



GOVERNMENT OF INDIA, MINISTRY OF DEFENCE
INDIAN ORDNANCE FACTORIES
ORDNANCE FACTORY
CHANDA – 442 501
(MAHARASHTRA)



01.	It is informed that this is the Full Text of the Advertisement. Only an Abridged version of this Advertisement was published in the Employment News/Rojgar Samachar dated 15-21 September 2012 [davp No. 10201/11/1353/1213].
02.	In case of any difference/variation in the Full Text Advertisement and the Abridged Advertisement, only the Full Text Advertisement shall be considered as the original and authentic version of the Advertisement. No claim/dispute in this regard shall be accepted.
03.	The intending Candidates MUST carefully read all the provisions/stipulations/conditions/instructions etc. given in this Full Text Advertisement before proceeding to apply for any Post.
04.	As the Abridged Advertisement was published in the Employment News/Rojgar Samachar dated 15-21 September 2012, the Online Applications for any Post can be submitted on the Factory's Internet Website from 25.09.2012 onwards and the Closing Date for submission of the Online Applications on the Factory's Internet Website shall be 16.10.2012. Accordingly, the Crucial Date for all purposes i.e. for determining the Age Limits, Educational Qualifications and Other Qualifications, etc. for all Candidates shall be 16.10.2012.
05.	The word 'Advertisement' used in this Full Text Advertisement shall mean 'Full Text Advertisement' unless context is otherwise.
06.	The advertisement is subject to orders, if any, by Hon'ble Court/Ministry of Defence/Ordnance factory Board etc.

I	NOTIFICATION	
	1	It is hereby notified for the information of all Citizens of India that Ordnance Factory Chanda intends to fill-up the following vacancies in Group 'C' Posts of its Industrial Establishment.
	2	The Citizens of India who are willing for appointment to the Posts at Ordnance Factory Chanda and are fulfilling the eligibility criteria for the Posts as prescribed in this Advertisement, can apply as per the instructions given in this Advertisement.
	3	This is the Full Text Advertisement.
	4	The Full Text of this Advertisement shall be available on the Factory's Internet Website 05 (Five) days after the publication of this Abridged Advertisement in the Employment News.
	5	Only after the Full Text Advertisement is available on the Factory's Internet Website, the Candidates can submit their Online Application.
	6	It is further clarified that the date from which the Full Text advertisement is available on the Factory's Internet Website, shall be the date of the display/publication of the Full Text Advertisement.

II	FACTORY'S INTERNET WEBSITE ADDRESS	
	1	<p>For all purposes of this Advertisement including the current as well as future information/instructions/activities/forms etc. pertaining to this Recruitment, the Ordnance Factory Chanda Internet Website Address is as follows :</p> <p style="text-align: center;"><u>http://www.ofchanda.gov.in</u></p>
	2	<p>The various information/instructions/activities/forms etc. pertaining to this Recruitment shall be available on respective Links on the Homepage at the above mentioned Internet Website Address of the Factory on the following Link :</p> <p style="text-align: center;">Ordnance Factory Chanda Direct Recruitment, 2012</p>
	3	These links shall remain open during the prescribed period only, as mentioned hereinafter and as shall be intimated from time to time on the Factory's Internet Website/Links.
	4	Neither any other Internet Website of Ordnance Factory Chanda nor any similar Internet Website should be visited for any purpose pertaining to this Advertisement.

III CRUCIAL DATE		
	1	The Crucial Date for all purposes i.e. for determining the Age Limits, Educational Qualifications and Other Qualifications, etc. shall be the Closing Date for the submission of the Online Applications.
	2	It is clarified that there shall be no other Crucial Date for any Candidate for any purpose whatsoever on any grounds.

IV CLOSING DATE		
	1	The Closing Date for submission of the Online Applications on the Factory's Internet Website shall be the 21st days from the date of display/publication of this Full Text Advertisement on the Factory's Internet Website excluding the date of display/publication.
	2	For example, if the Full Text Advertisement is displayed on the Factory's Internet Website on 24 th September, then the Closing Date for submission of Online Application on the Factory's Website shall be 15 th October.
	3	If so required, this shall be notified on the Factory's Internet Website.

V NAME OF POST AND NUMBERS OF VACANCIES											
The Name of the Post and the Numbers of Vacancies with Reservation Category-wise break-up thereof are as follows :											
S. NO.	CODE	POST	VACANCIES WITH RESERVATION CATEGORY-WISE BREAK-UP								
			UR	SC	ST	OBC	TOTAL	PH	XS	Backlog/ Carried Forward Vacancies	Grand Total
1	LAB	Labourer (SS)	108	20	18	54	200	06	20	--	200

NOTE 1	(i)	The Posts reserved for PH and XS shall be adjusted by Horizontal Reservation i.e. the selected Candidates shall be adjusted against the categories of UR/SC/ST/OBC to which they belong.
	(ii)	While filling the unreserved/reserved vacancies, the corresponding Backlog vacancies shall be filled first.
	(iii)	The General Manager, Ordnance Factory Chanda reserves the right to reduce the number of vacancies at any stage as may be necessary.

NOTE 2	Abbreviations used in this Advertisement stand for as follows :	
	IE	– Industrial Establishment/ Industrial Employee
	SS	– Semi Skilled
	UR	– Unreserved
	SC	– Scheduled Caste
	ST	– Scheduled Tribe
	OBC	– Other Backward Classes
	PH	– Physically Handicapped
	XS	– Ex-Servicperson
	OH	– Orthopedically Handicapped
	HH	– Hearing Handicapped
	OA	– One Arm affected (R or L) (a) impaired reach, (b) weakness of grip (c) at axis
	OL	– One Leg affected (R or L) (a) impaired reach, (b) weakness of grip (c) at axis
	BL	– Both Legs affected but not Arms
	PD	– Partially Deaf
	D	– Deaf
	NOC	– No Objection Certificate
	PL	– Permission Letter
	IL	– Intimation Letter

VI CLASSIFICATION OF AND PAY STRUCTURE FOR POSTS

The Classification of and the Pay Structure for the above mentioned Post are as follows :

S. NO.	POST	ESTABLISHMENT	GROUP	PAY BAND ₹	GRADE PAY ₹
01.	Labourer (SS)	IE	C	5200-20200	1800

VII AGE LIMITS

	1.	On the Crucial Date, the age of the Candidates applying for above mentioned Post MUST fall between the Age Limits as follows :		
		S. NO.	POST	AGE LIMITS
		01.	Labourer (SS)	18 years to 32 years
	2.	It is clarified that, for example, the 'Age Limits of 18 years to 32 years' means that on the Crucial Date, the Candidate's age MUST be 18 years and his age MUST not exceed 32 years.		

