

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 employee's posts at Ordnance Factory, Kalpi Road, Kanpur-208009.

Sl. No	Name of Post	Pay Band & Grade Pay	No. of vacancies to be filled	Reservation Status					
				UR	SC	ST	OBC	PH	XSM
1	Fitter General (Semi-Skilled)	PB-1, ` 5200-20200, Grade Pay1800/-	45	23	9	-	13	03 (OL,BL, PD,D)	47
2	Fitter Electric (Semi-Skilled)	PB-1, ` 5200-20200, Grade Pay1800	11	7	2	-	2	-	
3	Fitter Electronics (Semi Skilled)	PB-1, ` 5200-20200, Grade Pay1800	28	16	6	-	6	02 (OL)	
4	Machinist (Semi-skilled)	PB-1, ` 5200-20200, Grade Pay1800	160	83	30	2	45	04 (OL, PD,D)	
5	Welder (Semi Skilled)	PB-1, ` 5200-20200, Grade Pay1800	8	4	2	-	2	-	
6	Electroplator (Semi Skilled)	PB-1, ` 5200-20200, Grade Pay1800	11	7	2	-	2	-	
7	Electrician (Semi Skilled)	PB-1, ` 5200-20200, Grade Pay1800	24	13	5	-	6	01 (BL,OL)	
8	Painter (Semi Skilled)	PB-1, ` 5200-20200, Grade Pay1800	14	9	2	-	3	-	
9	Examiner (Semi Skilled)	PB-1, ` 5200-20200, Grade Pay1800	40	22	8	-	10	02 (BL,OL,FT,PD,D)	
10	Millwright (Semi-Skilled)	PB-1, ` 5200-20200, Grade Pay1800	26	13	6	-	7	01 (OL)	
11	Turner (Semi Skilled)	PB-1, ` 5200-20200, Grade Pay1800	62	32	14	-	16	02 (OL,PD,D)	
12	Tool Maker (Semi Skilled)	PB-1, ` 5200-20200, Grade Pay1800	4	2	1	-	1	-	
13	Black Smith (Semi-Skilled)	PB-1, ` 5200-20200, Grade Pay1800	15	9	3	-	3	-	
14	Fitter Auto Electric (Semi-Skilled)	PB-1, ` 5200-20200, Grade Pay1800	1	1	-	-	-	-	
15	Fitter Auto (Semi-Skilled)	PB-1, ` 5200-20200, Grade Pay1800	2	2	-	-	-	-	
16	Fitter Boiler (Semi-Skilled)	PB-1, ` 5200-20200, Grade Pay1800	6	4	1	-	1	-	
17	Mason (Semi-Skilled)	PB-1, ` 5200-20200, Grade Pay1800	4	3	-	-	1	-	
18	Carpenter (Semi-Skilled)	PB-1, ` 5200-20200, Grade Pay1800	4	3	-	-	1	-	
19	C.P. Worker (Semi-Skilled)	PB-1, ` 5200-20200, Grade Pay1800	7	5	1	-	1	-	
20	Lower Division Clerk	PB-1, ` 5200-20200, Grade Pay1900	59	30	13	-	16	2 (BL, OL,B,LV)	07

NOTE:-

- i) The number of vacancies mentioned above is provisional which can be increased or decreased at the discretion of the competent authority.
- ii) The Sr. General Manager, Ordnance Factory, Kanpur reserves the right to modify/alter/restrict/cancel the recruitment process, if need so arises, without issuing any further notice or assigning any reason. The decision of Sr. GM/OFC will be final and no appeal will be entertained against this issue.

FULL FORM OF ABBREVIATIONS:

UR= Un-Reserved, SC= Schedule Caste, ST= Schedule Tribe, OBC= Other Backward Class, PH= Physically Handicapped, XSM=Ex Serviceman

**OL= One Leg, BL = Both Leg, LV= Low Vision, PD –Partially deaf, D- Deaf, B-Blind
FT= Limited exercise to tolerance – early fatigue**

Physical requirement:-

**Fitter General, Machinist, Turner & Fitter Electronics- ST, SE, F
Electrician - S, ST, W, L, F
Examiner - F, SE, S, KC
Millwright - ST, SE, F, B, S
Lower Division Clerk – S, ST, W, MF, SE, RW, C**

ABBREVIATIONS :- ST - Work performed by standing.
SE - Work performed by seeing.
F - Work performed by manipulating (with fingers)
S - Work performed by sitting.
W - Work performed by walking.
L - Work performed by lifting.
KC - Kneeling and crouching.
MF - Manipulation by finger.
RW - Reading and writing.
C - Communication.

