

**MINISTRY OF DEFENCE**  
**ORDNANCE DEPOT SHAKURBASTI, DELHI-56**  
**RECRUITMENT NOTICE No 02/2013**

1. Applications are invited from eligible Indian Citizens for the following posts in **Pay scale + Grade pay** as noted against each plus other allowances as admissible to Central Government Employees.

Ser no	Name of post	Pay scale	Minimum essential qualifications	Tests			Categories				Total	Remarks
				Physical tests	Written test & Interview	Proficiency test	UR	SC	ST	OBC		
1.	Mazdoor	Rs 5200-20200 + Grade pay Rs 1800	(a) Matriculation or its equivalent from any recognized Educational Board.  (b) Must be physically fit and competent of performing strenuous duties and must pass the physical tests.  (c) Knowledge of Hindi.	Yes	Yes	Not applicable	35	-	-	35	70	(a) Out of total 70 vacancies, 08 vacancies are reserved for Ex Serviceman, 02 vacancies are reserved for Physically Handicapped (01x OH and 01x HH) with disability not below 40 % and 04 vacancies are reserved for Meritorious Sportsperson. These vacancies will be filled up first and selected candidates will be placed in their respective category in the post based roster. Reservation for rest of the category i.e SC/ST/OBC and UR will be worked out later.  (b) Physical test, written test and Interview will be conducted in proportion of 40:40:20 respectively.  (c) Knowledge of Hindi.

Cont-2

Sr no	Name of post	Pay scale	Minimum essential qualifications	Tests			Categories				Total	Remarks
				Physical tests	Written test & Interview	Proficiency test	UR	SC	ST	OBC		
2.	Cook	Rs 5200-20200 + Grade pay Rs 1900	(a) Matriculation or its equivalent from any recognized Educational Board. (b) Must have knowledge of Indian cooking and proficiency in trade.	Not applicable	Yes	Yes	02	-	-	-	02	Proficiency test, written test Interview will be conducted in proportion of 40:40:20 respectively.
3.	Messenger	Rs 5200-20200 + Grade pay Rs 1800	Matriculation or its equivalent from any recognized Educational Board.	Not applicable	Yes	Not applicable	03	-	-	01	04	Training in refresher course in Home Guard and Civil Defence is desirable.
4.	Safaiwala	Rs 5200-20200 + Grade pay Rs 1800	Matriculation or its equivalent from any recognized Educational Board.	Not applicable	Yes	Yes	02	-	-	-	02	Proficiency test, written test and interview will be conducted in proportion of 40:40:20 respectively.
5.	Barber (NCsUE)	Rs 5200-20200 + Grade pay Rs 1800	(a) Matriculation or its equivalent from any recognized Educational Board. (c) Proficiency in Barber Trade/Job.	Not applicable	Yes	Yes	01	-	-	-	01	(a) One year experience in the Trade is desirable. (b) Proficiency test, written test and Interview will be conducted in proportion of 40:40:20 respectively.
6.	Washerman (NCsUE)	Rs 5200-20200 + Grade pay Rs 1800	(a) Matriculation or its equivalent from any recognized Educational Board. (b) Must be able to wash Military/Civilian clothes thoroughly well.	Not applicable	Yes	Yes	01	-	-	-	01	(a) One year experience in the Trade is desirable. (b) Proficiency test, written test and Interview will be conducted in proportion of 40:40:20 respectively.

2. **Age limit.** This will be taken as on the last date for receipt of application i.e 21 days from the date of publication of this notice in newspaper.

