

Appx'D'Ref para 5 (c) of SOP No. A/26606/2015
16/DAVP/OS-20 dt 18v Dec 2015**MINISTRY OF DEFENCE**
ORDNANCE DEPOT ALIPORE, KOLKATA-700 027
RECT OF 09 X MATERIAL ASSISTANT, 10 X LDC , 01X FIREMAN

1. Applications are invited from eligible Indian Citizens for the following posts in Pay Band of Rs (5200-20200) + Grade Pay 2800 (for Material Assistant) & Grade Pay 1900 (for Lower Division Clerk & Fireman) plus other allowances as admissible to Central Government Employees.

Ser No.	Name of Post Cat	Pay Scale	Minimum Essential Qualification	Categories				Total vacs	Remarks
				UR	OBC	SC	ST		
01	Material Assistant	Rs. 5200-20200+ Grade pay 2800+ Allowances	Essential (a) Graduate in any discipline from any recognized University or Diploma in Material Management or Diploma in Engineering in any Discipline from any recognized Institution. Desirable (b) Knowledge of Hindi/English. (c) Working knowledge of computer as inventory management in unit is totally automated.	05	02	01	01	09	1. 09 (Out of 09 vac 01 vac reserved for Ex-Serviceman) 2. Merit list will be formed based on performance in written test only.
02	LDC	5200-20200+ Grade Pay 1900+ Allowances	Essential (a) 12 th class pass from a recognized Board or University. (b) Typing speed of 35 words per minute in English on computer or a typing speed of 30 words per minute in Hindi on computer (35 words per minute and 30 words per minute correspond to 10500/9000 key depressions per hour on an average of 5 key depressions for each word)	05	02	02	01	10	1. 10 (Out of 10 vac, 01 vac reserved for Ex-Serviceman and 01xVacs reserved for Meritorious Sports Persons) 2. Typing test will be qualify in nature. 3. Merit will be formed based on performance in written test only.

			(c) Persons who have represented a state in National/International competition University tournaments conducted by inter-University spots/Games conducted by AISGF persons awarded national award in Physical Efficiency under National Physical Efficiency Drive.						
03	Fireman	5200-20200+ Grade Pay 1900+ Allowances	(a) Matriculation (b) Must be physically fit and capable of performing strenuous duties and must have pass the Physical measurement below:- (i) Height without shoes 165 cms. (ii) Chest (un-expanded) 81.5 cms (iii) Chest (on expansion) 85 cms (iv) Weight. minimum 50 Kgs (c) Physical Endurance Test. (i) Run 1.6 Km in 6 min (ii) Carrying a man of 63.5 Kgs to a distance of 183 mts within 96 sec. (iii) Clearing 2.7 mt wide ditch landing on both feet(long jump). (iv) Climbing 3 mtrs vertical rope using hands and feet.	01	-	-	-	01	1.Physical tests will be qualifying in nature. 2. Merit will be formed based on performance in written test only.

2. The last date of application is 21 days from the date of application of the advertisement in the Employment News. In case of candidates belonging to Assam, Meghalaya, Arunachal Pradesh, Mizoram, Sikkim, Laddak Sub Division, of Jammu and Kashmir state, Lahaul & Sipti District of Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Island & Lakshadweep shall be 25 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.

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

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

5. **Age limit and its relaxation**

(a) **Material Assistant**

S.NO	Category	Age Limit	Remarks
01	UR	18 Yrs to 27 Yrs	Relaxation for Government Servants up to 40 years in accordance with the instruction or Orders issued by the Central Government and further relaxation for the year as in the case of the Schedule Cast and Schedule Tribe.
02	OBC	18 Yrs to 30 Yrs	
03	SC	18 Yrs to 32 Yrs	
04	ST	18 Yrs to 32 Yrs	
05	ESM	-	Service rendered in Army/Navy/Air Force shall be deducted from actual age and resultant age should not exceed the maximum age limit as stated above by more than 3 years.

