f) I have enclosed a self addressed envelope with postage stamp of Rs. 25/-.

Dated :

Place :

(Signature of candidate)

.....

**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 report for test/interview.....onwards.

INDEX No : \_\_\_\_\_

**ACKNOWLEDGEMENT CARD**

1. Name.....

2. Date of Birth.....

3. Father's Name.....

4. Correspondence Address :-

House No/Street/Village .....

Post Office.....

District .....State.....

Pin Code.....

5. Application accepted/rejected and date of test/interview if accepted

.....

6. Reason for rejection.....

7. Date of reporting for test.....onwards.

8. Venue of test.....

Affix recent  
passport size  
photograph  
duly self  
attested

Signature of controlling officer  
and stamp

## **FORM OF CERTIFICATE PRESCRIBED**

Form of Certificate as prescribed in M.H.A., O.M. No. 42/21/49-N.G.S., dated 28-1-1952, as revised in Dept. of per. & A.R., Letter No. 36012/6/76-Estt. (S.C.T.), dated 29-10-1977, to be produced by a candidate belonging to a Scheduled Caste or Scheduled Tribe in support of his claim.

## **FORM OF CASTE CERTIFICATE**

This is to certify that Shri/Shrimathi\*/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 Schedule Caste  
Scheduled Tribe\*

under :

The Constitution (Scheduled Castes) Order, 1950.

\*The Constitution (Scheduled Tribe) Order, 1950.

\*The Constitution (Scheduled Castes) (Union Territories) Order, 1951.

\*The Constitution (Scheduled Tribes) (Union Territories) Order, 1951.

[ (As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order) 1956, the Bombay Reorganization Act, 1960, the Pujnab Reorganization Act, 1996, 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) Scheduled Castes Order, 1956;

\*The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976;

\*The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;

\*The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;

\*The Constitution (Pondicherry) Scheduled Castes Order, 1964;

\*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;

\*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 Second Amendment Act, 1991.

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

3. Shri/Shrimathi\*/Kumari\* \_\_\_\_\_ and/or\* his/her\* family ordinarily reside(s) in village/town\* \_\_\_\_\_ of \_\_\_\_\_ District / Division\* of the State/Union Territory\* of \_\_\_\_\_.

Signature \_\_\_\_\_  
 Designation \_\_\_\_\_  
 (with seal of office)

Place \_\_\_\_\_ State \_\_\_\_\_  
 -----  
 Union Territory  
 Date \_\_\_\_\_

Note - The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

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\* Please delete the words which are not applicable.

\*\* Application in the case of SCs, STs persons who have migrated from one State/UT (Employment News 9/92).

**AUTHORITIES EMPOWERED TO ISSUE**  
**CASTE CERTIFICATES**

[G.I., Dept. of Per. & Trg., O.M. No. 36012/6/88/Estt. (SCT), (SRD. III), dated 24-4-1990.]

The undermentioned authorities have been empowered to issue Caste Certificates of verification –

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

**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 ....., son of .....,  
of village.....District/Division.....  
in the..... State.....belongs to the .....community which is recognized  
as a Backward Class under :-

\*(i) Government of India, Ministry of Welfare, Resolution No. 12011/68/93-BCC (C), dated the 10<sup>th</sup> September, 1993, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 186, dated the 13<sup>th</sup> September, 1993.

\*(ii) Government of India, Ministry of Welfare, Resolution No. 12011/9/94-BCC, dated the 19<sup>th</sup> October, 1994, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 163, dated the 20<sup>th</sup> October, 1994.

\*(iii) Government of India, Ministry of Welfare, Resolution No. 12011/7/95-BCC, dated the 24<sup>th</sup> May, 1995, published in the Gazette of India, Extraordinary, Part-I, Section I, No.88, dated the 25<sup>th</sup> May, 1995.

\*(iv) Government of India, Ministry of Welfare, Resolution No 12011/44/96-BCC, dated the 6<sup>th</sup> December, 1996, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 210, dated the 11<sup>th</sup> December, 1996.

Shri.....and/or his family ordinarily reside(s) in the .....District/Division of  
the .....State. This is also to certify that he/she does not belong to the persons/sections  
(Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel and  
Training, O.M. No.36012/22/93-Estt.(SCT), dated 8-9-1993.

District Magistrate  
Deputy Commissioner, etc

Dated :

SEAL

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\* Strike out whichever is not applicable

N.B. - (a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People's Act, 1950.

(b) The authorities competent to issue caste certificates are indicated below :-

- (i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/First Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of First Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officer not below the rank of Tehsildar; and
- (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.



**(Only for OBC category candidates)**

I.....Son/Daughter of Shri..... Resident of village/town/city.....District.....State..... hereby declare that I belong to the .....(indicate your sub caste) community which is recognized as backward class by the Govt. of India for the purpose of reservation in service as per order contained in department of Personnel and Training Office Memorandum No 36012/22/93 Estt(SCT) dated 08 Sep 1993. It is also declared that I do not belong to pers/sections(Creamy layer) mentioned in the column 3 of the schedule to the above referred Office Memorandum dated 08 Sep 1993 and its subsequent through OM No 36033/3/2004-Estt(Res) dated 09 Mar 2004.