3. **Age limit and its relaxation**

S.No	Category	Age limit			Remarks
1.	UR	18 Yrs to 25 Yrs			
2.	OBC	18 Yrs to 28 Yrs			
3.	SC/ST	18 Yrs to 30 Yrs			
4	ESM	Service rendered in Army /Navy/Air Force shall be deducted from actual age and resultant age should not exceed the maximum age limit prescribed for the post by more than 03 years.			
5.	Physically handicapped	UR	OBC	SC/ST	PH persons should be in possession of Medical certificate issued by Chief Medical Officer/Civil Surgeon of Government hospital certifying the disability.
		18 to 35	18 to 38	18 to 40	
6.	Sports Persons	UR	OBC	SC/ST	Persons who have represented a State in National/Inter- national competition, university tournaments conducted by Inter-University Sports Board, States School Team in National Sports /Games conducted by AISGF Persons awarded National Awards in Physical Efficiency under National Physical Efficiency Drive. They should be in possession of certificate of competition awarded by the above mentioned agencies.
		18 to 30	18 to 33	18 to 35	

4. The above posts are subject to all India service liability including field service and the candidates can be transferred at anywhere in India.

5. Candidates will fwd application properly sealed in an envelope through ordinary post. Registered/Application in person will not be accepted. Application should be addressed to Commandant Ordnance Depot Shakurbasti, Delhi -110056 along with self addressed envelope affixed with Rs. 25/- postage stamp. Last date of receipt of application is 21 days including Sundays and holidays from the date of publication of this advertisement in Employment Newspaper. The envelope containing the application form should be marked with **"APPLICATION FOR THE POST OF ..... AND CATEGORY....."**. No application will be entertained after closing date i.e. 21 days with the date of publication of this advertisement notice.

6. The question papers of written test will be in bilingual i.e English and Hindi and the syllabus will be as under:-

- (a) Objective Type Questions.
- (b) General Intelligence and Reasoning.
- (c) Numerical Aptitude.
- (d) General English.
- (e) General Awareness.

7. Photocopy of the following Documents/Certificate to be attached alongwith application duly attested by the Gazetted Officer.

- (a) Two Passport size photographs ( 4 cms x 5 cms ) duly attested by Gazetted Officer one on right corner of application and one on Acknowledgement Card.
- (b) Attested copies of following certificates will also be submitted with application.
  - (i) Educational Qualification Certificate of a recognized Educational Board/University.
  - (ii) Date of Birth Certificate (Issued at the time of Matriculation only).
  - (iii) Caste certificate where applicable duly issued by the Sub Divisional Magistrate of the concerned District.
  - (iv) Discharge Certificate for Ex-Serviceman where applicable.
  - (v) Photocopies of Physically Handicapped Certificate (Deaf and Dumb only) disability not below 40 %.
- (c) Self addressed envelope affixing postal stamp of Rs. 25/-

8. Central Government civilian employees must furnish "No Objection Certificate" from their employer/Office at the time of the skill test else their candidature will be cancelled.

9. Separate date will be intimated later to candidates for Test/Interview whose application and particulars are found to be correct and in order.

10. Candidates not in receipt of Call letters should presume that either their application could not come in shortlist or were found ineligible. No correspondence in this regard will be entertained. Further, this office will not be held responsible for any postal delay or delivery default.

11. The number of post/vacancies is tentative. The recruitment process can be cancelled /suspended /terminated by the Commandant Ordnance Depot Shakurbasti at any stage and his decision in this regard is final and no appeal will be entertained.

12. Any attempt by any candidate to influence the selection process may result in disqualification of the candidates for taking further part in the selection process.
13. The number of candidates to be called for interview may be short listed to minimum 10 times the number of vacancies.
14. Incomplete applications without affixing photograph or without enclosing attested copies of educational certificate showing date of birth and caste certificate (as applicable) or if applicant is found over age on last date of receipt of application as indicated above will be rejected and candidate will not be entertained for Test/interview.
15. Test/Interview will be held at Ordnance Depot Shakurbasti on the date mentioned in Acknowledgement Card. No separate letter except Acknowledgement card will be issued.
16. Candidates must ensure that no column is left blank or wrongly filled. Applications not filled correctly are liable to be rejected and then onus of such rejection would be on the candidate himself. The unit administration will not entertain any claim after such rejection. The application format be typed on A4 size paper and be forwarded to this unit. Newspaper cutting will not be entertained.
17. Candidate who apply against OBC category, castes which are notified by the Central Government Gazette Notification for OBC, shall attach and produce the **Other Backward Class** Certificate and not the Backward Class Certificate duly signed by appropriate authority.
18. No application will be accepted in person by hand or through any representative. The application must be posted to the addressee under Ordinary Post. The unit will not be responsible for any kind of postal delay.
19. No TA/DA for the test/interview will be paid. Duration of each test can be 02 to 05 days or more. Candidate will make their own boarding and lodging arrangement for test/interview.
20. Unit will not be responsible to pay any damages in case of injury/death of a candidate during physical test.
21. Any dispute with regards to the recruitment will be subject to courts having jurisdiction of Delhi only.
22. Merely fulfilling the basic selection criteria does not automatically entitle a person to be called for test/interview.

