

**GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
INDIAN ORDNANCE FACTORIES
ORDNANCE FACTORY, KALPI ROAD, KANPUR-208009**

[Direct recruitment for the post of Labourer (Semi-skilled)]

Only online applications are invited from the Citizens of India only for the following Group 'C' posts from the candidates who are fulfilling the requisite qualification/specification as mentioned below. The intending candidates must visit the factory's website at the address **<http://www.ofkanpur.gov.in>** and carefully read all the provisions/ conditions/instructions etc. given in the advertisement before proceeding to apply for the post.

Important related information in brief:-

1. Post details: -

01.	Name of Post	LABOURER (SEMI-SKILLED)						
02	Reservations	UR	SC	ST	OBC	TOTAL	PH	EX-SM
		50	22	2	26	100	03	10
03.	Pay Band	□ 5200 – 20200/- + Grade Pay □ 1800/-						
	Unit of Posting	Ordnance Factory, Kanpur – 208009 (UP)						
	Qualification	Essential – SSC (10 th pass / Matriculation)						
	Age	Not exceeding 32 years (upper age limit relaxable as per rules).						

Note: Posts reserved for Physically Handicapped and Ex-Serviceman will be adjusted by Horizontal Reservation ie. the selected candidates will be adjusted against the categories of SC/ST/OBC/GEN to which they belong.

5. **How to Apply:-**

- i) The candidates who fulfill the requisite qualifications/specifications as mentioned above have to apply On-line through website **<http://www.ofkanpur.gov.in>** only.
 - ii) After submitting the online application form a Serial No. will be generated automatically. The Mobile number and date of birth (both) of candidate should be used for taking the printout/hard copy of filled in application. **This print out application form alongwith prescribed enclosures should reach the factory on or before the last day i.e. 21st day of the publication of advertisement.** Attested copies of certificates/Diploma/ documents in support of age (Date of birth) and essential qualification, reservation category, experience etc. and □ 50/- IPO/DD, if applicable to General Manager, Ordnance Factory, Kanpur (UP). The above application must be sent so as to avoid postal delays, as the same is not accepted beyond the cutoff date mentioned above.
6. **NOTE:** Admit card will be sent only online to eligible candidates for written examination/physical test.
7. For detailed information visit **<http://www.ofkanpur.gov.in>**
8. In case of any difficulty, please contact on this factory Tel. No. 0512-2213296 from 09 a.m. to 05 p.m. on any working day.
9. **Nature of work :** Selected candidate are liable to be deployed on job involving physical efforts.

(General Manager)
Ordnance Factory, Kanpur

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1. Name of Post, Pay Band, No. of Vacancies:

Name of the post Pay Band (PB-1) with Grade Pay	Group	Number if vacancies with reserved category						
		UR	SC	ST	OBC	Total	PH	Ex-SM
LABOURER(SEMI-SKILLED) Pay Band (PB-1) : ` 5200-20200 Grade Pay : ` 1800/-	C	50	22	02	26	100	03	10

* The no. of posts in Semi-skilled category may likely to be increased marginally.

(**Abbreviation:** SC – Scheduled Caste, ST – Scheduled Tribe, OBC – Other Backward Class, PH – Physically Handicapped, Ex-SM – Ex-Serviceman)

Post reserved for Physically Handicapped and Ex-Serviceman will be adjusted by Horizontal Reservation i.e. the selected candidates will be adjusted against the categories of GEN/SC/ST/OBC to whom they belong.

1. The number of vacancies mentioned above is provisional which can be increased or decreased at the discretion of the competent authority.
2. If the no. of applications received in response to this advertisement is large and it may not be convenient or possible to examine all the applications, the GM at his discretion may restrict the no. of candidates, to a reasonable limit on the basis of qualification and experience higher than the minimum prescribed in the advertisement.

3. Age Relaxation :

Age Limit :- 18 to 32 years.

