

MINISTRY OF DEFENCE

ORDNANCE DEPOT ALIPORE, KOLKATA -700 027

RECT OF 01 X LDC & 04 X TRADESMAN MATE AT OD KOLKATA

1. Applications are invited from eligible Indian Citizens for the following posts in Pay Band of Rs (5200-20200) + Grade Pay 1900 (for LDC) & Grade Pay 1800 (for Tradesman Mate) plus other allowances as admissible to Central Government Employees.

| Ser No | Name of Post | Pay Scale | Minimum Essential Qualification | Categories | | | Total Vacs | Remarks |
|--------|----------------------|--|--|------------|----|-----|------------|---------|
| | | | | UR | SC | OBC | | |
| 01. | Lower Division Clerk | Rs. (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) Desirable (b) Knowledge of Hindi/English. (c) Should pass Written Test and Interview. (d) Candidate who pass in written Test & typing will be called for interview | 01 | - | - | 01 | |
| 02. | Tradesman Mate | Rs. (5200 – 20200) + Grade pay 1800 + Allowances | Essential (a) Matriculation or equivalent Desirable (a) Knowledge of Hindi (b) Physical fitness- Must be physically fit and capable of performing strenuous duties. (c) Should pass Endurance /Physical Test. Written Test and Interview. Endurance/Physical Test is to be decided by the Board. | 02 | 01 | 01 | 04 | |

2. The above posts are subject to all India Service liability including field service.

3. **Age limit and its relaxation**

| Sl No | Category | Age limit | Remarks |
|-------|----------|------------------|---------|
| 01 | UR | 18 Yrs to 25 Yrs | |
| 02 | OBC | 18 Yrs to 28Yrs | |
| 03 | SC | 18 Yrs to 30Yrs | |

4. Application format (Part-I, II) and Part-III for OBC candidate only properly sealed, in an envelope to the address mentioned against the post applied for through Ordinary/Registered/Speed Post so as to reach **Commandant, Ordnance Depot, Alipore, Kolkata-27 within 21 days from the date of publication of this Advertisement.** The application format should be typed on a foolscap A-4 size paper. Application in person will not be accepted. No application will be entertained after closing date i.e. 21 days from the date of publication of this advertisement notice. One envelope should contain one application only. Candidates are requested to superscribe the words **“APPLICATION FOR THE POST OF**” on the top of envelope while sending the application form. Candidates applying for the post will endorse the category to which he/she belongs applicable i.e. Unreserved (Gen)/OBC. The envelope enclosing the application form is to be boldly enfacd on top with **“Unreserved (Gen)/OBC/SC.** The name of Newspaper with date will be mentioned in reference of the application form.

5. Last date for receipt of application in 21 days from the date of publication of the advertisement in the Employment News.

6. The crucial date for determining the age limit shall be the closing date for receipt of application.

7. Photocopy of the following Documents/Certificates to be attached alongwith application duly attested by a Gazetted Officer:-

- (a) Two Passport size photographs duly attested by Class I Gazetted officer, one on right corner of application and one on acknowledgement Card.
- (b) Attested copies of following certificates from Class I Gazetted officer will also be submitted with application:-
 - (i) Education qualification certificate.
 - (ii) Date of birth Certificate.
 - (iii) Caste Certificate where applicable.
- (c) Self addressed envelope affixing postal stamps Rs. 25/-

Note-I : Central Government civilian employees must furnish “No objection Certificate” from their employer/Office along with the application form else their candidature will be cancelled.

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

9. To reduce the number of candidates for one category of post for written examination, screening of application on basis of percentage of marks obtained in the examination for essential qualification will be carried out. A bench mark percentage will be fixed depending on the number of applicants. No weight-age will be given for additional/higher qualification (other than those prescribed in the Recruitment rules). All candidates meeting the bench mark will be allowed to appear the written examination. Commandant, Ordnance Depot, Alipore Kolkata reserves the right to restrict the number of applications for any of the post by fixing a cut off percentage of marks obtained in the minimum essential qualification prescribed for the post.

10. It is made clear that merely fulfilling the basic essential qualification requirements does not automatically entitle a person to be called for test/interviews. 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.

11. There will be ration of 40:40:20 for written Test, physical test, & interview for the posts of Tradesman Mate (Erstwhile Mazdoor) and 80:20 for written test and interview for clerk. The question paper-cum-answer sheet will be bilingual (both in Hindi and English version)

12. Syllabus

The question papers of written test (objective type) will be bilingual i.e. English & Hindi as under :-

| Subject | Duration | Remarks |
|------------------------------------|----------|------------------------------------|
| General Intelligence and reasoning | 2 Hours | To be decided by Board of Officers |
| Numerical aptitude | | |
| General English | | |
| General Awareness | | |

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/interview.

15. It is made clear that date and time of test and interview will be intimated by post separately. Test/Interview 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 and interview.

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 interview/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.
- (j) 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.

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.

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Part-I

APPLICATION FOR RECRUITMENT ORDNANCE DEPOT, ALIPORE, KOLKATA

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

Affix recent
Passport
Size Photograph
duly Attested by a
Gazetted Officer
(Not to be stapled)

1. Post Applied for _____
2. Full Name (**BLOCK LETTERS**) _____
3. Father's Name _____
4. Date of Birth (attach copy of Birth certificate duly attested) _____
5. Age as on last date prescribed for receipt of application: Years ___ Months ___ Days ___
6. (a) Permanent Address House No/Street/Village _____
Post Office _____ Dist _____
State _____ Pin Code _____

(b) Address for Communication: House No/Street/Village _____
Post Office _____ Dist _____
State _____ Pin Code _____
7. Details of Educational Qualification _____
(Attached education certificate duly attested)
8. Caste: Gen/OBC/SC/ _____ (attached certificate in case of SC/OBC)
9. Category for which applied: Gen/SC/OBC/ _____
10. Any other Qualification (Academic/Technical Training/Experience) _____
11. Whether registered with any Employment Exchange (Yes/No) _____
(if, yes mention Registration No and name of Employment Exchange) _____

DECLARATION

(a) I declare that there is no criminal case is pending against me in any court of law within India. I also declare that information given in the application form are correct to the best of my knowledge and belief. If particulars mentioned by me are found false at any stage, my service will be terminated without any notice.

(b) I do agree to work anywhere in India under any condition. I do also hereby accept all the terms and conditions of recruitment.

Place:

(Signature of Candidate)

Date:

List of Encls:

Note :- Original Certificate not to be attached, only photocopies required. Application form to be sent along with a self addressed envelope affix postage stamp of Rs.25/- where candidate wants call letter to be sent.

For Office Record Only

- 1. Received on -----
- 2. Accepted/Rejected -----
- 3. Reason for rejection : Under age/Over age/Documents Incomplete/Any other reasons to be specified -----
- 4. Index No ----- date for test/Interview -----

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Part-II

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

Post -----

1. Name -----

2. Father's Name -----

3. Address for Communication House No/Street/Village -----

-----Post Office -----

Dist ----- State ----- Pin Code -----

4. This call letter is for the post of -----

5. Which category to belong -----

Affix recent Passpo
Size Photograph du
attested by a Gazette
Officer (Not to l
stabled)

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

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(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

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