

भारत सरकार, रक्षा मंत्रालय  
आयुध उपस्कर निर्माणी,  
कानपुर-208 001 (उ०प्र०)  
तार “हार्नेस” कानपुर  
फैक्स: 0512-2311186  
दूरभाष: 2311181-2311185  
ई मेल : ओईएफके / संचारनेट.इन



NO. LB/3/REC/100-II/2012-13  
Govt of India, Ministry of Defence  
Ordnance Equipment Factory,  
Kanpur – 208 001 ( U.P.)  
Telegram : “Harness” Kanpur  
Fax : 0512- 2311186  
Phone: 2311181- 2311185  
दिनांक /DT. 05 / 12 / 2012

To,

The Director,  
Directorate of Advertising and Visual Publicity,  
Publication Division Ministry of Information & Broadcasting,  
Soochana Bhavan, 10<sup>th</sup> Floor, Phase-IV,  
CGO Complex, Lodhi Road,  
New Delhi-110003.

**Sub:- Advertisement for Direct Recruitment – Industrial Employees in Semi-Skilled Grade**

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A draft Advertisement for Direct recruitment of Industrial Employees in the following trade in Semi-Skilled grade in the PB-1 Rs. 5200-20200 and grade pay Rs. 1800 for Ordnance Equipment Factory, Kanpur-208001 is enclosed herewith. Since the following posts are to be filled up urgently, kindly arrange to publish the advertisement in the next issue of “EMPLOYMENT NEWS” and Rozgar Samachar. The last date of receipt of the applications may be given as 21 days from the date of publication of advertisement in the “EMPLOYMENT NEWS”. It is also requested to publish the advertisement on a single date in all the News Papers.

Sl.No	Name of the Post	UR	SC	ST	OBC	TOTAL	PHP	Ex-SM
01	TAILOR	39	16	01	19	75	01 (OL/BL)	07
02	FITTER GEN.	05	01	--	02	08	01 (PD/D falling which OL/BL)	01
03	PAINTER	03	01	--	01	05	--	01
04	WELDER	02	--	--	--	02	--	--
05	ELECTRICIAN	06	02	--	02	10	01( OL/BL)	01
	TOTAL	55	20	01	24	100	03	10

02. The pre receipted bill in respect of this advertisement along with the specimen copy of the advertisement may please be forwarded to The Secretary, Ordnance Factory Board (Sec: A/Finance and Sec : A/I), 10-A, S.K. Bose Road, Kolkata-700001 duly indicating our reference under intimation to this Factory.

03. A copy of relevant Newspapers may be forwarded to this office for our record.

04. Kindly acknowledge receipt.

Enclo: Draft Advertisement in Duplicate in English.

( A.K. DWIVEDI )  
A.W.M./ADMIN  
FOR GENERAL MANAGER

**Copy forwarded for information to along with a copy of Draft Advertisement :-**

1. The Secretary,  
Ordnance Factory Board,  
(Section A/I ) -- for kind information.

10-A , S.K. Bose Road, Kolkata-700001

2. The Director General of Employment & Training  
Central Employment Exchange,  
14/1, Jamnagar House, Shahjahan Road,  
New Delhi- 110011 -- for kind information

3. The Under Secretary, Govt. of India  
Ministry of Per. Public Grievance & Pension,  
Deptt. Of Personnel & Training (Surplus Cell),  
Room No. 330-A, 3<sup>rd</sup> Floor,  
Lok Nayak Bhavan, New Delhi-110003. -- for kind information

4. The Ministry of Defence,  
( D/Fys-I) DHQ PO  
New Delhi – 110001 -- for kind information

5. The Commissioner SC/ST, West Block No.1,  
Wing No. 7, 1<sup>st</sup> Floor, New Delhi -- for kind information

6. The Employment Officer  
Employment Exchange , Kanpur

Kindly advise the eligible candidates available on live register in your office to submit their application to this Factory directly within 25 days from the date of issue of this letter/21 days from the date of publication of advertisement whichever is later. No list of candidates from your office is required.

