

(MAX SIZE 15CM x 10CM)

GOVERNMENT OF INDIA MINISTRY OF DEFENCE

UNIT/DEPOT: 11 FIELD ORDNANCE DEPOT
PIN-909911 C/O 56 APO

RECRUITMENT NOTICE

1. Applications are invited from Indian Nationals for the following posts. The scale of pay and specification of the posts are given below :-

S No	Designation of post	No of vacancies							Pay Scales
		Gen	OBC	SC	ST	PH	ESM	Total	
(a)	Material Assistant	02	01	01	-	#01	#01	04	Rs 29200/-
(b)	LDC	02	-	02	-	-	-	04	Rs 19900/-
	LDC(Backlog vacancy)	-	-	-	-	-	01	01	Reserve for ESM
(c)	Tailor(Skilled)	01	01	-	-	-	-	02	Rs 19900/-
(d)	Tradesman Mate(Erstwhile Mazdoor)	03	02	-	-	-	#01	05	Rs 18000/-
(e)	MTS (S/Wala)	01	01	-	-	#01	-	02	Rs 18000/-

The vac of PH(VH) and Ex-Service Men will be filled up first and adjusted against respective categories.

2. The last date for receipt of application is 21 days from date of publication of the advertisement in the Employment News. In case of candidates belonging to Assam, Meghalaya, Arunachal Pradesh, Mizoram, Sikkim, Laddakh Sub Division of Jammu & Kashmir State, Lahaul & Spiti District of Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island and Lakshadweep shall be 28 days from the date of publication of the advertisement. However the crucial date for determining the age limit for all shall be the closing date for receipt of application i.e. 21 days from publication.

3. Detailed Eligibility Criteria and application form is available at www.indianarmy.nic.in. & www.ncs.gov.in.

4. Application **NOT** confirming to the format given in the website will **NOT** be accepted.

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3. Application **NOT** conforming to the format given in the website will **NOT** be accepted.

4. The above posts are subject to all India Service liability including field service.

5. Minimum Essential Qualifications:-

- (a) **Material Assistant** – Graduate in any discipline from any recognized University or Diploma in Material Management or Diploma in Engineering in any discipline from any recognized Institutions.
- (b) **LDC** - (i) 12th Class or equivalent from a recognized Board or University.
(ii) English typing @ 35 WPM on computer or Hindi typing @ 30 WPM on computer(35WPM & 30WPM corresponding to 10500/9000 KDPH on an average of 5 key depressions for each word).
- (c) **Tailor(Skilled)** – Matriculation or its equivalent qualification with a certificate in the trade of Tailor from ITI or equivalent diploma or certificate.
- (d) **Tradesman Mate(Erstwhile Mazdoor)**- Matriculation pass or equivalent from recognized Board. Must be physically fit and capable of performing strenuous duties.
- (e) **MTS(S/Wala)** - Matriculation pass or equivalent from recognized Board.

6. Age limit and its relaxation

S No	Category	Age Limit	Age Relaxation	Remarks
(a)	UR	18 years to 25 years	-	Age limit for the post of Material Assistant shall be as under on the last date of receipt of applications :- UR - 18 years to 27 years OBC - 18 years to 30 years SC - 18 years to 32 years
(b)	OBC	18 years to 28 years	-	-
(c)	SC/ST	18 years to 30 years	-	-
(d)	ESM	The age will be calculated by applying formula i.e. service rendered in Army/Navy/Air Force shall be deducted from the actual age and resultant age should not exceed the maximum upper age limit		Ex-serviceman should be in possession of discharge certificate issued by concerned Records Office.
(e)	PH	prescribed for the post by more than 3 years. UR - 18 years to 35 years OBC - 18 years to 38 years SC - 18 years to 40 years		PH persons should be in possession of disability certificate issue by CMO/Civil Surgeon of Govt Hospital certifying the candidate who suffer from, not less than 40% of relevant disability, are eligible.

7. Candidates will fwd application properly sealed, in an envelope to the address mentioned against the post applied for through **Ordinary/Registered/Speed post**. Application in person will not be accepted. Candidates are requested to super subscribe the word 'APPLICATION FOR THE POST OF _____' on the top of envelope while sending the application form. Application without any superscription on the envelope will be rejected.

