

GOVERNMENT OF INDIA,  
MINISTRY OF DEFENCE,  
INDIAN ORDNANCE FACTORIES,  
ORDNANCE FACTORY, TIRUCHIRAPPALLI – 620 016

**[Direct recruitment for the posts of LABOURER (SEMI-SKILLED)]**

**ON- LINE** Applications are invited from Indian Citizens only for the following Group 'C' post from the candidates who are fulfilling the requisite qualification /specification as mentioned below. The intending candidates must visit the Factory's website at the address [www.oftdr.com](http://www.oftdr.com) and must read carefully all the provisions / stipulations/ conditions/ instructions etc given in the advertisement before proceeding to apply for the post.

**Name of the Post, Pay Band, No of vacancies:**

Name of the Post	Pay Band	No. of vacancies	Reservation
<b>LABOUR [ SEMI- SKILLED]</b>	<b>₹ 5200-20200 + Grade Pay ₹1800</b>	<b>30</b>	<b>UR- 15, OBC – 15</b>

3% of vacancies in the above trade are reserved for Persons with Disabilities and 10% of vacancies are reserved for Ex-servicemen. The Post reserved for Ex- servicemen and Persons with Disabilities will be adjusted by Horizontal Reservation i.e. the selected candidates will be adjusted against the categories of UR/OBC to which they belong.

**NOTE: (a)** The number of vacancies mentioned above is provisional which can be increased or decreased at the discretion of the competent authority.

**(b)** The General Manager, Ordnance Factory, Tiruchirappalli reserves the right to modify/ alter/ restrict/ cancel the recruitment process, if need so arises, without issuing any further notice or assigning any reason there for. The decision of GM/OFT will be final and no appeal will be entertained against this issue.

- 1. Age Limit: 18 – 32 years (Maximum Age is calculated with reference to closing date of online application).**

**Relaxation:**

- Upper age limit for the reserved post for OBC – 3 years (on production of valid caste certificate with "Non Creamy Layer" clause) in the prescribed format applicable for Government of India Posts.
- Persons with Disabilities having minimum 40% disability – 10 years for UR and 13 years for OBC.
- An Ex-serviceman candidate having 06 months continuous service in the Armed forces of the Union of India is eligible for further relaxation in the upper age limit for UR -03 years plus period of service, OBC – 06 years plus period of service.
- However, a candidate who is a Person with Disability as above as well as Ex-serviceman is eligible for relaxation in upper age limit in such a way that: For UR / General Candidate his age does not exceed 45 years and for OBC candidates his age does not exceed 48 years.

- e) A candidate who is a Government servant with three years continuous service is eligible for relaxation in the upper age limit as follows:  
Relaxations in the upper age limit upto 40 years for UR Candidates, upto 43 years for OBC candidates.
- f) No age relaxation will be available for candidates of reserved category applying for unreserved posts.

**2. Essential Qualification:**

10<sup>TH</sup> passed/ SSC certificate (Passed High School Examination)

**3. Fees**

Rs.50/- [ Rupees Fifty Only] through Indian Postal Order drawn in favour of The General Manager, Ordnance Factory, Tiruchirappalli payable at Trichy. Application Fee should be submitted along with the application form. However, no fee will be charged from SC/ST/Ex-servicemen and Persons with Disabilities [PWD].