7. The Sr. General Manager/General Manager, .....  
All Ordnance Factories & Ordnance Equipment Factories.

You are requested to forward the list of un-recruited Trade Apprentices of the above advertised Trades indicating the Name, Batch, Year of Passing, Marks obtained in the NCVT Examination, Community, Date of Birth and postal Address to this Factory on or before 21 days from the date of publication of the advertisement in the Employment News. You are also requested to intimate such Ex-Trade Apprentices to apply in the proper application format to this Factory at the earliest.

**DRAFT ADVERTISEMENT**  
**GOVERNMENT OF INDIA, MINISTRY OF DEFENCE,**  
**ORDNANCE EQUIPMENT FACTORY, KANPUR-208001**  
**UTTAR PRADESH**

On Line Applications are invited from Indian citizens for recruitment to the following Group 'C' posts in Semi-Skilled Grade in the Pay Band -1 Rs. 5200 – 20,200/- and Grade Pay of Rs. 1800/- in different trades in the Industrial Establishment of the Ordnance Equipment Factory, Kanpur-208001 (UP). The Advertisement and the format of On Line Application available on the Ordnance Factory Board, Kolkata website [www.ofb.gov.in](http://www.ofb.gov.in) The on line application form should be filled in and submitted within due date as mentioned in para-4 of this advertisement.

**NAME OF THE POSTS AND NUMBER OF VACANCIES (TABLE)**

Sl.No	Name of the Post	UR	SC	ST	OBC	TOTAL	PHP	Ex-SM
01	TAILOR	39	16	01	19	75	01 (OL/BL)	07
02	FITTER GEN.	05	01	--	02	08	01 (PD/D failing which OL/BL)	01
03	PAINTER	03	01	--	01	05	--	01
04	WELDER	02	--	--	--	02	--	--
05	ELECTRICIAN	06	02	--	02	10	01( OL/BL)	01
	TOTAL	55	20	01	24	100	03	10

(D- Deaf, PD- Partially Deaf, OL- One leg affected , BL- Both Leg affected, Ex-SM= Ex Serviceman)

Note:- Physically Challenged Persons having the requisite educational & Technical qualification of the Trades of Painter (OL) & Welder(OL/PD/D) may also apply for these trades, though there is no quota for P.H.P. in these trades. They may compete in the same standard of General Candidates.

The number of Vacancies mentioned above is provisional and may marginally increase or decrease depending upon the circumstances. The terms and conditions of the advertisement is subjected to further orders, if any, by Hon'ble Courts/Ministry of Defence/Ordnance Factory Board and/or change in Govt. Policies etc.

**1.0 Age:-** Not below **18 years and not above 32 years** as on closing date of receipt of application. Cut-off date for eligibility of age for the post will be closing date of submission of "On Line" application.

**1.1 Age Relaxation:-** Relaxation in upper age limit is admissible to the following categories of applicants as shown against each category.

- i) Up to the period of Trade Apprenticeship for Ex-Trade Apprentices of the Ordnance Factories.
- ii) Up to 05 years for SC/ST (**only in respect of posts reserved for them**)
- iii) Up to 03 years for OBC on production of **caste certificate with latest Non-creamy layer clause issued by the competent authority( only in respect of posts reserved for them) in prescribed proforma.**
- iv) For PHP; Candidates belonging to UR= 10years, SC/ST= 15 years & OBC= 13years.
- v) up to the age of 45 years for Departmental candidates with 3 years continuous services.
- vi) Up to 03 years in addition to the period of service rendered in the Defence services for Ex-Servicemen on production of Discharge Certificate for Ex-Servicemen issued by Competent Authority.

