

MINISTRY OF DEFENCE
DEPARTMENT OF DEFENCE PRODUCTION
ORDNANCE FACTORY CHANDA
(MAHARASHTRA), PIN- 442 501.

Applications are invited for the following posts from the citizens of India who are fulfilling the requisite qualification/specifications as mentioned below :-

Sl. No.	Name of the post	Group	No. of Posts	Details of Reservation					
				SC	ST	OBC	UR	Ex-Serviceman	PHP
02.	Lower Division Clerk	'C'	14	--	01	04	09	02	--

- (a) The above vacancies are subject to variation at the discretion of Sr. GM/OFCH depending upon the situation prevailing at the relevant time.
- (b) Reservation for Ex-Serviceman/PHP fall under category of horizontal reservation which cuts across vertical reservation i.e. reservation for SC/ST/OBC (in what is called inter-locking reservation). The person selected against the Ex-Serviceman/PHP quota has to be placed in the appropriate category of General (unreserved), SC/ST/OBC as the case may be.

Specification and requirements for the above posts are as under :-

LOWER DIVISION CLERK

1. Pay Band : PB 1 ₹ 5200-20200
Grade pay : ₹ 1900/-
2. Age : Between 18 to 27 years.
(Relaxable for Government Servants upto Forty years in accordance with the instructions or orders issued by the Central Government)
3. Educational Qualification :
 - i) 12th Class or equivalent qualification from a recognized Board or University.
 - ii) Skill Test Norms 'only on Computers'.

A typing speed of thirty-five words per minute in English or thirty words per minute in Hindi on computer.

(Thirty-five words per minute and thirty words per minute correspond to ten thousand and five hundred key depressions per Hour or nine thousand key depressions per Hour on an average of five key depressions for each word)

Contd..2.

Scheme of Examination:

- (1) The examination will 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 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	Max. 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

I. 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 and unfolding
7	Semantic Series	20	Figural pattern-folding and completion
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 topic, 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 and 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 Proportions, Square roots, Averages, Interest (Simple and Compound), Profit and loss, Discount, Partnership Business, Mixture and Allegation, 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 $a^3+b^3+c^3=3abc$, etc. and Elementary Surds (simple problems)
2. Graph 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 to two or more circles

Mensuration:

Triangle, Quadrilaterals, Regular Polygons (sum of interior 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^0 with $0^0 \leq \Theta \leq 90^0$)
Trigonometric ratios, Degree and Radian Measures, Standard Identities like $\text{Sin}^2\Theta + \text{Cos}^2\Theta = 1$ etc.
2. Complementary angles, Heights and Distances (simple problems only).

Statistical Charts:

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

IV. General Awareness: Questions are designed to test the ability of 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 questions 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 five w.p.m. and thirty w.p.m. correspond to 10500 key depression per hour and 9000 key depressions per hour respectively. The speed will be adjudged on the 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.

CLOSING DATE

THE CLOSING DATE OF RECEIPT OF APPLICATIONS WILL BE 21 DAYS FROM THE DATE OF PUBLICATION IN THE EMPLOYMENT NEWS. IF THE CLOSING DATE FALLS ON SUNDAY OR HOLIDAY, THEN THE NEXT WORKING DAY WILL BE TAKEN AS CLOSING DATE OF THE RECEIPT OF APPLICATIONS.

IMPORTANT INSTRUCTIONS TO THE CANDIDATES/APPLICANTS

1. Upper age limit is relaxable by 5 years for ST candidates and 3 years for OBC candidates for the posts reserved for a particular category. No such relaxation would be available for candidates applying for unreserved post/vacancies.
2. Upper age limit is relaxable for Ex-servicemen & PHP as per existing Govt. rules.
3. If the candidate does not put "**Left Thumb Impression**" & "**Signature**" in the application form at the appropriate column of the proforma, the application will also be rejected.
4. New entrants to Government Service will be governed by New Pension scheme termed as "Defined Contribution Pension Scheme" and existing provisions of CCS (Pension Rules), 1972 will not be applicable.
5. Application should be accompanied with a fee of Rs. 50/- through Indian Postal Order or Bank Draft in the name of Sr.General Manager, Ordnance Factory, Chanda payable at S.B.I., Bhadrawati O.F. Branch. SC/ST, Ex-Serviceman, PHP & Women candidates are not required to pay any fee.