VIII AGE RELAXATIONS		
1.	As per existing orders / instructions, relaxation in the Upper Age Limits shall be given to the Candidates as follow.	
2.	(a)	An SC Candidate is eligible for relaxation in the Upper Age Limits by 05 years.
	(b)	An ST Candidate is eligible for relaxation in the Upper Age Limits by 05 years.
	(c)	An OBC Candidate belonging to Non-Creamy Layer is eligible for relaxation in the Upper Age Limits by 03 years.
3.	A PH Candidate having minimum 40% disability is eligible for further relaxation in the Upper Age Limits by 10 years; i.e. as follows :	
	(a)	A PH Candidate as above who belongs to General category, is eligible for relaxation in the Upper Age Limits by 10 years.
	(b)	A PH Candidate as above who belongs to SC category, is eligible for relaxation in the Upper Age Limits by 15 years.
	(c)	A PH Candidate as above who belongs to ST category, is eligible for relaxation in the Upper Age Limits by 15 years.
	(d)	A PH Candidate as above who belongs to OBC category as above, is eligible for relaxation in the Upper Age Limits by 13 years.
4.	An XS Candidate having minimum 6 months continuous service in the Armed Forces of the Union of India is eligible for further relaxation in the Upper Age Limits by 03 years plus the period of such service; i.e. as follows :	
	(a)	An XS Candidate as above who belongs to General category, is eligible for relaxation in the Upper Age Limits by 03 years plus the period of such service.
	(b)	An XS Candidate as above who belongs to SC category, is eligible for relaxation in the Upper Age Limits by 08 years plus the period of such service.
	(c)	An XS Candidate as above who belongs to ST category, is eligible for relaxation in the Upper Age Limits by 08 years plus the period of such service.
	(d)	An XS Candidate as above who belongs to OBC category as above, is eligible for relaxation in the Upper Age Limits by 06 years plus the period of such service.
5.	However, a Candidate who is PH as above as well as XS as above, is eligible for relaxation in the Upper Age Limits in such a way that :	
	(a)	if he is a General Candidate, his age does not exceed 45 years,
	(b)	if he is an SC Candidate, his age does not exceed 50 years,
	(c)	if he is an ST Candidate, his age does not exceed 50 years,
	(d)	if he is an OBC Candidate as above, his age does not exceed 48 years,
6.	A Candidate who is a Government Servant with 03 years continuous service, is eligible for relaxation in the Upper Age Limits as follows :	
	(a)	A Candidate who is a Government Servant as above and who belongs to General category, is eligible for relaxation in the Upper Age Limits upto 40 years.
	(b)	A Candidate who is a Government Servant as above and who belongs to SC category, is eligible for relaxation in the Upper Age Limits upto 45 years.
	(c)	A Candidate who is a Government Servant as above and who belongs to ST category, is eligible for relaxation in the Upper Age Limits upto 45 years.
	(d)	A Candidate who is a Government Servant as above and who belongs to OBC category as above, is eligible for relaxation in the Upper Age Limits upto 43 years.

IX	CATEGORIES OF DISABILITIES OF PHYSICALLY HANDICAPPED PERSONS IDENTIFIED AS SUITABLE FOR THE POST OF LABOURER (SS)		
	The categories of Disabilities of Physically Handicapped persons identified as Suitable for the above mentioned Post are as follows :		
	S. NO.	POST	DISABILITIES OF PHYSICALLY HANDICAPPED PERSONS IDENTIFIED AS SUITABLE
	01.	Labourer (SS)	OH (OL, BL, OA) and HH (PD, D)

X	EDUCATIONAL QUALIFICATION			
	On the Crucial Date, the Educational Qualification of the Candidates applying for above mentioned Post MUST be as follows :			
	S. No	CODE	POST	Qualification
	1	LAB	Labourer (SS)	Matriculation or equivalent pass

XI	SCHEMES OF WRITTEN TEST & TRADE TEST					
1.	The Scheme of Written Test & Trade Test etc. for selection of Candidates for the above mentioned Post are as follows :					
	S. No	CODE	POST			
	1.	LAB	Labourer (SS)			
	A. WRITTEN TEST :					
	Sl. No.	SUBJECT		Maximum Marks	Number of Questions	Duration
	1.	Numerical Aptitude (10 th Standard) (Objective Type)		40	40	2 Hours
	2.	General Science (10 th Standard) (Objective Type)		30	30	
	3.	General Awareness (10 th Standard) (Objective Type)		30	30	
		Total Marks		100	100	
	B. TRADE TEST : Qualifying in nature, without any marks					
	2.	Further instructions, if any, will be on O F Chanda website.				

XII METHODS FOR SELECTION			
1.	The Methods of Selection of Candidates for the above mentioned Post shall be as follows :		
	S. NO.	CODE	POST
	1	LAB	Labourer (SS)
			(i) The Selection Process will include : (a) Written Test – 100 marks (b) Trade Test – Qualifying only (No marks) (ii) The Written Test shall be fully objective and OMR based. (iii) There shall be no interview. (iv) The Trade Test shall be only of qualifying nature without any marks. (v) After the Written Test, based on merit, Candidates to the extent of 1.25 times the number of vacancies shall be called for the Trade Test. (vi) The final select list shall be based on marks in the Written Test only, the Trade Test being qualifying in nature.
2.	It is clarified that for the above Post, the last Stage of Selection Process shall be the preparation of the Select List display/publication of the list of Provisionally Selected Candidates.		
3.	The eligible candidates will be asked to produce & be present with all their original certificates and testimonials as and when required by the Competent Authority and no exemption from such production/presence will be allowed.		

XIII CRITERIA FOR SELECTION	
	The selection for the above mentioned Post shall be made strictly on the basis of the performance of the Candidates in the Written Test & Trade Test, as prescribed for the above mentioned Post.

XIV SYLLABI FOR WRITTEN TEST & TRADE TEST			
	The Syllabi for the Written Test & Trade Test for the above mentioned Post are as follows :		
	S. NO.	CODE	POST
	1	LAB	Labourer (SS)
			Written Test :
			A. Numerical Aptitude 1. Number Systems 2. Fractions, Decimals and Percentages 3. Ratio and proportion 4. Averages 5. Interest, Profit & Loss, Discount 6. Time & Distance, Time & Work

			<p>B. General Science</p> <p>The questions on science may be set keeping in view the standard appropriate to High School. Questions may include subjects and activities which are more relevant to day-to-day existence/activities of human life.</p> <p>C. General Awareness</p> <ol style="list-style-type: none"> 1. Current events-National & International 2. History & Culture 3. General polity and Indian Constitution 4. General Geography <p>Trade Test :</p> <p>He will be mainly engaged on handling/shifting of material. He will also be required to clean machines, floors of shop/areas around machines and other similar places, if and as necessary. The Trade Test will be designed accordingly to test the aptitude of the Candidates.</p>
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XV REGARDING QUESTION PAPERS AND OMR ANSWER SHEETS FOR WRITTEN TEST		
	(1) Written Test Question Paper Particulars	
	(a)	The Question Paper shall be as per the Syllabus given in the Advertisement.
	(b)	The Question Paper given to a Candidate, shall be in the language mentioned by him in his Online Application.
	(c)	The questions shall be objective/multiple choice type questions.
	(d)	The Question Paper shall be in four Sets of 'A', 'B', 'C' and 'D'. The questions in the four Sets shall be the same but their order/sequence in each Set shall be different.
	(e)	Further instructions in this regard shall be given on the O F Chanda Website.
	(2) Written Test Answer Sheet Particulars	
	(a)	The Answer Sheets shall be in the form of Optical Marker Reader (OMR) Sheet.
	(b)	The Candidates should exercise due care in handling and filling up the OMR Answer Sheets.
	(c)	The Candidates MUST use blue/black ball point pen only for writing in the boxes and for darkening the circles for marking the answers on the OMR Answer Sheets.
	(d)	Use of pencil is not allowed for darkening the circles for marking the answers on the OMR Answer Sheets.
	(e)	Sample OMR Answer Sheet for Written Test for the above Post shall be given on the O F Chanda Website.