1. For SC/ST candidates - Upper age limit + 5 years
2. For OBC candidates - Upper age limit + 3 years
3. For PH (PC) candidate - Relaxation upto 10 (Ten) years for UR candidates.
Relaxation upto 15 (Fifteen) year for SC/ST candidates
Relaxation upto 13 (Thirteen) year for OBC candidates.
4. No age relaxation will be available for the candidates reserved category applying for unreserved posts.
5. Up to the age of 40 years to Government Servant who have completed minimum 3 years regular service.
6. For Ex-Serviceman – The upper age limit shall be relaxed by the length of military service increased by three year plus age relaxation to the Ex-Serviceman candidates belonging to SC/ST/OBC/PH as mentioned above.

4. **Essential Qualification:** 10th Passed / SSC Certificate.

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5. **Fees :**

□ 50/- (□ Fifty only) through Crossed Indian Postal Order (IPO) or Crossed Bank Demand Draft (Nationalized Bank) of recent date drawn in favour of General Manager, Ordnance Factory, Kanpur – 208009, payable at Kanpur Branch. Application Fee should be submitted along with application form. However, no fee will be charged from SC/ST and Ex-Serviceman candidates.

6. **How to Apply:-**

- i) The candidates who fulfill the requisite qualifications/specifications as mentioned above have to apply **ON-LINE** through website **<http://www.ofkanpur.gov.in>** only.
- ii) After submitting the online application and upload recent photograph, a Serial No. will be generated automatically. The Mobile number and date of birth (both) of candidate should be used for taking the printout/hard copy of filled in application and send this application to Ordnance Factory, Kanpur duly completed in all respect. While sending the application, these instructions must be followed:
- iii) Upload a recent color passport size 20 KB JPG photograp and signature size 10 KB JPEG/JPG of the candidate on specified space.
- iv) The printout of the filled application form should be impression of left hand thumb at proper place sent to Ordnance Factory, Kanpur. Applications should be addressed to – **The General Manager, Ordnance Factory, Kanpur – 208009 (UP)**.
- v) Alongwith the application attested copies of the following documents must be attached: Copies of requisite certificates in support of age (Date of birth) and qualification, experience, caste certificate in respect of SC/ST/OBC candidate and valid Non-creamy layer certificate in respect of OBC candidates.
- vi) Crossed Indian Postal Order (IPO)/Demand Draft of value of □.50/- (□.Fifty only) in favour of The General Manager, Ordnance Factory, Kanpur payable at 'Kanpur'. However, candidates belonging to SC/ST and Ex-Serviceman need not send any Indian Postal Order. The examination fee is Non-refundable.
- vii) The complete filled-in application along with the above enclosures should be directly sent to the Addressee in an envelope clearly written with words (in capital letter) i.e. **“APPLICATION FOR THE POST OF LABOURER (SEMI-SKILLED)”**
- viii) Persons working in Government servant must apply through proper channel only.
- ix) SC/ST/OBC Certificate should be in the prescribed format issued by the competent authority, applicable for reservation in jobs under **Govt. of India**.
- x) The candidates seeking OBC reservation is required to submit a certificate regarding his OBC status and Non Creamy layer status issued by a Competent Authority and should be valid on the last date of receipt of application.

7. **Photographs:**

The candidate should upload his/her recent (not more than three months old) passport size 20 KB JPEG/JPG photograph and signature size 10 KB JPEG/JPG on the on-line application.

8. **Rejection of Application :**

The application shall be summarily rejected on following grounds.

1. If, application is received after the last date of receipt of printout of application form.
2. If, Date & signature is not appended in the Application form at the prescribed places.
3. If, the candidate does not put 'Thumb Impression' in the application form at the prescribed coloumn of the proforma.
4. If, Demand Draft/Indian Postal Order is drawn before the Publication of this advertisement or is not crossed.

