

Government of India
Ministry of Defence
Indian Ordnance Factories,
Ordnance Factory, Ambarnath, Dist. Thane (Maharashtra) Pin: 421 502.
Advertisement No. OFA/ESTT/NIEs/DR/2014-15

ORDNANCE FACTORY, AMBARNATH invites **ON-LINE Applications** from the eligible Citizens of India for filling up the following Non-Industrial posts (Group 'C') plus allowances as admissible to Central Government employees. 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 POST AND NO. OF VACANCIES:

Sl No	Group	Name of the post	Group	Pay Band & Grade pay	UR	SC	ST	OBC	Total	PHP/PWD #	Ex-SM (@)	Post identified suitable for
1.	I	Teacher (Primary)	B	PB-2; GP Rs. 4200/-	2	1	--	1	04	--		LV,OL, BL,OA
2.		Laboratory Assistant	C	PB-1; GP Rs. 2800/-	1	--	--	--	01	--	--	--
3.		Storekeeper	C	PB-1; GP Rs. 1900/-	3	--	--	--	03	VH-1		LV,OL, OA
4.		Midwife	C	PB-1; GP Rs. 1800/-	2	--	--	1	03	--	--	--
5.	II	LDC	C	PB-1; GP Rs. 1900/-	2	--	1	4	07	OH-1		BL,OL, B,LV
6.		Fireman	C	PB-1; GP Rs. 1900/-	2	1	--	2	05	--	--	--
7.		Cook	C	PB-1; GP Rs. 1900/-	1	1	--	--	02	HH-1		PD,D, OL
8.		Medical Asstt.(Male)	C	PB-1; GP Rs. 1800/-	1	--	--	1	02	--	01	OL
9.		Medical Asstt.(Fem)	C	PB-1; GP Rs. 1800/-	1	--	--	--	01	--		OL
10.	III	Telephone Opt Gr-II	C	PB-1; GP Rs. 1900/-	1	--	--	--	01	--		B,LV
11.		Photographer	C	PB-1; GP Rs. 1900/-	1	--	--	--	01	--		OL,D,P D
12.		Durwan	C	PB-1; GP Rs. 1800/-	2	1	--	--	03	--	01	OA
13.	IV	MTS	C	PB-1; GP Rs. 1800/-	8	--	--	4	12	OH-1		LV,OA, OL,PD
14.		Pharmacist	C	PB-1; GP Rs. 2800/-	1	--	--	--	01	--		OL,PD
15.		Ward sahayak	C	PB-1; GP Rs. 1800/-	1	--	--	1	02	--	--	--
16.		Ward sahayika	C	PB-1; GP Rs. 1800/-	--	--	--	1	01	--	--	--
Total					29	4	1	15	49	04	02	--

Note:

- Vacancies of Ex-Servicemen and PWD/PHP shown above are not separate but included in the total no. of vacancies.
- The 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.

UR=Unreserved, **SC**=Scheduled Caste; **ST**=Scheduled Tribe; **OBC**=Other Backward Classes; **PH**=Physically Handicapped; **VH**=Visually Handicapped **OH**=Orthopaedically Handicapped; **HH**=Hearing Handicapped; **Ex-SM**=Ex-Serviceman. **PB-1** – Rs. 5200-20200/- **PB-2**: Rs. 9300-34800/- **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.

Persons with Disabilities (PWD):

iii) Suitability of post for PWD:

04 Nos of Posts reserved for PH 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:

02 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.

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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. LABORATORY ASSISTANT

Age	➤	18 to 30 years
Qualification:- Essential Qualifications	➤	Higher Secondary in Science or equivalent from a school or board recognized by Government of India or State Government.
Desirable Qualification	➤	1. Post qualification experience of (full time) at least Two Years as Laboratory Assistant from a recognized school in regular capacity. 2. Competent to teach both in Hindi Or English.

3. STOREKEEPER

Age	➤	18 to 27 years.
Qualification:- Essential Qualifications	➤	Passed 10 + 2 from a recognized institution.
Desirable Qualification	➤	Basic knowledge of Computer application having 'O' level certificate as per Dept of Electronics Accreditation Committee Certificate (DOEACC)

4. MIDWIFE

Age	➤	18 to 27.
Qualification:- Essential Qualifications	➤	i) Passed 10 + 2 OR equivalent examination any stream. ii) Two years Auxiliary Nursing Midwife Course from recognized Institution and registered with respective Nursing Council. iii) Must have working knowledge of computers.
Desirable Qualification	➤	Knowledge of Hindi and Local language.