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.

AGE LIMIT FOR THE POSTS : (Maximum Age is calculated with reference to closing date of online application).

Sl. No	Post	Age Limit
1	Fitter General (Semi-Skilled)	18 to 32 year
2	Fitter Electric (Semi-Skilled)	18 to 32 year
3	Fitter Electronics (Semi Skilled)	18 to 32 year
4	Machinist (Semi-skilled)	18 to 32 year
5	Welder (Semi Skilled)	18 to 32 year
6	Electroplator (Semi Skilled)	18 to 32 year
7	Electrician (Semi Skilled)	18 to 32 year
8	Painter (Semi Skilled)	18 to 32 year
9	Examiner (Semi Skilled)	18 to 32 year
10	Millwright (Semi-Skilled)	18 to 32 year
11	Turner (Semi Skilled)	18 to 32 year
12	Tool Maker (Semi Skilled)	18 to 32 year
13	Black Smith (Semi-Skilled)	18 to 32 year
14	Fitter Auto Electric (Semi-Skilled)	18 to 32 year
15	Fitter Auto (Semi-Skilled)	18 to 32 year
16	Fitter Boiler (Semi-Skilled)	18 to 32 year
17	Mason (Semi-Skilled)	18 to 32 year
18	Carpenter (Semi-Skilled)	18 to 32 year
19	C.P. Worker (Semi-Skilled)	18 to 32 year
20	Lower Division Clerk	18 to 27 year

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: Relaxation as per Govt. Rules that every Ex-Serviceman who has put in not candidate 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:

A) FOR INDUSTRIAL EMPLOYEE:

- i) Passed Matriculation or equivalent examination.
- ii) National Council of Trades for Vocational Training (NCTVT) certificate in the relevant trade failing which ITI or equivalent Diploma/Certificate holder.
- iii) On the unavailability of NCTVT certificate holders, ITI or equivalent Diploma/ Certificate holders will be considered.
- iv) Engineering Degree & Engineering Diploma will not be accepted as qualification for Direct Recruitment.

B) FOR LOWER DIVISIONAL CLERK (LDC):

- i) 12th Class or equivalent qualification from a recognized Board or University.
- ii) Skill Test Norms 'only on Computers'. Having typing speed of 35 words per minute in English OR 30 words per minute in Hindi on computer.
(35 words per minute OR 30 words per minute correspond to 10500 Key Depressions Per Hour and 9000 Key Depressions Per Hour on an average of 05 Key depressions for each word).

APPLICATION FEE::

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

No fee will be charged from **SC, ST, PH, Woman and Ex-serviceman**. SC, ST, PH, Women and Ex-serviceman need not to send any fee in the form of 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 i.e. www.ofkanpur.gov.in from 02.11.2013 at 10.00 Hrs. onwards. The last date for online registration will be 23rd November' 2013 upto 24.00 Hrs.
3. The candidates should fill up all the columns in the online application, then click SUBMIT button and take a printout of their submitted application.
4. After taking printout of the 'filled' online application, the candidates should forward a copy of the same alongwith all required testimonials/documents addressed to **"The Sr. General Manager, Ordnance Factory, Kalpi Road, Kanpur (UP) Pin-208 009."**
5. Printout of filled online application alongwith enclosures should reach this office on or before 23rd November' 2013. Applications received after the closing date of receipt of application form will not be accepted. **"THIS OFFICE WILL NOT BE RESPONSIBLE FOR ANY POSTAL DELAY."**
6. Travelling Allowance will be paid to only 'SC' & 'ST' candidates for appearing in the Written Examination and Trade Test (Practical). However, for SC/ST candidates, only Second class ordinary fare (to and fro) shall be reimbursed as per existing Govt. Rules on production of journey details including Railway/Bus Tickets by the shortest route.
7. The candidature of candidate shall be cancelled if he/she submits more than one application form for same post.
8. 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)
9. Submission of false/incorrect/incomplete information and/or dubious document shall disqualify the candidate at any stage of selection.
10. Copies of all the documents i.e. Date of Birth certificate, Educational Qualification certificates, Mark sheets, Caste certificate, Ex-Serviceman certificate, Physical 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" from a Govt. Deptt.
11. Candidate should enclose attested copy of Matriculation Certificate as proof of date of birth.
12. Government servant must apply through proper channel along with a 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.

