

आयुध नरिमाणी वरणगाँव, जलिा - जलगांव - 425 308
ORDNANCE FACTORY,VARANGAON Dist -
Jalgaon - 425 308.

दूरभाष /Tele : 02582-277812 to 817 फेक्स : 02582-277822

ई-मेल /e mail : gmordfy_jal@sancharnet.in

आयुध नरिमाणी बोर्ड की एक इकाई

A unit of Ordnance Factory Board

भारतीय आयुध नरिमाणियों , रक्षा मंत्रालय

Indian Ordnance Factories, Ministry of Defence

RECRUITMENT ADVERTISEMENT

Applications are invited for the following Group 'B' post by Direct Recruitment from Indian Nationals in Ordnance Factory Varangaon, who are fulfilling the requisite Qualifications/Specifications as mentioned below. The candidates shall apply through online only. The website address for online registration is www.ofbindia.gov.in.

The online registration will be opened on **06/10/2014** and closed on **31/10/2014**. The duly filled in online application along with the requisite document(s) should be sent to the General Manager, Ordnance Factory Varangaon. Printed online application downloaded from the website will be accepted by the factory up to one week after the date of closing of online registration i.e. up to **08/11/2014**.

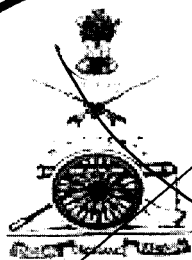
NAME OF THE POST

SL	Post	Pay Band	Grade Pay	Total No. of Vacancies
01	Teacher (Primary)	Rs 9300-34800/-	4200/-	14

A. VACANCY FOR THE POSTS:-

01. TEACHER (PRIMARY)-

Sl No	Name of Post	No. of Vacancy	Reservation				Horizontal Reservation	
			UR	SC	ST	OBC	PH	Ex-Man
01.	Teacher (Primary)	14	08	01	01	04	-----	-----



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B. ELIGIBILITY CRITERIA:

i) Essential Academic Qualification:

1. Higher Secondary or equivalent from a School or Board recognized by Govt. of India, State Govt.
2. Degree or Diploma in education or Teaching from an institution recognized by Government or National Council for Technical Education.
3. Should pass CTET/State TET.

ii) Desirable-

1. Post qualification teaching experience of (full time) at least two years from a recognized school in the primary classes in a regular capacity.
2. Competent to teach both in English or Marathi.

C) Age Limit:

30 years as on the date of advertisement
(Relaxable up to 05 years for Govt. Servants)

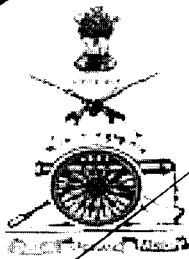
Applicable Age Relaxation:

As per Government orders/instructions, following relaxation in the upper age limits will be given to the candidates for the posts where it is applicable. It is clarified that the age relaxation in the upper age limits will be given to a candidate if the post for his category is available:

SL No	Category	Age Relaxation
1	SC/ST Candidates	5 years
2	OBC Candidates (Non creamy Layer)	3 years
3	PH Candidates	10 years for General candidates 10 years + 5 years for SC/ST candidates 10 Years + 3 Years for OBC Candidates
4	XSM with not less than 6 months continuous service in Armed Forces of Union	3 years + period of service for General candidates 3 years + period of service + 5 years for SC/ST candidates. 3 Years + period of service + 3 Years for OBC Candidates
5	For Govt. Servants (Other than Departmental candidates) with 3 years continuous service	Up to 35 years for General candidates. Up to 40 years for SC/ST candidates Up to 38 years for OBC Candidates

ii) Notes for Orthopedically Handicapped (OH) candidates:

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OH candidates who suffer not less than 40% of relevant disability should possess disability certificate issued by Medical Board duly constituted by Central or State Government issued on or before last date of online submission of application.

