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MINISTRY OF DEFENCE
ORDNANCE UNIT SAUGOR, PIN 909036, C/O 56 APO
RECRUITMENT NOTICE NO – 1/2015

1. Applications are invited from eligible Indian Citizens for the following Central Government posts in the Pay Band and Grade pay (with other authorised allowances as admissible) as mentioned against each:-

Ser No	Designation of post	No of Vacancies								Pay Scale
		UR	OBC	SC	ST	Total	ESM	MSP	PH	
(a)	Fireman	03	-	-	01	04	-	-	-	Rs 5200-20200/- + Grade pay Rs 1900/-
(b)	Tradesman Mate	01	-	-	02	03	-	-	-	Rs 5200-20200/- + Grade pay Rs 1800/-

(UR- Unreserved, OBC- Other Backward Class, SC- Scheduled Class, ST-Scheduled Tribes, ESM- Ex-serviceman, MSP- Meritorious Sports person, PH-Physically Handicapped)

Note:-

1. The above posts are subject to “**All India Service Liability including Field Service**’.

2. The vacancies of Physically handicapped (PH) pers/Meritorious Sports Pers/ Ex-servicemen will be filled up and adjusted against their respective reserved category.

2. **Eligibility** :- Candidates who meet the under mentioned criteria of age and educational qualification should only apply for the said post. In case an applicant wants to apply for more than one posts, separate applications will be submitted for each posts.

(a) Age limit and age relaxation as on last date of receipt of applications:-

Ser No	Category	Age Limit	Relaxation if applicable
(i)	UR	18 years to 25 years	
(ii)	ST	18 years to 30 years	

(b) **Education Qualification**

Ser No	Name of the post	Qualification required
(a)	Fireman	Matric & equivalent
(b)	Tradesman Mate	Matric & equivalent

(c) **Physical measurements.** Candidates applying for Fireman post meet the following min physical measurements:-

Ser No	Name of the post	Physical measurement (qualifying)
(i)	Fireman	(i) Height without shoes – 165 cms. (a concession of 2.5 cms shall be allowed for members of schedule tribes) (ii) Chest un-expanded) – 81.5 cms. (iii) Chest (expanded) – 85 cms. (iv) Weight – 50 kgs.

3. Govt servant applying for any posts will get an age relaxation upto 40 years (45 years in case of SC/ST). The Govt servant must furnish a “**No Objection Certificate**” from their employer/office at the time of the test else their candidature will be cancelled.

4. **Last date for receipt of applications.** Last date for receipt of application will be 21 days from the date of publication of the advertisement in the news papers/Indian Army web portal (www.indianarmy.nic.in). In case of candidates belonging to Assam, Meghalaya, Arunachal Pradesh, Mizoram, Sikkim, Ladakh Sub Division of Jammu and Kashmir State, Lahaul and Spiti District of Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island & Lakshwadeep the last date for receipt of application shall be 28 days from the date of publication of this advertisement. However the crucial date of determining the age limit for all shall be 21 days from the date of publication of advertisement.

5. Candidate should specifically note the late delivery of call letters for test/examination intimation due to postal delay (such as envelops wrongly addressed, delivered elsewhere etc) will not be entertained and no correspondence will be made in this regard.

6. The SC/ST/OBC candidates who apply against Gen (UR) vacancies are not eligible for the age and other concession meant for SC/ST/OBC.

7. Certificate of experience in the trade where experience is desirable be produced.

8. Photocopy of the following documents/certificate are to be attached alongwith application duly self attested:-

(a) Two passport size photographs duly attested, one on right corner of application and one on acknowledgement card.

(b) Attested copies of following certificates will also be submitted with application:-

(i) Education qualification certificate.

(ii) Date of birth certificate.

(iii) Caste certificate where applicable.

(iv) Discharge certificate for Ex-serviceman or No Objection Certificate from the competent authority for serving Defence Personnel who are completing the prescribed period of Army Services within a yea from the last date for receiving application.

(c) A self addressed envelope affixed with a postal stamp of Rs 25/- will also be att with the application.

9. **Points for rejection of application.** Application received after the due date (even due to postal delay) will be rejected invariably and no correspondence will be entertained. The following acts/omissions would render a candidate/applicant disqualified:-

- (a) Application that are not in the prescribed format or are incomplete or unsigned or undated.
- (b) Furnishing of false and inaccurate or dubious information, submission of false/tempered documents.
- (c) If envelope is not superscribed with the name of the post applied and category or incorrect name of the post and category on the envelope and application.
- (d) Applications submitted without self addressed envelope/postal stamps.
- (e) Application not accompanied by self-attested copies of certificates/prescribed certificates in support of age, educational qualification, caste, disability & discharge.
- (f) Applications submitted without self attested copies of photographs.
- (g) More than one application submitted by the candidate for the same post or more than one post applied for on the same application.
- (h) Any other deemed irregularity or reason as observed by the Board of Officers.
- (j) Canvassing on the application in any form or bringing any influence, political or otherwise will entail disqualification.
- (k) In case the candidate is found using unfair means or adopting any malpractice at any stage of the selection process/tests.
- (l) If the candidate is underage or overage on closing date of receipt of application specified at para 2 & 4 above.
- (m) If the candidate is found not possessing the essential qualification or physical parameters required for the post.

