

**GOVERNMENT OF INDIA**  
**MINISTRY OF DEFENCE**  
**CENTRAL ORDNANCE DEPOT, KANPUR-208013**  
**RECRUITMENT NOTICE NO: 44149/RECT/ESTT (CELL-01)**

1. Application are invited from Indian Citizens for the following post in Pay Band in Rs (Pay Band + Grade Pay) plus other allowances as admissible to Central Government employees:-

Sl No	Designation of Post	No of Vacancies								Pay Scales (Pay Band + Grade Pay)
		UR	OBC	SC	ST	PH	Ex-Man	MSP	Total	
(a)	Lower Division Clerk (LDC)	23	14	09	-	01 (OH)	06	03	46#	PB-1 (Rs 5200-20200 + Grade Pay Rs1900/-
(b)	Material Assistant	15	08	07	-	02 (OH, HH)	03	03	30#	PB-1 (Rs 5200-20200 + Grade Pay Rs 2800/-
(c)	Pharmacist	01	-	-	-	-	-	-	01	PB-1(Rs 5200-20200 Plus GP-2800/-(entry grade)and after completion of Two years regular service in entry grade, Pay Band- 2 Rs.9300-34800 plus grade pay Rs.4200/- shall be granted as Non Functional Grade.
(d)	MTS(Messenger)	02	01	-	-	-	-	-	03	PB-1 (Rs 5200-20200 + Grade Pay Rs1800/-
(e)	Tele/Optr	01	01	-	-	-	-	-	02	PB-1 (Rs 5200-20200 + Grade Pay Rs1900/-
(f)	Fireman	14	08	06	-	01 (HH)	03	01	28#	PB-1 (Rs 5200-20200 + Grade Pay Rs1900/-
(g)	Civilian Motor Driver (CMD) (Ordinary grade)	01	-	-	-	-	-	-	01	PB-1 (Rs5200-20200 + Grade Pay Rs1900/-
(h)	MTS (Safaiwala)	03	02	01	-	-	-	-	06	PB-1 (Rs 5200-20200 + Grade Pay Rs1800/-
(j)	Barber	01	01	-	-	-	-	-	02	PB-1 (Rs 5200-20200 + Grade Pay Rs1800/-
(k)	Cook	03	-	-	-	-	-	-	03	PB-1 (Rs 5200-20200 + Grade Pay Rs1900/-
(l)	Washerman	02	-	-	-	-	-	-	02	PB-1 (Rs 5200-20200 + Grade Pay Rs1800/-
(m)	Vendor ( Canteen)	01	-	-	-	-	-	-	01	PB-1 (Rs 5200-20200 + Grade Pay Rs1800/-
(n)	Tradesman Mate (erstwhile Mazdoor)	74	67	03	01	05 (OH)& (HH)	15	07	145#	PB-1 (Rs 5200-20200 + Grade Pay Rs1800/-

# The vacancy of Physically Handicapped/Person with Disabled (OH, HH and VH), Ex Serviceman and Meritorious Sports Person will be filled first and adjusted against respective categories.

2. **ELIGIBILITY CRITERIA:** - As per recruitment rules, qualification for these post are as under:-

S. No	Trade	Essential qualification	Physical/Practical/typing/Trade/Skill/Proficiency Test	Written Test
(a)	Lower Division Clerk (LDC)	<p><b><u>Essential</u></b></p> <p>(i) 12<sup>th</sup> class or equivalent qualification from a recognized Board or University. (ii) English typing @ 35 w.p.m. on computer.</p> <p>OR</p> <p>Hindi typing @ 30 w.p.m. on computer (35 words per minute and 30 words per minutes corresponding to 10500/9000 key depressions per hours (KDPH) on an average of 5 Key depressions for each word.</p> <p><b><u>Provided that :-</u></b></p> <p>A physically handicapped person who is otherwise qualified to hold a clerical post but does not possess the said qualification in type writing may be appointed subject to the condition that a civil surgeon or equivalent certifies that the said handicapped person is in a fit condition to be able to type.</p>	Typing Test (qualifying)	Written test
(b)	Material Assistant	<p><b><u>Essential</u></b></p> <p>Graduate in any discipline from any recognized University. OR Diploma in Material Management from any recognized Institutions. OR Diploma in Engineering in any Discipline from any recognized Institutions.</p>	Nil	Written Test

