

GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
INDIAN ORDNANCE FACTORIES
ORDNANCE FACTORY, KALPI ROAD, KANPUR-208009

Only online applications are invited from Indian nationals for filling up the following vacancies of Group 'C' Industrial Establishment/Non Industrial Establishment employees posts at Ordnance Factory, Kalpi Road, Kanpur-208009.

Sl. No.	Name of Post	Scale of Pay	No. of vacancies to be filled	Reservation Status					
				UR	SC	ST	OBC	PH	XSM
1.	Machinist * (Semi-skilled)	5200-20200+ 1800 Grade Pay	61	31	14	-	16	04 # (OL)	13##
2.	Fitter General * (Semi-Skilled)	5200-20200+ 1800 Grade Pay	12	06	03	01	02	01# (BL,OL)	
3.	Turner * (Semi Skilled)	5200-20200+ 1800 Grade Pay	21	11	04	01	05	03# (OL)	
4.	Grinder * (Semi Skilled)	5200-20200+ 1800 Grade Pay	03	03	-	-	-	-	
5	Millwright * (Semi-Skilled)	5200-20200+ 1800 Grade Pay	12	05	02	--	05	-	
6	Welder * (Semi Skilled)	5200-20200+ 1800 Grade Pay	03	01	01	01	---	-	
7	Electrician * (Semi Skilled)	5200-20200+ 1800 Grade Pay	05	02	01	--	02	-	
8	Fitter Electronics* (Semi Skilled)	5200-20200+ 1800 Grade Pay	08	03	02	-	03	-	
9	Fitter Auto * (Semi-Skilled)	5200-20200+ 1800 Grade Pay	03	01	01	-	01	-	
10	Store Keeper	5200-20200, Grade Pay 1900	23	11	06	-	06	02# (OL,OA, LV)	06 ##
11	Durwan	5200-20200, Grade Pay 1800	25	13	05	01	06	01# (OA)	
12	Fireman	5200-20200, Grade Pay 1900	09	05	02	-	02	-	

* The no of posts in Semi-skilled category may likely to be increased marginally.

FULL FORM OF ABBREVIATIONS:-

UR = Un-Reserved, SC = Schedule Caste, ST = Schedule Tribe,
OBC = Other Backward Class, PH = Physically Handicapped,
OL = One Leg, BL = Both Leg, LV = Low Vision, OA = One Arm

Physical requirement:-

Machinist, Fitter & Turner - ST, SE, F

ABBREVIATIONS :- ST - Work performed by standing.
SE - Work performed by seeing.
F - Work performed by manipulating (with fingers)

Posts reserved for Physically Handicapped and Ex-serviceman will be adjusted by Horizontal Reservation i.e. the selected candidates will be adjusted against the categories of SC/ST/OBC/GEN to which they belong.

The General Manager, Ordnance Factory, Kanpur reserves the right to change the number of vacancies if necessary.

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AGE LIMIT FOR THE POSTS :

Sl. No	Post	Age Limit
1	Machinist (Semi-skilled)	18 to 32 year
2	Fitter General (Semi-Skilled)	18 to 32 year
3	Turner (Semi Skilled)	18 to 32 year
4	Grinder (Semi Skilled)	18 to 32 year
5	Millwright (Semi-Skilled)	18 to 32 year
6	Welder (Semi Skilled)	18 to 32 year
7	Electrician (Semi Skilled)	18 to 32 year
8	Fitter Electronics (Semi Skilled)	18 to 32 year
9	Fitter Auto (Semi skilled)	18 to 32 year
10	Store Keeper	18 to 27 year
11	Durwan	20 to 27 year
12	Fireman	18 to 25 year

Crucial cut off date:

Age to be decided as on 01.01.2012.

Relaxation for Age limit:

- (i) For Ex-TA's of Ordnance Factories, the period for which they had undergone training under Apprentices Act, 1961.
- (ii) The upper age limit relaxable for Govt. Servant as per existing Govt. Rules in this regard.
- (iii) For SC/ST candidates - Relaxation upto 05 (Five) years.
- (iv) For OBC candidates - Relaxation upto 03 (Three) years
(On production of Non Creamy Layer Certificate).
- (v) For PH (PC) candidate - Relaxation upto 10 (Ten) years for UR candidates.
Relaxation upto 15 (Fifteen) year for SC/ST candidates
Relaxation upto 13 (Thirteen) year for OBC candidates.
- (vi) For Ex-Serviceman candidate:
Relaxation as per Govt. Rules that every Ex-Serviceman who has put in not less than six months continuous service in the Armed Forces of the Union shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed the maximum age-limit prescribed for the post or service for which he seeks appointment by more than three years, he shall be deemed to satisfy the condition regarding age-limit.

