

ADVERTISEMENT TO BE HOSTED ON ARMY INTERNET WEBSITE
MIN ISTRY OF DEFENCE
UNIT/DEPOT : ORDNANCE DEPOT, AVADI,CHENNAI-55
RECRUITMENT NOTICE NO : 01/SCODA/EST/2016

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

S.No	Designation of the post	UR	OBC	SC	ST	TOTAL	ESM	PH (VH)	Pay Scale
(a)	LDC	-	03*	-	-	03	-	01 *	5200-20200/- +GP 1900/-
(b)	Fireman	-	02	01	-	03	-	-	5200-20200/- +GP 1900/-
(c)	CMD (OG) (Civilian Motor Driver (OG)	-	01	01	-	02	-	-	5200-20200/- +GP 1900/-

(UR-Unreserved, OBC-Other Backward Class, SC-Scheduled Caste, ST- Scheduled Tribes, ESM-Ex-Serviceman, MSP-Meritorious Sports Person, PH (VH) - Physically Handicapped)

Note:-

- The above posts are subject to **'All India Service Liability Including Field Service'**
- The Vacancies of Physically handicapped (PH) Pers / Meritorious Sports Pers / Ex-Servicemen will be filled up and adjusted their respective reserved category.
- 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 to each post.

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

S.No	Category	Age Limit		Relaxation if applicable
		LDC & FIREMAN	CMD	
(i)	UR	-	-	-
(ii)	OBC	18 to 28 years	18 to 30 years	03 years
(iii)	SC	18 to 30 years	18 to 32 years	05 years
(iv)	ST	-	-	-
(v)	Ex-Servicemen	-	-	-
(vi)	Physically Handicapped Person	18 to 38 years	-	13 years. (PH person should be in possession of disability certificate issued by CMO/Civil Surgeon of Govt Hospital certifying the disability)
(vii)	Meritorious Sports Person	-	-	-

(b) Educational Qualification

Ser No	Name of post	Qualification required
(a)	LDC	12 th Std from a recognized board
(b)	Fireman	Matriculation or equivalent from a recognized board.
(c)	CMD (OG) (Civilian Motor Driver) (Ordinary Grade)	Matriculation or equivalent from a recognized board.

(c) Physical requirements

Ser No	Name of Post	Physical measurements (qualifying)
(a)	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, Lahual and Spiti District of Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island and Lakshwadeep the last date for receipt of application shall be 28 days from the date of publication of the 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 that the delivery of call letters for test/examination intimation due to postal delay (such as envelopes 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 concessions meant for SC/ST/OBC.

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

8. Photocopy of the following documents/certificates are to be attached along with application duly self attested.

(a) Two passport size photographs duly self 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) Educational qualification certificate
- (ii) Date of Birth Certificate
- (iii) Caste certificate where applicable.

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

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

9. **Points for rejection of applications.** Application received after the date 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 an envelope and application.

(d) Applications submitted without self addressed envelope / postage stamps.

(e) Application not accompanied by self attested copies of certificates/prescribed certificates in support of age, educational qualification, caste disability, discharge etc.

(f) Applications submitted without self attested copies of photographs.

(g) More than one application submitted by the candidate for the same post of more than one post applied for on the same application.

(h) Any other deemed irregularly 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 the case the candidate is found using unfair means adopting any mal practice 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 6 above.

(m) If the candidate is found not possessing the essential qualification or physical parameters required for the post.

10. Place of tests : **ME Lines, OD Avadi, Chennai-600055 (Tamil Nadu)**

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

Commandant
Ordnance Depot
Avadi, Chennai-55
PIN : 900 424
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, then 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 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 is tentative and recruitment process can be cancelled/suspended/terminated by the Commandant/CO/OC at any stage due to administrative reasons.

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

Ser No	Name of Post	Physical measurements (qualifying)
(a)	Fireman	Must be physically fit and capable of performing strenuous duties and passed the test specified below (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.
(b)	CMD (OG)	Must possess the civilian driving license for Heavy Vehicles and have two years experience of driving such vehicles.

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 level 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 Commandant/Commanding Officer/Officer Commanding of the depot/unit of any mal practices 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 test.