	(3) Method of Marking Answers on OMR Answer Sheets
	(a) In the OMR Answer Sheet, Serial Numbers of questions shall be printed.
	(b) Against each Serial Number of the questions, there shall be four circles marked (a), (b), (c) and (d).
	(c) After the Candidate has read a question in the Question Paper and has decided which one of the given answers is correct or the best for that question, he has to mark his answer by completely darkening the corresponding circle against the Serial Number of that question in ink only.
	For example, if the correct answer to the question at Sl. No. 01, according to the Candidate, is (b), then the circle against QN 01 containing the letter (b) is to be completely darkened by the Candidate in ink, as shown below :
	01 ○ ● ○ ○
	(d) It is reiterated that only BLACK BALL PEN is to be used for darkening the circles for marking the answers on the OMR Answer Sheets.
	(e) The Candidates MUST note that no change can be made in the marking, once done, of an answer on the OMR Answer Sheet. Therefore, the Candidates MUST darken the circles for marking the answers on the OMR Answer Sheets carefully.

XVI	DURATION, MAXIMUM MARKS, NUMBER OF QUESTIONS, MARKING SYSTEM IN WRITTEN TEST & TRADE TEST, etc.																				
	(1)	REGARDING DURATION, MAXIMUM MARKS, NUMBER OF QUESTIONS, OF/IN WRITTEN TEST																			
	(i)	For the Written Test for the post of Labourer (SS), the Duration, Maximum Marks, Number of Questions, Qualifying Marks For General Candidates & Qualifying Trade Test shall be as follows :																			
		<table><tr><td>S. No.</td><td>CODE</td><td>POST</td><td>DURATION</td><td>MAXIMUM MARKS</td><td>NUMBER OF QUESTIONS</td><td>TRADE TEST</td></tr><tr><td>01</td><td>LAB</td><td>Labourer (SS)</td><td>02 Hours</td><td>100</td><td>100</td><td>Qualifying in nature</td></tr></table>						S. No.	CODE	POST	DURATION	MAXIMUM MARKS	NUMBER OF QUESTIONS	TRADE TEST	01	LAB	Labourer (SS)	02 Hours	100	100	Qualifying in nature
	S. No.	CODE	POST	DURATION	MAXIMUM MARKS	NUMBER OF QUESTIONS	TRADE TEST														
	01	LAB	Labourer (SS)	02 Hours	100	100	Qualifying in nature														
	(ii)	All Questions in the Written Test for the above Post shall be compulsory.																			
(iii)	Each Question in the Written Test for the above Post shall carry equal marks.																				
(2)	REGARDING MARKING SYSTEM IN WRITTEN TEST																				
	The Marking System in the Written Test for the post of Labourer (SS) shall be no negative marking.																				

XVI(A)	BREAKING OF TIES IN CASE OF EQUALITY OF MARKS IN WRITTEN TEST													
	Following Criteria in that order shall be applied for Breaking of Ties in case of Equality of Marks in the Written Test :													
	<table border="1"> <thead> <tr> <th>S. No.</th><th>CODE</th><th>POST</th><th>First Criterion for Breaking of Ties in case of Equality of Marks in Written Test</th><th>Second Criterion for Breaking of Ties in case of Equality of Marks in Written Test, if Ties still persist after applying the First Criterion</th></tr> </thead> <tbody> <tr> <td>01</td><td>LAB</td><td>Labourer (SS)</td><td>Percentage of Marks obtained in Matriculation or equivalent</td><td>Date of birth</td></tr> </tbody> </table>				S. No.	CODE	POST	First Criterion for Breaking of Ties in case of Equality of Marks in Written Test	Second Criterion for Breaking of Ties in case of Equality of Marks in Written Test, if Ties still persist after applying the First Criterion	01	LAB	Labourer (SS)	Percentage of Marks obtained in Matriculation or equivalent	Date of birth
S. No.	CODE	POST	First Criterion for Breaking of Ties in case of Equality of Marks in Written Test	Second Criterion for Breaking of Ties in case of Equality of Marks in Written Test, if Ties still persist after applying the First Criterion										
01	LAB	Labourer (SS)	Percentage of Marks obtained in Matriculation or equivalent	Date of birth										

XVII LANGUAGE FOR WRITTEN TEST & TRADE TEST, etc.		
	1.	(a) For this Post, the Language for the Written Test & Trade Test, etc. shall be : Marathi or Hindi or English as per the choice mentioned by the Candidates in their Online applications.
		(b) The on-the-spot instructions/directions which are to be given to the Candidates while conducting the Written Test & Trade Test, etc. for the Post, shall be given in the above three Languages.
	2.	After submission of Online Applications, no request for change in the Language shall be entertained at any stage under any circumstances on any grounds whatsoever.

XVIII CANDIDATURE		
	1	The candidature of every Candidate shall be PROVISIONAL and shall remain PROVISIONAL until he is appointed to the Post of Labourer (SS) after his selection.
	2	The candidature of a Candidate applying for the Post starts with the completion of Step-1 for submission of his Online Application, as mentioned in the relevant Para.
	3	The Factory Management shall not render/provide any advice or guidance or counselling in this regard.
	4	The Factory Management shall not entertain any personal/postal/telephonic/electronic inquiry/correspondence in this regard.
	5	The Factory Management shall not consider any representation whatsoever in this regard.

XIX FULFILLING ELIGIBILITY CRITERIA BY CANDIDATES		
	1	All the prescribed eligibility criteria for the above Post MUST be fulfilled by the Candidates on the Last date of submission of their Online Applications.
	2	Before applying for the Post, the Candidates MUST ensure that they fulfil all the eligibility criteria prescribed for the Post as given in this Advertisement.
	3	It shall be the personal responsibility of the Candidates applying for the Post to satisfy themselves that they actually fulfil all the prescribed eligibility criteria for the Post as given in this Advertisement.
	4	No advice or guidance or counselling shall be provided by the Factory in this regard on any grounds under any circumstances.
	5	The candidature of a Candidate not fulfilling the prescribed eligibility criteria for the Post on the Last date of submission of his Online Application for the Post, shall stand cancelled.
	6	The candidature of a Candidate for the Post shall be cancelled at any stage when it is found that he was not fulfilling the prescribed eligibility criteria.
	7	The Factory Management shall not consider any representation whatsoever in this regard.