1. 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.
2. Only selected candidates will be informed of their selection in due course after the selection process and no further correspondence on the subject would be entertained.
 - a. Canvassing in any form will disqualify the candidate.
 - b. On appointment, Pension benefits are applicable under New Pension Scheme termed as "NEW DEFINED CONTRIBUTION PENSION SCHEME".
 - c. The services after appointment are liable to be transferred to any other Ordnance Factory in India, subject to exigencies.
 - d. The advertisement is subject to order, if any, by Hon'ble Courts/Ministry of Defence/Ordnance Factory Board etc.
 - e. 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

1. Date and signature is not appended in the Application form at all the prescribed places.
2. The candidate does not put “left hand” thumb impression in the application form at the prescribed column of the proforma.
3. Copies of supporting documents duly attested are not enclosed.
4. Essential qualification is not met.
5. The age of the candidate exceeds the prescribed age limit on the last date.
6. Applications received after the last date of receipt of application.
7. Application is not complete in all respect.

CLOSING DATE:

Last date/closing date of filling up online application will be 21 days from the last date of advertisement in the employment news. The last date for submission of online application forms for the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State Lahaul and Spiti District and Pangi sub-division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep is **next 07 days after 21 days from the last date of advertisement in the employment news**. Applications received after due date will not be considered.

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 LOWER DIVISION CLERK:

- (1) The examination will be consist of a Written Examination of 200 marks and Typing Test on Computer.
- (2) **After the written Examination the number of candidates to be called on the basis of merit for the Typing Test shall be in the ratio of 1:5 i.e. five times the number of vacancies.**
- (3) **Merit of Candidates will be decided on the basis of the total marks scored in the Written Examination subject to qualifying in the typing test.**
- (4) **The Typing Test is of qualifying in nature. Failure in the Typing Test shall be failure in the examination.**
- (5) Resolution of Tie Cases – Tie cases will be resolved by applying one after another, as applicable till the Tie is resolved:
 - (i) Date of Birth, with older candidate placed higher.
 - (ii) Alphabetical order in which the first names of the candidates appear.

SCHEME OF WRITTEN EXAMINATION:-

The written examination consists of **one objective type multiple choice question** paper of 200 marks as shown below:-

Part	Subject	Maximum Marks & Number of Questions	Time Duration for General Candidates	Time Duration for Visually Handicapped Candidates
I	General Intelligence	50 (50 questions)	2 Hours	2 Hours 20 Minutes
II	English Language (Basic Knowledge)	50 (50 questions)		
III	Quantitative Aptitude (Basic Arithmetic Skill)	50 (50 questions)		
IV	General Awareness	50 (50 questions)		

NOTE 1: Question paper will be set in English/Hindi except Part-II which will be set in English.

NOTE 2: **There will be negative marking of 0.25 marks for each wrong answer.**

NOTE 3: Standard of questions will be of the level to commensurate with educational qualification for the post i.e. 12th standard.

NOTE 4: Visually handicapped (VH) candidates with visual disabilities of forty percent or above can avail the assistance of a Scribe in the Written Examination, subject to such requests being made at the time of applying for the examination. Question Papers and Answer Sheets will not be provided in Braille.

Note 5: Persons with visual disability of less than forty percent will not be considered as visually handicapped persons. One eyed candidates and partially blind candidates who are able to read with or without magnifying glass will be allowed to use the Magnifying Glass in the Examination Hall and will not be entitled to a Scribe. Such candidates will have to bring their own Magnifying Glass to the Examination Hall.