20. Commandant/Commanding Officer /Officer Commanding depot/units will not be responsible for any injury which may occur during the process of physical/Practical/Skill tests.

APPLICATION FOR RECRUITMENT

Rect Notice No :

1. Post applied for

2. Name of the candidate
(in block letters)

3. Father's Name

4. Date of Birth :

Affix recent
passport size
photograph duly
self attested

DD		MM		YY			

5. Correspondence Address :-

House No/Street/Village

Post Office

District

Pin Code

6. Permanent Address:-

House No/Street/Village

Post Office

District

Pin Code

7. Educational Qualification

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

8. Category for which applied (Please tick to choose)

OBC	OBC ((PH/VH)	SC
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9. If applied for the post of PH category:-

Type of disability	Percentage of disability

10. Whether registered with any employment exchange. Yes/No
(If Yes, Registration No & Name of employment exchange)
11. 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

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

Place :

Signature of the candidate

Date :

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:-
3. Index NoDate of Interview.....
.....

ACKNOWLEDGEMENT CARD / CALL LETTER

Affix recent
passport size
photograph duly
self attested

1. Name
 2. Date of Birth
 3. Father's Name
 4. Correspondence Address:-
House No/Street/Village
 - Post Office
 - District
 - Pin Code
5. Application accepted/rejected and date of test/ if accepted
 6. Reason for rejection
 7. Date of reporting for test
 8. venue of test : ME Lines, Ordnance Depot, Avadi, Chennai-600 055

Date :

(Signature of Controlling Officer)

NAME & ADDRESS OF THE INSTITUTE/ HOSPITAL

Certificate No. _____

Date _____

DISABILITY CERTIFICATE

Recent Photograph
of the candidate
showing the
disability duly
attested by the
Chairperson of the
Medical Board

This is certified that Shri/Smt/Kum _____
son/wife/daughter of Shri _____ age _____
sex _____ identification marks(s) _____ is suffering from
permanent disability of following category :-

A. Locomotor or cerebral palsy :

- (i) BL – Both legs affected but not arms.
- (ii) BA – Both arms affected (a) Impaired reach
(b) Weakness of grip
- (iii) BLA – Both legs and both arms affected
- (iv) OL – One leg affected (right or left) (a) Impaired reach
(b) Weakness of grip
(c) Ataxic
- (v) OA – One arm affected (a) Impaired reach
(b) Weakness of grip
(c) Ataxic
- (vi) BH – Stiff back and hips (cannot sit or stoop)
- (vii) MA – Muscular weakness and limited physical endurance.

B. Blindness or Low Vision :

- (i) B – Blind
- (ii) PB – Partially Blind

C. Hearing impairment :

- (i) D – Deaf
- (ii) PB – Partially Blind

(DELETE THE CATEGORY WHICHEVER IS NOT APPLICABLE)

2. This condition is progressive / non progressive / likely to improve / not likely to improve.
Re-assessment of this case is not recommended / is recommended after a period of

_____ years _____ months.*

3. Percentage of disability in his/her case is _____ percent.

4. Sh./Smt/Kum _____ meets the following physical requirements for discharge of his/her duties :-

- | | | |
|--------|--|----------|
| (i) | F-can perform work by manipulating with fingers. | Yes / No |
| (ii) | PP-can perform work by pulling and pushing. | Yes / No |
| (iii) | L-can perform work by lifting. | Yes / No |
| (iv) | KC-can perform work by kneeling and crouching. | Yes / No |
| (v) | B-can perform work by bending. | Yes / No |
| (vi) | S-can perform work by sitting. | Yes / No |
| (vii) | ST-can perform work by standing. | Yes / No |
| (viii) | W-can perform work by walking. | Yes / No |
| (ix) | SE-can perform work by seeing. | Yes / No |
| (x) | H-can perform work by hearing/speaking. | Yes / No |
| (xi) | RW-can perform work by reading and writing. | Yes / No |

(Dr. _____)
Member
Medical Board
Board

(Dr. _____)
Member
Medical Board

(Dr. _____)
Chairperson
Medical

Countersigned by the
Medical Superintendent/CMO/Head of
Hospital (with seal)

*Strike out which is not applicable.