## **2 Qualification, Syllabus & Mode of Selection for posts mentioned in the table:-**

- i) Passed Matriculation (10<sup>th</sup>) or equivalent examination.
- ii) **National Council of Trades for Vocational Training certificate in the relevant trade failing which by ITI or equivalent Diploma/Certificate.**
- iii) **Syllabus for Written test:-** The syllabus for the written test for a trade will be broadly as that of the NCVT Examination syllabus for relevant trade only.
- iv) **Written Test of 100 marks:-** The question papers of written test will be bi lingual i.e. English & Hindi and objective type multiple choice.
- v) **Trade test (Qualifying only- No marks):-** The syllabus for the trade test (practical) will be as per trade test specification of the Semi-skilled grade of the relevant trade.

On the basis of merit in written test, candidates to the extent of 1.25 times the number of vacancies shall be called for the trade test. The result of the written test will be published in alphabetic order of names of the candidates to be called for the Trade test. **Final Selection/Merit will be based on marks obtained only in written test subject to qualifying in the prescribed trade test.**

## **3- HOW TO APPLY:**

- (a)- Candidate must carefully read all the provisions/conditions/ instructions etc. given in the advertisement before they apply for any post so as to avoid any disappointment at later stage. The candidates, who fulfill the requisite qualifications/specifications, have to apply on Line through OFB Kolkata website **www.ofb.gov.in** The candidates should cross check the information furnished in the “Application Form” before finally submitting the same as no correction will be possible later.
- (b) Before registering/submitting applications on the website, the candidates should possess the Valid E-mail ID and Mobile No. (Optional, if possessed). 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.
- (c)- After submitting the On Line Application and uploading recent colour photograph as well as his/her signature in digital format (jpg or jpeg file of less than 1 MB size each), a Serial No. will be generated automatically. This Serial No. and date of Birth (both) of the candidate should be used for downloading the filled in Application form and the Acknowledgement Slip. The candidate should take print of dully filled in Application form and Acknowledgement Slip in two copies each. One copy of each is to be retained by the candidate for further reference and other one is to be sent along with IPO/Bank Draft to the address printed on the Acknowledgement Slip i.e. The General Manager, Ordnance Equipment Factory, Kanpur-208001, Uttar Pradesh along with the following documents.

- i) Attested Copies of Educational & Technical qualification,
- ii) SC/ST/OBC(Non Creamy Layer)/PHP/Ex-Serviceman certificates issued by Competent Authority as applicable in prescribed proforma. The Certificates attached in non-standard profarma shall not be considered at all.
- iii) Certificate of age proof.
- iv) Rs. 50/- (Fifty ) through crossed Indian Postal Order (I.P.O.) or crossed Bank Draft issued from a Nationalized Bank in favour of THE GENERAL MANAGER. Candidates belonging to SC/ST/Ex-Serviceman and PHP category are exempted from submitting the Fee. The Postal Order/Bank Draft should be issued on or after date of publication of the advertisement in the Employment News. Instruments (Postal Order or Bank Draft) issued prior to that date are not acceptable. The application fee is non- refundable.
- (d) The candidates may send the filled in application form along with requisite documents sufficiently in advance. Application received after the closing date of submission of Application form is not acceptable.
- (e) The General Manager/OEFC is not responsible for postal delay.
- (f) After completion of necessary office formalities, Admit cards to the eligible candidates will be uploaded on the Website [ofb.gov.in](http://ofb.gov.in)

#### **4- CLOSING DATES:-**

- i) Filling of On line Application will start 7days after publication in Employment News (to be counted from the 1<sup>st</sup> date of the week of publication).
- ii) Closing date of Application on On line system – 21days from the date of publication of advertisement in Employment News (English) (to be counted from next day of the last date of the week of publication).
- iii) Closing date of receipt of the filled in hard copy of the application form filled in On line upto 7 days from the closing date of on line application. (This is the last date of receipt of hard copy of the application forms filled in “On line” along with requisite documents, age limit and qualification will not be computed with reference to this date).
- iv) If the closing date for both (ii) & (iii) above falls on Sunday or Holiday, then the next working day will be taken as closing date.
- v) Important actual dates shall be notified in website for information.