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S. No	Trade	Essential qualification	Physical/Practical/Trade/Skill/Proficiency Test	Written Test
(c)	Pharmacist	<p><b><u>Essential</u></b> 10+2 pass from a recognized Board or University.</p> <p>Two Years Diploma in Pharmacy.</p> <p>Registration with State Pharmacy Council.</p>	Nil	Written Test
(d)	MTS (Messenger)	<p><b><u>Essential</u></b> Matriculation pass or Equivalent from a recognized Board.</p> <p><b><u>Desirable</u></b> Conversant with the duties of the respective trades with one year experience in the trade.</p>	-do-	Written Test
(e)	Tele/Optr	<p><b><u>Essential</u></b> 12<sup>th</sup> class or equivalent qualification from a recognized Board or University with English as compulsory subject.</p> <p><b><u>Desirable</u></b> (i) Proficiency in handling in PBX Board. (ii) Fluency in spoken English.</p>	Trade Test (qualifying)	Written Test
(f)	Fireman	<p><b><u>Essential</u></b> Matriculation pass or Equivalent from a recognized Board or University. Must be physically fit and capable of performing strenuous duties and must have following physical parameters:- (i) Height without shoes-165 cms provided that a concession 2.5 cms height shall be allowed for member of Scheduled Tribes. (ii) Chest (Un-expanded) -81.5 cms (iii) Chest (on expansion) -85 cms (iv) Weight - 50 Kgs (Minimum)</p> <p><b><u>Note</u></b> :-This post is purely for male candidates.</p>	<p><b><u>Physical Test</u></b> (qualifying) :-</p> <p><b><u>Endurance test:-</u></b></p> <p>(a) Run 1.6 Km in 6 minutes (b) Carrying a man (Fireman lift of 63.5 Kgs to a distance of 183 meters within 96 seconds. (c) clearing 2.7 meters wide ditch landing on both feet (long jump) (d) Climbing 3 meters vertical rope using hands and feet.</p>	Written Test

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S. No	Trade	Essential qualification	Physical/Practical/ Trade/Skill/Proficiency Test	Written Test
(g)	Civilian Motor Driver (CMD) (Ordinary grade)	<p><b><u>Essential</u></b>                      (i) Matriculation pass or Equivalent from a recognized Board or University.                      (ii) Must possess the civilian driving licence for heavy vehicles and have two yrs work experience of driving such vehicles.</p>	Practical/Trade Test (qualifying)	Written Test
(h)	Safaiwala	<p><b><u>Essential</u></b>                      Matriculation pass or Equivalent from recognized board.</p> <p><b><u>Desirable</u></b>                      Conversant with the duties of the trades with one year's experience in the trade.</p>	Practical/Trade Test (qualifying)	Written Test
(j)	Barber	<p><b><u>Essential</u></b>                      Matriculation pass or Equivalent from recognized board with proficiency in Barber's trade job.</p> <p><b><u>Desirable</u></b>                      One year experience in the trade.</p>	Practical/Trade Test (qualifying)	Written Test
(k)	Cook	<p><b><u>Essential</u></b>                      Matriculation pass or Equivalent from recognized board.</p> <p><b><u>Desirable</u></b>                      Diploma in cooking from any recognized Institute e.g. ITI/vocational college etc.</p>	Practical/Trade Test (qualifying)	Written Test
(l)	Washerman	<p><b><u>Essential</u></b>                      Matriculation pass or Equivalent from recognized board</p> <p><b><u>Desirable</u></b>                      Must be able to the wash military/civilian cloth thoroughly well.</p>	Practical/Trade Test (qualifying)	Written Test
(m)	Vendor (Canteen)	<p><b><u>Essential</u></b>                      Matriculation pass or Equivalent from recognized board with proficiency in trade job.</p> <p><b><u>Desirable</u></b>                      Six month's experience in the trade</p>	Practical/Trade Test (qualifying)	Written test

S. No	Trade	<b><u>Essential qualification</u></b>	<b><u>Physical/Practical/ Trade/Skill/Proficiency Test</u></b>	<b><u>Written Test</u></b>
(n)	Tradesman Mate (Erstwhile Mazdoor)	<b><u>Essential</u></b>  (i) Matriculation or equivalent qualification from a recognized Board.	<b><u>Physical Test</u></b> (qualifying):-  (a) 1.5 Km run in 6 Mins  (b) Endurance test with 50 Kgs sand bag distance 200 Mtsr in 100 Secs.	Written test

Note:- Short listing of candidates will be made only on the basis of percentage of marks obtained in the essential qualification prescribed for the above posts. No weight age will be given for additional / higher qualification.

