

Government of India
Ministry of Defence
Indian Ordnance Factories,
Ordnance Factory, Ambarnath, Dist. Thane (Maharashtra) Pin: 421 502.
Advertisement No. OFA/CG/2001/DR/2015-16

ORDNANCE FACTORY, AMBARNATH invites **ON-LINE Applications** from the eligible Citizens of India for filling up the following **Non-Gazetted, Non-Industrial and Industrial Posts (Group 'B' & 'C')**. The candidates, who are fulfilling the requisite qualifications/specifications as mentioned below, may apply ON-LINE through OFB website www.ofb.gov.in.

1. **NAME OF NGO, NIE & IE POSTS AND NO. OF VACANCIES:**

Sl No	Name of the post	Category & Group	Pay Band & Grade pay	UR	SC	ST	OBC	Total	PWD #	Ex-SM (@)	Categories of Disabled suitable for the job
1.	Teacher (Primary)	NGO-B	PB-2; GP Rs. 4200/-	--	--	--	01	01	--	--	OA,OL,OAL, BL,B,LV
2.	Fireman	NIE-C	PB-1; GP Rs. 1900/-	01	--	--	01	02	--	--	HH
3.	Cook NIE	NIE-C	PB-1; GP Rs. 1900/-	03	--	--	--	03	--	--	OL,LV,HH
4.	Cook Canteen	NIE-C	PB-1; GP Rs. 1900/-	01	--	--	--	01	--	--	BL,OL,LV, HH
5.	Telephone Opt Gr-II	NIE-C	PB-1; GP Rs. 1900/-	--	--	--	01	01	--	--	OA,OL,BL, B,LV
6.	Multi Tasking Staff	NIE-C	PB-1; GP Rs. 1800/-	01	--	01	02	04	OH-01	--	OA, OL, OAL, BL, B, LV, H, C
7.	Electrician	IE-C	PB-1; GP Rs. 1800/-	--	02	01	--	03	--	01	OL,BL
8.	Electroplater	IE-C	PB-1; GP Rs. 1800/-	03	--	--	--	03	--	--	OL,BL,HH
9.	Examiner (Mech)	IE-C	PB-1; GP Rs. 1800/-	04	04	--	--	08	--	--	OL,BL,HH
10.	Electronic Mechanic (Fitter Electronic)	IE-C	PB-1; GP Rs. 1800/-	01	01	--	--	02	--	--	--
11.	Fitter General (M)	IE-C	PB-1; GP Rs. 1800/-	15	07	--	05	27	HH-1 OH-1	--	OL, BL, HH, LV.
12.	Fitter Tool & Guage	IE-C	PB-1; GP Rs. 1800/-	04	--	--	01	05	--	--	--
13.	Grinder	IE-C	PB-1; GP Rs. 1800/-	04	--	--	01	05	--	--	OL, HH, LV
14.	Machinist	IE-C	PB-1; GP Rs. 1800/-	37	07	01	04	49	--	01	OL, HH, LV
15.	MMTM (Millwright)	IE-C	PB-1; GP Rs. 1800/-	01	03	--	--	04	--	01	OL, HH
16.	Moulder/Foundry man	IE-C	PB-1; GP Rs. 1800/-	06	04	--	02	12	--	--	--
17.	Turner	IE-C	PB-1; GP Rs. 1800/-	11	01	--	--	12	HH-1	--	OL, HH
18.	Welder	IE-C	PB-1; GP Rs. 1800/-	01	--	--	--	01	--	--	OL, HH
TOTAL:				93	29	03	18	143	04	03	

Note:

- Vacancies of Ex-Servicemen and PWD/PHP shown above are not separate but included in the total No. of vacancies.
- The Sr. General Manager, Ordnance Factory, Ambarnath reserves the right to change the number of vacancies, if necessary depending on actual requirements and availability of vacant posts.

