

**GOVERNMENT OF INDIA, MINISTRY OF DEFENCE**  
**INDIAN ORDNANCE FACTORIES**  
**ORDNANCE FACTORY AMBAJHARI, NAGPUR – 440 021**  
**( INCLUDING BACKLOG VACANCIES OF SC/ST/OBC/PHP )**

Online applications are invited from the Citizens of India only for the following Group 'C' posts 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 <http://www.ofajadmin.com/> and carefully read all the provisions/stipulations/conditions/ instructions etc. given in the advertisement before proceeding to apply for the post.

1) **Name of Post, Pay Band, No. Of Vacancies :**

Name of the post Pay Band (PB-1) with Grade Pay	Group	Number of vacancies with reserved category					
		UR	SC	ST	OBC	Total	PHP
<b>01. BLACKSMITH (Semi-Skilled)</b>	C	08	02	01	04	<b>15</b>	--
<b>02. ELECTRICIAN (Semi-Skilled)</b>	C	08	--	05	--	<b>13</b>	--
<b>03. EXAMINER ENGINEERING (Semi-Skilled)</b>	C	60	05	10	17	<b>92</b>	--
<b>04. MACHINIST (Semi-Skilled)</b>	C	--	--	24	51	<b>75</b>	03
<b>05. MILLWRIGHT (Semi-Skilled)</b>	C	05	--	03	07	<b>15</b>	--
<b>TOTAL</b>		<b>81</b>	<b>07</b>	<b>43</b>	<b>79</b>	<b>210</b>	<b>03</b>
<b>Pay Band (PB-1)</b>	<b>: Rs. 5200-20200</b>						
<b>Grade Pay</b>	<b>: Rs. 1800/-</b>						

(Abbreviation : SC – Scheduled Caste, ST – Scheduled Tribe, OBC – Other Backward Class,  
 PHP – Physical Handicapped Person)

Posts reserved for Physically Handicapped 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.

1.1 The number of vacancies mentioned above is provisional which can be increased or decreased at the discretion of the competent authority.

1.2 If the no. of applications received in response to this advertisement is large and it may not be convenient or possible to examine all the applications, the GM at his discretion may restrict the no. of candidates, to a reasonable limit on the basis of qualification and experience higher than the minimum prescribed in the advertisement.

2) **Age Relaxation :**

**Age Limit : 18 to 32 Years**

2.1 For SC/ST candidates - 5 years

2.2 For OBC candidates - 3 years

2.3 No age relaxation will available for the candidates of reserved category applying for unreserved posts.

2.4 Up to the age of 40 years to Government Servants who have completed minimum 3 years regular service.

3) **Essential Qualification :**

3.1 **Matriculation + NAC/NTC Certificate** issued by NCVT in the relevant trade.

3.2 For trade Blacksmith, Semi-Skilled at Sl.No.1 If NCTVT/ITI certificate holder applicants are not available in original trade then application in this trade may also be considered from Mechanical trades i.e., Machinist, Fitter, Millwright, Grinder, Turner.

3.3 For trade Examiner Engineering, Semi-Skilled at Sl.No.3, if NCTVT/ITI certificate holder applicants are not available

in original trade then application in this trade may also be considered from Mechanical trades i.e., Machinist, Fitter, Millwright, Grinder, Turner.