**4. How to apply: -**

- i) The candidates who fulfill the requisite qualifications as mentioned above have to apply on-line through website [www.oftdr.com](http://www.oftdr.com) only after publication of advertisement in Employment News.
- ii) After filling the online application and uploading of recent photograph, a registration number will be generated automatically. This registration number should be used for reference. The candidate has to send this application (hard copy of online application) to Ordnance Factory Tiruchirappalli duly completed in all respect. While sending the application, these instructions must be followed.
- a) **Photograph:** Candidate has to paste/affix similar colour passport size photograph which he has uploaded in online application of the candidate on specified space, putting his / her signature partially on photo and partially on application without hiding his/ her face and also enclose one more colour passport size of the similar photograph, self signed on the front of the photograph in a plastic pouch indicating unique registration number of the application on the backside of the photograph, with the application.
- b) The printout of the filled application form should be ink signed along with an impression of left hand thumb at proper place. The form, duly filled in must be sent to Ordnance Factory, Tiruchirappalli in an envelope, addressed to The General Manager, Ordnance Factory, Tiruchirappalli- 620 016 [Tamil Nadu] clearly superscribing on the top (in capital letters) i.e. APPLICATION FOR THE POST OF LABOURER [SEMI-SKILLED] alongwith the attested copies of the documents i.e. requisite certificates in support of age (Date of Birth) and qualification, caste certificates in r/o SC/ST/ OBC/Persons with Disabilities/Ex-SM.
- c) Persons working in Central / State Government / PSU must apply through proper channel only.
- d) SC/ST/OBC/Persons with Disabilities certificates should be in the prescribed format issued by the competent authority, applicable for reservation in jobs under Govt. of India.

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e) The candidates seeking OBC reservation is required to submit a certificate regarding his OBC status and Non Creamy layer status issued by a Competent Authority and should be valid in prescribed format on the last date of receipt of application.

**5. Rejection of Application:**

The application shall be summarily rejected on the following grounds.

- a) Application received after 15 days from the closing date of online application.
- b) Signature not appended in the Application form at the prescribed places.
- c) The candidate does not put 'Left Hand Thumb Impression' in the application form at the prescribed space on the application.
- d) Indian Postal Order is drawn before the publication of this advertisement.
- e) The age of the candidate exceeds the prescribed age limit on the closing date.
- f) The candidate does not possess essential qualification.
- g) Self signed photo is not affixed in the application form and not accompanied by additional similar photograph.
- h) Copies of all supporting documents are not enclosed.
- i) In case of OBC candidates valid 'Non Creamy Layer' certificate in the prescribed format not attached.
- j) Application not complete in all respect as per the requirement given in the advertisement.

**6. Closing Date:**

Last date / closing date of filling of online application will be 21 days from the last date of advertisement in the employment news. For example, if advertisement is published in employment news 06-07-2013 to 12-07-2013 then the closing date of filling of online application will be 02-08-2013 and date of receipt of Hard copy of application form at Ordnance Factory Tiruchirappalli will be 17-08-2013.

**7. Method of Selection:**

The selection will be made strictly on the basis of merit. The selection process will comprise of two phases of examination – PHASE – I written test of 100 marks and PHASE II Trade Test [practical], Qualifying nature only [No Marks].

All eligible candidates will be called for PHASE – I written examination in which an objective type multiple choice answer will be given.

On the basis of merit in written test PHASE – I examination marks, candidates to the extent of 1.25 times the number of vacancies shall be called for the trade test.

8. SCHEME:

(a) WRITTEN TEST:

The scheme and syllabus of written test is as under: -

SUBJECT	MAXIMUM MARKS	NUMBER OF QUESTIONS	DURATION
Numerical Aptitude (10 <sup>th</sup> standard) (Objective type)	40	40	2 hrs
General Science (10 <sup>th</sup> standard) (Objective type)	30	30	
General Awareness (10 <sup>th</sup> standard) (Objective type)	30	30	
<b>Total Marks</b>	<b>100</b>		

(b) TRADE TEST:

As per trade test specification, a semi-skilled workman will be mainly engaged on handling/ shifting of material. He will also be required to clean machines, floors of shops/ areas around machines and other similar places, if and as necessary. The trade test will be designed accordingly to test the aptitude of the candidate. However, this test will be of qualifying nature only.

Final grading will be decided based only on marks obtained in written test subject to qualifying in the prescribed trade test.

9. SYLLABUS FOR WRITTEN TEST:

(a) Numerical Aptitude (10th Standard)

- i) Number systems
- ii) Fractions, Decimals and Percentage
- iii) Ratio and proportion
- iv) Averages
- v) Interest, profit & Loss, Discount
- vi) Time & Distance, Time and work.

(b) General Science (10th Standard)

The questions on Science will be set keeping in view the standard appropriate to High School. Questions will include subject and activities, which are more relevant to Day- to Day existence/ activities of human life.