NGO = Non Gazetted Officer **NIE**=Non-Industrial Employee, **IE**=Industrial Employee, **PB-1** - Rs. 5200-20200/- **PB-2**: Rs. 9300-34800/- **UR**=Unreserved, **SC**=Scheduled Caste; **ST**=Scheduled Tribe; **OBC**=Other Backward Classes; **PWD**=Person with Disability;

VH=Visually Handicapped **OH**=Orthopedically Handicapped; **HH**=Hearing Handicapped; **Ex-SM**=Ex-Serviceman. **LV** - Low Vision; **OL** - One leg affected; **BL** - Both Legs affected; **OA**- One Arm affected; **B** - Blind; **LV**- Low Vision; **PD**- Partially Deaf; **D**-Deaf, **OAL** - One Arm and one leg; **C**- communication.

Persons with Disabilities (PWD):

(i) **Suitability of post for PWD:**

04 Nos of Posts reserved for PWD 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.

@ Ex-Servicemen: (Ex.SM):

(ii) **Suitability of post for EX.SM:**

03 Nos Posts reserved for Ex-Servicemen 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 CRITERIA, ESSENTIAL & DESIRABLE QUALIFICATIONS

1. TEACHER (PRIMARY)

Age	➤	18 to 30 yrs
Qualification:- Essential Qualifications	➤	Senior Secondary (or its equivalent) with at least 50 % marks and 2- year Diploma in Elementary Education (by whatever name known) OR Senior Secondary (or its equivalent) with at least 45% marks and 2-year Diploma in Elementary Education (by whatever name known), in accordance with the NCTE (Recognition Norms and Procedure), Regulations, 2002. OR Senior Secondary (or its equivalent) with at least 50% marks and 4-year Bachelor of Elementary Education (B.El.Ed.) OR Graduation and two year Diploma in Elementary Education (by whatever name known) Note : Relaxation up to 5% in the qualifying marks shall be allowed to the candidates belonging to reserved categories, such as SC/ST/OBC/PH. AND Pass in the Teacher Eligibility Test (TET), to be conducted by the appropriate Government in accordance with the Guidelines framed by the NCTE for the purpose.
Desirable Qualification	➤	Competent to teach both in Hindi or English and medium of instruction of the School (MARATHI).

2. FIREMAN

Age	➤	18 to 27 years
Qualification:- Essential Qualifications	➤	10th Class Pass from a recognized school/Institution.
	➤	<p>Must have completed Basic course on elementary fire fighting from a recognized Institution.</p> <p>1. The duration of the Basic Fire Fighting course will not be less than SIX months.</p> <p>2. The institute offering Basic course on Fire Fighting should be recognized by State Government/Government of India.</p> <p>3. Must be physically fit for and capable of performing strenuous duties.</p> <p>This requirement will be tested as under:</p> <p>(i) Height without Shoe 165 cms.</p> <p>(ii) Chest unexpanded 81.5 cms, Expanded 85 cms.</p> <p>(iii) Weight 50 Kgs Minimum.</p> <p><u>Endurance Test:</u></p> <p>(i) Carrying a man (Fireman lift of 63.5 kgs to a distance of 183 mtrs within 96 secs).</p> <p>(ii) Clearing 2.7 mtrs wide ditch landing on both feet (long jumps).</p> <p>(iii) Climbing 3 mtrs vertical rope using hands and feet</p> <p>Note: concession of 2.5cms in height or chest may be allowed for candidates from hilly areas.</p>

3. COOK (NIE)

Age	➤	18 to 32 years
Qualification:- Essential Qualifications	➤	<p>(i) Matriculate</p> <p>(ii) Must possess knowledge of cooking</p> <p>(iii) Must possess knowledge of Hospital diets approved by a testing board (for cooks attached to Hospitals).</p>

4. COOK (CANTEEN)

Age	➤	18 to 27 years
Qualification:- Essential Qualifications	➤	Matric Pass with One year experience in the trade.

