

NOTIFICATION
CENTRAL ORDNANCE DEPOT, CHHEOKI ALLAHABAD
RECRUITMENT NOTICE NO 120051/RECT-15/EST-NI

1. Applications are invited from eligible Indian citizens for the following posts in Pay Band of Rs (Pay band + Grade Pay) plus other allowances as admissible to Central Government employees.

S. No	Name of Post	Pay Band and Grade Pay	Minimum Qualification	Qualifying in Physical/Practical & Ratio of Marks in Written Test		Category					Remarks
				Physical Endurance Test/Skill Test	Examination	UR	SC	ST	OBC	Total No of Vacancy	
1	Lower Division Clerk (LDC)	5,200-20,200 and Grade Pay 1,900	<p>Essential –</p> <p>(a) Intermediate or Equivalent examination from recognized University/Board.</p> <p>(b) English typing @ 35 w.p.m. on computer.</p> <p style="text-align: center;">Or</p> <p>Hindi typing @ 30 w.p.m. on computer (35 words per minute and 30 words per minutes corresponding to 10500/9000 key depressions per hours (KDPH) on an average of 5 Key depressions for each word. A Physically handicapped person who is otherwise qualified to hold a clerical post but does not possess the said qualification in typewriting may be appointed subject to the condition that a civil surgeon or equivalent certifies that the said handicapped persons in a fit condition to be able to type.</p>	Typing Test (Qualifying)	Written Test (100% Marks)	01	--	--	--	01	--
2	Civilian Motor Driver (Ordinary Grade) [CMD(OG)]	5,200-20,200 and Grade Pay 1,900	<p>Essential –</p> <p>(a) Matriculation or equivalent examination from recognized University/Board.</p> <p>(b) Must possess the civilian driving license for heavy vehicles and have two years experience of driving such vehicles.</p>	Practical Test (Qualifying)	Written Test (100% Marks)	06	01	--	02	09	# 01 X Ex-Serviceman is reserved

3.	Material Assistant	5,200-20,200 & Grade Pay 2,800	Essential- Graduate in any discipline from any recognized University or Diploma in Material Management or Diploma in Engineering in any Discipline from any recognized Institutions.	NIL	Written Test (100% Marks)	09	02	--	03	14	#02X Ex-Serviceman & 01XPH(OH) are reserved
4.	Fireman	5,200-20,200 and Grade Pay 1,900	Essential- (a) Matriculation or Equivalent examination from recognized University/Board. (b) Must be physically fit and capable of performing strenuous duties and must have passed the test specified below :- (i). Height without shoes - 165 cm provided that a concession 2.5 cms height shall be allowed for member of Schedule Tribes.. (ii) Chest (un-expanded) - 81.5 cms (iii) Chest (on-expansion) - 85 cms (iv) Weight - 50 Kg (Minimum). Note: This post is purely for Male candidates. Physical fitness on ground is essential instead of certificates of any pvt/govt institutions produced by applicant	Endurance Test (a) Carrying a man (Fireman lift) of 63.50 Kg to a distance of 183 meter within 96 seconds. (b) Clearing 2.70 meter wide ditch landing on both feet (long jump). (c) Climbing 3 meter vertical rope using hands and feet. (Qualifying)	Written Test (100% Marks)	15	05	--	07	27	#03X Ex-Serviceman, 01XPH(H/H) & 01 X Sports persons are reserved
5	Cook (NCUs)	5,200-20,200 & Grade Pay 1,900	Essential - (a) Matriculation or equivalent examination of recognized University/Board. (b) Must have knowledge of Indian Cooking and proficiency in trade.	Practical Test (Qualifying)	Written Test (100% Marks)	01	--	--	01	02	--