XX POSSESSION OF ALL ORIGINAL DOCUMENTS BY CANDIDATES WHILE SUBMITTING ONLINE APPLICATIONS		
	1	All the ORIGINAL Documents pertaining to their age, educational qualifications and, SC/ST/OBC/PH/XS, NOC/PL/IL, etc. required for the Post MUST be possessed by the Candidates on the date of submission of their Online Applications for the Post.
	2	Before applying for the Post, the Candidates MUST ensure that they possess all ORIGINAL Documents pertaining to their age, educational qualifications, SC/ST/OBC/PH/XS, NOC/PL/IL, etc. required for that Post as given in this Advertisement.
	3	It shall be the personal responsibility of the Candidates applying for the Post to satisfy themselves that they actually possess all the ORIGINAL Documents pertaining to his age, educational qualifications, SC/ST/OBC/PH/XS, NOC/PL/IL, etc. required for the Post as given in this Advertisement.
	4	No advice or guidance or counselling shall be provided by the Factory in this regard on any grounds under any circumstances.
	5	The candidature of a Candidate not possessing all ORIGINAL Documents pertaining to his age, educational qualifications, SC/ST/OBC/PH/XS, NOC/PL/IL, etc. required for the Post on the date of submission of his Online Application for the Post, shall stand cancelled.
	6	The candidature of a Candidate for the Post shall be cancelled at any stage when it is found that he was not possessing all required ORIGINAL Documents pertaining to his age, educational qualifications, SC/ST/OBC/PH/XS, NOC/PL/IL, etc. when he submitted his Online Application for the Post.
	7	The Factory Management shall not consider any representation whatsoever in this regard.

XXI ORIGINAL DOCUMENTS CHECKING		
	1	The Original Documents Checking is a part of the Selection Process for the above Posts.
	2	The Original Documents Checking of the Candidates shall be done at the appropriate Stage either before or during or after Trade Test.
	3	However, the Management reserves the right to do the Original Documents Checking of any or of some or of all the Candidates for the above Post at any stage as considered appropriate.
	4	Only those Candidates who qualify in Original Documents Checking, shall be allowed to appear in the next stage of the Selection Process.
	5	It is clarified that the Management reserves the right to do the Original Documents Checking of any or of some or of all the Candidates for the above Post even after publication/display of the list of the provisionally selected Candidates for the Post, as considered appropriate.
	6	If a Candidate does not produce his all Original Documents in the Original Documents Checking for the above Post for any reasons whatsoever, he shall be disqualified in the Original Documents Checking and consequently, he shall not be allowed to appear in the next stage of the Selection Process for the Post.
	7	No request for submission of any Original Documents at a later stage or for acceptance of attested copies thereof or for giving of undertakings of any kind in this regard, shall be accepted on any grounds under any circumstances.

8	The Original Documents Checking shall be done at the Stages of the Selection Process for the Post of Labourer (SS) by calling the candidates as mentioned below :					
	S. No.	CODE	POST	STAGES OF SELECTION PROCESS		CANDIDATES TO BE CALLED FOR THE STAGES OF SELECTION PROCESS IN THE PRECEDING COLUMN
	01	LAB	Labourer (SS)	(1)	Written Test	All eligible Candidates
				(2)	Original Documents Checking	Three times the number of vacancies, as per the merit of the Candidates in the Written Test
				(3)	Trade Test	1.25 (one and a quarter) times the number of vacancies, subject to their qualifying in Original Documents Checking
9	The number the Candidates to be called for any Stage of the Selection Process after applying the above mentioned ratios for that Stage of the Selection Process, can be changed at the discretion of the Management, depending upon the availability of number of Candidates in one Stage of the Selection Process for the next Stage of the Selection Process. No claim or dispute in this regard shall be accepted.					
10	It is clarified that for the above Post, the last stage of Selection Process shall be the preparation of the Select List and the Reserve List and the publication/display of the list of Provisionally Selected Candidates and the list of the Candidates kept in the Reserve List.					
11	The eligible candidates will be asked to produce & be present with all their original certificates and testimonials as and when required by the Competent Authority and no exemption from such production/presence will be allowed.					
12	The Factory Management reserves the right to call the Candidates for their Original Documents Checking at more than one Stages of the Selection Process and/or to rearrange/reorder the Stage of the Original Documents Checking in the above mentioned sequence and/or to conduct the Original Documents Checking along with any other Stage of Selection Process as considered necessary.					

XXII REGARDING ALL ORIGINAL DOCUMENTS	
1	Regarding Date of Birth, it is clarified that only the Matriculation or equivalent Certificate issued by the Recognised Education Boards/Council shall be accepted as proof of Date of Birth. In case the Date of Birth is not mentioned in the Matriculation or equivalent Certificate issued by the Recognised Education Boards/Council but is mentioned in the Matriculation or equivalent Mark sheet, then the Matriculation or equivalent Certificate along with the corresponding Marksheet shall be accepted as proof of Date of Birth. In any case, the Marksheet alone shall not be accepted as proof of Date of Birth.
2	Regarding prescribed Educational Qualification, it is clarified that only the Certificates issued by the Recognised Education Boards shall be accepted as proof of possessing the prescribed Educational Qualification.
3	Regarding SC/ST/OBC/PH/XS, as the case may be, Certificates, it is clarified that only the Certificates issued by the prescribed Competent Authorities in the prescribed formats shall be accepted as proof of belonging to such categories.

4	Regarding OBC Certificate, it is further clarified that the concerned Candidate MUST ensure that the OBC Certificate clearly shows the fact that he does not fall in the Creamy Layer on the Crucial Date/Closing Date and that the Certificate is duly signed by the competent Authority on or before the Closing Date/Crucial Date.
5	It is to be noted that the Orders/Instructions issued from time to time by the Government of India regarding relaxations/concessions etc. for the SC/ST/OBC/PH/XS Candidates and regarding the SC/ST/OBC/PH/XS certificates, shall be applicable.
6	It MUST be noted by the Candidates that any kind of ad-hoc/in-lieu/temporary/provisional/duplicate Certificate issued by any authority whatsoever, shall not be acceptable under any circumstances on any grounds except when it has been issued by the same authority which issues the corresponding Original Certificate.
7	It MUST also be noted by the Candidates that any kind of Certified copy/Attested copy/Undertaking/Affidavit/FIR for non-possession/nonproduction of any Certificate shall not be considered under any circumstances on any grounds.
8	The Candidate's copy of the Challan Payment, shall have to be produced by the Candidates who have paid Application Fees, as and when asked for by the Management.

XXIII VISITING FACTORY'S INTERNET WEBSITE BY CANDIDATES	
1	Every information pertaining to this Recruitment Process shall be displayed on the Factory's Internet Website. www.ofchanda.gov.in
2	After applying for the above Post, the Candidates MUST keep visiting the Factory's Internet Website regularly during the entire duration of this Recruitment Process for seeing the information displayed on the Factory's Internet Website.
3	The Factory shall not be responsible for inaccessibility of the Factory's Internet Website on account of non-availability of the Internet connectivity for any period whatsoever during the entire duration of this Recruitment Process.
4	The Factory shall not be responsible if a Candidate does not visit Factory's Internet Website for seeing the information displayed thereon.
5	No information shall ordinarily be sent in writing by post to any Candidate in respect of this Recruitment Process.
6	No claim by a Candidate for not getting an information in writing by post shall be accepted.

XXIV POSSESSION OF EMAIL ID AND MOBILE PHONE NUMBER BY CANDIDATES	
1	Every Candidate intending to apply for the above Post, MUST possess his own valid e-mail ID which MUST remain valid and functional for the entire duration of this Recruitment Process. Factory E-mail ID for communication is career@ofchanda.gov.in
2	Every Candidate intending to apply for the above Post, MUST also possess his own valid Mobile Phone number which MUST remain valid and functional for the entire duration of this Recruitment Process.
3	A communication to be made to the Candidates either individually or in groups, shall be sent to them through e-mail to his e-mail ID provided by them and/or through SMS/ Call on their Mobile Phone Numbers provided by them.