5. TELEPHONE OPERATOR-II

Age	➤	18 to 27 years
Qualification:- Essential Qualifications	➤	Class XII (12th Class) pass. Proficiency in handling of PBX Board and Electronics Exchanges.

6. MULTI-TASKING STAFF

Age	➤	18 to 25 years
Qualification:- Essential Qualifications	➤	Matriculation pass from a recognized Board or Univ. or equivalent.

7 to 18. ELECTRICIAN, ELECTROPLATER, EXAMINER, ELECTRONIC MECHANIC (FITTER ELECTRONIC), FITTER GENERAL (M), FITTER TOOL & GAUGE, GRINDER, MACHINIST, MMTM (MILLWRIGHT), MOULDER/ FOUNDRYMAN, TURNER AND WELDER.

Age	➤	18 to 32 years	
Qualification:- Essential Qualifications	➤	Trade	Qualifications required
		Electrician	Matriculation + NAC/NTC in relevant trade issued by NCVT
		Electroplater	Matriculation + NAC/NTC in relevant trade issued by NCVT
		Examiner (Mech)	Matriculation + NAC/NTC in <u>Machinist/ Fitter/ Grinder/ MMTM/ Fitter Electronic/ Fitter Tool & Gauge/ Grinder/ Turner/ Welder Trades</u> issued by NCVT
		Electronic Mechanic (Fitter Electronic)	Matriculation + NAC/NTC in relevant trade issued by NCVT
		Fitter General (M)	Matriculation + NAC/NTC in relevant trade issued by NCVT
		Fitter Tool & Gauge	Matriculation + NAC/NTC in relevant trade issued by NCVT
		Grinder	Matriculation + NAC/NTC in relevant trade issued by NCVT
		Machinist	Matriculation + NAC/NTC in relevant trade issued by NCVT
		MMTM (Millwright)	Matriculation + NAC/NTC in relevant trade issued by NCVT
		Moulder/Foundry man	Matriculation + NAC/NTC in relevant trade issued by NCVT
		Turner	Matriculation + NAC/NTC in relevant trade issued by NCVT
Welder	Matriculation + NAC/NTC in relevant trade issued by NCVT		
Note:	➤	<u>Degree and/or Diploma in Engineering without possessing NAC/NTC issued by NCVT will not be accepted as qualification for Direct Recruitment to the Semi-Skilled Posts.</u>	

Note : Candidates can apply for one trade only. The candidates opting for Examiner (Mech) trade will not be considered for any trade other than Examiner. However these candidates may appear for the examination in their respective trades viz. Machinist, Fitter, Grinder, MMTM, Fitter Electronic, Fitter Tool & Gauge, Grinder, Turner and Welder.

Age Relaxation IN ADDITION to above mentioned upper age limits:

SC & ST Applicants	05 years
OBC Applicants	03 years
Ex-Servicemen/Serving Armed Forces Personnel who have rendered not less than 06 months service in Armed forces.	Upto 03 years in addition to the period of service rendered in Defence Services
Physically Handicapped (PH)/ Person With Disabilities (PWD)	Up to 10 years (i.e for UR-10 yrs, SC/ST-15 yrs, OBC-13yrs)
Departmental candidates with three years continuous service in central government in same line or allied cadres.	Up to 40 years of age (45 years for SC/ST & 43 for OBC)
<u>For IE posts only -</u> Ex-Trade Apprentices of Indian Ordnance Factories	The period for which they had undergone training under the Apprentices Act' 1961.

NOTE:

1. Candidates who wish to be considered against vacancies reserved/or seek age-relaxation must submit requisite Certificate/Undertaking/Declaration from the competent authority, in the prescribed format mentioned below. Otherwise, their claim for SC/ST/OBC/PH/Ex.SM status will not be entertained and their candidature/applications will be considered under General (UR) category. Also no such relaxation would be available for SC/ST/OBC/PH candidates applying against UR posts / vacancies. Applicable formats shown below are available on the website and NO other formats will be accepted.