8. Photo copy of the following documents/certificates to be attached along with application duly self attested :-

- (a) Education qualification certificate. Class 10th mark sheet is mandatory.
- (b) Certificate of ITI or equivalent diploma from recognized organization where applicable.
- (c) Date of birth certificate.
- (d) Caste certificate (if applicable) duly countersigned by Distt Magistrate/Addl Distt Magistrate/Controller/Deputy Commissioner/ADC/SDM/Executive Magistrate/Revenue Officer not below the rank of Tehsildar/Deputy Controller/Taluka Magistrate/Extra Asst Commissioner/Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate /Sub Divisional Officer of the area where the candidate and/or his family normally resides.
- (e) Discharge certificate for ESM issued by Records Office/Regimental Centre or NOC from the competent authority for serving Defence Personnel who are completing the prescribed period of Army Service within a year from the last date of receiving application .
- (f) Certificate of disability issued by the CMO/Civil Surgeon of Govt Hospital for physically handicapped persons. Disability percentage of physically handicapped persons should be minimum 40%.

9. Two passport size photographs, duly self attested, one on right corner of application and one on acknowledgement Card.

10. Self addressed envelope affixing stamps of Rs. 25/-.

Note-1 Central Government civilian employees must furnish "No Objection Certificate" from their employer/Officer at the time of tests else their candidature will be cancelled.

11. Applications which are incomplete in regards to parameters instant in Para 9 to 11 will be rejected.

12. Incomplete/ineligible applications will be deemed invalid and rejected without intimation to the candidate. Only eligible candidates will be called for the first examination.

13. To reduce the number of candidates for written examination, for one category of post, screening of application will be carried out based on the percentage of marks obtained in the examination mandated as essential QR. No screening of application is required, in cases where physical test, are prescribed prior to "Written Test". The candidates who fail to qualify in the physical tests (wherever applicable) shall not be permitted to undergo written test, Skill Test, wherever applicable will be conducted after written test and will be qualifying in nature.

14. It is made clear that merely fulfilling the basic essential qualification requirement does not automatically entitle a person to be called for test. 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 are tentative and recruitment process can be called/suspended/terminated by the Appointing Authority at any stage due to administrative reasons.

15. The question papers of written test (objective type) will be in bilingual i.e. English and Hindi 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/inter mediate/graduation as applicable
Numerical aptitude	25	25		
General English	50	50		
General Awareness	50	50		

16. Canvassing in any form shall disqualify the candidates. No inquiry or correspondence will be entertained.

17. No TA/DA is admissible. Duration of each test can 02 to 05 days or more. Candidates will make their own arrangement for lodging/boarding during the test. Depot will NOT make any arrangements.

18. Any dispute with regard to the recruitment will be subject to the Distt Courts having jurisdiction in Bathinda (Punjab) only.

19. No relaxation in any test will be provided to women candidate.

20. Candidates will wear decanting for physical tests & not run in underwear's.

21. Disability Certificate(format attached) issued by Central/State Government Medical Board consisting of at least three members, out of which, at least one shall be a specialist in the particular field for assessing locomotors/cerebral/visual/hearing disability and certifying the percentage of disability (i.e.40% and above).

22. All tests will be conducted at 11 Field Ordnance Depot, NRS Bathinda Jn.

23. SC/OBC candidates who applied against unreserved post are not entitled for age and other concession meant for SC/OBC.

24. No extra weightage will be given for additional/higher extra qualifications.

25. **Limiting the No of Candidates** - Due to Administrative constrains, in case of large number of applicant appeared. Initial screening of applications, on the basis of percentage of marks obtained in the examination mandated as qualification required to reduce number of candidates to a reasonable limit. A bench mark percentage may be fixed on the total applications. All candidates meeting the benchmark will be allowed to participate in examination.

