

MINISTRY OF DEFENCE

UNIT/DEPOT : CENTRAL ORDNANCE DEPOT

RECRUITMENT NOTICE NO

1. Applications are invited from eligible Indian Citizens for the following Central Government posts in the Pay Band and Grade Pay (with other authorized allowances as admissible) as mentioned against each:-

S. No	Designation of the post	No of Vacancies								Pay Scale As per VI CPC (being revised in VII CPC)
		UR	OBC	SC	ST	Total	ESM	MSP	PH	
(a)	LDC	03	02	-	-	05	-	-	01 (HH)	Rs 5200-20200 + Grade Pay Rs 1900/-
(b)	Safaiwala	01	-	-	-	01	-	-	-	Rs 5200-20200 + Grade Pay Rs 1800/-
(c)	Messenger	-	01	-	-	01	-	-	-	Rs 5200-20200 + Grade Pay Rs 1800/-
(d)	Tradesman Mate	01	01	-	-	02	-	-	-	Rs 5200-20200 + Grade Pay Rs 1800/-
(e)	Painter	-	01	-	-	01	-	-	-	Rs 5200-20200 + Grade Pay Rs 1900/-

(UR-Unreserved, OBC-Other Backward Class, SC-Scheduled Class, ST-Scheduled Tribes, ESM-Ex-Serviceman, MSP-Meritorious Sports person, PH-Physically Handicapped HH - Hearing Handicapped.

Note:-

1. The above posts are subject to 'All India Service Liability' including Field service.
2. The vacancies of Physically handicapped (PH) pers /Meritorious Sports Pers. Ex-Serviceman will be filled up and adjusted against their respective reserved category.

Eligibility :- Candidates who meet the under mentioned criteria of age and educational qualification should only apply for the said post. In case an applicant wants to apply for more than one posts separate applications will be submitted for each post.

(a) Age limit and age relaxation as on last date of receipt of applications:-

S.No	Category	Age limit			Relaxation if applicable
(i)	UR	18 to 25 years			
(ii)	OBC	18 to 28 years			
(iii)	SC				
(iv)	ST				
(v)	Ex-Servicemen				
(vi)	Physically Handicapped persons	Age limit			PH person should be in possession of Medical certificate issued by CMO/Civil surgeon of Govt Hospital certifying the liability.
		UR	OBC	SC/ST	
		18 to 35	18 to 38	18 to 40	
(vii)	Meritorious Sports Person				

(b) **Education Qualification**

S.No	Name of the post	Qualification required
(i)	LDC	<u>Essential:</u> (i) 12 th class or equivalent qualification from a recognized Board or University. (ii) English Typing @35 w.p.m. on computer OR Hindi Typing @ 30 w.p.m. on computer.
(ii)	Safaiwala	<u>Essential:</u>
(iii)	Messenger	Matriculation pass or equivalent from Recognized Board. <u>Desirable:</u> Conversant with duties of respective trades with one year experience in trade.
(iv)	Tradesman Mate	<u>Essential:</u> Matriculation pass or equivalent from Recognized Board. <u>Physical Endurance Test</u> 1. 1.5 km run in 6 minutes 2. Carrying a weight of 50 Kg to a distance of 200 Mtr in 100 seconds.
(v)	Painter	<u>Essential:</u> (i) Matriculation or equivalent (ii) Certificate in the trade from a recognized Industrial Training Institute or 3 years training and or experience of actual work in the trade.