3. The above posts are subject to all India Service liability including field service.
4. **Age Limit and relaxation For the post of Lower Division Clerk (LDC), Pharmacist, MTS (Messenger), Tele/Optr, Fireman, Safaiwala, Barber, Cook, Washerman, Vendor, and Tradesman Mate (Erstwhile Mazdoor)**

S.N.	Category	Age Limit			Remarks
(a)	UR	18 Years to 25 Years			
(b)	OBC	18 years to 28 years			
(c)	SC/ST	18 years to 30 years			
(d)	ESM	Present age minus period of service rendered in Army/Navy/Air Force plus then should not exceed prescribed maximum age.			
(e)	PH	UR	OBC	SC/ST	PH person should be in possession of Disability Certificate issued by CMO/Civil surgeon of Govt hospital certifying the disability.
		18 to 35 years	18 to 38 years	18 to 40 Years	
<b><u>Specification of PH-</u></b> (a) One Arm affected (OA) (b) One Leg affected (OL) (c) Both Leg affected but not Arms (BL) (d) Orthopaedic Handicapped (OH) (e) Hearing Handicapped (HH). Govt. Servants will get age relaxation up to 35 years in case of Mazdoor and 40 years in case of LDC & Cook					

5. **Age limit and its relaxation for Material Assistant and CMD**

S. No	Category	Age Limit
(a)	UR	18 Years 27 years (relaxable for Govt servants up to 40 years in accordance with instruction or orders issued by the Central Government further relaxation for five years as in the case of ST Candidates.
(b)	OBC	18 Years to 30 years
(c)	SC	18 Years to 32 Years
(d)	ESM	Present age minus period of service rendered in Army/Navy/Air Force plus three, should not exceed prescribed maximum age.

6. Candidates will forward application properly sealed, in an envelope to Commandant, Central Ordnance Depot, Kanpur PIN-900273 C/o 56 APO mentioned against the post applied for through ordinary posts/Registered post/Speed post. Application in person will not be accepted. Candidates are requested to super scribe the words “**APPLICATION FOR THE POST OF .....**” on the top of envelope while sending the application form. If a candidate applies for more than one post, each application be fwd in separate envelope.

7. **Last date of receipt of application** : 21 days from the date of publication of the advertisement in the Employment News. In case of candidates belongs to Assam, Meghalaya, Arunachal Pradesh, Mizoram, Sikkim, Laddak, Sub Division of Jammu and Kashmir State, Lahaul & Spiti District of Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island & Lakshadweep shall be 28 days from the date of publication of this 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.

8. **General**: - Applications received before date of publication or after the due date (even due to postal delay ) will be rejected summarily and no correspondence will be entertained. The following acts/omissions should render a candidate/application disqualified:-

- (a) Applications not in the prescribed format or incomplete or unsigned or undated or improperly filled.
- (b) Submission of false, inaccurate or tampered or dubious information.
- (c) If not super scribed with the name of the post applied for or incorrect name of the post on the envelope and application.
- (d) Without self – addressed envelope / postage stamps /self attested recent photographs.
- (e) Application not accompanied by self attested copies of certificates/prescribed certificate in support of age, qualification, Caste, disability, discharge etc.

- (f) More than one application submitted by the candidate for the same post.
- (g) Any other deemed irregularity or reason as observed by the Board of Officers.
- (h) Canvassing on application form in any and/or bringing in any influence political or otherwise will entail disqualification.
- (j) In case the candidate is found using unfair means or adopting any malpractice at any stage of selection process.
- (k) If underage or overage on closing date of receipt of application.
- (l) If the candidate not found to possess the essential qualification.
- (m) If the application of candidate who is working in Government Establishment is not received through proper channel with NOC.
- (n) Photograph must be pasted properly and not stapled wherever applicable.