	4	The Factory shall not be responsible if a Candidate's e-mail ID or Mobile Number is not valid or not functional for any period whatsoever during the entire duration of this Recruitment Process.
	5	The Factory shall not be responsible if a Candidate does not check his e-mail or SMS or takes Call sent/made to him.
	6	No communication shall ordinarily be sent in writing by post to any Candidate in respect of this Recruitment Process.
	7	No claim by a Candidate for not getting a communication in writing by post shall be accepted.

XXV REGARDING APPLICATION FEES		
	1	The SC/ST/PH/XS Candidates are exempted from the payment of Application Fees.
	2	A Candidate who is not exempted from payment of Application Fees, MUST pay the Application Fees of ₹ 50 (Rupees Fifty only) for the above Post for which he is applying.
	3	The Application Fees are non-refundable .
	4	It is informed that the Application Fees once received by the Factory shall not be refunded under any circumstances whatsoever.
	5	It is clarified that if a Candidate, who is not exempted from payment of Application Fees, is submitting Online Application for the above Post, he MUST pay application Fees of his Online Application.
	6	A Candidate who is not exempted from payment of Application Fees, MUST pay the Application Fees by remitting the amount of the Application Fees from the State Bank of India Branch.
	7	The detailed instructions for paying the Application Fees are given in the succeeding Para.
	8	A Candidate who is not exempted from payment of Application Fees, MUST pay the Application Fees properly and correctly strictly as per the instructions given in this Advertisement and on the Factory's Internet Website. Otherwise, no cognizance shall be taken of the Application Fees paid by him under any circumstances for whatever reasons.
	9	No cognizance shall be taken of the Application Fees paid by any other means/mode under any circumstances for whatever reasons.
	10	A Candidate, who is not exempted from payment of Application Fees, MUST pay the Application Fees on or after the date of display/publication of this Full Text Advertisement on the Factory's Internet Website.
	11	No cognizance of Application Fees paid by a Candidate before the date of display/publication of this Full Text Advertisement shall be taken.

XXVI METHOD OF PAYMENT OF APPLICATION FEES		
	1	A candidate who is not exempted from the payment of Application Fees, MUST pay the Application Fees strictly as per the instructions given in this Para and also as per the instructions given on the Factory's Internet Websites.
	2	The Candidates MUST note that if they do not pay the Application Fees as per the instructions given in this Para and also as per the instructions given on the Factory's Internet Websites, the payment made by them may not be accepted and eventually their Online Applications may be rejected.

	3	A candidate who is not exempted from the payment of Application Fees, MUST pay the Application Fees in the " GMOFCH Recruitment Fund " Account after making of entries for the Online Application on the Factory's Internet Website and obtaining Registration No.	
	4	This Registration No. needs to be entered on the Bank's Website and this shall be used for linking the payment of the Application Fees with the submission of the corresponding Online Application.	
	5	If there is any error in making the entry of Registration No., the Online Application shall be treated as 'submitted' without making payment of the Application Fees. Such an Online Application shall automatically stand rejected and no claim for the refund of the Application Fees or for the revival of the Online Application shall be entertained under any circumstances.	
	6	The Application Fees can be paid by remitting the amount, as mentioned below, in any Branch of the State Bank of India having Core Banking Facility .	
	7	A Candidate is required to take following steps for making the payment of Application Fees in a Branch of the State Bank of India :	
		(i)	A Candidate is required to print the Challan from the Factory's Internet Website. The Challan has two parts, viz. the first part for submission to the Bank and the second part for retention by the Candidate.
		(ii)	All the details of the Candidates, O.F. Chanda Bank Account, the amount required to be remitted, etc. are already printed on the Challan. The Candidate is required to enter other details in the space provided in the Challan and sign as 'payee' and deposit the requisite amount in any Branch of State Bank of India having Core Banking Facility.
		(iii)	After acceptance of the amount, the Bank Branch shall record all the details in the Bank's Online Core Banking System including the details pertaining to Registration No. and the Candidate's name. Thereafter, the Unique Transaction Number i.e. Journal No. pertaining to the remittance of the amount shall be generated in the Bank's System. This Journal No. shall be recorded by the Bank Branch on the Challan.
		(iv)	The Candidates MUST ensure that the Registration No. and the Candidate's Name are entered by the Bank Branch in the Bank's Core Banking System, that the Journal No. is recorded by the Bank Branch on the receipted copy of the Challan and that the Challan is duly authenticated by the Bank Branch. The Candidate MUST retain the Candidate's copy of the Challan for his record.
		(v)	A candidate who has made payment of Application Fees for the above Post from a Branch of the State bank of India, MUST produce the Candidate's copy of the Challan as and when asked for by the Factory Management.
		(vi)	In case, a Candidate is not able to produce for whatever reasons, the Candidate's copy of the Challan as and when asked for by the Factory Management, his candidature shall automatically stand cancelled.
	8	Payment of fee through internet banking from individual bank account is not allowed. Hence all candidates must deposit the fee through SBI core banking facility.	
	9	The candidates are advised in their own interest not to wait till the last date for payment of the Application Fees and/or for submission of their Online Applications.	

XXVII REGARDING ONLINE APPLICATIONS		
	1	A Candidate MUST submit his Application for the above Post for which he is applying, on the Factory's Internet Website online only. www.ofchanda.gov.in -> Recruitment link
	2	No hard copies of the Online Applications are required to be submitted. (Except Identity certificate)
	3	However, the Candidates may keep the hard copies of the Online Applications submitted by them with them for their own reference.
	4	A Candidate MUST submit his Online Application for the above Post on the Factory's Website properly and correctly strictly as per the instructions given in this Advertisement. Otherwise, no cognizance shall be taken of his Online Application under any circumstances for whatever reasons.
	5	The detailed instructions for submitting the Online Applications are given in the succeeding para.
	6	No cognizance shall be taken of an application submitted by any other means/mode under any circumstances for whatever reasons.
	7	In the Online Application format, only the educational qualifications prescribed for the Post are to be entered.
	8	The complete details of the prescribed qualifications possessed by the Candidates shall have to be provided by them as and when asked for by the Factory Management.
	9	The Candidates MUST note that the Online Applications can be submitted on the Factory's Internet Website on or after the date of display/publication of this Full Text Advertisement on the Factory's Internet Website.
	10	The Candidates MUST note that the Online Applications cannot be submitted on the Factory's Internet Website after the Closing Date of submission of Online Applications.
	11	The Candidates MUST ensure that they fulfill all the eligibility criteria prescribed for the above Post as, given in this Advertisement before applying for the Post.
	12	The Candidates MUST ensure that they possess all the Original Documents required for the above Post as given in this Advertisement before applying for the Post.
	13	A Candidate MUST NOT submit more than one Online Application for the above Post.
	14	If at any stage, it is found that a Candidate has submitted more than one Applications for the above Post, then all such Applications for the Post shall automatically stand cancelled and the corresponding Application Fees shall also stand forfeited. No query/correspondence in this regard shall be entertained.
	15	No change/alteration/amendment/modification in an Online Application once submitted shall be allowed under any circumstances on any grounds.
	16	No withdrawal of an Online Application once submitted shall be allowed under any circumstances on any grounds.