5. LOWER DIVISION CLERK

Age	➤	18 to 27 years
Qualification:- Essential Qualifications	➤	<p>(I) Passed 12th Class or equivalent qualification from a recognized Board or University.</p> <p>(II) Skill Test Norms Only on Computers. A typing speed of thirty-five words per minute in English or thirty words per minute in Hindi on computer.</p> <p>(Thirty-five words per minute and thirty words per minute correspond to ten thousand and five hundred Key Depressions per Hr or nine thousand key Depressions per Hr on an avg of five Key depression for each word)</p>

6. 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. 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>

7. COOK (Canteen)

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

8&9. MEDICAL ASSISTANT (Male & Female)

Age	Not exceeding 27 years.	
Essential Qualification	<p>Non-Ex-Service Persons</p> <p><input type="checkbox"/> Passed 10+2 or equivalent examination.</p> <p><input type="checkbox"/> Undergone a course of Instructions in First-aid from a recognized Institution/St.John's Ambulance.</p> <p><input type="checkbox"/> Knowledge of First-aid.</p> <p><input type="checkbox"/> Knowledge of Operation Theatre and sterilization procedure.</p> <p>Ex-Service Persons: Worked as Nursing Assistant in the Armed Forces after passing qualifying test of the Medical Corps.</p> <p>Desirable: Preliminary working knowledge of computers.</p>	

10. 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.

11. PHOTOGRAPHER

Age	➤	18 to 27 years
Qualification:- Essential Qualifications	➤	Matriculation with Diploma in photography and Two years experience in Photography.

12. DURWAN

Age	➤	20 to 27 years
Qualification:- Essential Qualifications	➤	(a) Must possess Matriculation (10th Class) pass certificate from a recognised School. (b) Must be physically fit for the duties of Durwan as per specified standard indicated below: (i) Height without Shoe 165 cms. (ii) Chest unexpanded 77 cms, Expanded 82 cms. (iii) Weight 45 Kgs.
Desirable Qualification	➤	(a) Ex-serviceman (b) 03 years service as Home Guard / Civil Defence volunteer and training in at least basic and refresher course in Home Guard and Civil Defence.

13. MULTI-TASKING STAFF

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

14. PHARMACIST

Age	:	Not exceeding 27 years.
Essential Qualification:		(i) Passed 10 + 2 or equivalent with Science Subjects from a recognized institution. (ii) Candidate should possess Certificate as registered Pharmacist having passed 2 years diploma course with three months training in Pharmacy from an institution recognized by Pharmacy Council of India.
Desirable Qualification		Should have working knowledge of computers.

15&16WARD SAHAYAK / SAHAYIKA

Age	➤	18 to 27 years
Qualification:- Essential Qual	➤	(i) Must Pass Class 10 or equivalent examination of school. (ii) Knowledge of First- aid, Nursing and Ward procedure.

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	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)

NOTE: 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/PHP candidates applying against UR posts/ vacancies. Applicable formats shown below are available on the website and NO other formats will be accepted.

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.

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

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:

- 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.

7. ON-LINE APPLICATION:

- i) Eligible applicants are required to apply On-line for **ONE POST ONLY in the respective group**. 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 Non-Industrial posts*". Application received through any other mode will not be accepted under any condition.

ii) **IMPORTANT DATES SCHEDULE**

	EVENT	REMARK
a.	Opening Date for ON-LINE application/registration on website	06.10.2014 – 27.10.2014
b.	Last Date of receipt of Acknowledgement at OFA (along with copy of Challan & enclosures as applicable).	04.11.2014

NOTE: The schedule of 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, the same will be made available on the website.

iii) No original documents are required to be sent to O.F. Ambarnath in connection with the application unless directed to do so.

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/submitting 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 **and uploaded in the space earmarked in the on-line application format and as per the guidelines given on website.**

c. **SIGNATURE:** Scanned signature **(in Black ink)** against white background is to be scanned and uploaded in the space earmarked in the on-line application format **and as per the guidelines given on website**. 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. ***Candidate is advised to confirm his/her uploaded signature is clearly visible/identifiable at the appropriate place.*** 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 Non-Industrial Posts*". The Web Page shall open to show the following options :

-Eligibility Criteria and Other Details (detailed Advt.).

-Instructions for Applying (detailed instructions to candidates for filling on line application form).

- Formats (for down loading the various appendices).

- Syllabus & Scheme of examination

- Acknowledgement (for taking print of Acknowledgement/ Registration Slip)

- Guidelines for scanning of Photograph and Signature.

- Link for Online Application (for filing the online application)

vii. **ADMIT CARD:** Candidates to down load the admit card (02 COPIES) shall be provided through 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. The candidates can apply for **ONE POST ONLY IN THE RESPECTIVE GROUP**.
- b. SC/ST candidates, Handicapped Ex-Servicemen will be paid Second Class TA as admissible under the rules on production of Bus/Train ticket for the shortest route and Caste/Community certificate/discharge certificate for appearing in the Written examination. The reimbursement of journey fare for first 30 kms of each side is not payable. The aforesaid concession is not admissible to those SC/ST candidates who are already in Central/State Government Service.
- c. 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.
- d. The candidature of the candidate is liable to be cancelled, if he/she submits more than one application form for the same post or applies for two posts in the same group.
- 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 stage of the examination 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).
- h. Date/Schedule of Examinations will be displayed through the link "*Recruitment in Ordnance Factory, Ambarnath. Apply On-line - Non Industrial posts*" 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 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