- (a) Govt servant applying for any posts will get an age relaxation upto 40 years (45 years in case of SC/ST). The Govt servant must furnish a **"No Objection Certificate"** from their employer/ office at the time of the test else their candidature will be cancelled.
- (b) **Last date for receipt of application:** The last date for receipt of applications is 21 days from the date of publication of the advertisement in the Employment News (excluding the date of publication). In case of candidates belonging to Assam, Meghalaya, Arunachal Pradesh, Mizoram, Sikkim, Ladakh Sub Division of Jammu and Kashmir State, Lahual and Spiti District of Pangi Sub Division of Chamba District of Himachal Pradesh, Andman & Nicobar Island and Lakshdeep the last date for receipt of application shall be 28 days from the date of publication of the 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.
5. Candidate should specifically note that the late delivery of call letters for 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.
6. 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.
7. Certificate of experience in the trade where experience is desirable be produced.
8. Photocopy of the following documents/certificates are 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 acknowledgment Card.
- (b) Attested copies of following certificates will also be submitted with application:-
- (i) Educational qualification certificate.
- (ii) Date of Birth Certificate.
- (iii) Caste certificate where applicable.
- (iv) Discharge certificate for Ex-servicemen or No Objection Certificate 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) A self addressed envelope affixed with a postal stamp of Rs 25/- will also be att with the application.
9. **Points for rejection of applications.** Application received after the date due date (even due to postal delay) will be rejected invariably and, no correspondence will be entertained. The following acts / omissions would render a candidate / application disqualified:-
- (c) Applications that are not in the prescribed format or are incomplete or unsigned or undated.

- (d) Furnishing of false and inaccurate or dubious information. Submission of false/tempered documents.
- (c) If envelope is not superscribed with the name of the post applied and category or incorrect name of the post on the an envelope and application.
- (d) Applications submitted without self addressed envelope / postage stamps.
- (e) Application not accompanied by self-attested copies of certificates / prescribed certificates in support of age, educational qualification, caste, disability, discharge etc.
- (f) Applications submitted without self attested copies of photographs.
- (g) Applications submitted by hand will not be accepted.
- (h) More than one application submitted by the candidate for the same post or more than one post applied for on the same application.
- (j) Any other deemed irregularity or reason as observed by Board of Officers.
- (k) Canvassing on the application in any form or bringing in any influence, political or otherwise, will entail disqualification.
- (l) In case, the candidate is found using unfair means or adopting any malpractice at any stage of the selection process/tests.
- (m) If the candidate is underage or overage on closing date of receipt of application specified at para 6 above.
- (n) If the candidate is found not possessing the essential qualification or physical parameters required for the post.
- (o) The decision of appointing Authority regarding selection/rejection will be final.
- (p) Numbers of posts/vacancies are tentative and recruitment process can be cancelled/suspended/terminated by the appointing authority at any stage, due to administrative reasons.
- (q) No extra weightage is to be given for addl/extra/higher qualification.
- (r) Applications may be restricted to a min of 50 times the No of vacancies for each category based on a cut off applied on the min educational qualification for the post. The No of candidates to be called for interview may be restricted to ten times the No of vacancies to be filled.
- (s) Candidates on selection are liable to be transferred anywhere in India.

10. **Place of Test:** Central Ordnance Depot, Mumbai, Malad (E), Mumbai – 400 097.

11. Applications should be sent to the following address in a sealed envelope:-

**Commandant
COD Mumbai,
PIN – 901173
C/O 56 APO**

12. No screening of application is required in case of Trade/Skill tests or physical tests where required. Trade/Skill tests or physical tests are qualifying in nature. The candidate who fails to qualify in Trade/Skill tests or physical tests (wherever applicable) shall not be permitted to undergo written test. Possessing of typing speed is a pre-requisite for the post of Lower Division Clerk. However in case of Physical 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.

13. It is made clear that merely fulfilling the basic essential qualification/requirement 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 is tentative and recruitment process can be cancelled/suspended/terminated by the Comdt at any stage due to administrative reasons.

14. **Essential Practical Physical/Skill test**

S. No	Trade	Physical Endurance Tests
(a)	LDC	-
(b)	Safaiwala	-
(c)	Messenger	
(d)	Tradesman Mate	1. 1.5 km run in 6 minutes. 2. Carrying a weight of 50 Kg to a distance of 200 Mtr in 100 seconds.
(e)	Painter	-

15. The question papers of Written Test (Objective Type) will be bilingual (Both in English and Hindi for all posts). The syllabus for written examination for above mentioned post is 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 as applicable.
Numerical aptitude	25	25		
General English	50	50		
General Awareness	50	50		

16. The Trade/Skill tests or physical tests are qualifying in nature. The selection will be made solely based on marks obtained by the applicants in the written test only subject to qualifying in the practical/physical/trade/skill/typing tests.