ESSENTIAL QUALIFICATION (For IE) :

- (i) Passed Matriculation or equivalent examination.
- (ii) National Council of Trades for Vocational Training (NCTVT) certificate in the relevant trade failing which by ITI or equivalent Diploma/Certificate holder.
- (iii) Degree and Diploma in Engineering will not be accepted as qualification for Direct Recruitment.
- (iv) Only when applicants with NCTVT certificates as mentioned above are not available, then only applicants with ITI or equivalent Diploma/Certificate holders will be considered.

ESSENTIAL/DESIRABLE QUALIFICATION (For NIE) :

For the post of Store Keeper

Essential (v) Pass 10 + 2 Exam.

Desirable Basic knowledge of Computer application having "O" Level Certificate as per Department of Electronics Accreditation Committee Certificate (DOEACC)

For the post of Durwan

Essential (vi) (i) Marticulation or equivalent examination pass.
(ii) Must be physically fit for the duties of Durwan as per specified standard as indicated below:-
(a) Height without Shoes 165 cms.
(b) Chest (unexpanded) 77 cms Expanded 82 cms
(c) Weight 45 Kgs.

Desirable:

- (i) Ex-Servicemen
- (ii) Three years service as Home Guard/Civil Defence volunteer and training in at least basic and refresher courses in Home Guard and Civil Defence.

For the post of Fireman :

Essential (vii) (i) Marticulation pass or equivalent from a recognized board
(ii) Must have completed basic course on elementary fire fighting from a recognized Institute. The duration of the Basic Fire Fighting course will not be less than Six months. The institute offering Basic Course on Fire Fighting should be recognized by State Govt./Govt. of India
(iii) Must be physically fit and capable of performing strenuous duties. This requirement will be tested as under:-
(a) Height without Shoes 165 cms.
(b) Chest (unexpanded) 81.5 cms (Expanded) 85 cms.
(c) Weight 50 Kgs minimum.

Endurance test:

- (a) Carrying a man (Fireman lift of 63.5 kgs. to a distance of 183 mtrs. Within 96 seconds.
- (b) Clearing 2.7 mtrs. Wide ditch landing on both feet (long jumps)
- (c) Climbing 3 mtrs. Vertical rope using hands and feet.
Note: Concession of 2.5 cms in height or chest may be allowed for the members of Schedule Castes or Schedule Tribes candidates from hill areas.

APPLICATION FEE :

An application fee of ₹ 50.00 (₹ Fifty Rupees only) to be paid through Demand Draft/Indian Postal Orders only in favour of **General Manager, Ordnance Factory, Kalpi Road, Kanpur-208009**. The Application/Examination fees is non refundable. The issuing date of Postal Order should be indicated clearly in the application form.

No fee will be charged from SC, ST, PH and Ex-serviceman. SC, ST, PH and Ex-serviceman need not send any Demand Draft/Indian Postal Order.

INSTRUCTION TO APPLY

- 1 The candidates should read the instructions given in the website carefully before filling up the application.
- 2 The candidates shall apply for the above posts **through online** only from **09.04.2012** at 10.00 Hrs. on wards. The website address for **online** registration is **//www.ofkanpur.gov.in** The last date for **online registration will be 23rd April, 2012 upto 24.00 Hrs.** Online entry date i.e. 09.04.2012, the candidates should fill up all the columns in the application, then click submit button and should take a print of their submitted application. Candidates should forward the printed application on or before 30.04.2012 to this factory.
- 3 After submitting and taking print of the 'filled' online application, the candidates should forward a copy of the same alongwith the certificates to **"The General Manager, Ordnance Factory, Kanpur (UP) Pin-208009"**

4. No traveling allowances will be paid to the candidates (Except 'SC' & 'ST' candidates) for appearing in the Written Examination and Trade Test (Practical). However, for SC/ST candidates, Traveling Allowance, only Second class ordinary fare (to and fro) shall be reimbursed as per Rules on production of journey details including Railway/Bus Tickets by the shortest route.
5. The candidature of candidate shall be cancelled if he submits more than one application forms for same post.
6. Name of the post must be clearly superscribed / written on the top of the envelope in capital letters. For example – FOR THE POST OF MACHINIST (SEMI SKILLED)
7. Submission of false/incorrect/incomplete information and/or dubious document shall disqualify the candidate.
8. Copies of all the documents i.e. Date of Birth certificate, Educational Qualification and certificates, Mark sheets, Caste certificate, Ex-Serviceman certificate, Physically disability certificate duly attested by a Gazetted Officer should be enclosed with the application. No document should be enclosed in original except "No Objection Certificate".
9. Candidate should enclose copy of Matriculation Certificate as proof of date of birth.
10. Government servant must apply through proper channel along with the certificate from their Establishment that No disciplinary action is contemplated/Pending against them and that they have no objection in releasing them in case of selection.