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6	Welder (Elect)	5,200- 20,200 & Grade Pay 1,900	<u>Essential</u> - (a) Matriculation or equivalent examination from recognized University/Board. (b) Certificate from a recognized Technical Training Institute in the trade or 3 years training or experience of actual work in a Government workshop or a private firm of repute.	Practical Test (Qualifying)	Written Test (100% Marks)	01	--	--	01	--
7.	Operator Printing Machine	5,200- 20,200 & Grade Pay 1,900	<u>Essential</u> - (a) Matriculation or equivalent examination from recognized University/Board.	Practical Test (Qualifying)	Written Test (100% Marks)	02	--	--	02	--
8.	Driver Mechanic	5,200- 20,200 & Grade Pay 1,900	<u>Essential</u> - (a) Matriculation or equivalent examination from recognized University/Board. (b) Certificate from a recognized Technical Training Institute in the trade or 3 years training or experience of actual work in a Government workshop or a private firm of repute.	Practical Test (Qualifying)	Written Test (100% Marks)	01	--	--	01	--
9.	Telephone Operator Gde-II	5,200- 20,200 & Grade Pay 2,000	<u>Essential</u> - (a) Matriculation or equivalent examination from recognized University/Board with English as compulsory subject. (b) Proficiency in handling in EPBAX board. (c) Fluency in spoken English.	Proficiency Test in handling in EPBAX Board (Qualifying)	Written Test (100% Marks)	01	--	--	01	--

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10.	Steno-grapher	5,200-20,200 & Grade Pay 2,400	Essential - (a) Intermediate or equivalent examination from recognized University/Board.	Skill Test Norms: (i) Dictation - 10 minutes, Speed 80 word per minute in English or Hindi. (ii) Transcription - 50 minutes (English), 65 minutes (Hindi) on Computer. (Qualifying)	Written Test (100% Marks)	01	--	--	01	--
11	Safaiwala	5,200-20,200 & Grade Pay 1,800	Essential - Matriculation or equivalent examination from recognized University/Board. Desirable - Conversant with the duties of the respective trades with one year's experience in the trade.	Practical Test (Qualifying)	Written Test (100% Marks)	03	--	02	05	#01XPH (V/H) is reserved.
12.	Washerman	5,200-20,200 & Grade Pay 1,800	Essential - (a) Matriculation or equivalent examination from recognized University/Board. (b) Must be able to wash military/ civilian clothes thoroughly well.	Practical Test (Qualifying)	Written Test (100% Marks)	01	--	--	01	--
13	Messenger	5,200-20,200 & Grade Pay 1,800	Essential - (a) Matriculation or equivalent examination from recognized University/Board. Desirable - Conversant with the duties of the respective trades with one year's experience in the trade.	NIL	Written Test (100% Marks)	04	01	02	07	#01XEx-Serviceman is reserved.
<p>#The vacancy of Physically Handicapped/Person with Disabled (VH, HH & VH), Ex-Serviceman and Meritorious Sports Persons will be filled first and adjusted against respective category of UR/SC/OBC. (UR - Un Reserved, SC - Schedule Caste, OBC - Other Backward Class, PH- Physically Handicapped, ESM - Ex Servicemen, VH -Visually Handicapped, HH - Hearing Handicapped, OH - Orthopaedically Handicapped)</p>										

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2. The above posts are subject to all India Service Liability including field service.
3. Age limit and its relaxation for the above posts.
- (a) For the post of Lower Division Clerk (LDC), Fireman, Cook(NCUs), Welder(Elect), Operator Printing Machine(OPM), Driver Mechanic, Telephone Operator Grade – II, Steno Grapher, Safaiwala, Washerman and Messenger :-

S No.	Category	Age Limit			Remarks
(a)	UR	18 Years to 25 Years			
(b)	OBC	18 Years to 28 Years			
(c)	SC/ST	18 Years to 30 Years			
(d)	ESM	Present age minus period of service rendered in Army/Navy/Air force plus three years should not exceed prescribed maximum age limit.			
(e)	PH	UR	OBC	SC/ST	PH person should be in possession of medical certificate issued by CMO/Civil Surgeon of Govt. Hospital certifying the liability.
		18 Years to 35 Years	18 Years to 38 Years	18 Years to 40 Years	
(f)	Sports Persons	UR	OBC	SC/ST	Persons who have represented a state in National/International Competition University Sports Board State School team in National Sports/Games conducted by AISGF Persons awarded National Awards in Physical Efficiency under National Physical Efficiency Drive.
		18 Years to 30 Years	18 Years to 33 Years	18 Years to 35 Years	

(b) Post of Civilian Motor Driver (Ordinary Grade) & Material Assistant) only.