- a) Only those OH candidates who have locomotor disability or cerebral palsy with locomotor impairment of minimum 40% and only those who fall in the following categories are eligible to apply:

OL- One leg affected (R or L)

BL - Both legs affected but not arms

OA - One arm affected (R or L)

a) impaired reach

b) Weakness of grip

c) ataxia

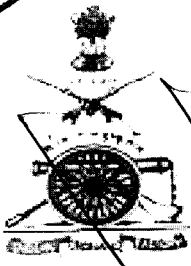
Abbreviations stand for:

UR - Unreserved, SC- Scheduled Caste, ST- Scheduled Tribe, OBC - Other Backward Classes, XSM-Ex-Servicemen, PH- Physically Handicapped, OH - Orthopedically handicapped, OA- One Arm affected (R or L), (a) impaired reach, (b) Weakness of grip (c) at axic, OL- One leg, BL - both leg, D- Deaf, PD- Partially Deaf, VH- Visually Handicapped, B - Blind, LV - Low vision

IMPORTANT DATES:

Online Registration will open	On 06/10/2014
Online Registration will close	On 31/10/2014
Last date of Acceptance of Printed Online Application by the factory	On 08/11/2014

D. SELECTION PROCEDURE:



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1. **Written Test-** There will be a written examination of 200 marks. Question paper will consist of multiple choice questions in two parts as per the following:

Part	Subject	Maximum no. of questions	Maximum no. of marks	Minimum Qualifying Marks (Subject wise)(40%)	Minimum Qualifying marks (Aggregate) (45%)	Duration of examination
Part I	English	25	25	10	23	3 Hours
	Marathi	25	25	10		
Part II	Current Affairs	25	25	NA	NA	
	Reasoning Ability	25	25	NA	NA	
	I)General Science ii)General Math iii)Environmental Science	100	100	NA	NA	

Note-

1. Part -II of the question paper of the candidate will be evaluated only if he/she qualifies Part I.
2. The merit list will be based only on the basis of performance in written test.

(II) **Teaching Skill Test-** candidates to be called on the basis of merit in written test in the ratio of 1:5. The teaching Skill Test will be of qualifying nature only. The teaching skill of the candidates will be assessed in the following parameters:

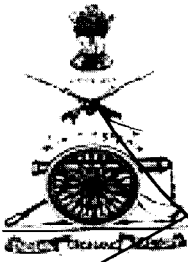
1. Communication skills
2. Teaching Methodology.

Note- Only CTET/State TET pass candidates will be allowed to apply as per recruitment rules

Note- The Scheme & Syllabus for the post of Teacher (Primary) is given in Annx-II

E. HOW TO APPLY:

1. Candidates should read the instructions given in the website carefully before filling up the applications.



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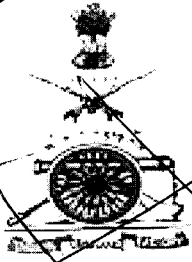
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2. Candidates should have valid email ID and mobile numbers which should be kept active till the declaration of results.
3. Candidates should first scan their photograph and signature as detailed under guidelines for scanning the photograph and signature.
4. Candidates are advised to preserve the hard copy of scanned photo to be used at the examination stage.
5. Candidates to visit www.ofbindia.gov.in and open the appropriate Online Application Format available in the 'Recruitment Link for Teacher at OFV.
6. Candidates will first have to register themselves to fill up online applications. Candidate's name, date of Birth, e-mail ID and mobile number shall be used for registration purpose.
7. Once the registration is done, a password shall be generated. Candidates are advised to note down the password till the recruitment process is over. Now, candidates will have to re-login using their password & Email-Id to fill up online applications. In the event, the candidates are not able to fill the data at one go, they can save the data already entered. They can re-open the saved data using their Email Id & Password & edit the particulars.
8. Once the application is filled in completely, candidates should submit the data & on final submission a registration no. shall be generated. Then, candidates should take a print out of the filled online applications. Candidates will receive registration confirmation by SMS/e-mail. Therefore, candidates should ensure to furnish correct mobile number/e-mail address to receive the registration confirmation.
9. Candidates are advised to be cautious while filling online applications as no change will be entertained once the candidates have finally submitted online applications.
10. After submitting and taking print of the 'filled' online applications, the candidates should then forward it to 'The General Manager', Ordnance Factory Varangaon. Application should be addressed to The General Manager, Ordnance Factory Varangaon, Tal- Bhusawal, Dist- Jalgaon, Pin-425308.
11. The Online registration will open from **06/10/2014** and will be closed on **31/10/2014**. Printed applications will be accepted by the factory up to **08/11/2014**.
12. The application must be enclosed with the following documents, otherwise, it will be rejected and no correspondence will be entertained in this regard:



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a) Indian Postal Order/Demand Draft for Rs 50/- for General & OBC candidates.

b) "No Objection Certificate" for candidates already in service in Central Govt. Department/State Govt. Department/Semi- Govt. Department Govt. Servants.