10. Place of Tests : **ORDNANCE UNIT, SAUGOR – 470001**
(MADHYA PRADESH)

11. Application should be sent to the following address in a sealed envelope:-

Commanding Officer
Ordnance Unit
PIN : 903036
C/O 56 APO

12. No screening of application is required in case of Trade/Skill tests or Physical tests where required. Trade/Skill tests or Physical tests are qualifying in nature. The candidate who fails to qualify in Trade/Skill tests or Physical tests (wherever applicable) shall not be permitted to undergo written test. Possessing of typing speed is a pre-requisite for the post of Lower Division Clerk. However in case of Physical Handicapped (PH) candidate, the individual will be permitted to join the appointment without passing the typing test, which he/she can pass within a period of two years probation period.

13. It is made clear that merely fulfilling the basic essential qualification /requirement does not automatically entitle a person to be called for tests. The selection will be made strictly on the merit basis. The decision of appointing authority regarding selection/ rejection will be final. It is also made clear that the number of posts/vacancies is tentative and recruitment process can be cancelled/ suspended/terminated by the Comdt/CO/OC at any stage due to administrative reasons.

14. **Essential Practical/Physical/Skill test**

Ser No	Trade	Physical Endurance Tests
(a)	Fireman	(i) 1.6 Km Run within 6 Mins. (ii) Carrying a man (Fireman lift of 63.5 Kgs to distance of 183 meters within 96 Seconds). (iii) Clearing 2.7 meters wide ditch landing on both feet (Long jump). (iv) Climbing 3 mtrs vertical rope using hands and feet.
(b)	Tradesman Mates	(i) 1.6 Km Run within 6 Mins. (ii) Carrying a weight of 50 Kg to a distance of 200 Mtr in 100 Seconds.

15. The question papers of Written Test (Objective type) will be bilingual (Both in English and Hindi for all posts). The syllabus for written examination for above mentioned post is as under:-

Subject	No of Questions	Maximum Marks	Duration	Remarks
General Intelligence and reasoning	25	25	2 Hours (20 Minutes extra for visually handicapped candidates)	The standard of questions will be of matriculation/ intermediate as applicable.
Numerical Aptitude	25	25		
General English	50	50		
General Awareness	50	50		

16. The Trade/Skill tests or Physical tests are qualifying in nature. The selection will be made solely based on marks obtained by the applicants in the written test only subject to qualifying in the practical/physical/trade/skill/typing tests.

17. **WARNING**. All candidates are warned to be careful of self styled agents or touts and are also requested to inform the Commanding Officer, Ordnance Unit of any malpractices seen/observed by them.

18. All appointment are initially on for probation period but likely to be made permanent on successful completion of the probation period.

19. No TA/DA is admissible. Duration of each test can be 02 to 05 days or more Candidates will make their own arrangements for lodging/boarding during the tests.

20. Commanding Officer, Ordnance Unit will not be responsible for any injury which may occur during the process of physical tests/Practical/Skill tests.

THE COMMANDING OFFICER
ORDNANCE UNIT
PIN - 909036
C/O 56 APO

Affix recent
passport size
photograph duly
attested by a
Gazetted Officer

APPLICATION FOR RECRUITMENT

Rect Notice No.....

1. Post applied for
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 Code

6. Permanent Address :-
House No./Street/Village.....
Post Office

District State

Pin Code

7. Educational Qualification

S.No	Qualification	Name of School/College	Name of Board/University	% of Marks obtained

8. Category for which applied :

UR	ST

9. Whether registered with any employment exchange ? (Yes/No).....
(If, yes, mention registration No. and name of Employment exchange)

10. Whether employed in central govt services ? Yes/No.....
If yes, give details as under :-

<u>Name of employer</u>	<u>Office Address</u>	<u>Name of Post</u>	<u>Date of appointment</u>

DECLARATION

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

Dated :

Place :

(Signature of Candidate)

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FOR OFFICE RECORD ONLY

1. Application received on
2. Application accepted/rejected
3. Reasons for rejection : Underage//Overage/Documents incomplete/ Photo or documents not attested/Any other reasons to be specified :-
.....

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

ACKNOWLEDGEMENT CARD

Affix recent
passport size
photograph duly
attested by a
Gazetted Officer

1. Name
2. Date of Birth
3. Father's Name
4. Correspondence Address :-
House No./Street/Village.....
Post Office
- District State
- Pin Code
5. Date of test/interview
6. Date of reporting for test
7. Venue of test