S No.	Category	Age Limit			Remarks
(a)	UR	18 Years to 27 Years			
(b)	OBC	18 Years to 30 Years			
(c)	SC/ST	18 Years to 32 Years			
(d)	ESM	Present age minus period of service rendered in Army/Navy/Air force plus three years should not exceed prescribed maximum age limit.			
(e)	PH	UR	OBC	SC/ST	PH person should be in possession of medical certificate issued by CMO/Civil Surgeon of Govt. Hospital certifying the liability.
		18 Years to 37 Years	18 Years to 40 Years	18 Years to 42 Years	
(f)	Sports Persons	UR	OBC	SC/ST	Persons who have represented a state in National/International Competition University Sports Board State School team in National Sports/Games conducted by AISGF Persons awarded National Awards in Physical Efficiency under National Physical Efficiency Drive.
		18 Years to 32 Years	18 Years to 35 Years	18 Years to 37 Years	

4. Candidates will forward application properly sealed in an envelope to the address mentioned against the post applied for through Ordinary/Registered/Speed Post. The application in person or through courier will not be accepted. Candidates are requested to super scribe the words "APPLICATION FOR THE POST OF LDC/FIREMAN/CMD(OG) etc....." on the top of the envelop while sending the application form.
5. **Last date and time for receipt of application** : 21 days from the date of publication of the advertisement in the Employment News (English version) till 5 PM and thereafter no application will be entertained. In case of candidates belonging to Assam, Meghalaya, Arunachal Pradesh, Mizoram, Sikkim, Laddak Sub Division, of Chamba District of Himachal Pradesh, Andaman & Nicobar Island & Lakshadweep shall be 28 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.
6. **General** : Applications received before or after the due date (even due to postal delay) will be rejected and no correspondence will be entertained. The following acts/omissions should render a candidate/application disqualified :-
 - (a) Applications not in the prescribed format or incomplete or unsigned or undated or improper filled.
 - (b) Surmising of false, inaccurate or tampered or dubious information.
 - (c) If not super scribed with the name of the post applied for or incorrect name of the post on the envelope and application.
 - (d) Without self-addressed envelope/postage stamps/self-attested recent photographs.
 - (e) Application not accompanied by self-attested copies of certificates/prescribed certificates in support of age, qualification caste, disability, discharge etc.
 - (f) More than one application submitted by the candidate for the same post.
 - (g) Any other deemed irregularity or reason as observed by the Board of Officers.
 - (h) Caravassing on application form in any and/or bringing in any influence political or otherwise will entail disqualification.
 - (i) In case the candidate is found using unfair means or adopting any malpractice at any stage of selection process.
 - (j) If underage or overage on closing date of receipt of application.
 - (l) If the candidate not found to possess the essential qualification.
 - (m) If the application of candidate who is working in Government Establishment is not received through proper channel with NOC.
7. Candidates should specifically note that the late delivery of 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.
8. 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.
9. OBC candidates seeking reservations of OBC are required to submit a certificate regarding OBC & Non Creamy Layer Status issued by civil authorities.
10. Certificate of experience in the trade where experience is desirable to be produced.

11. Photocopy of the following Documents/Certificate to be attached along with application duly self attested:-

(a) Two Passport size photographs (self attested) one on right corner of application and one on Acknowledgement Card.

(b) Self Attested copies of following certificates will also be submitted with application :-

- (i) Education Qualification certificate. (Mark Sheet and pass certificate of the examination mandated as essential qualification for the post)
 - (ii) Date of Birth certificate (Certificate of High School or equivalent).
 - (iii) Caste certificate on the format of Central Government where applicable.
 - (iv) Discharge certificate for Ex-Serviceman where applicable.
- (c) Self addressed envelope affixing postal stamps of Rs. 25/-.