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5. If, the age of the candidates exceeds the prescribed age limit on the closing date.
 6. If the essential qualification is not possessed by the candidate.
 7. If, copies of all supporting documents duly attested by Gazetted Officer are not enclosed.
 8. In case of OBC candidates if valid 'Non-Creamy-Layer' certificate is not attached.
 9. If application is not complete in any respect as per there rquirement given in the advertisement.
9. **Closing Date:** The closing date of receipt of applications will be 21st Day from the week ending date of publication of the advertisement in the Employment News/Rozgar Samachar.
10. **Method of Selection:**

Note: In case of receipt of application in extremely large scale then a preliminary written test of non qualifying nature may also be conducted candidate passing in this preliminary exam will be permitted for Phase-I exam but without any weightage and marks obtained by him in prelim or Phase '0' exam.

Selection process will consists of two phase of examination – PHASE-I written test of 100 marks and PHASE-II Trade Test (Practical).

All eligible candidates will be called for Phase-I written examination in which an objective type multiple choice answer will be given.

On the basis of merit in written test Phase-I examination marks, candidates to the extent of 1.25 times the number of vacancies shall be called for the trade test.

SCHEME & SYLLABUS FOR DIRECT RECRUITMENT TO THE POST OF LABOUR IN ORDNANCE FACTORIES

SCHEME

1. **WRITTEN TEST:**

SUBJECT	Maximum Marks	Number of Questions	Duration
Numerical Aptitude (10 th Standard) (Objective Type)	40	40	02 Hours
General Science (10 th Standard) (Objective Type)	30	30	
General Awareness (10 th Standard) (Objective Type)	30	30	
Total Marks	100		

2. **TRADE TEST:**

As per trade test specifications, an unskilled workman will be mainly engaged on handling/shifting of material. He will also be required to clean machines, floors of shop/areas around machines and other similar places, if and as necessary. The trade test may be designed accordingly to test the aptitude of the candidate. However, this test will be of qualifying nature only.

Final grading will be decided based only on marks obtained written test subject to qualifying in the prescribed trade test.

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SYLLABUS FOR WRITTEN TEST:

Numerical Aptitude:

1. Number Systems
2. Fractions, Decimals and Percentages
3. Ratio and proportion
4. Averages
5. Interest, Profit & Loss, Discount
6. Time & Distance, Time of work

General Science:

The questions on science may be set keeping in view the standard appropriate to High School. Questions may include subjects and activities which are more relevant to day-to-day existence/activities of human life.

General Awareness:

1. Current events-National & International
2. History & Culture
3. General polity and Indian Constitution
4. General Geography

The question paper for the written examination shall be set in Hindi, English.

10. GENERAL INSTRUCTIONS:

- i) The crucial date for determining the Age Limit shall be the last date of receipt of application.
- ii) The above posts carry pay scales as shown against each plus usual allowance as admissible to Central Govt. Employees from time to time.
- iii) TA will be paid to the SC/ST/PHP candidates as per the rules.
- iv) Mere submission of application form does not guarantee issue of Admit Card.
- v) Canvassing in any form will disqualify the candidature.
- vi) Ordnance Factory, Kanpur will not be responsible for any postal delay.
- vii) New entrants to the Government service will be governed by New Pension Scheme termed as "Defined Contributory Pension Scheme".
- viii) The candidate is liable to be transferred to any of the Ordnance Factories in India, in case of exigency of services.
- ix) Only selected candidates would be communicated of their selection in due course after the selection process.
- x) The services of the candidates furnishing any fake/false Certificates are liable to be terminated at any stage after appointment. Apart from this, suitable action will also be initiated as per the Law of the Land. Hence, candidates are advised not to submit dubious certificates.
- xi) Eligible/Non eligible candidates can see their status by entering Mobile No. & Date of birth on website i.e. <http://www.ofkanpur.gov.in>

Note:- Admit card will be issued on website only to eligible candidates for written examination / physical test.

