



**GOVERNMENT OF INDIA, MINISTRY OF DEFENCE  
INDIAN ORDNANCE FACTORIES**

**ORDNANCE FACTORY KHAMARIA, JABALPUR, M.P - 482005**

Tel : 0761-2337021 to 2337033, FAX : 91-761-2337301, 2430202

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**FILLING UP POST OF FIRE ENGINE DRIVER GRADE-A ON DEPUTATION/ABSOPRTION BASIS**

Five (05) vacancies in the post of Fire Engine Driver Grade-A in Ordnance Factory Khamaria, Jabalpur is proposed to be filled on Deputation/Absorption basis as per the details given in the Annexure-I. The proforma of application is given in the Annexure-II. The pay and allowances and other terms of deputation of the officers/officials selected for the said post will be regulated in accordance with the instructions contained in the DOPT OM No 6/8/2009-Estt (Pay-II), Dtd 17/06/2010 as amended time to time.

02. Applications of such employees will be considered that are routed through proper channel and are accompanied with :

- (i) Bio-data in the prescribed format at Annexure-II
- (ii) The APAR dossiers of the officers with APARs of at least 05 years **or** clear photocopies of the APARs of the employee of at least 05 years, duly attested by a Group "A" officer with a certificate that no "Adverse Remarks" remain in the APARs for the past years.
- (iii) Cadre clearance
- (iv) Clearance from vigilance and disciplinary angle.
- (v) Statement giving details of major or minor penalties, if any, imposed on the officer during the last 10 years.
- (vi) He/she should not be more than 56 years of age on the closing date of receipt of application
- (vii) A certificate that in the event of selection, the officer would be relieved to join the duties to the post.
- (viii) 02 passport sized coloured photographs similar to the one pasted in the application form/bio-data.
- (ix) Attested copies of the certificates of educational qualifications.

03. The willing candidates having the above requisite qualification and experience may forward the application through proper channel in the prescribed format to "**The General Manager, Ordnance Factory Khamaria, Jabalpur, Madhya Pradesh, PIN - 482005**" through Speed Post/Registered Post. Applications received after the last date or application incomplete in any respect or those not accompanied by the documents/information mentioned above or not forwarded through proper channel will not be considered. The last date of receipt of applications will be 60 days from the date of publication of advertisement in the Employment News. The details including the prescribed proforma are also available in the OFK website ([www.ofb.gov.in/units/OFK](http://www.ofb.gov.in/units/OFK))

Jt.General Manager/AS(Admin)  
For General Manager

1.	Name of the post	Fire Engine Driver Grade - A
2.	No. of post	05 (Five)
3.	Classification	General Central Services, Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Scale & Level in Pay Matrix	Level - 2 in the pay matrix (₹ 19900 - 63200/-)
5.	Qualifications	<p><b>DEPUTATION / ABSORPTION :</b></p> <p>From amongst the officials holding the post of Dispatch Rider on regular basis or regular Group C employees in Level-1 in the pay matrix (Rs 18000 - 56900/-) in the other Ministries of the Central Government who fulfill the necessary qualification as mentioned below :</p> <p>(i) 10th Standard pass from a recognized board</p> <p>(ii) Must possess licence for driving heavy vehicles and have three years driving experience.</p> <p>(iii) Must be physically fit and capable of performing strenuous duties. This requirement will be tested as under:</p> <p>a. Height without shoes 165 centimetres.</p> <p>b. Chest (on expansion) 85 centimetres.</p> <p>c. Chest (Unexpanded) 81.5 centimetres.</p> <p>d. Weight 50 Kilograms minimum</p> <p><b>Endurance Test</b></p> <p>e. Carrying a man fireman lift of 63.5 Kilograms to distance of 183 metres within 96 seconds</p> <p>f. Climbing 3 metres vertical rope using hand and feet.</p> <p>g. Clearing 2.7 metres wide ditch landing on both feet (long jump)</p> <p>Note : Concession of 2.5 centimetres in height or chest may be allowed for the members of Scheduled Caste and Scheduled Tribe candidates from hill areas. The qualification regarding experience is relaxable at the discretion of the competent authority.</p> <p><b>DEPUTATION / RE-EMPLOYMENT FOR ARMED FORCES PERSONNEL :</b></p> <p>The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one Year and having the requisite experience and qualification prescribed shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces, thereafter they may be continued on re-employment.</p>
6.	Duties	<p>Brief description of duties which is not exhaustive is as under :</p> <ol style="list-style-type: none"> <li>1. FED will be required to drive the Fire Tender as per requirement.</li> <li>2. FED will be responsible to shift incharge and will be assistant to the Shift Incharge during the time of any incident &amp; Fire Fighting Duty. Alongwith driving of Fire Tender, he will also perform the fire drill &amp; other work given by the Shift Incharge.</li> <li>3. He will be incharge of Fire Tender and TFP. He will be responsible for repair, maintainance &amp; cleaning of the vehicle which includes engine parts, Dashboard, Control Panel, PTO, Fire Pump, etc. He will also perform periodic check of part of vehicles.</li> <li>4. On hearing the Fire alarm or getting information of the Fire, he should depart along with fire crew within 30 seconds and immediately reach place of incident and get all the information related to the case/accident.</li> <li>5. To remain physically fit to perform the duties, he must take part in PT parade/drill. He should also wear clean uniform while performing the duty.</li> <li>6. He should have the knowledge of the signals given during the pump operation and should be alert and follow the signals.</li> </ol>