23. Candidates are required to bring Original documents at the time of Test/Interview failing which they will not be permitted to appear in the test/interview.

24. Vacancies reflected are only indicative. This depot reserves the rights to increase/decrease the number of vacancies at any stage of recruitment.

To,  
**Commandant**  
**Ordnance Depot Shakurbasti**  
**Pin Code – 110056**

Affix recent  
 passport size  
 photograph( 4 cms  
 x 5 cms) duly  
 attested by a  
 Gazetted Officer

**APPLICATION FOR RECRUITMENT**

1. Post applied for (Only for one Post) \_\_\_\_\_
2. Name of candidate (in block letters) \_\_\_\_\_
3. Father's Name \_\_\_\_\_
4. Date of Birth \_\_\_\_\_

DD	MM	YY	

5. Correspondence Address

House No /Street/village \_\_\_\_\_  
 Post Office \_\_\_\_\_  
 District \_\_\_\_\_ State \_\_\_\_\_  
 Pin \_\_\_\_\_

6. Permanent Address

House No /Street/village \_\_\_\_\_  
 Post Office \_\_\_\_\_  
 District \_\_\_\_\_ State \_\_\_\_\_  
 Pin \_\_\_\_\_

7. Educational Qualification

S.No.	Qualification	Name of School/College	Name of board/University	Percentage Obtained

8. Category for which applied

(a)

UR	SC	ST	OBC	(please tick to choose)
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(b) Whether belong to:

PH	ESM	Others	(please tick to choose)
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9. If applied for the post as Ex-serviceman:

Date of Enrollment (in Army/Navy/Air force).....Date of retirement.....  
 Total Service.....Yrs.....Months.....days (attach copy of discharge certificate)

10. If applied for the post in PH category

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

11. Whether registered with any Employment Exchange – Yes/No.....  
 (If yes, mention Registration No and Name of the Employment Exchange.....)

**DECLARATION**

12. 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 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 and I agree that department has the right to transfer me to anywhere in India.

Dated :

\_\_\_\_\_  
(Signature of Candidate)

Place :

**FOR OFFICE RECORD ONLY**

1. Application received on \_\_\_\_\_
2. Application accepted/rejected \_\_\_\_\_
3. Reason for rejection: Under age/Overage/Documents Incomplete/ Photo or documents not attested/Any other reason to be specified. :-  
\_\_\_\_\_  
\_\_\_\_\_

4. Index No \_\_\_\_\_ Date of test /interview \_\_\_\_\_  
\_\_\_\_\_

**ACKNOWLEDGEMENT CARD**

**(To be filled by the candidate)**

(Post applied for \_\_\_\_\_)

1. Name \_\_\_\_\_
  2. Father's Name \_\_\_\_\_
  3. Correspondence address \_\_\_\_\_  
\_\_\_\_\_
- House No /Street/Village \_\_\_\_\_  
District \_\_\_\_\_ State \_\_\_\_\_  
Pin Code \_\_\_\_\_

Affix recent  
passport size  
photograph (4 cms  
x 5 cms) duly  
attested by a  
Gazetted Officer

**TO BE FILLED BY THE OFFICE**

4. Registration No. /Index No. : \_\_\_\_\_
5. Date of Test : \_\_\_\_\_
6. Time of Test : \_\_\_\_\_
7. Place of Test/Interview : ORDNANCE DEPOT, SHAKURBASTI, DELHI-56

**NOTE:** Please bring your all Original Certificates also.

(Signature of Controlling Officer)

dwp 10202/11/023/1/1314