FOR DEPARTMENTAL CANDIDATES RELEVANT RULES SHALL APPLY.

- a. Mere fulfilling the minimum prescribed qualification and experience will not vest any right upon the candidate of being called for test. The factory will not entertain any correspondence in this respect and interim enquiry will not be attended to.
- b. Only selected candidates will be informed of their selection in due course after the selection process and no other correspondence on the subject would be entertained.
- c. Canvassing in any form will disqualify the candidate.
- d. On appointment, Pension benefits are applicable under New Pension Scheme termed as "NEW DEFINED CONTRIBUTION PENSION SCHEME".
- e. The services after appointment are liable to be transferred to any other Ordnance Factories in India, subject to exigencies.
- f. The advertisement is subject to order, if any, by Hon'ble Courts/Ministry of Defence/Ordnance Factory Board etc.
- g. Ex-Trade Apprentices of the Ordnance Factory, Kanpur (OFC) need not apply against this recruitment notice. They will be called directly from the factory and will be considered along with others.

REJECTION OF APPLICATION :

The application shall be summarily rejected on following grounds:-

- If Date and signature is not appended in the Application form at all the prescribed places.
- If, the candidate does not put "left hand" thumb impression in the application form at the prescribed column of the proforma.
- If copies of supporting documents duly attested are not enclosed.
- If essential qualification is not met.
- If the age of the candidate exceeds the prescribed age limit on the last date.
- If applications received after the last date of receipt of application.
- If application is not complete in all respect.
- If, the name of the post is not clearly superscribed/written on the top of the envelope in capital letters.

SHORT LISTING OF APPLICATION:

The General Manager reserves the right to restrict the number of candidates to be called for written test. If the number of application received for the above post is large and if it is not convenient or possible for the factory to call all the eligible candidates for written test, The General Manager may restrict the number of candidates to be called for written test to a reasonable limit on the basis of the desirable qualification/higher qualification.

LANGUAGE FOR WRITTEN TEST/TRADE TEST :

The medium of examination will be either in English or Hindi. If the candidate does not indicate any language or gives wrong choice for medium of written test, Hindi medium shall be allotted

SCHEME/SYLLABUS FOR EXAMINATION:

The Syllabus of written test for a trade will be broadly as that of the NCTVT syllabus in the relevant trade and the syllabus for trade test/practical test will be the trade test specification of the semi-skilled grade of the relevant trade.

SCHEME & SYLLABUS OF EXAMINATION

POST : STORE KEEPER

WRITTEN TEST

Subject	Marks	Duration
General English	50	2 hours
General Studies (English/Hindi)	100	
Arithmetic (English/Hindi)	50	

SYLLABUS

GENERAL ENGLISH :

Testing of candidates' understanding of the English Language and its correct usage, his writing ability would also be tested; questions Paragraph Writing/Report Writing/Letter Writing etc. may be included.

GENERAL STUDIES :

Questions in this component will be aimed at testing the candidates' General Awareness of the Environment around him and its application to Society. Questions will also be designed to Test Knowledge of Current Events and of such matters of everyday observations and experience in their scientific aspect as may be expected of any educated person.

The test will also include questions relating to India and its neighbouring countries especially pertaining to History, Culture, Geography, Economic Scene, General Polity, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

ARITHMETIC :

Questions of this component will cover number system including questions on Simplification, Decimals, Fractions, LCM, HCF, Ratio and Proportion, Percentage, Average, Profit and Loss, Discount, Simple and Compound Interest, Menstruation, Time and Work, Time and Distance, Tables and Graphs etc.

SCHEME & SYLLABUS OF EXAMINATION

POST: DURWAN

1. **MEASUREMENT OF PHYSICAL STANDARDS (AS SPECIFIED IN THE SRO):-**
2. **SCREENING TEST:** Screening Test will be done only for those candidates who qualify in the measurement of physical standards.
 - (a) Running of 100 Meters in 15 seconds. This is the next Screening Test. Those who will qualify will be called for Written Test.
 - (b) **WRITTEN TEST:** Only for those who possess the prescribed physical standards and qualify in the Screening Test.

Subject	Maximum Marks	No. of questions	Duration
General Intelligence (10 th standard)(Objective Type)	25	25	02 Hrs.
General Awareness (10 th standard) (Objective Type)	50	50	
English Language (10 th standard) (Objective Type)	50	50	
Numerical Aptitude (10 th standard) (Objective Type)	25	25	

SYLLABUS

I. GENERAL INTELLIGENCE: The question will be of 10th Standard and would include questions of non-verbal type. The test may include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concept, figure classification, arithmetical number series, and non-verbal series. The test will also include questions designed to test the candidate’s abilities to deal with abstract ideas and symbols and their relationship, mathematical computation and other analytical functions.