9. Candidate should specifically note that the late delivery of test/examination intimation due to postal delay (Such as envelope wrongly addressed, delivered else where etc) will not be entertained and no correspondence will be made in this regard.

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

11. OBC candidates seeking reservation of OBC are required to submit a certificate regarding OBC & Non Creamy Layer Status issued by civil authorities.

12. Certificate of experience in the trade where experience is desirable be produced alongwith the application..

13. Photocopy of the following Documents/Certificates to be attached alongwith application duly self attested:-

- (a) Two Passport size photographs duly self attested one on right corner of application and one on Acknowledgement Card.
- (b) Self 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
  - (iii) Discharge Certificate for Ex-Serviceman where applicable
  - (v) Certificate of experience in trade wherever applicable.

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(c) Self addressed envelope affixing postal stamps of Rs 39/-.

**Note- Central Government civilian employs must furnish No 'Objection Certificate' from their employer/Office at the time of the alongwith application and else their candidature will be cancelled.**

14. Place of Test: Kanpur (U.P) (Exact Location will be intimated in call letter).

15. Application should be forwarded to Commandant, COD Kanpur -208013 (U.P) as per prescribed format only otherwise the same will be rejected. Separate application for each post is required.

16. Incomplete/ineligible application will be deemed invalid and rejected without intimation to the candidate. Only the eligible candidates will be called for the written examination through Acknowledgement Card.

17. Commandant COD Kanpur (Appointing authority) reserves the right to reduce the number of candidates for written examination for any category of post by screening of applications based on a cut of percentage of marks obtained in the examination mandated as essential QR.

18. No screening of application is required in case of physical test wherever required. The candidates who failed to qualify in the physical test (wherever applicable) shall not be permitted to undergo written test. Skill test wherever applicable will be conducted and will be qualifying in nature which will also be counted for final merit Possessing of typing speed is a pre-requisite for the post of LDC. 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.

19. **Written Test:** - The question papers of written test (Objective type) will be bilingual i.e. in English & Hindi. Details for written test are mentioned below:-

(i) For post having grade pay 1900/- and above is as below:-

Subject	Total Marks	Duration	Remarks
General Intelligence and reasoning	150	2 Hours (20 Minutes extra for visually handicapped Candidates)	The standard of questions will be of matriculation/intermediate as applicable.
Numerical Aptitude			
General English			
General Awareness			



(ii) For post having grade pay 1800/- is as below:-

Subject	Total Marks	Duration	Remarks
General Intelligence and reasoning	150	2 Hours (20 Minutes extra for visually handicapped Candidates)	The standard of questions will be of matriculation.
Numerical Aptitude			
General English			
General Awareness			

20. Ratio of marks for written, practical and physical test is as mentioned below-

S.No	Name of Post	Stage – I	Stage-II	Ratio of Written Marks
(a)	LDC	Typing proficiency test (qualifying test)	Written	100%
(b)	Material Assistant	Nil	Written	100%
(c)	Pharmacist	-do-	Written	100%
(d)	MTS(Messenger)	-do-	Written	100%
(e)	Tele/Optr	PBX Proficiency test (qualifying)	Written	100%
(f)	Fireman	Physical Test (qualifying)	Written	100%
(g)	CMD	Trade test (qualifying)	Written	100%
(h)	MTS(Safaiwala)	Trade test (qualifying)	Written	100%
(j)	Barber	Trade test (qualifying)	Written	100%
(k)	Cook	Trade test (qualifying)	Written	100%
(l)	Washerman	Trade test (qualifying)	Written	100%
(m)	Vendor	Trade test (qualifying)	Written	100%
(n)	Tradesman Mate (Mazdoor)	Physical test (qualifying)	Written	100%

21. Number of candidates for conduct of various tests may be restricted to minimum 50 times of the number of vacancies for each category based on a cut off applied on the minimum educational qualification for the post.
22. It is made clear the merely fulfilling the basic essential qualification/requirements 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 cancelled/suspended/terminated by the Commandant at any stage due to administrative reasons.
23. **WARNING**: All candidates are warned to be careful from the self-styled agents and also requested to inform the Commandant COD Kanpur against any malpractice seen/observed by them.
24. All appointments are initially on temporary basis but likely to be made permanent.
25. 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 test.
26. Commandant, COD Kanpur will not be responsible for any injury which may occur during the process of recruitment tests/exams.