(b) **Lower Division Clerk**

S.NO	Category	Age Limit	Remarks
01	UR	18 Yrs to 25 Yrs	Relaxation for Government Servants up to 40 years in accordance with the instruction or Orders issued by the Central Government and further relaxation for the year as in the case of the Schedule Cast and Schedule Tribe
02	OBC	18 Yrs to 28 Yrs	
03	SC	18 Yrs to 30 Yrs	
04	ST	18 Yrs to 30 Yrs	
05	ESM	-	Service rendered in Army/Navy/Air Force shall be deducted from actual age and resultant age should not exceed the maximum age limit as stated above by more than 3 years.
06	MSP	-	As per existing rules on the subject.

(c) **Fireman**

S.NO	Category	Age Limit	Remarks
01	UR	18 Yrs to 25 Yrs	Relaxation for Government Servants up to 40 years in accordance with the instruction or Orders issued by the Central Government and further relaxation for the year as in the case of the Schedule Cast and Schedule Tribe.

6. Candidates will forward application properly sealed, in an envelope to the address mentioned against the post applied for, through ordinary post/ 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.

7. Last date for receipt of application is 21 days from the date of publication of the advertisement in the Employment News.
8. The crucial date for determining the age limit shall be the closing date for receipt of application.
9. The photo copy 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) Attested copies of the following certificates will also be submitted with application:-
 - (i) Education qualification certificates.
 - (ii) Date of birth certificates
 - (iii) Caste certificates where applicable.
 - (iv) Discharge certificates for Ex-Serviceman or NOC 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) Self addressed envelope affixing postal stamp of Rs.25/-.

Note- Central Government Civilian Employees must furnish "NO Objection Certificate" from their employer /office at the time of the written else their candidature will be cancelled.

10. 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.

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

(a) Application may be restricted to a minimum of 50 times the Number of vacancies for each category based on a cut off applied on the minimum educational qualification for the post. The Number of candidates to be called for written/Typing/physical endurance may be restricted to ten times the number of vacancies to be filled.

(b) SC/ST/OBC/PH candidates have a right to compete with general candidates against general vacancies. In such cases no concession or relaxation will be provided to the SC/ST/OBC/PH candidates.

12. The question papers of written test (objective type) will be bilingual i.e. English & Hindi as under will be held for Material Assistant, LDC & Fireman:-

Subject	No of questions	Maximum Marks	Duration	Remarks
General Intelligence and reasoning	25	25	2 Hours	The standard of question will be of matriculation/intermediate/graduate as applicable.
Numerical aptitude	25	25		
General English	50	50		
General Awareness	50	50		

13. Canvassing in any form shall disqualify the candidates. No enquiry or correspondence will be entertained.

14. 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.

15. It is made clear that date and time of test will be intimated by post separately. Test will be held at Ordnance Depot, Alipore, Kolkata-27 on dates mentioned in acknowledgement card/call letter. Nearest Railway Station-Howrah/ Sealdah and Bus stop- Mominpur (Kolkata).

16. Candidate should be in possession of all original certificate/documents and acknowledge slip/call letter at the time of test.

17. This depot will not be responsible or liable for any type of compensation for any damage/loss/injury/causality suffered by candidates during tests.

18. If call letter has not been received by an applicant then it is likely that his application has been rejected for reasons such as application not being received/late receipt/rejected or lost in post and no correspondence in this connection will be entertained. This office will not be responsible for any postal delay or delivery default.

19. The selected candidates will be on probation for two years. The appointment of the selected candidate will be made on the satisfactory report from concerned civil authority on verification of character & antecedent/Education certificates with date of birth/Caste Certificate & Medical fitness examination

20. Ineligibility Criteria:-

- (a) False documents/information or incomplete information in the application form.
- (b) Any other person appearing in the test in place of applicant.
- (c) Application form incompletely filled.
- (d) Two or more applications filled for the same post by applicant.
- (e) Any other influence from outside or use of wrong procedure for acceptance of the application.
- (f) Without affixing recent photograph duly attested and not accompanying with attested copy of certificates (Copies of education certificate/showing date of birth and caste certificate (as applicable) will be summarily rejected or if the applicant is found overage on the date for determination for age as mentioned in para 2 above will be rejected and candidate will not be called for test.

(g) Candidate must ensure that no column is left blank or wrongly filled. Application not filled correctly is liable to be rejected and the onus of such rejection would be on the candidates himself/ herself. The depot administration will not entertain any claim after such rejection.

(h) No person, who has entered into or contracted a marriage with a person having a spouse living or who having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

(j) Person convicted as guilty in any criminal/Court case.

21. Terms & conditions being provided in this Advertisement are subject to change. Hence, these will be treated as general guidelines only.

22. Any dispute in the recruitment will be settled within jurisdiction of Court of Kolkata only.

Part-I

APPLICATION FOR RECRUITMENT ORDNANCE DEPOT, ALIPORE, KOLKATA

To
The Commandant, Ordnance Depot
Alipore, Kolkata-27
Pin-900285, C/0 99 APO

Affix recent passport
Size Photograph
duly self attested.

Rect notice No.

1. Post Applied for
2. Name of Candidate (**in block letters**)
3. Father's Name
4. Date of Birth (attach copy of Birth certificate duly attested)

DD	MM	YY

5. Correspondence Addresses:-

House No/Street/Village
Post Office.....
Dist State
Pin Code.....

6. Permanent Addresses:-

House No/Street/Village
Post Office.....
Dist State
Pin Code.....

7. Educational Qualification:

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

8. Category for which applied:

(a)

UR	SC	ST	OBC

(b) Whether belongs to:

ESM	Others

9. If applied for the post as Ex-Serviceman:

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

10. Whether registered with any employment exchange?(Yes/No).....
(If yes , mention registration No. and 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

12. Additional information regarding Court Cases:-

- (a) Have you ever been involved in any criminal case _____
- (b) Have you ever been arrested/prosecuted _____
- (c) Have you ever been convicted by any court _____
- (d) Is any case pending against you in any court _____
- (e) Is any case pending against you in any Police Station _____
- (f) Have you been ever debarred from appearing in any Examination by UPSC/Govt of India/University/Board or any other Educational Institution etc _____

DECLARATION

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 departmental has the right to transfer me to any where in India.

Date:

(Signature of Candidate)

Place:

For Office Record Only

- 1. Application received on
- 2. Accepted/Rejected
- 3. Reason for rejection : Under age/Over age/Documents Incomplete/Any other reasons to be specified
- 4. Index Nodate for test.....

Part-II
Acknowledgement Slip/Call Letter
(To be filled by the candidate)

Post

1. Name

2. Date of Birth.....

3. Father's Name

4. Correspondence Address:-

House No/Street/Village

Post Office

Dist State

Pin Code

5. Application accepted/rejected and date of test/interview if accepted
.....

6. Reason for rejection.....

7. Date of reporting for test.....

8. Venue of test: Ordnance Depot , Alipore, Kolkata-700 027

Affix recent
Passport Size
Photograph duly self
attested

OATH/DECLARATION

I do hereby certify that participation in test/interview is my own interest/risk. I shall neither hold anyone responsible nor claim compensation for physical or mental injury/death accrued in course of the test/interview.

(Signature of Candidate)

(For Office Use Only)

6. Regn No/Index No

7. Date of test

8. Time of test

9. Place of test/interview : Ordnance Depot, Alipore, Kolkata-27

Note : I. Candidates have to produce all **ORIGINAL COPIES** of certificates/ testimonials on the date of test.

II The candidates should bring Pen, Pencil, Eraser, Clip Board and writing materials for written test/ interview.

(Signature of controlling Officer with Office Seal)

Part-III

(Only For OBC Category Candidates)

Declaration

I, ----- son/daughter of Shri -----
resident of Village/town/City ----- District -----
-

State ----- hereby declare that I belong to the -----
---- (indicate you sub-caste) community which is recognized as a backward class by the
Govt. of India for the purpose of reservation in services as per order contained in
Department of Personnel Training Office Memorandum No 36012/22/93-Estt (SCT)
dated 08 Sept 1993. It is also declared that I do not belong to persons/sections (Creamy
Layer) mentioned in the column 3 of the schedule to the above referred office
Memorandum dated 08 Sept 1993 and its subsequent through OM No 36033/3/2004-
Estt. (Res) dated 09 Mar 2004.

Place : -----

Signature of candidate

Date :-----

Name of the candidate