17. **WARNING**. All candidates are warned to be careful of self styled agents or touts and are also requested to inform the Commandant/Commanding Officer/Officer Commanding of the depot/unit of any malpractices seen/observed by them.

18. All appointments are initially on for probation period but likely to be made permanent on successful completion of the probation period.

19. No TA/DA 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 tests.

20. Commandant/Commanding Officer/Officer Commanding depot/units will not be responsible for any injury which may occur during the process of physical/Practical/Skill tests.

To
Commandant
Central Ordnance Depot
Akurli Cross Road No 3
Kandivali (East), Mumbai – 400101

Affix recent
Passport
Size
Photograph

APPLICATION FOR RECRUITMENT

Rect Notice No

1. Post applied for _____
2. Name of candidate (in block letters) _____
3. Father's Name _____

4. Date of Birth:

DD	MM	YY

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

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

8. Category for which applied

(a)

UR	SC	ST	OBC
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 (Please tick to choose)

(b) Whether belongs to:-

PH	ESM	Others
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 (Please tick to choose)

9. If applied for the post as Ex-serviceman:
Date of enrollment (In Army/Navy/Airforce) _____ Date of retirement _____
Total service ____ Yrs ____ Month ____ Days (attach copy of discharge certificate/NOC)

10. If applied for the post in PH category

Type of disability (OH, HH, VH)	Percentage of disability

11. Whether registered with any employment exchange? (Yes/No) _____
(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

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 : _____

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/ Interview _____

ACKNOWLEDGEMENT CARD

1. Name _____
2. Date of Birth _____
3. Father's Name _____
4. Correspondence Address:-
House No./ Street/ Village _____
Post Office _____ District _____
State _____ Pin Code _____
5. Application accepted/ rejected and date of test / interview if accepted _____

6. Reason of rejection _____
7. Date of reporting for test _____
8. Venue of test _____

Specimen of disability certificate to be submitted by PH (HH) Candidate

(Name & address of the Institute/Hospital)
Certificate No. _____

Date _____

Recent photograph
of the candidate
showing the
disability duly
attested by the
chair person of the
medical board

DISABILITY CERTIFICATE

1. This is to certify that Shri/Smt/Kum _____
Son/Wife/Daughter of Shri _____ age _____ Sex _____
identification mark(s) _____ is suffering from permanent disability
of following category:-

Hearing impairment:

- (i) D – Deaf
 - (ii) PD – Partially Deaf
- (Delete the category whichever is not applicable)

2. This condition is progressive / non-progressive / likely to improve / not likely to improve. Re-assessment of the case is not recommended / is recommended after a period of _____ years _____ months.

3. Percentage of disability in his/her case is _____ percent.

4. Shri/Smt/Kum _____ meets the following physical requirements for discharge of his/her duties:-

- | | |
|-------------------------------------------------------|--------|
| (i) F – can perform work by manipulating with fingers | Yes/No |
| (ii) PP – can perform work by pulling and pushing | Yes/No |
| (iii) L – Can perform work by lifting | Yes/No |
| (iv) KC – can perform work by kneeling and crouching | Yes/No |
| (v) B – can perform by bending | Yes/No |
| (vi) S – can perform by sitting | Yes/No |
| (vii) ST – can perform by standing | Yes/No |
| (viii) W – can perform work by walking | Yes/No |
| (ix) SE – can perform work by seeing | Yes/No |
| (x) H – can perform work by hearing/speaking | Yes/No |
| (xi) RW – can perform work by reading and writing | Yes/No |

(Dr _____)
Member
Medical Board

(Dr _____)
Member
Medical Board

(Dr _____)
Member
Medical Board

Countersigned by the
Medical Superintendent/CMO/
Head of the Hospital (with seal)

Strike out which is not applicable.

DAVP/10202/11/0027/1718