**Commandant**  
**Central Ordnance Depot, Kanpur**  
**PIN Code-900273**  
**C/o 56 A P O**

Affix recent  
 passport size  
 photograph  
 duly self  
 attested

**APPLICATION FOR RECRUITMENT**

1 **POST APPLIED FOR:**-----

2. **Name of candidate** (in block letters).....

3. **Father's Name:**.....

4. **Date of Birth**

D	D	M	M	Y	Y	Y	Y

(Pl enclose birth certificate or Metric/Higher Secondary School Certificate or the equivalent of School Leaving Certificate or an affidavit from the court showing date of birth)

5. **Correspondence Address :-**

House No/Street /Village.....

Post Office.....

District.....State.....

PIN Code.....

Mobile No.....

Email ID (If Any).....

6. **Permanent Address:-**

House No/Street /Village.....

Post Office.....

District.....State.....

PIN Code.....

7. **Educational Qualification** (Please enclose photocopy of relevant certificate)

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

8. Category for which applied :-

(a) 

UR	SC	SC	OBC
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 (Please tick to choose)

(b) 

PH	ESM	Others
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 (Please tick to choose)

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 in PH category:**(please enclose photocopy of relevant certificates)

Type of disability (OH, HH, VH)----- (Percentage of disability)

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

**DECLARATION**

12 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:

Signature of Candidate)

Place:

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**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:-  
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-----
4. Index No.....Date of test.....onwards  
.....

**ACKNOWLEDGEMENT CARD**

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

Affix recent  
passport size  
photograph  
duly self  
attested

Signature of controlling officer and stamp

**MINISTRY OF DEFENCE****NAME OF DEPOT: CENTRAL ORDNANCE DEPOT, KANPUR-208013****RECRUITMENT NOTICE NO: 44149/Rect/Estt (Cell-01)**

1. Application are invited from Indian Citizens for the following posts in pay Band and Grade Pay mentioned against each posts plus other allowances as admissible to Central Government Employees:-

S.No	Designation of Post	Pay Scale	Minimum Essential qualification	No of Vacancies							
				UR	OBC	SC	ST	Total	PH	Ex-Man	MSP
(a)	Lower Division clerk (LDC) Lower Division clerk (LDC)	PB-I- 5200-20200 Plus GP-1900/-	<p><b>Essential</b> (i) 12<sup>th</sup> class or equivalent qualification from a recognized Board or University.</p> <p>(ii) English typing @ 35 w.p.m. on computer.</p> <p>OR</p> <p>Hindi typing @ 30 w.p.m. on computer (35 words per minute and 30 words per minutes corresponding to 10500/9000 key depressions per hours( KDPH) on an average of 5 Key depressions for each word.</p> <p><b>Provided that :-</b> A physically handicapped person who is otherwise qualified to hold a clerical post but does not possess the said qualification in type writing may be appointed subject to the condition that a civil surgeon or equivalent certifies that the said handicapped person is in a fit condition to be able to type.</p>								
				23	14	09	-	46 #	01 (OH)	06	03
(b)	Material Assistant	PB-I -5200-20200 Plus GP-2800/-	<p><b>Essential</b> Graduate in any discipline from any recognized University OR Diploma in Material Management from any recognized Institutions.</p> <p>OR Diploma in Engineering in any Discipline from any recognize Institutions.</p>	15	08	07	-	30 #	02 (OH, HH)	03	03
(c)	Pharmacist	PB-I- 5200-20200 Plus GP-2800/- (entry grade)and after completion of Two years regular service in entry grade, Pay Band-2 Rs.9300-34800 plus grade pay Rs.4200/- shall be granted as Non Functional Grade.	<p><b>Essential</b></p> <p>(i) 10+2 pass from a recognized Board or University.</p> <p>(ii) Two Years Diploma in Pharmacy.</p> <p>(iii). Registration with State Pharmacy Council.</p>	01	-	-	-	01	-	-	-