XXVIII METHOD OF SUBMISSION OF ONLINE APPLICATIONS		
	1	A Candidate submitting his Online Application for the above Post, MUST submit his Online Application strictly as per the instructions given in this para and also as per the instructions given on the Factory's Internet Website.

	2	The Candidates MUST note that if they do not submit the Online Applications as per the instructions given in this Para and also as per the instructions given on the Factory's Internet Website, their Online Applications may be rejected.	
	3	A Candidate MUST possess his own valid personal e-mail ID and mobile no. which should be valid for the entire duration of this Recruitment Process. In case a Candidate does not have a valid personal e-mail ID and mobile no., factory will not able to communicate any information to the candidate immediately.	
	4	The submission of Online Application consists of following steps :	
	(i)	Step-1	Making all the data entries in the Online Application Format on the Factory's Internet Website
	(ii)	Step-2	<p>Print 2 copies of the Identity Certificates from Link titled "<u>Print Identity Certificate Format</u>". Paste COLOUR PASSPORT SIZE PHOTOGRAPH, on the place marked and self attest the same partly on photograph and partly on the both Identity Certificates Paper. Place LEFT HAND THUMB IMPRESSION and put SIGNATURE in the box marked. The candidate should obtain attestation of the person authorized to attest the copies of the identity certificates. The applicant must submit one copy of Identity Certificate Format to The General Manager, Ordnance Factory Chanda, Tah.- Bhadrawati, Dist Chandrapur – Pin 442501 by post within 10 days from the last date of submission of on-line application. Candidate must mention on the envelope "Identity Certificate:- Post – Labourer (SS)"</p> <p>This Identity Certificate MUST be preserved by the Candidate for submission while appearing in the Written Test & Trade Test, for the Post.</p> <p>It must be noted that if a Candidate is not able to produce the Identity Certificate during the Written Test & Trade Test, he shall not be allowed to appear in any of the stages of the Selection Process i.e. Written Test & Trade Test and in the subsequent stages of the Selection Process.</p> <p>The Identity Certificate must be scanned in <u>COLOUR SCANNER</u>. The scanned image of the certificate may be cut in image editor as marked on the certificate for uploading the image.</p> <p>The cut portion of the scanned Identity Certificate, at Outer Black Box as marked on the Identity Certificate, should be uploaded in the website on Link "<u>Upload the Identity Certificate's cut Image</u>"</p> <p>Image file Format - { JPEG, JPG } (width = 550 to 750 pixel & height = 220 to 300 pixel) (total size of the file range - 5kb to 100 kb)</p>
	(iii)	Step-3	Making payment of Application Fees where applicable
	5.	The submission of Online Application means proper and correct completion of ALL the above mentioned steps.	
	6.	It is clarified that if any of the above mentioned steps is not properly and correctly completed, the Online Application shall not be treated as submitted for the purpose of this Recruitment Process.	
	7.	The Candidates can print their submitted Applications after completion of ALL the above mentioned steps, for his Information and record.	

	8.	The Candidates MUST visit the Factory's Internet Website and then and thereafter, on the Homepage, they MUST use the <u>link "Ordnance Factory Chanda Direct Recruitment, 2012 A"</u> for submitting their Online Applications.
	9.	The detailed instructions for submission of the Online Applications are available on the Factory's Internet Website. The Candidates MUST carefully read these instructions before going ahead with making the entries for submission of their Online Applications.
	10	The Factory Management shall not be responsible for inaccessibility of the Factory's Website on account of non-availability of the Internet connectivity on any date(s) including the dates towards the Closing Date for submission of Online Applications or for any other reason whatsoever.
	11	The Candidates are once again advised in their own interest not to wait till the last date for payment of the Application Fees and/or for submission of their Online Applications.

XXIX LIST OF THE PERSONS AUTHORISED FOR ATTESTATION		
	1	Gazetted Officers Central or State Government.
	2	Members of Parliament or State Legislatures belonging to the constituency where the candidate or his parent guardian is ordinarily resident.
	3	Sub-Divisional Magistrate/Officers.
	4	Tehsildar or Naib/Deputy Tahsildar authorised to exercise magisterial powers.
	5	Principals/Head Master of the recognised School/College/Institution where the candidate studied last.
	6	Block Development Officer.
	7	Post Masters.
	8	Panchayat Inspectors.

XXX INTIMATION OF DATES OF WRITTEN TEST & TRADE TEST, etc.		
	1	All the eligible candidates will be intimated about the date of examination through factory's internet website. Candidates are requested to keep visiting factory internet website. In addition to this, the exam date will also be conveyed to candidates through email or SMS also.
	2	The Candidates who successfully made entries of Online Applications, paid Application Fees where applicable and uploaded cut portion of the scanned Identity Certificate, shall provisionally be permitted, unless otherwise marked as 'Candidature Rejected', for appearing in the Written Test & Trade Test etc.
	3	The dates and other related details for the Written Test & Trade Test, etc. for the Post shall be displayed on the Factory's Internet Website.
	4	For the above mentioned information i.e. the dates of Written Test & Trade Test etc. for the above mentioned Post, the Candidates MUST visit the Factory's Internet Website after the Closing Date for submission of Online Applications on the Factory's Website.

XXXI PRINTING OF CALL LETTER-CUM-ADMIT CARDS		
	1	The Call Letter cum Admit Cards for appearing in the Written Test & Trade Test etc. for the Post shall be available only to those Candidates who successfully submitted their Online Applications for Post of Labourer (SS).
	2	Only a Candidate, who successfully submits his Online Application for the above Post, shall be considered an eligible Candidate for the Post, subject to the condition that his candidature shall remain PROVISIONAL in terms of the provisions of the relevant Para.
	3	It is clarified that the expression 'successful submission of Online Application' means completion of ALL the steps required for submission of Online Applications as mentioned in the relevant Para.
	4	The Candidates who have been marked as 'Candidature Rejected' cannot print Call Letter cum Admit Card.
	5.	For the above Post, only one Call Letter cum Admit Card is required to be printed by the Candidate.
	6.	An eligible Candidate shall not be allowed to appear in the Written Test & Trade Test, etc. for the Post, if he does not bring his Call Letter cum Admit Card for the post while appearing in each of the Written Test & Trade Test, etc. for the Post.

XXXII FURTHER INSTRUCTIONS FOR SC/ST/OBC/PH/XS CANDIDATES		
	1	SC/ST/OBC Candidates shall not be given any age relaxation as applicable to them, in case they are applying for a Post for which no vacancies are reserved for the respective SC/ST/OBC categories.
	2	PH Candidates shall not be considered for the Post which is not identified as suitable to be held by PH persons.
	3	PH/XS Candidates shall be given age relaxation as applicable to them in case they are applying for a Post for which no vacancies are reserved for the respective PH/XS categories.
	4	An SC/ST/OBC/PH/XS Candidate mentioning his category in his Online Application, MUST possess such Certificate, while submitting his Online Application.
	5.	It is to be noted that the Orders/Instructions issued from time to time by the Government of India regarding relaxations/concessions etc. for the SC/ST/OBC/PH/XS Candidates and regarding the SC/ST/OBC/PH/XS certificates, shall be applicable.
	6.	An SC/ST/OBC/PH/XS Candidate mentioning his such category in his Online Application, MUST produce his such Certificate as and when asked for by the Factory Management.
	7.	It is clarified that :
	(a)	Only an OBC Candidate belonging to Non-Creamy Layer and possessing such Certificate, while submitting his Online Application, shall be treated as an OBC Candidate for the purpose of reservations and relaxations.
	(b)	It is informed that an OBC Candidate NOT belonging to Non-Creamy Layer should apply as a General category Candidate.
	(c)	A PH Candidate having minimum 40% disability shall only be treated as a PH Candidate for the purpose of reservations and relaxations.