2. Age relaxation will not be granted to any specific category class, wherever the post is not reserved for that particular category/ class. However, relaxation in age will be granted to PH & Ex-servicemen candidates irrespective of the fact whether the post is reserved for PH/ Ex-service man or not. Relaxation to PH will however be subject to the condition that the post is identified suitable for that particular type of disability.

CATEGORY	DOCUMENTS TO BE SUBMITTED
Ex-Serviceman/ Serving Armed Forces Personnel	APPENDIX - I
SC / ST Candidates	APPENDIX - II
OBC Candidates	APPENDIX - III
Physically Handicapped Candidates	APPENDIX - IV
Departmental Candidates	APPENDIX - V

3. DATE OF RECKONING:

The crucial date for determining age limit and educational qualification for the posts mentioned above will be the **closing date for submission of on-line application** for respective trades.

4. FEES & MODE OF PAYMENT:

The candidate shall have to pay the application fees of Rs. 50/- plus Bank service charges extra through SBI Collect (Online SBI fee collection portal)/ by cash through SBI challan form made available in the drop down menu. The instruction with regard to fee payment would be made available in the link.

SELECTION PROCESS FOR NGO/NIE POSTS :

The selection of the candidates for the NGO/NIE posts will be made on the basis of performance of the candidates in the written examination subject to qualifying /passing trade tests as specified under relevant rules.

The detailed scheme and syllabus for the written exams and trade tests for NGO/NIE posts have been made available in the recruitment link made available on the OFB website.

SELECTION PROCESS FOR IE TRADESMAN

Selection process will comprise of Written Test and Trade Test (Practical)

Subject	No. of Questions	Max. Marks	Time allowed
Part -A (Objective Type) (10 th Std)	1. General science (10 questions)	10 Marks	02 Hours
	2. Quantitative Aptitude (10 questions)	10 Marks	
Part -B Objective Type	80 Questions	80 Marks	
Total :	100 Questions	100 Marks	

Written Test will be fully objective type (Multiple Choice) and OMR based. On the basis of merit list based on marks obtained in Written Test, candidates **1.25 times** the number of vacancies will be called for Trade Test (Practical)

The Trade Test (Practical) is only of qualifying in nature (without any marks). The final merit list will be based on marks in the Written Examination only. However, those who fail to qualify in the Trade Test would be considered as having failed in the examination. The Final Select List will be prepared and displayed in each category separately.

Document verification: Documents would be verified at the second stage (prior to Trade Test). During document verification, the candidates will have to produce their original certificates. No additional time will be given and the candidature of the candidates not producing their original certificates on the date of verification is liable to be forfeited.

Note: The Sr. General Manager reserves the right to decide the number of candidates to be called for Written Test/Trade Test as per existing criteria.

NOTE: Exemption from payment of Fee is allowed to following Categories:

1. Candidates belonging to SC/ST/Ex-serviceman/PH categories
2. All Women candidates.

5. MEDIUM OF EXAMINATION: ENGLISH & HINDI

For the post of Teacher, one part of the question paper will be in Marathi only.

For the post of MTS, the question paper would be published in Marathi also.

For the post of Tradesman, the question paper will be in English, Hindi and Marathi.

For all other posts the question paper will be in English and Hindi only.

6. **RESOLUTION OF THE TIE CASES:**

In case of TIE i.e marks in written exam being equal, the same will be resolved as under unless specified in the scheme and syllabus separately;

- a. The candidate older in age shall get preference.
- b. In case tie still persists, Candidate whose FIRST NAME begins with the alphabet which comes first in English Alphabetical order shall get preference.

In case of selection of **Industrial employees**, other things being equal ie. marks being equal, trained ex-trade apprentices of Ordnance Factory Ambarnath and sister Ordnance Factories shall be given preference in the order in which they are stated keeping in view their inter-se-seniority.