F. GROUND'S FOR REJECTION OF APPLICATIONS - The application shall be rejected on the following grounds:-

- (i) If the eligibility criteria is not satisfied.
- (ii) If the print out application is received after closing date for any reason whatsoever.
- (iii) If signature is not appended in the print out application form.
- (iv) If Demand Draft/Indian Postal Order is not enclosed or is not crossed.

(V) If the application is not complete in all respect as per the requirement given in the advertisement.

13. Candidates already in service in Central Govt. Department/State Govt. Department/Semi- Govt. Department must submit his/her application through proper channel along with the certificate from his head of office/Establishment that no vigilance or disciplinary cases is pending or contemplated against him/her.

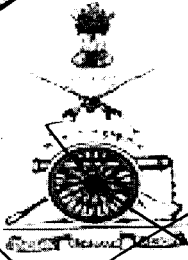
14. No interim query/correspondence of any kind by any means regarding the recruitment process including about the candidature or termination/cancellation of candidature or selection of appointment shall be entertained at any stage on any grounds whatsoever.

15. Ordnance Factory Varangaon will not be responsible for late/non-receipt of printed applications for written test due to postal delay or any other factors and no correspondence on this will be entertained.

16. The General Manager reserves the right to increase/decrease the number of vacancies depending upon the actual requirement without any notice and these vacancies are further subject to any subsequent order of Court/MOD/Ordnance Factory Board.

Note- Final Selection of candidates will be subject to successful verification of various qualifying documents such as Discharge certificate in r/o Ex-servicemen, disability certificate for the PHP in the prescribed format etc.

G. Guidelines for Scanning the Photograph & Signature:



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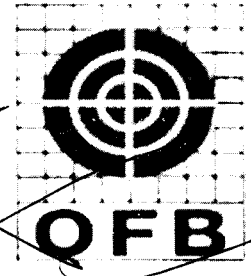
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Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given in Annx-I. Online application will not be registered unless candidates upload photo & signature as specified.

Note:

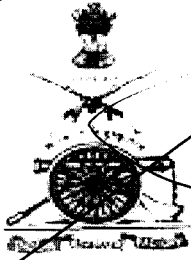
- In case the face in the photograph or signature is unclear, the candidate's application may be rejected.
- In case the photograph or signature is unclear, the candidates may edit his applications and re-upload his photograph or signature.
- Online registration of application will be available from **06/10/2014** to **31/10/2014**.

H. Proof of Identity to be submitted at the time of examination.

The candidate must bring one photo identity proof such as Passport/Adhar/ PAN Card/driving License/Voter's card/Bank Passbook with duly attested photograph/ identity card issued by school/college/Gazetted officer in the official letter head in original as well as a self-attested Photocopy thereof. The photocopy of identity proof should be submitted along with call letter to the invigilators in the examination hall, failing which or if identity of candidates is in doubt the candidate will not be permitted to appear for the test.

I. General Information:

- Candidates should satisfy themselves about their eligibility for the post applied for.
- Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date to avoid possibility of disconnection/inability/failure to log on to the website on account of heavy load on internet or website jam.
- Ordnance Factory Varangaon does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of Ordnance Factory Varangaon.
- Not more than one application should be submitted by a candidate. In case of multiple applications, only one (completed) application will be retained. Multiple attendance/appearance by a candidate in examination and/interview will be summarily rejected/candidature cancelled.
- In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.