(d)	Messenger	PB-I- 5200-20200 Plus GP-1800/-	<p><b>Essential</b> Matriculation pass or Equivalent from a recognized Board or University</p> <p><b>Desirable</b> Conversant with the duties of the respective trades with one year experience in the trade.</p>	02	01	-	-	03	-	-	-
(e)	Tele/Optr	PB-I- 5200-20200 Plus GP-1900/-	<p><b>Essential</b> 12<sup>th</sup> class or equivalent qualification from a recognized Board or University with English as compulsory subject.</p> <p><b>Desirable</b> (i) Proficiency in handling in PBX Board. (ii) Fluency in spoken English.</p>	01	01	-	-	02	-	-	-
(f)	Fireman	PB-I- 5200-20200 Plus GP-1900/-	<p><b>Essential</b> Matriculation pass or Equivalent from a recognized Board or University. Must be physically fit and capable of performing Strenuous duties and must have following physical parameter:- (i) Height without shoes-165 cms provided that a concession 2.5 cms height shall be allowed for member of Scheduled Tribes. (ii) Chest (Un-expanded) -81.5 cms (iii) Chest (on expansion -85 cms (iv) Weight - 50 Kgs (Minimum) <b>Physical Test:-</b> (a) Carrying a man (Fireman) lift of 63.5 Kgs to a distance of 183 meters within 96 seconds. (b) clearing 2.7 meters wide ditch landing on both feet (long jump). (c) Climbing 3 meters vertical rope using hands and feet. (d) Endurance test-Run 1.6 Km in 6 Minutes <b>Note:-</b> This post is purely for male candidates.</p>	14	08	06	-	28 #	01 (HH)	03	01
(g)	Civilian Motor Driver (CMD) (Ordinary grade)	PB-I- 5200-20200 Plus GP-1900/-	<p><b>Essential</b> Matriculation pass from a recognized Board or University.</p> <p>Must possess the civilian driving licence for heavy vehicles and have two yrs work experience for driving such vehicles.</p>	01	-	-	-	01	-	-	-

(h)	Safaiwala	PB-I-5200-20200 Plus GP-1800/-	<b>Essential</b> Matriculation pass or Equivalent from recognized board . <b>Desirable</b> Conversant with the duties of the respective trades with one year's experience .	03	02	01	-	06	-	-	-
(j)	Barber	PB-I-5200-20200 Plus GP-1800/-	<b>Essential</b> (i) Matriculation pass or Equivalent from recognized board with proficiency in Barber's trade job. <b>Desirable</b> With one year's experience in the trade.	01	01	-	-	02	-	-	-
(k)	Cook	PB-I - 5200-20200 Plus GP-1900/-	<b>Essential</b> Matriculation pass or Equivalent from recognized board. <b>Desirable</b> Diploma in cooking from any recognised Institute e.g. ITI/vocational college etc.	03	-	-	-	03	-	-	-
(l)	Washerman	PB-I-5200-20200 Plus GP-1800/-	<b>Essential</b> Matriculation pass or Equivalent from recognized board <b>Desirable</b> Must be able to wash military/civilian cloth thoroughly well.	02	-	-	-	02	-	-	-
(m)	Vendor (Canteen)	PB-I - 5200-20200 Plus GP-1800/-	<b>Essential</b> Matriculation pass or Equivalent from recognized board with proficiency in trade job. <b>Desirable</b> With Six months experience in the trade from recognized Institute.	01	-	-	-	01	-	-	-
(n)	Tradesman Mate (Mazdoor)	PB-I-5200-20200 Plus GP-1800/-	<b>Essential</b> Matriculation or equivalent qualification from a recognized Board. <b>Physical Test</b> (a)1.5 Km run in 6 Mins  (b) endurance test with 50 Kg sand bag distance 200 Mtr in 100 Secs.	74	67	03	01	145#	05 (HH)	15	07

# The vacancy of Physically Handicapped/Person with Disabled (OH, HH and VH), Ex Serviceman and Meritorious Sports Person will be filled first and adjusted against respective categories.