#### 4. REGARDING APPLICATION FEES

- 4.1 The SC / ST / PH candidates are exempted from the payment of Application Fees.
- 4.2 A candidate who is not exempted from payment of Application Fees, MUST pay the Application Fees of **Rs. 100 (Rupees Hundred only)** for each Post for which he is applying.
- 4.3 The Application Fees are **non-refundable**.
- 4.4 It is informed that the Application Fees once received by the Factory shall not be refunded under any circumstances whatsoever.
- 4.5 It is clarified that if a Candidate, who is not exempted from payment of Application Fees, is submitting Online Applications for more than one Post, he MUST pay Application Fees separately in respect of his each Online Application.
- 4.6 A Candidate who is not exempted from payment of Application Fees, MUST pay the Application Fees by remitting the amount of the Application Fees from the State Bank of India Branch or Internet Banking.
- 4.7 The detailed instructions for paying the Application Fees are given in the succeeding Para.
- 4.8 A Candidate who is not exempted from payment of Application Fees, MUST pay the Application Fees properly and correctly strictly as per the instructions given in this Advertisement and on the Factory's Internet Website. Otherwise, no cognizance shall be taken of the Application Fees paid by him under any circumstances for whatever reasons.
- 4.9 No cognizance shall be taken of the Application Fees paid by any other means/mode under any circumstances for whatever reasons.
- 4.10 A Candidate, who is not exempted from payment of Application Fees, MUST pay the Application Fees on or after the date of display/publication of this Full Text Advertisement on the Factory's Internet Website.
- 4.11 No cognizance of Application Fees paid by a Candidate before the date of display/publication of this Full Text Advertisement shall be taken.

#### 5. METHOD OF PAYMENT OF APPLICATION FEES

- 5.1 A candidate who is not exempted from the payment of Application Fees, MUST pay the Application Fees strictly as per the instructions given in this Para and also as per the instructions given on the Factory's/State Bank of India's Internet Websites.
- 5.2 The Candidates MUST note that if they do not pay the Application Fees as per the instructions given in this Para and also as per the instructions given on the Factory's/State Bank of India's Internet Websites, the payment made by them may not be accepted and eventually their Online Applications may be rejected.
- 5.3 A candidate who is not exempted from the payment of Application Fees, MUST pay the Application Fees in the "Ordnance Factory Ambajhari Recruitment Fees Fund" Account after making of entries for the Online Application on the Factory's Internet Website and obtaining Unique Application ID / Ref No.
- 5.4 If there is any error in making the entry of Unique Application ID / Ref No., the Online Application shall be treated as 'submitted' without making payment of the Application Fees. Such an Online Application shall automatically stand rejected and no claim for the refund of the Application Fees or for the revival of the Online Application shall be entertained under any circumstances.
- 5.5 The Application Fees can be paid by remitting the amount, as mentioned below, in any Branch of the State Bank of India having Core Banking Facility
- 5.6 A Candidate is required to take following steps for making the payment of Application Fees in a Branch of the State Bank of India :
- 5.6.1 A Candidate is required to print the Challan from the Factory's Internet Website. The Challan has two parts, viz. the first part for submission to the Bank and the second part for retention by the Candidate.
- 5.6.2 All the details of the Candidates, O.F. Ambajhari Bank Account, the amount required to be remitted, etc. are already printed on the Challan. The Candidate is required to enter other details in the space provided in the Challan and sign as 'payee' and deposit the requisite amount in any Branch of State Bank of India having Core Banking Facility.
- 5.6.3 After acceptance of the amount, the Bank Branch shall record all the details in the Bank's Online Core Banking System including the details pertaining to Application ID / Ref No. and the Candidate's name. Thereafter, the Unique Transaction Number pertaining to the remittance of the amount shall be generated in the Bank's System. This Unique Transaction Number shall be recorded by the Bank Branch on the Challan.
- 5.6.4 The Candidates MUST ensure that the Application ID / Ref No and the Candidate's Name are entered by the

Bank Branch in the Bank's Core Banking System, that the Unique Transaction Number is recorded by the Bank Branch on the receipted copy of the Challan and that the Challan is duly authenticated by the Bank Branch. The Candidate MUST retain the Candidate's copy of the Challan for his record.

- 5.6.5 A candidate who has made payment of Application Fees for a Post from a Branch of the State bank of India, MUST produce the Candidate's copy of the Challan as and when asked for by the Factory Management.
- 5.6.6 In case a Candidate is not able to produce for whatever reasons, the Candidate's copy of the Challan as and when asked for by the Factory Management, his candidature shall automatically stand cancelled.
- 5.7 The candidates are advised in their own interest not to wait till the last date for payment of the Application Fees and/or for submission of their Online Applications.