#### **5- IMPORTANT INSTRUCTIONS TO THE APPLICANTS:-**

- i) Candidates should apply against any one trade only mentioned in the Table. Applying for more than one trade is not permissible and will lead to disqualification.
- ii) Name of the post applied for must be clearly written on the top of the envelope in capital Letter.

- iii) **Traveling Allowance :** Candidates appearing in Written Test and Trade Test will have to come at their own expenses. However, SC/ST candidates will be paid traveling allowance of second class Railway/Bus fare as per rules for onward and return journey performed by shortest route on production of journey details as well as Railway/Bus Ticket provided that the to and fro distance traveled is more than 30 KM for appearing in written test only.
- iv) Persons working in Central/State Govt. /PSU must apply through proper channel along with a certificate from their Establishment that neither any disciplinary case is pending nor contemplated against them. They must also enclose a certificate from the Establishment concern that in case of selection, their Establishment shall release them immediately.
- v) New entrants to Government Service will be governed by New Pension Scheme termed as “Defined Contributory Pension Scheme” and existing provisions of CCS (Pension Rules ) 1972 will not be applicable.
- vi) SC/ST/OBC/PHP/Ex-Serviceman certificates issued by the competent authorities only and in prescribed format only, will be acceptable. OBC certificate must specifically include clause regarding “Non-creamy Layer” and should be updated/valid at the relevant point of time. A specimen certificate of OBC(Non-Creamy layer) is enclosed for ready reference at Annexure-I. OBC (Non-Creamy layer) certificate is to be submitted in the format only.
- vii) The information furnished in the application should be supported by relevant documents as stated in this advertisement.
- viii) Mere submission of application form does not guarantee issue of Admit card for written test.
- ix) Only selected candidates would be communicated of their selection in due course after the selection process.
- x) For Departmental Candidates relevant rules shall apply.
- xi) It may be noted that bringing any outside/extraneous/political influence for getting employment in the Factory shall render the candidate ineligible.
- xii) 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.
- xiii) Eligible/Non eligible candidates can see their status by entering Serial No. & date of Birth on the website [www.ofb.gov.in](http://www.ofb.gov.in)
- xiv) Admit cards for written exam shall be uploaded in the website [www.ofb.gov.in](http://www.ofb.gov.in) Candidates are advised to keep visiting the website.
- xv) Computation of upper age limit for eligibility – Upper age limit shall be computed with reference to closing date of submission of “On Line” application.
- xvi) Date on which certificate of eligibility for educational and technical qualification should be possessed by the applicant:- With reference to the closing date of submission of Online Application.
- xvii) Eligible candidates shall also be sent mobile alerts, however receipt of alerts is not the responsibility of GM OEFC.

## **6- REJECTION OF APPLICATION:**

The applications/candidature are liable to be rejected/cancelled on the following grounds:-

- (a) Application received after closing date as mentioned in para-4 of this advertisement.
- (b) If, the age of the candidate exceeds the prescribed age limit on the closing date of filling of Application.
- (c) If, the essential qualification is not possessed by the candidate on the closing date of receipt of on line application and/or as mentioned in para 5(xvi).
- (d) If, copies of all supporting documents i.e. academic or technical qualifications, age proof, caste certificate (as applicable) are not enclosed.
- (e) If, application is not complete in any respect as per the requirement given in the advertisement.
- (f) If, application is not accompanied by the Postal Order/Bank Draft of Rs. 50/- except in case so exempted.
  
- (g) If, the applicant produced application form other than the one not generated from on line application.

### **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 to such false assurance or exploitation and must not entertain or encourage such element in any way. It is emphasized and reassured that the selection will be done strictly on merit only in a transparent manner.

( A.K. DWIVEDI )  
A.W.M./ADMIN  
FOR GENERAL MANAGER