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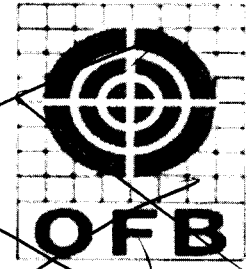
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6. Candidates are advised to keep their E-mail ID active for receiving advices such as call letters etc.
7. Decisions of Ordnance Factory Varangaon in all matters regarding eligibility, conduct of written examination etc would be final and binding on all candidates. No representation or correspondence will be entertained in this regard.
8. If a candidate is working under Central/State Govt./PSU's etc, he must enclose NOC in original from his employer along with his printed application form.

9. Any attempt to bring in any influence will be treated as disqualification.

J. APPLICATION FEES:

1. An application fee of Rs 50/- (Rupees Fifty only) is payable by the candidates.
2. SC/ST/XSM/PH candidates are exempted from payment of application fees.
3. The application fee is non-refundable.
4. The application fee should be paid through Crossed Indian postal Order or Demand Draft drawn in favor of General Manager, Ordnance Factory Varangaon.
5. The postal order should be issued after the date of publication of the advertisement & issuing date of Postal order should be indicated clearly.

K. PAYMENT OF TRAVELLING ALLOWANCE:

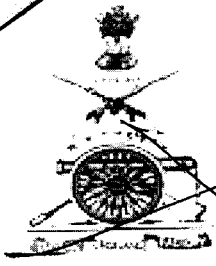
The candidates appearing for the written examination shall travel at their own expenses. However, SC/ST candidates shall only once be paid travelling allowance of second class railway/Bus fare, chargeable by the shortest on production of journey details including railway tickets by the shortest route from the address mentioned in the application form.

This concession is not admissible to those SC/ST candidates who are already in service in the Central Govt or in a State Govt. or in PSU etc under the Central/State Govt. including Ordnance Factories Organization.

L. Use of Mobile Phones, pagers, calculator or any such devices:

1. Mobile phones, pagers or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail cancellation of candidatures & disciplinary action including ban from future examinations.
2. Candidates are advised in their own interest not to bring any of the banned item including mobile phones/pagers to the venue of the examination, as arrangement for safekeeping cannot be assured.

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3. Candidates are not permitted to use or have in possession of calculators in examination premises.

-Sd-

(A. B. Parkhe)

Jt. General Manager/Admin

For General Manager

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PHOTOGRAPH IMAGE :

- Photograph must be a recent passport size colour picture.
- The picture should be in colour, against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye".
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred).
- Size of file should be between 20kb–50kb.
- Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

(ii) SIGNATURE IMAGE :

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Attendance Sheet, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred).
- Size of file should be between 10kb – 20kb.
- Ensure that the size of the scanned image is not more than 20KB.

SCANNING THE PHOTOGRAPH & SIGNATURE :

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Color to True Color.

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- File Size as specified above.
 - Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
 - The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph) & 20KB (signature) by using crop and then resize option [Please see point (i) & (ii) above for the pixel size] in the 'Image' menu. Similar options are available in other photo editor also.

If the file size and format are not as prescribed, an error message will be displayed.

While filling in the Online Application Form the candidate will be provided with a link to upload his photograph and signature.

Procedure for Uploading the Photograph and Signature

- (i) There will be two separate links for uploading Photograph and Signature.
- (ii) Click on the respective link "Upload Photograph / Signature".
- (iii) Browse & Select the location where the Scanned Photo / Signature file has been saved.
- (iv) Select the file by clicking on it.
- (v) Click the 'Upload' button.

SYLLABUS FOR DIRECT RECRUITMENT

1. PRIMARY TEACHER (PRT) - Written Test - Question papers will assess the candidates' ability in the following areas: (standard of questions/level of difficulty to be of Senior Secondary Level):-

- (i) Core language Competency (English and Hindi/Medium of instruction of the School)- 50 Marks (25+25)

CORE LANGUAGE COMPETENCY- The candidate should have adequate understanding of English and Hindi/ Medium of instruction of the school to deal with students of Elementary Classes. The ability to comprehend texts and express them effectively in writing/orally will be measured through Written test and Teaching Skill Test.

English- Articles/Determininals, Prepositions, Verb forms, Adjectives, Tense, Modal Auxiliaries, Active/Passive, Reported speech, Punctuations, Letter Writing-formal & informal, Essay on current issues, Speech, vocabulary, idioms and phrases, Antonym & Synonyms, Methods of teaching English at Elementary level.