## 6. REGARDING ONLINE APPLICATIONS

- 6.1 A Candidate MUST submit his Application for each Post separately for which he is applying, on the Factory's Internet Website **online** only.
- 6.2 No hard copies of the Online Applications are required to be submitted.
- 6.3 However, the Candidates may keep the hard copies of the Online Applications submitted by them with them for their own reference.
- 6.4 A Candidate MUST submit his Online Application for a Post on the Factory's Website properly and correctly strictly as per the instructions given in this Advertisement. Otherwise, no cognizance shall be taken of his Online Application under any circumstances for whatever reasons.
- 6.5 The detailed instructions for submitting the Online Applications are given in the succeeding para.
- 6.6 No cognizance shall be taken of an application submitted by any other means/mode under any circumstances for whatever reasons.
- 6.7 In the Online Application format, only the educational qualifications and other qualifications prescribed for the Post are to be entered.
- 6.8 The complete details of all qualifications including the prescribed qualifications i.e. higher qualifications or lower qualifications or some additional/extra qualifications possessed by the Candidates shall have to be provided by them as and when asked for by the Factory Management.
- 6.9 The Candidates MUST note that the Online Applications can be submitted on the Factory's Internet Website on or after the date of display/publication of this Full Text Advertisement on the Factory's Internet Website.
- 6.10 The Candidates MUST note that the Online Applications cannot be submitted on the Factory's Internet Website after the Closing Date of submission of Online Applications.
- 6.11 The Candidates MUST ensure that they fulfill all the eligibility criteria prescribed for a Post as , given in this Advertisement before applying for that Post.
- 6.12 The Candidates MUST ensure that they possess all the Original Documents required for a Post as given in this Advertisement before applying for that Post.
- 6.13 A Candidate MUST NOT submit more than one Online Application for one Post.
- 6.14 If at any stage it is found that a Candidate has submitted more than one Applications for one Post, then his all such Applications for that Post shall automatically stand cancelled and the corresponding Application Fees shall also stand forfeited. No query/correspondence in this regard shall be entertained.
- 6.15 No change/alteration/amendment/modification in an Online Application once submitted shall be allowed under any circumstances on any grounds.
- 6.16 No withdrawal of an Online Application once submitted shall be allowed under any circumstances on any grounds.

## 7. METHOD OF SUBMISSION OF ONLINE APPLICATIONS

- 7.1 A Candidate submitting his Online Application for a Post, MUST submit his Online Application strictly as per the instructions given in this Para and also as per the instructions given on the Factory's Internet Website.
- 7.2 The Candidates MUST note that if they do not submit the Online Applications as per the instructions given in this Para and also as per the instructions given on the Factory's Internet Website, their Online Applications may be rejected.
- 7.3 A Candidate MUST possess his own valid personal e-mail ID which should be valid for the entire duration of this Recruitment Process. In case a Candidate does not have a valid personal e-mail ID, he MUST create his valid personal e-mail ID.
- 7.4 The submission of Online Application consists of following three steps in the given sequence only:
- 7.4.1 **Step-1** Making data entries in the Online Application Format on the Factory's Website.
- 7.4.2 **Step-2** Uploading passport size colour photograph, left hand thumb impression and signature.

- 7.4.3 **Step-3** Making payment of Application Fees where applicable.
- 7.5 The submission of Online Application means properly and correctly completion of above mentioned all the three steps.
- 7.6 It is clarified that if any of the above mentioned three steps is not properly and correctly completed, the Online Application shall not be treated as submitted for the purpose of this Recruitment Process.
- 7.7 It is clarified that if any of the above mentioned steps is not properly and correctly completed, the Online Application shall not be treated as submitted for the purpose of this Recruitment Process.
- 7.8 **Step-4** The Candidates can print their submitted Applications after completion of ALL the above mentioned steps, for his Information and record.
- 7.9 The Candidates MUST visit the Factory's Internet Website and then and thereafter, on the Homepage.
- 7.10 The detailed instructions for submission of the Online Applications are available on the Factory's Internet Website. The Candidates MUST carefully read these instructions before going ahead with making the entries for submission of their Online Applications.
- 7.11 Subsequently, the Factory's Website shall have link for printing of Admit Card cum Call letter at relevant time.
- 7.12 The Factory Management shall not be responsible for inaccessibility of the Factory's Website on account of non-availability of the Internet connectivity on any date(s) including the dates towards the Closing Date for submission of Online Applications or for any other reason whatsoever.
- 7.13 The Candidates are once again advised in their own interest not to wait till the last date for payment of the Application Fees and/or for submission of their Online Applications.