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



**3. Age Limit and relaxation For the post of Lower Division Clerk (LDC), Pharmacist, , MTS (Messenger), Tele/Optr, Fireman, Safaiwala, Barber, Cook, Washerman, Vendor, and Tradesman Mate (Erstwhile Mazdoor)**

S.N.	Category	Age Limit			Remarks
(a)	UR	18 Years to 25 Years			
(b)	OBC	18 years to 28 years			
(c)	SC/ST	18 years to 30 years			
(d)	ESM	Present age minus period of service rendered in Army/Navy/Air Force plus then should not exceed prescribed maximum age.			
(e)	PH	UR	OBC	SC/ST	PH person should be in possession of Disability Certificate issued by CMO/Civil surgeon of Govt hospital certifying the disability.
		18 to 35 years	18 to 38 years	18 to 40 years	
<b>Specification of PH-</b> (a) One Arm affected (OA) (b) One Leg affected (OL) (c) Both Leg affected but not Arms (BL). (d) Orthopaedic Handicapped (OH) (e) Hearing Handicapped (HH). Govt. Servants will get age relaxation up to 35 years in case of Mazdoor and 40 years in case of LDC & Cook					

**4. Age limit and its relaxation for Material Assistant and CMD**

S. No	Category	Age Limit
(a)	UR	18 Years 27 years (relaxable for Govt servants up to 40 years in accordance with instruction or orders issued by the Central Government further relaxation for five years as in the case of ST Candidates.
(b)	OBC	18 Years to 30 Years
(b)	SC	18 Years to 32 Years
(c)	OBC	18 years to 30 years
(c)	ESM	Present age minus period of service rendered in Army/Navy/Air Force plus three, should not exceed prescribed maximum age.

**5. Written Test: - The question papers of written test (Objective type) will be bilingual i.e.in English & Hindi. Details for written test are mentioned below :-**

(i) **For post having grade pay 1900/- and above is as below :-**

Subject	Total Marks	Duration	Remarks
General Intelligence and reasoning	150	2 Hours (20 Minutes extra for visually handicapped Candidates)	The standard of questions will be of matriculation /intermediate as applicable.
Numerical Aptitude			
General English			
General Awareness			

(ii) For post having grade pay 1800/- is as below :-

Subject	Total Marks	Duration	Remarks
General Intelligence and reasoning	150	2 Hours (20 Minutes extra for visually handicapped Candidates)	The standard of questions will be of matriculation.
Numerical Aptitude			
General English			
Numerical Aptitude			

6. Ratio of marks for written, practical and physical test is as mentioned below:-

S.No	Name of Post	Stage-II	Stage – I	Ratio of written Marks
(a)	LDC	Typing proficiency test (qualifying )	Written	100%
(b)	Material Assistant	Nil	Written	100%
(c)	Pharmacist	-do-	Written	100%
(d)	MTS(Messenger)	-do-	Written	100%
(e)	Tele/Optr	PBX Proficiency test (qualifying )	Written	100%
(f)	Fireman	Physical test (qualifying )	Written	100%
(g)	CMD	Trade test (qualifying )	Written	100%
(h)	MTS(Safaiwala)	Trade test (qualifying )	Written	100%
(j)	Barber	Trade test (qualifying )	Written	100%
(k)	Cook	Trade test (qualifying )	Written	100%
(l)	Washerman	Trade test (qualifying )	Written	100%
(m)	Vendor	Trade test (qualifying )	Written	100%
(n)	Tradesman Mate (Mazdoor)	Physical test (qualifying )	Written	100%

7. Candidates will forward application properly sealed, in an envelope to “**COMMANDANT, CENTRAL ORDNANCE DEPOT KANPUR, PIN – 900273 C/O 56 APO**” mentioned against the post applied for through ordinary posts/Registered post/Speed post application in person will not be accepted. Candidates are requested to super scribe the words “**APPLICATION FOR THE POST OF .....**” on the top of envelope while sending the application form.

8. Last date for receipt of application is 21 days from the date of publication of the advertisement in the Employment News Applications. In case of candidates belongs to Assam, Meghalaya, Arunachal Pradesh, Mizoram, Sikkim, Laddak, Sub Division of Jammu and Kashmir State, Lahaul & Spiti District of Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island & Lakshadweep shall be 28 days from the date of publication of this 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.

9. The crucial date for determining the age limit shall be the closing date for receipt of application.

10. Photocopy of the following Documents/Certificate to be attached alongwith application duly self attested.

(a) Two Passport size photographs duly self attested one on right corner of application and one on Acknowledgement Card.

(b) Self 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 where applicable.
- (v) Certificate of Expenditure in trade wherever applicable.