	(d)	An XS Candidate having minimum 6 (six) months continuous service in the Armed Forces of the Union of India shall only be treated as an XS Candidate for the purpose of reservations and relaxations.
8.		It is further clarified that the candidature of an SC/ST/OBC/PH/XS Candidate mentioning his such category in his Online Application but not possessing such Certificate while submitting his Online Application and/or not producing the same as and when asked by the Factory Management, shall stand cancelled. No claim for considering such a Candidate as a General category Candidate shall be accepted.
9.		It is informed that an XS Candidate claiming his applicable Educational qualifications and other qualifications for the Post, on the basis of the prescribed certificates issued by the Armed Forces, MUST possess such certificates (percentage of marks not mandatory) in proof of the same being equivalent to the corresponding Educational qualifications and other qualifications prescribed for the Post in this Advertisement, while submitting his Online Application and MUST produce the same as and when asked by the Factory Management.

XXXIII	FURTHER INSTRUCTIONS FOR THE CANDIDATES WORKING IN CENTRAL GOVERNMENT OR IN STATE GOVERNMENT OR IN PSU/CAB ETC. UNDER CENTRAL/STATE GOVERNMENT [OTHER THAN THE CANDIDATES WORKING IN ORDNANCE FACTORIES ORGANISATION]	
1		If a Candidate is working in the Central Government (other than the Ordnance Factories Organisation) or in a State Government or in a PSU/CAB etc. under the Central/State Government, he MUST obtain an NOC from his Employer before submission of his Online Application.
2		If a Candidate enters into service, other than the service in Ordnance Factories Organisation, in Central Government or in a State Government or in a PSU/CAB etc. under the Central/State Government after submission of his Online Application, he MUST immediately obtain NOC from his Employer.
3		The NOC MUST clearly mention that in the event of selection of the Candidate for the Post for which he is applying, he shall be immediately released.
4		The NOC MUST also clearly mention the details of all Disciplinary Actions taken and pending/in train against the Candidate.
5		Such Candidates MUST note that the NOC as above must have been obtained by them before submission of their Online Applications.
6		Such Candidates MUST keep in his possession the NOC obtained as above and MUST produce the same before the Factory Management as and when asked for. In case, such a Candidate fails to produce NOC as above for the Post, his candidature for the Post shall stand cancelled.
7		If a Candidate working in the Central Government (other than the Ordnance Factories Organisation) or in a State Government or in a PSU/CAB etc. under the Central/State Government, is selected and is offered appointment to the Post in Ordnance Factory Chanda, he shall have to produce the RELEASE ORDER from his Employer/Head of Unit before joining his duties in Ordnance Factory Chanda.

XXXIV	FURTHER INSTRUCTIONS FOR THE CANDIDATES WORKING IN ORDNANCE FACTORIES ORGANISATION [OTHER THAN THE CANDIDATES WORKING IN ORDNANCE FACTORY CHANDA]	
	1	If a Candidate is working in the Ordnance Factories Organisation (other than Ordnance Factory Chanda), he MUST obtain a Permission Letter from his Head of Unit before submission of his Online Application.
	2	If a Candidate enters into service in the Ordnance Factories Organisation (other than Ordnance Factory Chanda), after submission of his Online Application, he MUST immediately obtain a Permission Letter from his Head of Unit.
	3	The Permission Letter MUST clearly mention that in the event of selection of the Candidate for the Post for which he is applying, he shall be immediately released.
	4	The Permission Letter MUST also clearly mention the details of all Disciplinary Actions taken and pending/in train against the Candidate.
	5	Such Candidates MUST note that the Permission Letters as above must have been obtained by them before submission of their Online Applications.
	6	Such Candidates MUST keep in his possession the Permission Letters obtained as above and MUST produce the same before the Factory Management as and when asked for. In case, such a Candidate fails to produce Permission Letter as above for the Post, his candidature for the Post shall stand cancelled.
	7	If a Candidate working in the Ordnance Factories Organisation (other than Ordnance Factory Chanda), is selected and is offered appointment to the Post in Ordnance Factory Chanda, he shall have to produce the RELEASE ORDER from his Head of Unit before joining his duties in Ordnance Factory Chanda.

XXXV	FURTHER INSTRUCTIONS FOR THE CANDIDATES WORKING IN ORDNANCE FACTORY CHANDA	
	1	If a Candidate is working in Ordnance Factory Chanda, he MUST submit an Intimation Letter through Proper Channel to the Section Estt. (in case the Candidate is an NIE) or the Section LB (in case the Candidate is an IE), as the case may be, before submission of his Online Application.
	2	If a Candidate enters into service in Ordnance Factory Chanda after submission of his Online Application, he MUST immediately submit an Intimation Letter through Proper Channel to the Section Estt. (in case the Candidate is an NIE) or the Section LB (in case the Candidate is an IE).
	3	The Intimation Letter MUST clearly mention the name of the Post for which the Candidate is submitting his Online Application.
	6	Such Candidates MUST note that the Intimation Letter as above must have been submitted by them before submission of their Online Application.
	7	Such Candidates MUST keep in his possession the copy of the Intimation Letter submitted as above and MUST produce the same before the Factory Management as and when asked for. In case, such a Candidate fails to produce his copy of the Intimation Letter as above for the Post, his candidature for the Post shall stand cancelled.

XXXVI		PAYMENT OF TRAVELING ALLOWANCE TO SC/ST etc. CANDIDATES		
	1	The Candidates appearing for the Written Test & Trade Test shall travel at their own expenses.		
	2	However, SC/ST Candidates shall only once be paid Traveling Allowance of Second Class Railway/Bus fare, chargeable by the shortest route from the Railway Station/ Bus Sand nearest to their normal place of residence OR from the Railway Station/ Bus Sand from where they actually perform the journey, whichever is nearer to Ordnance Factory Chanda, and back to the same Railway Station/Bus Sand, as follows :		
	(a)	The fare for the 30 kms (Thirty kilometers) (each way) in both cases (by Rail or by Road) shall be borne by the Candidates and the reimbursement shall be restricted to the fare in respect of the balance of the distance (i.e. exceeding 30 kms each way) both ways on production of the journey details as well as Railway/Bus fare tickets.		
	(b)	No extra charges, if any, incurred for reserving berth/seat in the train/bus shall be reimbursed to the Candidates.		
	(c)	Further, for the road journeys between places not connected by rail, the Candidates may be allowed actual bus fare or road mileage at the lowest rate as admissible, whichever is less, provided the distance covered by road is more than 32 kms each way.		
	(d)	This concession is not admissible to those SC/ST Candidates who are already in service in the Central Government or in a State Government or in a PSU/CAB etc. under the Central/State Government, including Ordnance Factories Organisation.		
	3	The payment of Traveling Allowance as above is also admissible to a Candidate who is PH as well as XS.		
	4	The Candidates to whom the payment of Travelling Allowance is admissible, MUST produce the copies of their SC/ST Certificates and/or of their PH and XS Certificates, as the case may be, duly attested by Gazetted Officers of the Central/State Government along with Bus/Train Tickets in Original.		
	5	It MUST be noted that in case a Candidate to whom the payment of Travelling Allowance is admissible, does not bring the attested copies of the SC/ST/PH/XS Certificates, as the case may be, and/or the original Bus/Train Tickets as above, the payment of Travelling Allowance shall not be made to him.		
	6	The Candidates appearing in the Selection Process for the Post and to whom the payment of Travelling Allowance is admissible, MUST collect their Travelling Allowance as follows :		
		S. NO.	POST	Places for Making Payment of Travelling Allowance to Candidates
				Time of Making Payment of Travelling Allowance to Candidates
		1	Labourer (SS)	At respective Written Test Centres
				Immediately after Written Test is over
	7	No payment of Travelling Allowance shall be made at the next stages of the Selection Process. Therefore, the Candidates to whom the payment of Travelling Allowance is admissible, MUST collect the said payments as mentioned above.		
	8	No separate intimation shall be given in this regard.		