11. **General Note:**

- i) Candidates appearing for Written Test/Trade Test will travel on their own expenses. However, SC/ST candidates shall be reimbursed Bus fare/Second Class Railway fare as admissible under rules, on production of Bus/Train ticket.
- ii) The candidature of candidate shall be cancelled if he has applied more than one application forms.
- iii) Name of the post must be clearly superscribed / written on the top of the envelope in capital letters.
- iv) Submission of false/incorrect/incomplete information and/or dubious/ bogus document shall disqualify the candidate.
- v) Copies of all the documents i.e. Date of Birth certificate, Educational Qualification and certificates, mark sheets, Caste certificate, Ex-Serviceman certificate duly attested by a Gazetted Officer should be enclosed with the application. No documents should be enclosed in original except "No Objection Certificate".
- vi) Candidate should enclose copy of 'School Leaving Certificate/Transfer Certificate' as proof of date of birth.
- vii) Person working in Government servant must apply through proper channel alongwith the certificate from their Establishment that **NO DISCIPLINARY ACTION IS CONTEMPLATED/PENDING** against them and that they have no objection in releasing them in case of selection.
- viii) For departmental candidates relevant rules shall apply.
- ix) Mere submission of application form does not guarantee for issue of 'Admit Card' for Written Test.
- x) Only selected candidates will be informed for their selection in due course after the selection process and no other correspondence on the subject would be entertained.
- xi) Canvassing in any form will disqualify the candidate.
- xii) No GPF and DCRG Scheme is Admissible to the post under Central Govt. for those appointed on or after 01-01-2004. The New Pension Scheme i.e. "**DEFINED CONTRIBUTORY PENSION SCHEME**" is Compulsory for all Central Govt. Employees who are appointed on or after 01-01-2004.
- xiii) The services after appointment are liable to be transferred to any other Ordnance Factories in India, subject to exigencies.
- xiv) The advertisement is subject to orders, if any, by Hon'ble Courts/Ministry of Defence/Ordnance Factory Board etc.

12. **DEFINITIONS OF DISABILITIES:**

1. Hearing Impairment: "Hearing Impairment" means loss of sixty decibels or more in the better ear in the conversational range of frequencies.
2. Locomotor disability: "Locomotor Disability" means disability of the bones, joints or muscles leading to substantial restriction of movement of the limbs or any form of cerebral palsy.
3. "Cerebral Palsy" means a group of non-progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, perinatal or infant period of development.
4. All the cases of orthopedically handicapped persons would be covered under the category of "locomotor disability or cerebral palsy"
5. **DEGREE OF DISABILITY FOR RESERVATION:**

Only such persons would be eligible for reservation in services/posts who suffer from not less than 40 percent of relevant disability. A person who wants to avail of benefit of reservation would have to submit a Disability Certificate issued by competent authority.

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The Categories of disabled for the said job (on functional classification) are:-

Orthopaedically Handicapped: OA – One Arm affected (R or L),
BL – Both legs affected but not arms,
OL - One Leg affected (R or L)

Hearing Handicapped : D - Deaf, PD – Partically Deaf

6. COMPETENT AUTHORITY TO ISSUE DISABILITY CERTIFICATE :

The competent authority to issue a Disability Certificate shall be a Medical Board duly constituted by the Central or a State Government. The Central/State Government may constitute Medical Board(s) consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing loco-motor/celebral/hearing disability, as the case may be.

7. The Medical Board shall, after due examination, give a permanent disability certificate in cases of such permanent disabilities where there are no chances of variation in the degree of disability. The Medical Board shall indicate of period of validity of the certificate, in cases where there are chances of variation in the degree of disability.
8. At the time of initial appointment and promotion against a vacancy reserved for persons with disability, the appointing authority shall ensure that the candidates is eligible to get the benefit of reservation.

13. Language for Written Test/Trade Test:

Hindi or English, as per choice indicated by the candidate in application form.

14. Applications should be submitted to **The General Manager, Ordnance Factory, Kanpur (UP) Pin- 208009** in the prescribed format.

15. 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 elememnt's in any way, it is emphasized and re-assured that the written test and the selection exercised will be done on the merit only in a transparent manner.