Place :.....

Signature of candidate

Date :.....

Name of the candidate

\_\_\_\_\_  
\_\_\_\_\_  
(Name and Address of the Institute /Hospital)

Certificate No \_\_\_\_\_ Date \_\_\_\_\_

**DISABILITY CERTIFICATE**

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

1. This is certified that Shri / Smt / Kum \_\_\_\_\_  
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. 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)

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\* Strike out which is not applicable.

**SPECIMEN FORMS**

**FORM-1**

[ For representing India in an International Competition in one of the recognized Games/Sports ]

**NATIONAL FEDERATION/NATIONAL ASSOCIATION  
OF.....**

**Certificate to meritorious sportsman for employment to  
Groups 'C' and 'D' services under the Central Government**

Certified that Shri/Smt/Kumari....., son/wife/daughter of  
Shri....., resident of..... (complete address) represented  
the Country in the game/event of .....in .....  
Competition/Tournament held at .....from ..... to .....

The position obtained by the individual/team in the above-said Competition/Tournament  
was.....

The Certificate is being given on the basis of record available in the Office of National  
Federation/National Association of .....

Place .....  
Date.....

Signature.....  
Name.....  
Designation.....  
Name of the Federation/National  
Association.....  
Address.....  
Seal.....

NOTE - This Certificate will be valid only when signed personally by the Secretary,  
National Federation/National Association.

**FORM-2**

[ For representing a State in India in National Competition in one of the recognized Games/Sports ]

**STATE ASSOCIATION OF.....IN THE  
GAME OF .....**

**Certificate to meritorious sportsman for employment to  
Groups 'C' and 'D' Services under the Central Government**

Certified that Shri/Smt/Kumari....., son/wife/daughter of Shri....., resident of..... (*complete address*) represented the State of ..... in the game/event of .....in the National Competition/Tournament held at .....from ..... to .....

The position obtained by the individual/team in the above-said Competition/Tournament was.....

The Certificate is being given on the basis of record available in the Office of the State Association of .....

Place .....  
Date.....

Signature.....  
Name.....  
Designation.....  
Name of the State.....  
Association.....  
Address.....  
Seal.....

NOTE- This Certificate will be valid only when signed personally by the Secretary of the State Association.

**FORM-3**

[ For representing a University in the Inter-University Competition  
in one of the recognized Games/Sports ]

**UNIVERSITY OF .....**

**Certificate to meritorious sportsman for employment to  
Groups 'C' and 'D' Services under the Central Government**

Certified that Shri/Smt/Kumari....., son/wife/daughter of  
Shri....., resident of..... student  
of.....represented the University of.....in the game/event of  
..... in Inter-University Competition/Tournament held at  
.....from ..... to .....

The position obtained by the individual/team in the above-said Competition/Tournament  
was.....

The certificate is being given on the basis of records available in the Office of Dean of  
Sports or Officer in overall charge of sports in the University of .....

Place .....  
Date.....

Signature.....  
Name.....  
Designation.....  
Name of University.....  
Address.....  
Seal.....

NOTE- This Certificate will be valid only when signed personally by the Dean/Director or  
other Officer in overall charge of sports in the University.

**FORM-4**

[ For representing a State School Team in the National Games for School in one of the recognized Games/Sports ]

**DIRECTORATE OF PUBLIC INSTRUCTIONS/EDUCATION OF THE STATE OF.....**

**Certificate to meritorious sportsman for employment to Groups 'C' and 'D' services under the Central Government**

Certified that Shri/Kumari....., son/daughter of Shri....., resident of..... (complete address) student of .....represented the ..... State School Team in the game/event of .....in the National Games for Schools held at .....from ..... to .....

The position obtained by the individual/team in the above-said Competition/Tournament was.....

The Certificate is being given on the basis of record available in the Office of Directorate of Public Instructions/Education of .....

Place .....  
Date.....

Signature.....  
Name.....  
Designation.....  
Address.....  
Seal.....

NOTE- This Certificate will be valid only when signed personally by the Director or Additional/Joint or Deputy Director in overall charge of sports/games for schools in the Directorate of Public Instruction/Education of the State.

**FORM-5**

[ For the awardees in Physical Efficiency performances conducted  
by the Ministry of Education and Social Welfare ]

**GOVERNMENT OF INDIA/MINISTRY OF EDUCATION AND  
SOCIAL WELFARE**

**Certificate to meritorious sportsman for employment to Groups 'C'  
and 'D' posts/services under the Central Government**

Certified that Shri/Kumari....., son/daughter of Shri.....,  
resident of..... (*complete address*) represented the .....  
School Team in the game/event of .....in the National Competition held at  
.....from ..... to .....

The Certificate is being given on the basis of records available in the Ministry of  
Education and Social Welfare.

Place .....  
Date.....

Signature.....  
Name.....  
Designation.....  
Address.....  
Seal.....

NOTE- This Certificate will be valid only when signed personally by the Secretary or other  
Officer in overall charge of Physical Efficiency in the Ministry of Education and Social Welfare.