SYLLABUS OF WRITTEN EXAMINATION:

General Intelligence:

1.	Semantic Analogy	14.	Symbolic operations
2.	Symbolic/Number Analogy	15.	Trends
3.	Figural Analogy	16.	Space Orientation
4.	Semantic Classification	17.	Venn Diagrams
5.	Symbolic/Number Classification	18.	Drawing inferences
6.	Figural Classification	19.	Punched hole/pattern-folding & unfolding
7.	Semantic Series	20.	Figural Pattern –folding & unfolding
8.	Number Series	21.	Embedded figures
9.	Figural Series	22.	Critical Thinking
10.	Problem Solving	23.	Emotional Intelligence
11.	Word Building	24.	Social Intelligence
12.	Coding and de-coding	25.	Other sub-topics, if any
13.	Numerical operations		

II. English Language:

1.	Spot the Error
2.	Fill in the Blanks
3.	Synonyms/Homonyms
4.	Antonyms
5.	Spellings/Detecting Mis-spelt words
6.	Idioms & Phrases
7.	One word substitution
8.	Improvement of Sentences
9.	Active/Passive Voice of Verbs
10.	Conversion into Direct/Indirect narration
11.	Shuffling of Sentence parts
12.	Shuffling of Sentences in a passage
13.	Cloze Passage
14.	Comprehension Passage

III. Quantitative Aptitude:

Arithmetic:

1. Number systems: Computation of Whole Number, Decimal and Fractions, Relationship between numbers.
2. Fundamental arithmetical operations: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, partnership Business, Mixture and Alligation, Time and distance, Time and work.

Algebra:

1. Basic algebraic identities of school Algebra (and their simple applications) e.g. Formulas for $(a+b)^2$, $(a-b)^2$, $(a+b)^3$, $(a-b)^3$, a^3-b^3 , a^3+b^3 , a^2-b^2 , if $a+b+c=0$, then $a^3+b^3+c^3=3 abc$ etc. and Elementary surds (simple problems).
2. Graphs of Linear Equations.

Geometry:

Familiarity with elementary geometric figures and facts:

1. Triangle and its various kinds of centres viz. Centroid, In-centre, Orthocentre, Circumcentre.
2. Congruence and similarity of triangles.
3. Circle and its chords, tangents, angles subtended by chords of a circle, common tangents or two or more circles.

Mensuration:

Triangle, Quadrilaterals, Regular Polygons (sum of the internal angles of a polygon), circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

Trigonometry:

1. Trigonometry (for acute angles θ with $0 \leq \theta \leq 90$):
Trigonometric ratios, Degree and Radian Measures, Standard Identities like $\sin^2\theta + \cos^2\theta = 1$ etc.
2. Complementary Angles, Heights and Distances (simple problems only).

Statistical Charts:

- Use of Tables and Graphs:
1. Histogram
 2. Frequency polygon
 3. Bar-diagram
 4. Pie-chart

General Awareness: Questions are designed to test the candidate's general Awareness of the environment around him/her and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include question relating to India and its neighbouring countries especially pertaining to History, Culture, Geography, Economic Scene, General policy and scientific research.

TYPING TEST:-

- (1) The Typing Test will be conducted in English or Hindi and candidates while applying for the examination, will have to indicate their option.
- (2) Typing Test will be administered on Computer, to be provided by the Factory/Unit.
- (3) Candidates opting for English Typing shall have typing speed of 35 words per minute and those opting for Hindi Typing shall have typing speed of 30 words per minute on Computer. Thirty w.p.m. correspond to 10500 key depressions per hour and 9000 key depressions per hour respectively. The speed will be adjudged on accuracy of typing on the Computer of a given text passage in 10 minutes.
- (4) Visually Handicapped candidates (with 40% disability and above) will be provided Passage Dictators for the Typewriting test by the Factory/Unit. The Passage Dictators will read out the passage to the VH candidates within the allotted time period.

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 chances of variation in the degree of disability.

Contd P/9

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 qualifying nature without marks. The written test will be of objective type. On the basis of marks obtained in written test, candidates will be called for Trade Test (Practical Test) which is of qualifying nature without marks in the ratio of 1:25 to the number of vacancies. Final merit will be decided on the basis of marks obtained in written test and qualifying in 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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