(c) Self addressed envelope affixing postal stamps of Rs 39/-

(d) Character certificate issued by a Gazette Officer (the date of Character certificate must not be earlier than six months from the day of publication of this advertisement in the Employment News).

**Note- Central Government civilian employs must furnish No ‘Objection Certificate’ from their employer/Office at the time of the alongwith application and else their candidature will be cancelled.**

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

12. To reduce the number of candidate for written examination for one category of post, screening of applications will be carried out based on percentage of marks obtained in the examination mandated as essential QR. No screening of application is required in case of physical test wherever required. The candidates who fail to qualify in the physical test (where 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 which will also be counted for final merit.

13. Number of candidates for conduct of various tests may be restricted to minimum 50 times of the number of vacancies for each category based on a cut off applied on the minimum educational qualification for the post.

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 numbers of posts/vacancies are tentative and recruitment process can be cancelled/suspended/terminated by the Commandant at any stage, due to administrative reasons.

15. Any dispute with regard to the recruitment will be subject to the courts having jurisdiction in **Kanpur** only.

16. Selected candidates will be given appointment letter by concerned authorities subject to verification of character and antecedents from concerned District Magistrates and medical fitness from medical authorities.

17. Applications received before date of publication or after the due date (even due to postal delay ) will be rejected summarily and no correspondence will be entertained. The following acts/omissions should render a candidate/application disqualified :-

- (a) Applications which are not in format as per annexure will be rejected.
- (b) Unsigned/incomplete applications will be rejected.
- (c) In the event of their failure to produce original/essential documents after physical test, the candidature is liable to be rejected. Documents relating to essential education/higher education/technical qualification/experience certificate will be checked after physical tests. The original caste certificate/character certificate/sports certificate/discharge certificate/ disability certificate for handicapped as applicable will be checked after the physical tests.
- (d) If a candidate produces false certificates/fabricated documents inaccurate or tampered information then he will be disqualified/dismissed from service, if appointed inadvertently.
- (e) Application should be made in either Hindi or English only
- (f) Separate application for each post should be applied for
- (g) Candidates may apply for only one category or reservation. In case candidate submits more than one application for the same post the candidature is liable to be rejected.
- (h) Overwriting/erasure/incorrect/incomplete information in application form will result in rejection of the application. Making statement which are incorrect or false suppressing material information will result in rejection of application.
- (j) All supported documents alongwith the application are to be self attested.
- (k) Right to accept/reject application rests with Commandant, Central Ordnance Depot Kanpur and it is further made clear that mere acceptance of application does not guarantees any appointment or any claim on the post.
- (l) This depot will not be responsible for any postal delay.
- (m) Canvassing in any form shall disqualify the candidates. No enquiry or correspondence will be entertained.
- (n) Obtaining support for his candidature through unfair means shall disqualify the Candidature.

(o) Candidate found resorting to any irregular or improper means in connection with his Candidature for the selection and any other reason as observed by the Board of officers then application will be rejected.

(p) Photograph must be pasted properly and not stapled wherever applicable.

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

(S Subhir Kumar)  
Lt Col  
Administrative Officer

**Commandant.**  
**Central Ordnance Depot, Kanpur**  
**PIN Code-900273**  
**C/o 56 A P O**

Affix  
 passport size  
 colour  
 photograph  
 duly self  
 attested

**APPLICATION FOR RECRUITMENT**  
**(All Columns must be filled)**

1. POST APPLIED FOR:-----  
 2. Name of candidate (in block letters).....  
 3. Father's Name:.....

4. Date of Birth

							(Pl enclose birth certificate or Metric/Higher Secondary School Certificate or the equivalent of School Leaving Certificate or an affidavit from the court showing date of birth)
D	D	M	M	Y	Y	Y	

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** (Please enclose photocopy of relevant certificate)

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

8. Category for which applied :-

(a) 

UR	SC	SC	OBC
----	----	----	-----

 (Please tick to choose)

(b) 

PH	ESM	Others
----	-----	--------

 (Please tick to choose)

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 in PH category:**(please enclose photocopy of relevant certificates)

Type of disability (OH, HH, VH)----- (Percentage of disability)

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

### **DECLARATION**

12 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:

(Signature of Candidate)

Place: