

**DRAFT ADVERTISEMENT**

GOVERNMENT OF INDIA, MINISTRY OF DEFENCE,  
INDIAN ORDNANCE FACTORIES  
**ORDNANCE PARACHUTE FACTORY,**  
**KANPUR-208004**

**Ordnance Parachute Factory, Kanpur** invites application from the eligible Citizen of India for filling up the following vacancies in Group-‘C’ Industrial Establishment (IE). The candidates who are fulfilling the requisite qualifications / specifications as mentioned below, may apply in English / Hindi on plain paper duly typed or neatly hand written in the prescribed format only. No other languages will be accepted. The application should be addressed & sent to the General Manager, Ordnance Parachute Factory, Napier Road, Kanpur (UP) Pin-208004 and the same should be reached **within 21 days** from the of advertisement in Employment News. The application may also be dropped in the box kept at Ordnance Parachute Factory Main Gate upto 5.00 PM on **CLOSING** date.

**01- Name of Posts / Trades and the No. of Vacancies :-**

Sl. No	Name of Posts & Trades	Scale of Pay	No. of Vacancies	Category wise Distribution						Post identified suitable for the type of disability
				UR	SC	ST	OBC	PH	Ex. Servicemen	
1.	Tailor Semi-Skilled	5200-20200+ 1800 G. P.	<b>104</b>	<b>53</b>	<b>22</b>	-	<b>29</b>	03	20	BL, OL, D, PD, FT & MW
2.	Fitter Genl. Mech.* Semi-Skilled	5200-20200+ 1800 G. P.	<b>07</b>	<b>04</b>	<b>01</b>	<b>01</b>	<b>01</b>	01	-	BL, OL, PD, D
3.	Electrician Semi-Skilled	5200-20200+ 1800 G. P.	<b>05</b>	<b>03</b>	<b>01</b>	<b>01</b>	-	01	-	BL, OL
4.	Fitter Electronics Semi-Skilled	5200-20200+ 1800 G. P.	<b>04</b>	<b>02</b>	<b>01</b>	<b>01</b>	-	01	-	-

\* Candidates with prescribed essential educational qualification in “Sewing Machine Mechanic” may also apply alongwith eligible candidates of Fitter (Genl.) trade.

**Code identified for physical disabilities -**

<u>Code</u>	<u>Disabilities</u>
BL	Both Leg affected but not arms
OL	One Leg affected (R and/or L)
D	The deaf
PD	Partially deaf
FT	Limited exercise to tolerance – early fatigue
MW	Muscular weakness and limited physical endurance.

- The number of vacancies mentioned above is provisional. **The General Manager, Ordnance Parachute Factory, Kanpur reserves the right to increase / decrease the number of vacancies, if necessary.**
- The General Manager, Ordnance Parachute Factory, Kanpur reserves the right to **modify / alter / restrict / cancel** the recruitment process, if need so arises, without issuing any further notice or assigning any reason thereafter. The decision of GM/OPF will be final and no appeal will be entertained against this issue.
- The General Manager, OPF reserves the right to restrict the number of applicants to be called for Written Test to a reasonable number/limit based on appropriate merit criteria.
- Resrvation for **Physically Handicapped** and **Ex. Servicemen** falls under category of **horizontal reservation** which cuts across vertical reservationn i.e. reservation for SC/ST/OBC (in what is called inter-locking reservation). The person selected against the PH and Ex. servicemen quota has to be placed in the appropriate category of General (un-reserved) /SC/ST/OBC as the case may be.

**Contd...2/-**

02- **The Specifications for the post are as under :-**

- a) **Age Limit :**
- |                                       |                        |
|---------------------------------------|------------------------|
| i) Tailor / Semi-Skilled              | Between 18 to 32 years |
| ii) Fitter Genl. Mech./ Semi-Skilled  | Between 18 to 32 years |
| iii) Electrician / Semi-Skilled       | Between 18 to 32 years |
| iv) Fitter Electronics / Semi-Skilled | Between 18 to 32 years |

**The crucial date for determining age limits will be the closing date for receipt of applications.**

- b) **Age Relaxation :**
- For **Ex-Trade Apprentices (TAs) of Ordnance Factories**, the period for which they had undergone training under Apprentices Act-1961.
  - The upper age limit is relaxable for Govt. Servant and Ex-Serviceman candidates as per existing Govt. Rules in this regard.\*
  - For SC/ST candidates 05 years.  
(only in respect of posts reserved for them)
  - For OBC candidates 03 years. (On production of Non Creamy Layer candidates) (only in respect of posts reserved for them)
  - For PH candidates; Candidates belonging to UR=10 years, SC/ST=15 years & OBC=13 years.

**Note:-** Candidates applying against posts, not reserved for SC/ST/OBC will not be granted Age Relaxation in respective category.

\* Details of age relaxation allowed to various categories are given in Govt. of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training) OM No. 15012/2/2010-Estt(D) dated:27<sup>th</sup>. March'2012 available on the Ministry's Website under Department of Personnel & Training→OMs & Order →Establishment→ Age Relaxation {at (g) under (II) Establishment of (A) Administration}

- c) **Essential Qualification :** Matriculation or its equivalent and National Council of Trades for Vocational Training (NCTVT) Certificate. {i.e. National Apprentice Certificate (NAC) or National Trades Certificate (NTC) issued by National Council for Vocational Trades (NCVT)} in the relevant trade failing which by I.T.I. or its equivalent diploma / certificate.

**Note:- The Degree and Diploma in Engineering will not be accepted as eligible qualification for direct recruitment.**

- d) **Application Fees :** An application Fee of Rs. 50/- (Rupees Fifty only) to be paid through Crossed Demand Draft / IPO in favour of the General Manager, Ordnance Parachute Factory, Kanpur payable to at Kanpur Branch should be submitted with application form. However, candidates belonging to SC, ST, PH, Ex-Servicemen and Ex.-TAs of OPF are exempted from paying application fee. The application fee is non re-fundable.
- e) **Photographs :** Self-attested one recent passport size photograph (not more than three months old) is to be pasted in the prescribed application format. Besides, 02 additional self-attested same photographs to be enclosed with the application form.
- f) **Signature :** Signature of candidate must be on the application form (in the prescribed place in the application format)

03- **Closing Date for Receipt of Application Forms :**  
(in prescribed Format):

**Important Dates**

21 days from the date of publication of the Advertisement in the Employment News (excluding date of publication/ issue). If last date is a closing Sunday or Holiday the next working day will be treated as the last closing for receipt of applications. (Applications received after closing date for any reason whatsoever reason will be rejected).

**Contd....3/-**



04- **Scheme for Examination :**

i) **The selection** will be made purely on the basis of combined merit obtained by the candidate in Written Examination and Trade Test. The Selection process will comprise :-

(a) **Written Test of 100 Marks:** The question papers of Written Test will be bilingual i.e. English and Hindi.

(b) **Trade Test (Practical) of 100 Marks :** The trade test will be conducted to test the skill of the candidates in their relevant trades.

ii) **Syllabus for Written Examination and Trade Test :**

(a) **Written Examination:** The syllabus for the Written Test will be broadly as that of the NCVT Examination syllabus prescribed for the respective trade and as per the functional requirement of that trade in the factory.

(b) **Trade Test :** The syllabus for Trade Test (Practical) will be as per Trade Test Specification of the semi-skilled grade of the relevant trade.

(c) All eligible candidates will be called for an objective type written test. On the basis of merit of written test marks, candidates will be called for Trade Test (Practical Test) of 100 marks in the ratio of 1:3 to the number of vacancies in the respective trades. **Final merit will be decided on the basis of combined marks in the Written and Trade Test (Practical Test).** In the selection process, other things being equal i.e. marks being equal, trained Ex-Trade Apprentices of the recruiting Ordnance Factory and Sister Ordnance Factories shall be given preference in the order in which they are placed.

In between the trained Ex. Trade Apprentices of the recruiting factory, preference shall be given to those who are senior i.e. if two or more Ex. Trade Apprentices secure the same marks then preference shall be given on the basis of seniority. Seniority of Ex. Trade Apprentices of the recruiting Ordnance Factory shall be decided on the basis of OFB's Letter No. 13/08/03/A/HRD dated 15/17-12-2003 which is as follow :-

i) The NCTVT examination batch numbers (month/year) will be the criteria for maintaining the seniority of Ex-TA.

ii) The merit list of the particular NCTVT examination will be the criteria of seniority for Ex-TA for that batch.

Similarly, in between the trained Ex-Trade Apprentices of the Sister Ordnance Factories, preference shall be given to those who are senior as mentioned above. In all other cases of tie, the selection will be decided on the basis of marks obtained in the Written Examination only.