हिन्दी पाठ्यक्रम : भाषा , संज्ञा, सर्वनाम, विशेषण क्रिया अव्यय, लिंग, पुल्लिंग, स्त्रीलिंग, उपसर्ग, प्रत्यय, वचन, एकवचन, बहुवचन. वाक्य रचना, विलोम या विपरीतार्थक शब्द , समरूपी भिन्नार्थक शब्द, मुहावरे, अलंकार, विराम चिन्ह, पदपरिचय, संधि, एकार्थी शब्द, अनेकार्थी शब्द, अनेक शब्दों के लिए एक शब्द, तत्सम -तदभव शब्द, समास लोकोक्तियाँ , मुहावरे, । अपठित गद्यांश एवं भाषा शिक्षण की प्रभावी विधियाँ ।

Language of instruction of the School - The syllabus will be as per the guidelines given for English/Hindi.

- (ii) Current Affairs- 25 Marks
- (iii) Reasoning ability-25 Marks
- (iv) (a) General Science - 100 Marks
(b) General Maths
(c) Environmental Science

(a) GENERAL SCIENCE- Living world, Human Body, Plant Life, Natural Vegetation and Wild Life, Food, The Universe:- Natural phenomenon, planets, Indian Space Research programme; Our country :- Its surface, natural resources, food & crop. Matter:- concept of elements, molecule and atom. Basic structure of atom, Radioactivity, gases and liquids, classification of Hydrocarbons. Chemical and physical changes. Green house effect, photo synthesis. Motion:- displacement, velocity; uniform and non-uniform motion along a straight line; acceleration, distance - time and velocity, idea of uniform circular motion. Force and motion, inertia, momentum, force and acceleration action and reaction forces. Elementary idea of conservation of momentum, conservation of energy, simple machine.

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(b) **GENERAL MATHS-** Number System, estimation of numbers, Place value, use of symbols, word problems on number operations involving large numbers, conversions of units of length & mass, Multiples and factors, even, odd and prime/composite numbers, prime factorization, HCF and LCM, Rationale numbers, Whole numbers, Seeing patterns:- identifying and formulating, rules, Integers, Properties of integers, Fractions, Ratio and Proportion, percentages, profit & loss, work & time, velocity & distance, simple and compound interest, binomials, polynomials, basic of algebra, linear equation, quadratic equation & word related problems, Basic geometrical ideas: Line, line segment, ray, Open and closed figures, Angle - Vertex, arm, interior and exterior, Triangle, vertices, sides, angles, interior, Quadrilateral- Sides, vertices, angles, Circle- Center, radius, diameter, arc, Concept of perimeter, Data handling, Pictograph- scaling in pictographs and its interpretation, General understanding of *perimeter* using regular shapes, Shapes of different kinds with the same perimeter, Area of various regular geometric shapes, Measuring areas of different shapes with the help of graph, Concept of volume, measurement of volume using a basic unit, volume of a cube, cuboids and cylinder, Volume and capacity (measurement of capacity), Surface area of a cube, cuboids and cylinder.

(c) **Environmental Science-** Primary Institutions of democracy, Local bodies, State bodies, National bodies, citizen's rights in democracy, Role of panchayat and Nagarpalikas in education, health and other social services, Population growth in India: distribution, density & growth, sex ratio, rural urban composition, education, Human development indicators, Common Diseases, Deficiency diseases & Communicable diseases and their prevention, First Aid and Our Health Services at village and District Level, Natural Calamities - their causes, impact and steps to reduce the effect, Transport and Communication - their impact, Natural Resources- Air, Water, Soil and Land (Minerals, metals, non-metals), Resources and Development; Natural resources:- forest and minerals, Water resources, rivers, irrigation system and crop pattern, **Map of India:** - Location of identification, understanding of globe with special reference to Latitude, Longitude & time, Five Years plans, National freedom movement, cultural renaissance, social reformers of India.

Teaching Skill Test- For assessing the Teaching ability of the candidates. - it will interalia, include test of communication skills and teaching methodology.

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