6. Applications on plain paper neatly typed/handwritten in the proforma appended herewith together with attested copies of relevant certificates alongwith THREE latest color passport size photographs (NOT MORE THAN THREE MONTHS OLD) duly signed by the candidate on front side of the photograph. One photograph affixed on the application form in the space provided and also enclose 2 (TWO) loose photographs duly signed on front side duly tagged with the application should reach to "The Sr. General Manager, Ordnance Factory Chanda, Post Office : Chandrapur Ordnance Factory, Distt. Chandrapur, Maharashtra State, Pin - 442501." Overwriting or blocking in any form is not permissible. Change, if any, is to be attested with full signature of the candidate. Clearly mention the name of the post on top of the envelope in capital letters.
7. Persons working in Central/State/PSUs must apply through proper channel alongwith 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.
8. Candidates furnishing dubious caste certificate or any other academic certificates are liable to be disqualified for the post/ terminated after appointment. Apart from this other suitable action may be initiated as per Law of the Land. Hence, candidates are advised not to submit dubious/bogus certificates.
9. The department reserves the right to restrict the candidates to be called for written test/ Typing Test. If the number of applications received for the above post are on a large scale and it will not be convenient or possible for this factory to call all eligible candidates for the above tests, the Sr. General Manager may restrict the number of candidates to be called for the above tests to a reasonable limit on the basis of desirable qualification/higher qualification. To even further shortlist the candidates, an appropriate cut off marks at 10+2 level may also be fixed.
10. SC/ST candidates called for test/interview will be paid only one second class Railway fare or Bus fare for to and fro journey chargeable by shortest route provided that the distance traveled by Rail/Bus each way exceeds 80 kms on production of journey details as well as Railway Receipt/Bus fare Tickets. No extra charge, if any, incurred for reserving seat/sleeping berth in the train will however be reimbursed.
11. Caste certificate should be submitted strictly in accordance with latest Govt. orders.
12. Incomplete or applications without attested Xerox copies of testimonials for claiming Reservation/Essential Qualification Certificates/Proof of Age/Three Color Passport size photographs (not more than three months old) duly signed by the candidate on front side of the photograph, Left Thumb Impression in the application form and also those not conforming to the required specification will be rejected summarily and no correspondence in this regard will be entertained.
13. Applications received after due date even if posted prior to that will not be accepted. Ordnance Factory Chanda Management in no way will be responsible for postal delay or failure.
14. The crucial date for determining the age limit shall be the last date of receipt of application.
15. Ex-Servicemen certificates should have been issued by the Competent Authorities. A copy of Discharge Certificate should also be enclosed.
16. The Ex-Serviceman candidate applying for the post under Ex-Serviceman category should also give an undertaking in the Format given below as **Appendix-I**.
17. Mere submission of application form does not guarantee issue of "Admit Card" for written test and Typing Test.
18. Only selected candidates will be informed for their selection in due course after the selection process and no other correspondence on the subject would be entertained.
19. The advertisement is subject to orders, if any, by Hon'ble Court/ Ministry of Defence/ Ordnance Factory Board, etc.

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 as such false assurance for 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 in a transparent manner.

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12. Email address : _____

13. Left Thumb Impression : 

14. Please tick in the relevant Box :- SC ST OBC UR

(for OBC candidate Non-Creamy Certificate as on the last date of receipt of application to be attached)

15. Please also indicate whether you are :- Ex. Service Man PHP

16. Whether requisite application Fee of Rs. 50/- enclosed YES/NO

If yes, Bank Draft/I.P.O. No. _____ Dated _____

17. Nearest Railway Station :- _____

18. Religion :- _____

19. Nationality :- _____

20. Declaration by OBC candidates (similar endorsement in caste certificate from competent authority)

“ 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 Department of Personnel and Training Office Memorandum No. 36012/22/93-Estt.(SCT) dated 08.09.1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 08-09-1993”.

(Signature of the candidate)

DECLARATION

I hereby declare that all the statement 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 or ineligibility being detected before or after the Written Test/Interview/Typing Test, my candidature will stand automatically cancelled.

PLACE : _____ (Signature of the candidate)

DATE :

List of enclosures :

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

PLACE : _____ (Signature of the candidate)

DATE :

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APPENDIX - I

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 Appointing Authority that I have been released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Services and Posts), Rules, 1979, as amended from time to time.

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 Undertakings, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.), by availing of the concession of reservation of vacancies admissible to Ex-Servicemen.

Place : _____

Signature of Candidate

Dated : _____

day 10 201/11/0182/1617