**The ITI candidates and its equivalent Diploma/Certificate holders will be considered for selection only when NCVT Certificate (i.e. NAC or NTC) holders are not available for the post.**

(d) **Minimum Qualification Standards for :**

The candidates are required to obtain the minimum marks **separately** in written examination and practical trade test as given below to be considered for selection :-

UR Candidates : Minimum 40% marks

ST, ST & OBC Candidates : Minimum 35% marks

Physical Disabled Person & Ex-Serviceman : Minimum 30% marks

**Contd....4/-**

To qualify for selection, the candidates are required to secure minimum qualifying marks as specified for the different categories **separately** in the Written Test and Trade Test :-

- Only candidates who secure the minimum qualifying marks and above in the written test will be considered for being called for the trade test in the ratio of 1:3 of the number of vacancies.
- For preparation of the final selection list / merit list, only those candidates who also secure the minimum qualifying marks and above even in the trade test will be considered.

**05- Language for Written Examination :**

The question papers of Written Test for all posts will be bilingual i.e. English and Hindi. However, the questions on the portion of English Language subject will be in English only.

**06- Physical Disabilities :**

I- Physical disabilities must be **40%** or above.

**II- Definition of Disabilities :**

- (A) **Hearing Impairment** : Means loss of 60 decibels or more in the better ear in the conversational range of frequencies.
- (B) **Locomotors Disability** : Means disability of the bones, joints or muscles leading to substantial restriction of movement of the limbs or any form of cerebral palsy.
- (C) **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.

All the cases of orthopedically handicapped persons would be covered under the category of 'Locomotors Disability' or 'Cerebral Palsy'.

**III- Competent Authority to issue Disability Certificate :**

The competent Authority to issue Disability Certificate shall be a Medical Board duly constituted by the Central or State Government. The Central/State Government may constitute Medical Board(s) consisting of at least three members out of which at least one should be a specialist in the particular field for assessing locomotors/cerebral/hearing/visual disability, as the case may be. 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 the period of validity of the certificate, in case where there are chances of variation in the degree of disability.

**Note:** The Physically disabled candidates need not apply against any post(s), which are not identified / suitable for that particular type of Physical Disability.

**07- Guidelines for filling the application :**

- Eligible applicants are required to apply for particular post through Application Form on plain paper.
- The Application Forms will be filled only in English / Hindi Language.
- Photo copies of all related documents are required to be enclosed with the application form.
- Photo copies will be attached duly attested by the Gazetted Officer.
- Self-attested one recent passport size photograph (not more than three months old) to be pasted in the prescribed application format.
- A Crossed Demand Draft / IPO of Rs. 50/- payable to the General Manager, Ordnance Parachute Factory, Kanpur must be attached with application. The candidates belonging to SC, ST, PH, Ex-Servicemen and Ex-Trade Apprentices of OPF, Kanpur need not submit the Demand Draft / IPO. The OPF Ex-Trade Apprentices would not be required to apply against advertisement as they will be called from the factory and considered alongwith others
- Signature of candidate must be on the application form with date & Left Thumb Impression (in the prescribed place in the application format)
- On top of the Envelop – Also indicate the particular trade name in Block Letters.**