		<p>7. He should have knowledge of</p> <ol style="list-style-type: none"> <li>a. Operation of Fire Extinguisher &amp; other primary fire fighting equipments.</li> <li>b. Classification of the Stores board and complete knowledge of its behavior.</li> <li>c. All the paths to reach Fire Point, Static Tank &amp; Hydrant.</li> <li>d. Latest technology for fire fighting &amp; extinguishing. For above, he may take training courses run by the local administration.</li> </ol> <p>8. He must ensure that</p> <ol style="list-style-type: none"> <li>a. All the vehicles are getting started.</li> <li>b. Fire Tender, TFT and TPF are in proper working condition and there is no internal or external damage.</li> <li>c. All the equipments related to the vehicle should be arranged properly.</li> <li>d. Fuel tank of the vehicles have sufficient fuel.</li> </ol> <p>9. He should follow the laid down procedure while taking and handing over charge.</p>
7.	Place of posting	Ordnance Factory Khamaria, Jabalpur, MP - 482005
8.	Application should be addressed to	The General Manager, Ordnance Factory Khamaria, Jabalpur, Madhya Pradesh - 482005
9.	Period of deputation	The period of deputation including the period of deputation in another ex-cadre post held immediately or some other organization or Department of the Central Government shall ordinarily not exceed three years.
10	Age Limit	Not exceeding 56 years as on the closing date of receipt of application
11	Last Date of receipt of applications	Within 60 days from the date of notification in the Employment News

Jt.General Manager/AS(Admin)  
For General Manager

**APPLICATION FORM / BIODATA FOR APPLYING TO THE POST OF  
FIRE ENGINE DRIVER GRADE A (ON DEPUTATION/RE-EMPLOYMENT BASIS)  
IN ORDNANCE FACTORY HOSPITAL KHAMARIA  
(TO BE FILLED IN CAPITAL LETTERS OF ENGLISH LANGUAGE)**

1.	(a) Name		
	(b) Present Address		
	(c) Permanent Address		
	(d) Mobile No :		Paste a recent passport sized coloured photograph with white background (Not more than 03 months old)
	(e) E-mail ID :		
	(f) Landline No:		
2. Date of Birth (in Christain era)			
3.	(i) Date of entry into service		
	(ii) Date of retirement under Central/State Government Rules		
4.	Educational Qualifications		
5.	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)		
	Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular		Qualifications/experience possessed by the officer
	<b>Essential</b>	(A) Qualification :	(A) Qualification :
		(B) Experience :	(B) Experience :
	<b>Desirable</b>	(A) Qualification :	(A) Qualification :
		(B) Experience :	(B) Experience :
Note : 5.1 The column may be amplified to indicate Essential and Desirable Qualification. 5.2 In the case of Degree and Post Graduate qualifications elective/ main subjects and subsidiary subjects may be indicate by the candidate.			
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post		