7. **ON-LINE APPLICATION:**

i) **Eligible applicants can apply On-line for more than one post by submitting separate applications for each post at their own risk since the written examination for the above posts is likely to be held on the same day.** The "On-line Application Form" will be available on Ordnance Factory Board's website www.ofb.gov.in through the link "*Recruitment in Ordnance Factory, Ambarnath. Apply On-line*". **Application received through any other mode will not be accepted under any condition.** Process of online application shall begin from the following Monday from the date of publication of this advertisement in the Employment news & Rozgar Samachar.

ii) **IMPORTANT DATES SCHEDULE**

	EVENT	REMARK
a.	Opening Date for ON-LINE application/registration on website	Open from the date of publication of Advt. Registration shall be open for 15 days.
b.	Last Date of receipt of Acknowledgement at OFA (along with copy of Challan & enclosures as applicable).	21 days from date of publication.

NOTE: The schedule for Date of Downloading the Admit Card and Written Examination will be notified on website www.ofb.gov.in. In case of any change in schedule of dates, amendments etc. the same will be made available on the website.

- iii) No original documents are required to be sent to O.F. Ambarnath alongwith the application unless directed to do so. Only self-attested copies of certificates in proof of Educational qualification/ DOB, Caste/PH/EXSM/Govt employee (as applicable) are to be forwarded with the Acknowledgement slip.
- iv) **Detailed Instructions for filling of online application shall be displayed through the link on website www.ofb.gov.in. Candidates are requested to read the instructions thoroughly before filling the online application & confirm the successful submission after filing the application.**
- v) Before registering/submitted applications on the website, the candidates should possess the following :
 - a. **Valid E-Mail ID and Mobile No.** The E-Mail ID and Mobile No. entered in the Online Application Form should remain valid / active until the recruitment process is completed. No change in the E-Mail ID and Mobile No. will be allowed once submitted. The candidate himself/herself will be responsible for wrong or expired E-Mail ID & Mobile No.

- b. **PHOTOGRAPH:** One recent coloured passport size photograph not more than three months old is to be scanned (140 pixel height x 110 pixel width scanned at 200 dpi, in jpg or jpeg format, file of size about 50-100 kb) and uploaded in the space earmarked in the on-line application format. **Candidate is advised to confirm that his/her uploaded photograph is clearly visible/identifiable and is at the appropriate place.**
- c. **SIGNATURE & THUMB IMPRESSION:** Scanned signature (in Black ink) against white background (110pixel height x 140 pixel width in jpg format, file of size not more than 50 kb scanned at 200 dpi) is to be uploaded in the space earmarked in the on-line application format. Candidates must ensure the signature uploaded **shall be maintained the same at all places** viz. signature up-loaded, appended on Undertaking, Attendance Sheet of written examination and subsequent Practical test etc. If any variation is found between the signatures, the candidature is liable to be cancelled. Also left hand thumb impression of the candidate may be made in the space provided.
- vi. On the click of the link "**Recruitment in Ordnance Factory, Ambarnath. Apply On-line**". The drop down menu shall open to show the following 02 options: 1. NGO/NIE posts and 2. Industrial posts, under which following links will be available;
- Instructions** (detailed instructions to candidates for filling on line application form).
 - **Formats** (for down loading the various appendices).
 - **Scheme and Syllabus**
 - **Application** (for filing the online application).
 - **Payment Gateway**
 - **Acknowledgement** (for taking print of acknowledgement slip)
- vii. **ADMIT CARD:** To down load the admit card (02 COPIES), candidates shall be provided a separate icon to be made available on the link of the website which shall open as per the schedule notified.
8. **IMPORTANT INSTRUCTIONS AND INFORMATION TO THE CANDIDATES :**
- a. Eligible applicants can apply On-line for more than one post by submitting separate applications for each post at their own risk since the written examination for the above posts is likely to be held on the same day.
- b. Ex-Trade apprentices of Ordnance Factories are also required to apply online compulsorily.
- c. Sr.GM/OFA reserves the right to restrict the no. of candidates to be called for the written test.
- d. The candidates, who are already employed in Govt. /Semi Govt. Deptt/PSU's etc. must specifically mention the details of the employment and forward their applications through their employers along-with a **No Objection Certificate** pertaining to release in case of selection, from their employers. **The last date of receipt of applications will not be extended on account of any delay in transmitting the application by the concerned office.** Advance copy of the application without "No Objection Certificate" will not be entertained. Application received after closing date and time will also not be accepted.
- e. Mere fulfilling the minimum prescribed educational qualification and experience will not vest any right upon the candidate for being called for test. The factory will not entertain any correspondence in this respect and interim enquiry will not be attended to.