**Contd...5/-**



08- **Important Instructions to the Candidates / Applicants :**

- i) Before applying for any post, the candidates should read carefully all the instructions to satisfy themselves about their eligibility for the post so as to avoid any disappointment at later stage.
- ii) Candidates appearing for written test, trade test will travel on their own expenses. However, SC/ST candidates will be paid travelling allowances of Second Class (IIInd. Class) Railway/Bus Fare as per rules for onward and return journey performed by shortest route on production of journey details as well as Railway Receipt/Bus Fare Tickets. The reimbursement of journey fare for first 30 Kms. of each side is not payable. The aforesaid concession is not admissible to those SC/ST candidates who are already in Central/State Government Service. The candidates belonging to SC/ST category should produce appropriate certificate at the Examination Hall to claim re-imburement of traveling fare, failing which traveling allowances will not be re-imbursed.
- iii) The candidature of the candidates shall be cancelled, if he / she submits more than one application for same post / trade. Applying for more than one trade in Semi-Skilled grade is not permissible.
- iv) Submission of any false / incorrect dubious information in the application form shall disqualify the candidate at any stage of selection process. Appointments obtained on the basis of concealment of facts or false declaration are liable to be cancelled.
- v) Government Servants (including Ex-Trade Apprentices of Ordnance Parachute Factory) employed in other Ordnance Factories / Central / State Govt. / Semi Govt. Deptt. /PSU etc. must specifically mention details of their employment and forward their applications through their appointing authorities alongwith NOC, pertaining to release in case of selection. Failure to do so will disqualify the applicants and the disqualified applicant will not be called or permitted to take the Written Test / Trade Test.
- vi) Dates of Examination will be communicated separately to the eligible candidates through post.
- vii) In case of selection of persons working in Central / State Govt. / PSU, will have to submit a **Disciplinary clearance** and a **No Objection Certificate** from their employer.
- viii) New entrants to Government Service, entering on or after 01-01-2004 will be governed by **New Pension Scheme** terms as "**Defined Contribution Pension Scheme-2004** and existing provisions of CCS (Pension Rules), 1972 will not be applicable.
- ix) The General Manager, Ordnance Parachute Factory, Kanpur shall not be responsible for any postal **delay / failure / loss**. Applications received after the closing date for any reason whatsoever will be summarily rejected.
- x) Ex-Servicemen certificates & Discharge Certificate should have been issued by the Competent Authorities.
- xi) The OBC candidate applying for the post under OBC category should also have to sign an undertaking in the format given at **Appendix-I** of the Application Form.
- xii) The Ex-Servicemen candidates applying for the post under Ex-Servicemen category will also have to sign an undertaking in the format given at **Appendix-II** of the Application Form.
- xiii) Mere fulfilling the minimum prescribed qualification and experience will not vest any right upon the candidate for being called for test. The factory will not entertain any correspondence in this respect and interim enquiry will not be attended to.
- xiv) Only selected candidates will be informed of their selection in due course and no other correspondence on the subject would be entertained.
- xv) Canvassing in any form will disqualify the candidate.
- xvi) The services after appointment are liable to be transferred to any other Ordnance Factories in India, subject to exigencies.
- xvii) **The advertisement and action thereon will be subject to order, if any, by Hon'ble Courts / Ministry of Defence / Ordnance Factory Board etc.**

09- **Rejection of Application / Cancellation of Candidature :**

The applications / candidature are liable to be rejected / cancelled on following grounds:-

- i) If application is received after the closing date for any reason whatsoever.
- ii) If the age of candidates is found to exceed the prescribed age limit on final scrutiny.

**Contd....6/-**

- iii) If the candidate does not found to process the essential qualification on final scrutiny.
- iv) If the candidate fails to produce/submit all the essential documents as and when asked to do so.
- v) If the application fee is not submitted with the application form as due and is not crossed.
- vi) If the photo copies of all related documents not enclosed / not attested by the Gazetted Officer.
- vii) In case the candidates is found using unfair means or adopting any malpractice at any stage of selection process.
- viii) If the application does not accompany with the DD/Postal Order of Rs. 50/- except in case of SC, ST, PH/Ex-Servicemen and Ex-Trade Apprentices of OPF, Kanpur.
- ix) If applied against more than one trade.
- x) If the photograph is not pasted by the applicant with self-attested in the Application Forms & additional self attested photos are not enclosed attached with the application form.
- xi) If application is not complete in any respect as per requirement given in the advertisement and / or date and signature and Left Thumb Impression are not put at the assigned places on the application form.
- xii) If the application of departmental candidate / candidate employed in Govt. Service/Semi Govt. Service/PSU is not received through the proper channel with NOC.

**Applications should be submitted to the General Manager, Ordnance Parachute Factory, Napier Road, Kanpur (UP) : Pin:208004.**

**The application may also be dropped in the box kept at Ordnance Parachute Factory Main Gate upto 5.00 PM on CLOSING DATE.**

**CAUTION TO ALL APPLICANTS -**

**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 elements in any way, it is emphasized and reassured that the selection test and exercise will be done on merit only in a transparent manner.**

**APPENDIX-1**

**DECLARATION BY OBC CANDIDATES ONLY**

**(Similar endorsement should be given in the caste certificate from the competent authority)**

I-----Son/Daughter of Shri-----  
Resident-----of village/town/city-----District-----  
State-----hereby declare that I belong to the-----community which is recognized as a  
backward class by the Government of India for the purpose of reservation in services as orders contained in  
DOPT OM No. 36012/22/93-Estt.(SCT) dated 08-09-1993 and as amended. It is also declared that I do not  
belong to persons / sections (Ceamy Layer) mentioned in column 3 of the Schedule to the above referred  
Office Memorendum dated 08-09-1993 and as amended.