(c) General Awareness (10th Standard)

- i) Current events – National & International.
- ii) History and culture
- iii) General polity and Indian Constitution
- iv) General Geography

**10. GENERAL INSTRUCTIONS:**

- i) The crucial date for determining the age limit shall be the last date of filling up of online application.
- ii) The above post carry pay scale of Rs.5200-20200 + 1800 plus usual allowances as admissible to Central Government Employees from time to time.
- iii) Candidates appearing for Examination/ Trade Test will travel on their own expenses. However, for SC/ST/Ex-Military Personal (Persons with Disabilities) second class railway fare or bus fare (beyond 30 Kms both ways) for the shortest route as admissible under the rules shall be re-imbursed on production of Bus /Train ticket and caste /community certificate/ discharge certificate.
- iv) Mere submission of application form does not guarantee issue of Admit Card.
- v) Canvassing in any form will disqualify the candidature.
- vi) Ordnance Factory, Tiruchirappalli will not be responsible for any postal delay.
- vii) No GPF and DCRG Scheme is Admissible to the post under Central Government for those appointed on or after 01.01.2004. The New Pension Scheme i.e "DEFINED CONTRIBUTORY PENSION SCHEME" is compulsory to those Central Govt. Employees who are appointed on or after 01.01.2004.
- viii) The candidate is liable to be transferred to any of the Ordnance Factories in India, in case of exigency of services.
- ix) Only selected candidates would be communicated of their selection after the selection process.
- x) The services of the candidates furnishing any fake/false certificates are liable to be terminated at any stage after appointment. Apart from this, suitable action will also be initiated as per the Law of the Land. Hence, candidates are advised not to submit dubious certificates.
- xi) Persons working in central /State Govt/ PSU must apply through proper channel along with certificate from their Establishment that No Disciplinary Action is contemplated / Pending against them and they have no objection in releasing them in case of selection.
- xii) Submission of false/ incorrect/ incomplete information and / or dubious / bogus document shall disqualify the candidate.
- xiii) Copies of all the supporting documents like Date of Birth Certificate, Educational Qualification, mark sheets, caste certificates, Ex-servicemen certificate, Physically Handicapped certificate should be enclosed with the application. No document/ certificates should be enclosed in original except "No Objection Certificate".
- xiv) For departmental candidates relevant rules shall apply.
- xv) The advertisement is subject to orders, if any, by Hon'ble Courts/ Ministry of Defence/ Ordnance Factory Board etc.
- xvi) Print out/ hard copy of online application duly completed in all respect should be submitted to the General Manager Ordnance Factory Tiruchirappalli – 620 016 within the stipulated time.

**11. 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 the movement of the limbs or any form of cerebral palsy.
- (C) "Cerebral Palsy" means a group of non-progressive conditions of a person characterised by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal or infant period of development.

Cont-6

All the cases of orthopaedically 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.

**The categories of disabilities suitable for the present advertised job (on functional qualification) are:-**

Orthopedically Handicapped: - OA – One Arm Affected (R or L), BL – Both legs affected but not arms, OL- One Leg affected (R or L)  
Hearing Handicapped: - D – Deaf, PD – Partially Deaf

**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, or as per the rules in force.

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 the period of validity of the certificate, in cases where there are chances of variation in the degree of disability. No refusal of disability certificate shall be made unless an opportunity is given to the applicant of being heard. On representation by the applicant, the Medical Board may review its decision having regard to all the facts and circumstances of the cases and pass such orders in the matters as deemed fit.

At the time of initial appointment and promotion against a vacancy reserved for persons with disability, the appointing authority shall ensure that the candidate is eligible to get the benefit of reservation.

**12. MEDIUM OF EXAMINATION:-**

Language for written test would be English/ Hindi/ Tamil, as per choice indicated by the candidate in the application form.

**13. CAUTION TO ALL CANDIDATES**

Some unscrupulous elements may approach you with the assurance of procuring appointment for you in the factory through illegal gratification. You must not fall prey to such false assurance or exploitation and must not entertain or encourage such elements in any way; it is emphasized and re-assured that the written test and the selection exercised will be done on the merit only in a transparent manner.

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