26. **OBC Certificate** – Every candidate seeking reservation as OBC is required to submit a certificate, regarding his/her OBC status and non-creamy layer status issued by appropriate auth. OBC Certificate will be as per authority promulgated by Govt of India.
27. Candidates will be on two years probation period at 11 Field Ordnance Depot C/o 56 APO after appointment. Their services will be terminated if they are found indiscipline/unsatisfactory at work.
28. Candidates will be disqualified in case he or she has more than one spouse living (Plural marriage).
29. PH candidates can avail age relaxation of their category i.e. SC/OBC, over and above the age relaxation PH for vacancies reserved for SC/OBC, as applicable. However, a PH candidate applying against general category vacancy can only get claim of age relaxation permissible for PH candidates belonging to UR category.
30. Candidates belonging to reserved categories, who have not availed any relaxation applicable to them and whose names appear in the combined merit list, within the number of UR vacancies being filled shall be accommodated against UR vacancy.
31. Candidates will bring Acknowledged Card for each test, failing which, they will not be allowed to appear in the test. The depot will not be responsible for loss/non receipt of Acknowledgement Cards through post to candidates.
32. Candidates found using unfair means will be rejected.
33. Candidature will be cancelled, if the candidates do not report to depot, within the time specified by Administration.
34. Beware of touts.
35. Imposter will be handed over to police.
36. All other category applying, other than UR/SC/OBC, will be treated as UR category.
37. The unit will not be responsible for compensating, in case, any injury/death is suffered by candidate, during recruitment process.
38. There will be simultaneous conduct of Test for all categories & Applicant having applied for all different categories. The responsibility of deciding the category, for which the candidate would like to appear will be the choice of the applicant himself/herself. 11 FOD will not be responsible for applicant's choice/decision. No separate exam will be conducted for candidates, who could not appear for remaining categories, as applied by them.
49. The decision of Appointing Authority, regarding selection/rejection will be final. Number of vacancies are tentative and recruitment process can be cancelled/suspended/terminated by Commandant 11 FOD C/o 56 APO at any time due to administrative reasons.

40. **Physical Test/Skill Test(whichever applicable)**

- (a) Material Assistant – Merit list will be based on marks obtained in written test.
- (b) LDC – Must qualify in typing test as per recruitment rules. Merit list will be based on marks obtained in written test.
- (c) Tradesman Mate
- (i) 1.5 Km run in 6 minutes (for both male & female candidates). Candidates finishing after 6 minutes will be rejected for further evaluation.
- (ii) Carrying a weight 50 Kg to a distance of 200 Mtrs in 100 second.
Candidates finishing after 100 second will be rejected for further test.
- (d) ~~Tailor~~ Tests specified by Board of Officers including written test.
- (e) MTS(S/Wala) - Tests specified by Board of Officers including written test.

41. The Employment Notice comprises of the following pages :-

- (a) Instructions - Pages 01 to 06
- (b) Application Performa - Pages 01 to 03

11 Field Ordnance Depot
Pin – 909911
C/o 56 APO

Sd/- X X X
(Anirban Chatterjee)
Col
Commandant

13 Apr 2017

11 Field Ordnance Depot
Pin Code- 909911
C/o 56 APO

Affix recent
passport
size
photograph

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.....

D	D	M	M	Y	E	A	R		

- 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	Name of Board	% of marks
		School/College	/University	obtained

- 8. Category for which applied :-
(a)

UR	SC	ST	OBC
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- (b) Whether belong to :-

PH	ESM	Others
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9. If applied for the post as Ex-serviceman :-

Date of enrollment in (Army/Navy/Air Force)..... Date of retirement.....
Total service.....Yrs.....Month.....Days (attach copy of discharge certificate/NOC)

10. If applied for the post of PH category :-

Type of disability(OH,HH,VH)	Percentage of disability
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11. Whether registered with any Employment Exchange?(Yes/No).....
(if yes, mention registration No and name of employment exchange)

12. Whether employed in Central Govt Services? Yes/No.....
if yes, give details as under :-

Name of employer	Office address	Name of the post	Date of appointment
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DECLARATION

13. 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 any where in India.

Dated : (Signature of Candidate)

Place :
.....

FOR OFFICE RECORD ONLY

1. Application received on.....

2. Application accepted/rejected.....

3. Reason for rejection: Underage/Overage/Documents incomplete/Photo or documents not attested/Any other reasons to be specified :-
.....
.....

4. Index No.....Date of test.....
.....

ACKNOWLEDGEMENT CARD

1. Name
2. Date of Birth.....
3. Father's Name.....
4. Correspondence Address.....
House No/Street/Village.....
Post Office.....
District.....State.....
Pin Code.....
5. Application accepted/rejected and date of test if accepted
.....
6. Reason for rejection.....
7. Date and time of reporting for test
8. Venue of test.....