Note – Central Government civilian employees must furnish No Objection Certificate from their employer/office at the time of the skill test else their candidature will be cancelled.

12. Place of Practical/Physical/Written Test : CENTRAL ORDNANCE DEPOT, CHHEOKI, NAINI, ALLAHABAD - 212105 (UTTAR PRADESH).

13. Application should be forwarded to Commandant, COD Chheoki, Naini, Allahabad - 212105 (Uttar Pradesh) as per prescribed format only otherwise the same will be rejected. Separate application for each post is required.

14. Incomplete/ineligible applications will be deemed invalid and rejected without intimation to the candidate. Only the eligible candidates will be called for the written examination.

15. Appointing Authority reserves the right to reduce the number of candidates for written examination for any category of post by screening of applications based on the percentage of marks obtained in the examination mandated as essential qualification required.

16. The candidates who fail to qualify in the Physical/Practical/Skill test (wherever applicable) shall not be permitted to undergo written test. Physical/Practical/Skill test will be qualifying in nature which will not be counted for final merit. Possessing of typing speed is a pre-requisite for the post of LDC. However, in case of Physically Handicapped (PH) candidate, the 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.

17. No interview will be carried out. The merit will be based on written test only.

18. It is made clear that merely fulfilling the basic essential qualification/requirements does not automatically entitle a person to be called for written/practical/physical test. No weightage will be given for additional/higher qualification. 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 are tentative and recruitment process can be cancelled/suspended/terminated by the Commandant at any stage due to administrative reasons.

19. The question papers of written test (objective type) will be in bilingual be English & Hindi 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/graduation level as applicable.
Numerical aptitude	25	25		
General English	50	50		
General Awareness	50	50		

20. **WARNING.** All candidates are warned to be careful from the self-styled agents and also requested to inform the Commandant COD Chheoki against any malpractice seen/observed by them.

21. All appointments are initially on temporary basis but likely to be made permanent.

22. No TAYDA is admissible. Duration of each test can be 02 to 05 days or more. Candidates will make their own arrangement for lodging/boarding during the Physical/Practical/Written test.

23. Commandant COD Chheoki will not be responsible for any injury which may occur during the process of recruitment tests/exams.

APPLICATION FOR RECRUITMENT

Recruitment Notice No.

Affix recent
Self attested
Passport
Size
Photograph

1. Post applied for : _____

2. Name of candidate : _____
(In Block letters)

3. Father's Name : _____

4. Date of birth :

D	D	M	M	Y	Y	Y	Y

5. Correspondence Address:-
House No./Street/Village
Post Office
District State
Pin Code

6. Permanent Address :-
House No./Street/Village
Post Office
District State
Pin Code

7. Educational qualification (Enclose photocopy of certificates)

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

8. (a) Category for which applied:-

UR	SC	OBC
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(Please tick to choose)

(b) Whether belong to :-

PH	ESM	Others
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(Please tick to choose)

9. If applied for the post of Ex-serviceman :-

Date of enrollment (In Army/Navy/Airforce)

Date of Retirement

Total Service :YrsMonth days

(Attach copy of discharge certificate/NOC)

10. If applied for the post of:

PH category

Type of disability (OH,HH,VH)	Percentage of disability
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11. Whether registered with any employment (Yes/No)
exchange? (if yes, mention registration No. and
name of Employment Exchange)

12. 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

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- 10 -
DECLARATION

13. 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.

Dated:

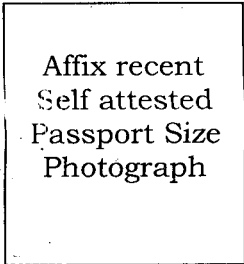
(Signature of Candidate)

Place :

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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:-
.....
.....
 4. Index No. Date of test
-

ACKNOWLEDGEMENT CARD



1. Name of Candidate
2. Date of Birth
3. Father's Name
4. Correspondence Address:-
House No./Street/Village
- Post Office
- DistrictState
- 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

Examination Officer

daup 10202 / 11 / 0280 / 1516