II. GENERAL AWARENESS: The questions will be of 10th Standard. Questions will be designed to test the ability of the candidate’s general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an 10th standard educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that, they do not require a special study of any discipline.

III. ENGLISH LANGUAGE: The questions will be of 10th Standard. Candidate’s understanding of the Basic of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. and writing ability will be tested.

IV. NUMERICAL APTITUDE: This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations,

Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work etc.

Grading will be done based on marks obtained in Written Test.

SCHEME & SYLLABUS

POST: FIREMAN

- 1 MEASUREMENT OF PHYSICAL STANDARDS (AS SPECIFIED) IN THE SRO)**
- 2 ENDURANCE TEST (AS SPECIFIED IN THE SRO):** Endurance test will be done only for those candidates who qualify in measurement of physical standard.
- 3. WRITTEN TEST:** Only for those who possess the prescribed physical standards and qualify in the endurance test.

Subject	Maximum Marks	No. of questions	Duration
General Intelligence (10 th standard) (Objective Type)	50	50	02 Hrs.
General Awareness (10 th standard) (Objective Type)	50	50	
General Awareness on Fire Fighting (Objective Type)	50	50	

SYLLABUS

- I. GENERAL INTELLIGENCE:** The question will be of 10th Standard and would include both verbal and non-verbal type. The test may include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concept, figure classification, arithmetical number series, verbal and non-verbal series & mathematics of 10th standard. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, mathematical computation and other analytical functions.
- II. GENERAL AWARENESS:** The questions will be of 10th Standard. Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an 10th Standard educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General polity including Indian Constitution, and Scientific Research etc. These questions will be such that, they do not require a special study of any discipline.
- III. GENERAL AWARENESS ON FIRE FIGHTING:** This test will include questions on knowledge of Fire Fighting, operational use of Fire Fighting Equipments, life savings drills, causes of fire etc.

Grading will be done based on marks obtained in Written Test.

DEFINITIONS OF DISABILITIES :

- (A) Hearing Impairment :** "Hearing Impairment" means loss of sixty decibels or more in the better ear in the conversational range of frequencies.
- (B) Locomotor disability :** "Locomotor Disability" means disability of the bones, joints or muscles leading to substantial restriction of movement of the limbs or any form of cerebral palsy.

- (C) "Cerebral Palsy" means a group of non-progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, perinatal or infant period of development.

All the cases of orthopedically handicapped persons would be covered under the category of "locomotor disability or cerebral palsy"

DEGREE OF DISABILITY FOR RESERVATION:

Only such persons would be eligible for reservation in services/posts who suffer from not less than 40 percent of relevant disability. A person who wants to avail of benefit of reservation would have to submit a Disability Certificate issued by competent authority.

COMPETENT AUTHORITY TO ISSUE DISABILITY CERTIFICATE :

The competent authority to issue a Disability Certificate shall be a Medical Board duly constituted by the Central or a State Government. The Central/State Government may constitute Medical Board(s) consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing loco-motor/cerebral/hearing disability, as the case may be.

The Medical Board shall, after due examination, give a permanent disability certificate in cases of such permanent disabilities where there are no chances of variation in the degree of disability. The Medical Board shall indicate of period of validity of the certificate, in cases where there are chance of variation in the degree of disability.

The criteria for selection shall be as follows:-

The selection will be made strictly on the basis of merit. The selection process will comprise of written test of 100 marks and Trade Test (Practical) of 100 marks. All eligible candidates will be called for an objective type written test. On the basis of merit of written test marks, candidates will be called for Trade Test (Practical Test) of 100 marks in the ratio of 1:3 to the number of vacancies. Final merit will be decided on the basis of combined marks in the written and practical test. In selection process, other things being equal i.e. marks being equal, trained ex-Trade Apprentices of Ordnance Factory, Kanpur and sister Ordnance Factories shall be given preference in the order in which they are stated.

In between the trained Ex-Trade Apprentice of the Ordnance Factory, Kanpur preference shall be given to those who are senior i.e. if two or more Ex-Trade Apprentices secure the same marks then preference shall be given on the basis of seniority. Seniority of Ex-Trade Apprentices of Ordnance Factory, Kanpur shall be decided on the basis of existing rules.

CAUTION TO ALL CANDIDATES.

Some unscrupulous elements may approach the candidates with the assurance of procuring appointment for you in the factory through illegal gratification. Candidates 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 re-assured that the written test and the selection process will be done on merit only in a transparent manner.

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