- f. Candidates to note that their candidature at all stages of the examination and selection is **purely provisional, subject to satisfying the prescribed eligibility conditions.**
 - g. Submission of any false/incorrect/dubious information in the application form shall disqualify the candidate at any stage of selection process (before or after the examination/ selection).
 - h. Date/Schedule of Examinations will be displayed through the link "Recruitment in Ordnance Factory, Ambarnath. Apply On-line" on the website www.ofb.gov.in. Candidates are to download Admit Cards on-line as per schedule.
 - i. The applicants should keep on visiting OFB Website www.ofb.gov.in for important announcement/information throughout the selection process at its various stages.
 - j. No correspondence/enquiry will be entertained and canvassing in any form will lead to disqualification.
 - k. The Sr. General Manager, Ordnance Factory, Ambarnath shall not be responsible for any postal delay/failure/loss due to the same.
 - l. The **OBC candidate** applying for the post under OBC category should have to submit a signed undertaking in the prescribed format that as on the date of reckoning they do not belong to the creamy layer along with the caste certificate as given at Appendix-III of the Application Form. Those OBC candidates who do not belong to non-creamy layer category on the date of reckoning should apply as a General Candidate.
 - m. The **Ex-Servicemen** candidate applying for the post under Ex-Servicemen category will also have to submit a signed undertaking in the format given at Appendix-I.
 - n. List of selected candidates will be displayed / uploaded in website.
 - o. The advertisement will be subject to order, if any, by Hon'ble Courts/Ministry of Defence/Ordnance Factory Board etc.
 - p. Electronic Gadgets / Mobile are not allowed inside the examination premises.
 - q. OFA is not responsible for any inadvertent error. In the event of any dispute about interpretation, the English version will be treated as final.
 - r. **Probation:** The person selected will be appointed on Probation as per rule.
 - s. **GPF and DCRG scheme** are not admissible to any post under Central Government with effect from 01/01/2004. A **New pension Scheme** i.e "Defined Contribution Pension Scheme" is compulsory for all Central Government Employees.
 - t. **Place of posting/Hqs:** Ordinarily at Ordnance Factory Ambarnath, however, may be transferred/ posted to any other station/OFs due to exigency of work.
 - u. Selected candidate will be appointed only after clearing a medical examination as per OFB pre-appointment medical examination guidelines.
9. **REJECTION OF APPLICATION:** The application shall be summarily rejected on the following grounds.
- i. If the age of the candidate exceeds the prescribed age limit on final scrutiny.
 - ii. If the candidate is found not possessing the essential qualification on final scrutiny.
 - iii. If the candidate fails to produce/submit all the essential documents as and when asked to do so.
 - iv. If the application fee is not received within the prescribed time limit.
 - v. If the candidate is found using unfair means or adopting any malpractice at any stage of selection process.
 - vi. Application without colour photo (or) photo with cap, wearing goggles, disfigured, unrecognizable, or scanned or Xerox copy.

10. **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 reassured that the Selection will be done purely on merit in a transparent manner.

**GOVT. STRIVES FOR A WORKFORCE WITH GENDER BALANCE
AND WOMEN CANDIDATES ARE ENCOURAGED TO APPLY**