XXXVII GENERAL INFORMATION	
1	Only selected Candidates shall be informed of their selection in due course.
2	The place of work for the selected Candidates on their appointment shall be ORDNANCE FACTORY CHANDA (MS).
3	The services of an appointed Candidate shall be liable to be transferred to any Ordnance Factory/Unit in India.
4	No GPF and DCRG Scheme is admissible to the Central Government employees who are appointed on or after 01-01-2004.
5	The New Pension Scheme i.e. 'DEFINED CONTRIBUTORY PENSION SCHEME' is compulsory for all Central Government employees who are appointed on or after 01-01-2004.

XXXVIII GENERAL INSTRUCTIONS	
1	The expression 'instructions given in this Advertisement' and its variant expressions wherever occurring in this Advertisement includes the expression 'instructions that will be given after display/publication of this Full Text Advertisement on the Factory's Internet Website' and its corresponding variant expressions.
2	The word 'instructions' and its variants wherever occurring in this Advertisement is synonymous and includes, as the case may be, the words 'provisions, clarifications, conditions, stipulations, criteria, etc' and its corresponding variant words.
3	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 or appointment shall be entertained at any stage on any grounds whatsoever.

XXXIX TERMINATION/CANCELLATION OF CANDIDATURE OF CANDIDATES	
1	The candidature of a Candidate for the Post for which he has applied shall stand terminated or cancelled at any stage in terms of provisions therefor as contained in this Advertisement at the relevant places.
2	Without prejudice and in addition to the above, the candidature of a Candidate for the Post for which he has applied shall stand terminated or cancelled at any stage for the reasons given below also.
3	The candidature of a Candidate for the Post shall automatically stand terminated by rejection at any stage if his Online Application including payment of Application Fees is not in accordance with the instructions given in this Advertisement.
4	The candidature of a Candidate for the Post shall automatically stand terminated by elimination in the Recruitment Process/Selection Process at any stage if he is not able to qualify in the Written Test & Trade Test etc. for the Post.
5	The candidature of a Candidate for the Post, who is not exempted from payment of Application Fees, shall automatically stand cancelled at any stage if it is found that he has not paid the prescribed Application Fees in the prescribed manner.
6	The candidature of a Candidate for the Post shall automatically stand cancelled at any stage if the Application Fees for the Post is found not properly and correctly paid by him i.e. the Application Fees has been paid by him in violation of the instructions given in this Advertisement.

7	The candidature of a Candidate for the Post shall automatically stand cancelled at any stage if his Online Application for that Post is found not properly, correctly and completely submitted.
8	If at any stage, a Candidate is found to have furnished an incorrect / incomplete information in respect of the Post, his candidature for the Post shall automatically stand cancelled.
9	If at any stage, a Candidate is found to have furnished any false/fabricated/misleading information in respect of the Post, his candidature for the Post for which he has applied shall automatically stand cancelled.
10	If at any stage, a Candidate is found to not having been in possession of all the Original Documents pertaining to his date of birth, educational qualifications and other qualifications, caste/tribe/category, NOC/PL/IL, etc. while submitting his Online Application for the Post, his candidature for the Post for which he has applied shall automatically stand cancelled.
11	If at any stage, a Candidate is found to have submitted any false/dubious/bogus/forged/fabricated document in respect of the Post, his candidature for the Post for which he has applied shall automatically stand cancelled.
12	If at any stage, a Candidate is found to have used impersonation of any kind whatsoever in/during the Written Test & Trade Test, etc. for the Post, his candidature for the Post for which he has applied shall automatically stand cancelled.
13	If at any stage, a Candidate is found to have used unfair means of any kind whatsoever in/during the Written Test & Trade Test for the Post, his candidature for the Post for which he has applied shall automatically stand cancelled.
14	If at any stage, a Candidate is found to have made any attempt to bring in any influence/pressure of any kind including political influence/pressure for securing his selection/appointment for the Post, his candidature for the Post for which he has applied shall automatically stand cancelled.
15	It is clarified that for the purpose of this Para, the expression 'at any stage' includes the stages even after the concerned Candidate has been appointed.

XL	IN CASE OF TECHNICAL DIFFICULTIES IN SUBMISSION OF ONLINE APPLICATIONS
1	In case of experiencing any technical difficulties in submission of their Online Application, the Candidates can communicate with the Factory by email at the following email address of the Factory : career@ofchanda.gov.in
2	In the above situation, no cognizance shall be given to any communication received by any other means or received at any other address.
3	No cognizance shall be given to any communication received which is pertaining to any matter other than the technical difficulties being experienced by the Candidates in submission of their Online Applications.

XLI	CAUTION FOR CANDIDATES	
	1	Impersonating in any manner in the Written Test & Trade Test, etc. by any Candidate shall lead to cancellation of his candidature.
	2	Adopting unfair means of any kind in any manner in Written Test & Trade Test, etc. by any Candidate shall lead to cancellation of his candidature.
	3	Application of any external influence or political pressure or canvassing of any kind in any manner before, during or after the Written Test & Trade Test, etc. by any Candidate shall lead to cancellation of his candidature.
	4	The Candidates shall appear in Written Test & Trade Test, etc. at their own risk and responsibility.
	5	Ordinance Factory Chanda shall in NO manner be responsible for any injury or loss sustained by any Candidate in the Written Test & Trade Test, etc.
	6	A caution MUST be noted by all Candidates that some unscrupulous elements may approach the Candidates with assurance of procuring appointment for them in Ordinance Factory Chanda through illegal gratification. The Candidates MUST not fall prey to any such false assurance or exploitation and MUST not entertain or encourage such elements in any way. The Factory shall NOT be responsible in any manner whatsoever if a Candidate succumbs to such tactics by anybody at any stage.
	7	It is emphasized and reassured to all Candidates that the selection to the Post shall be done strictly based on the merit of the Candidates as adjudged from their performance in the Written Test & Trade Test, etc. in a fair and transparent manner.