**(Signature of the Candddate)**

**APPENDIX-II**

**FORM OF UNDERTAKING TO BE GIVEN BY CANDIDATES APPLYING  
FOR CIVIL POSTS UNDER EX-SERVICEMEN CATEGORY**

I understand that, if selected on the basis of the recruitment / examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released / retired / discharged from the Armed Forces and that I am entitled to the benefits admissibele to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979, as amended from time to time.

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-Servicemen in regard to the recruitment covered by this examination, If I have at any time prior to such appointment, secured any employment on the Civil side (including Public Sector Undertakings, Autonomous Bodies / Statutory Bodies, Nationalized Banks etc.) by availing of the concession of reservation of vacancies admissible to Ex-Servicemen.

**(Signature of the Candddate)**

**( SHISHIR KHARE )  
Jt. GENERAL MANAGER/A  
For GENERAL MANAGER**



**FORMAT OF APPLICATION**

To  
The General Manager,  
Ordnance Parachute Factory,  
Napier Road,  
**KANPUR : 208004**

Affix your recent  
Passport Size  
Photographs  
(Self-attested)

Ref. Advertisement No. & Date -----  
Post Applied for: ----- Semi-Skilled

1. Personal Information :

- i) Are you Ex-Trade Apprentice of Ordnance Factory : Yes / No -
- ii) If Yes, the Name of the Ordnance Factory -
- iii) Trade-----AITT Batch No.-----Tkt. No.-----
- iv) Training Period From:-----To-----
- v) The year of (NCVT) passing----:------(attached phtocopy)

2. Name of Applicant: -----  
(in Block Letters)

3. Father/Husband's Name: -----

4. Date of Birth: 

D	D	M	M	Y	Y	Y	Y

5. Age (on last date): Year:-----Months----- --Days:-----

6. If any age relaxation is claimed, state the number of years of relaxation and the category under which it has been claimed.

Year	Category	(i.e. SC/ST/OBC/Ex-Serviceman/ Ex-Trade App./ITI etc.)

7. Gender - Male / Female :  (i.e. M / F)

8. Nationality: -----

9. Category : ----- (UR/SC/ST/OBC/ PH/Ex-Serviemen & Caste)

10. Present Address for communication alongwith Contract No. -----  
-----  
-----  
Pin Code-----

11. Permanent Address: -----  
-----  
-----  
Pin Code-----

12. Nearest Railway Station: -----

13. Education Qualification & Other Qualification :

Sl. No.	Examination Passed	Year of Passing	Board/ University	Subject	Division	%age	Remarks

14. Experience, if any :

Post holding	Name of Organization	Period		Nature of Duty	Pay Scale / Pay Recd.	Reason of Leaving	Remarks
		From	To				

15. If, departmental candidate : working in Govt./PSU : Yes / No -----

Name of Department / Office	Post & Pay Scale/Grade Pay	Personal No. & Section	Nature of Duty	Period of Service

16. If, candidate belonging to PWD (Persons with Disabilities) : Yes / No -----

Type of PH	%age of PH	Category	Certificate No. & Date	Remarks

17. Details of Examination Fee :

IPO/ Draft	Issuing from	IPO / Draft No. & Date	Amount (Rs.)

18. Language Option : English / Hindi -----

19. <u>Enclosures</u> : -----	Y	N	No.
i) Self attested 03 pass port size photographs. One pasted on application form & 02 stappled with the application form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii) Date of birth & educational qualification & other qualification (10 <sup>th</sup> . & NCTVT etc. certificates)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii) Caste Certificate: (SC/ST/OBC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iv) Non Creamy Layer Certificate (in case of OBC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
v) Discharge Certificate (in case of departmental candidates)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
vi) PH Certificates in case of PWD (Persons with Disabilities) candidates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Note:-**
- 1) Photo copies of all related certificates must be enclosed with the application form duly attested by any Gazetted Officer.
  - 2) Incomplete applications or applications received after due date will be summarily rejected and no correspondance in this regard will be entertained.

**Date:**



**Place:**

Left Thumb Impression

**Signature-**

(Name of the candidate)  
S/O

**DECLARATION**

I do hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any particulars or information furnished by me, found false/incorrect/incomplete or ineligible, my candidature for the examination is liable to be rejected or cancelled and in the event of any statement/information being found false even after appointment; my services are liable to be terminated without any notice.

**Date:**

**Place:**

**Signature-**

(Name of the candidate)  
S/O

clawp 10201/11/0558/1213