7.	Details of the employment, in chronological order, Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
	Name of the Department & Ministry	Name of the Post held on regular basis	From (DD/MM/YY)	To (DD/MM/YY)	* Pay scale (Level) of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for
* Important : Pay-scale granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present pay scale where such benefits have been drawn by the candidate, may be indicated as below :						
	Name of the Department & Ministry	Pay, Pay Band, and Grade Pay drawn under ACP/MACP scheme		From (DD/MM/YY)	To (DD/MM/YY)	
8.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent					
9.	In case the present employment is held on deputation/contract basis, please state					
	a) The date of initial appointment					
	b) Period of appointment on deputation/contract					
	c) Name of the parent office/ organization to which the applicant belongs					
	d) Name of the post and Pay of the post held substantive capacity in the parent organisation					
<p>Note: <b>9.1</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with the Cadre Clearance, Vigilance Clearance and Integrity Certificate.</p> <p><b>9.2</b> Information under column 9 (c) and (d) must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organisation.</p>						
10.	If any post held on Deputation in the past by the application, date of return from the last deputation, period and other details					
11.	Additional details about present employment: Please state whether working under (indicate the name & address of your present employer)					
	a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others					

12.	Are you in Revised scale of Pay? If yes, give the date from which the revision took place & also indicate the pre-revised scale	
13.	Total emoluments per month now drawn	
	Pay Level in Pay Matrix	Basic Pay
		Total Emoluments
14.	In case applicant belongs to an Organisation which is not following the Central Government pay-scales, latest salary slip issued by the Organisation showing the following details may be enclosed	
	Basic Pay with scale of Pay and rate of increment	Dearness Pay/ Interim relief/ Other Allowances, etc (with break-up details)
		Total Emoluments
15.	(A) <b>Additional information</b> , if any, relevant to the post you applied for in support of your suitability for the post. (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the vacancy circular/advertisement (Note: Enclose a separate sheet, if the space is insufficient)	
	(B) <b>Achievement:</b> The candidates are requested to indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/ Scholarships/ Official Appreciation (iii) Affiliation with the professional bodies/ institutions/ societies and (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovation measure involving official recognition (vi) Any other information (Note : Enclose a separate sheet if the space is insufficient)	
16.	Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Application Form/Bio-data duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Date \_\_\_\_\_

Signature\_\_\_\_\_

Name \_\_\_\_\_

## **CERTIFICATE BY THE EMPLOYER/CADRE CONTROLLING AUTHORITY**

The information/details provided in the above application by Shri/Smt/Ku. \_\_\_\_\_ are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that,

i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt/Ku. \_\_\_\_\_

ii) His/Her integrity is certified.

iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt of India or above are enclosed.

iv) No major/minor penalty has been imposed on him/her during the last 10 years **OR** A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be)

Countersigned

Seal of the department

\_\_\_\_\_  
(Employer/Cadre Controlling Authority with Seal)

Note : Attested copies of APARs for the preceding five years along with Integrity, Vigilance Certificate and details of major/minor penalty for the last 10 years should be enclosed.

### **POINTS TO BE NOTED BY THE PARENT DEPARTMENT WHILE FORWARDING THE APPLICATIONS**

(i) Vigilance Clearance will not be normally granted for a period of 3 years after the currency of punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance Clearance will not be normally granted for a period of 5 years after the currency of punishment in terms of DOP&T OM No 11012/11/2007-Estt(A), Dtd 14/12/2007.

(ii) While forwarding applications in respect of officers who are about to complete their 'cooling off' period shortly the instructions of DOP&T as contained in OM No 2/1/2012-Estt(Pay.II), Dtd 04/01/2013 may be strictly adhered to.

(iii) To facilitate determination of eligibility of the applicants working in Public Sector Undertakings/Autonomous organizations not following the Central Government Scales, their equivalent scales of pay/posts should be informed by the Parent Department.