## 8) Method of Selection :

Selection process will consists of two phase of examination - PHASE-I written test of 100 marks and PHASE-II Trade Test [practical].

All eligible candidates will be called for Phase-I written examination in which an objective type multiple choice answer will be given in OMR Format.

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.

## 9) GENERAL INSTRUCTIONS:-

- 9.1 The crucial date for determining the Age Limit shall be the last date of receipt of application online.
- 9.2 The above posts carry pay scales as shown against each plus usual allowances as admissible to Central Govt. Employees from time to time.
- 9.3 TA/DA will be paid to the SC/ST/PHP candidates as per the rules.
- 9.4 Mere submission of application form does not guarantee issue of Admit Card.
- 9.5 Canvassing in any form will disqualify the candidature.
- 9.6 New entrants to the Government service will be governed by New Pension Scheme termed as 'Defined Contributory Pension Scheme'.
- 9.7 The candidate is liable to be transferred to any of the Ordnance Factories in India, in case of exigency of services.
- 9.8 Only selected candidates would be communicated of their selection in due course after the selection process.
- 9.9 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.
- 9.10 Eligible/Non eligible candidates can see their status by entering Serial No. & Date of birth on web site i.e. <http://www.ofajadmin.com/>.

## 10) General Note :

- 10.1 Candidates appearing for Written Test/Trade Test will travel on their own expenses. However, SC/ST candidates shall be reimbursed Bus fare/Second Class Railway fare as admissible under rules, on production of Bus/Train ticket.
- 10.2 The candidature of candidate shall be cancelled if he has applied more than one application forms.
- 10.3 Submission of false/incorrect/incomplete information and/or dubious/ bogus document shall disqualify the candidate.

- 10.4 Selected Candidates produced copies of all the documents i.e. Date of Birth certificate, Educational Qualification and certificates, mark sheets, Caste certificate, Physically handicap certificate, No Objection Certificate duly attested by a Gazetted Officer at the time of Practical test.
- 10.5 Candidate should enclose copy of 'School Leaving Certificate/Transfer Certificate' as proof of date of birth.
- 10.7 Person working in Central/State Govt./PSU 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.
- 10.8 For departmental candidates relevant rules shall apply.
- 10.9 Mere submission of application form does not guarantee for issue of 'Admit Card' for Written Test.
- 10.10 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.
- 10.11 Canvassing in any form will disqualify the candidate.
- 10.12 No GPF and DCRG Scheme is Admissible to the post under Central Govt. for those appointed on or after 01/01/2004. The New Pension Scheme i.e. "DEFINED CONTRIBUTORY PENSION SCHEME" is Compulsory for all Central Govt. Employees who are appointed on or after 01-01-2004.
- 10.13 The services after appointment are liable to be transferred to any other Ordnance Factories in India, subject to exigencies.
- 10.14 The advertisement is subject to orders, if any, by Hon'ble Courts/ Ministry of Defence / Ordnance Factory Board etc.

## **11) DEFINITIONS OF DISABILITIES**

- 11.1 Hearing Impairment : "Hearing Impairment" means loss of sixty decibels or more in the better ear in the conversational range of frequencies.
- 11.2 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.
- 11.3 "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, peri-natal or infant period of development.
- 11.4 All the cases of orthopaedically handicapped persons would be covered under the category of "locomotor disability or cerebral palsy".
- 11.5 **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 disabled suitable for the said job (on functional classifications) are :-

Orthopaedically 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

- 11.6 **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.
- 11.7 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. 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 matter as it things fit.
- 11.8 At the time of initial appointment and promotion against a vacancy reserved for persons with disability, the appointing authority shall ensure that the candidates is eligible to get the benefit of reservation.
- 11.9 Language for Written Test/Trade Test :  
Hindi or English, as per choice indicated by the candidate in application form.

## **12. 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 basis of merit only and in transparent manner.

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