**ADVERTISEMENT**

**Government of India**  
**Ministry of Defence**  
**Indian Ordnance Factories**  
**Ordnance Factory, Raipur, Dehradun-248008**

**UTTARAKHAND**

Ordnance Factory, Raipur, Dehradun invites ON-LINE application from the eligible Citizens of India for filling up the following vacancies of Semi-Skilled Tradesman in Group ‘C’ Industrial Establishment (IE) cadre. The candidates, who are fulfilling the requisite qualification as mentioned below, may apply ON-LINE through Ordnance Factory Dehradun’s website http://www.ofdun.asrb2014.org.

1. **DETAILS OF POSTS**

A) **WORKMAN (SEMI-SKILLED)**

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Trade</th>
<th>Scale of Pay (Figures in Rs)+ Grade Pay</th>
<th>Vacancies in the post</th>
<th>Horizontal Reservation</th>
<th>Permissible PWD Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>PB 1 ₹ 5200-20200 + Grade Pay ₹1800/-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Optical Worker</td>
<td></td>
<td>SC 05, ST 01, OBC 03, UR 18, Total 27</td>
<td>OL, BL, HH</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Turner</td>
<td></td>
<td>SC 01, ST - , OBC 04, UR 02, Total 04</td>
<td>OL, HH</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Fitter (Instrument)</td>
<td></td>
<td>SC 08, ST 01, OBC 04, UR 31, Total 44</td>
<td>OL, BL, HH, LV</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Fitter (General)</td>
<td></td>
<td>SC 01, ST - , OBC 02, UR 03</td>
<td>OL, BL, HH, LV</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Machinist</td>
<td></td>
<td>SC 06, ST 02, OBC 15, UR 23</td>
<td>OL, HH, LV</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Electroplater</td>
<td></td>
<td>SC - , ST - , OBC 01, UR 01</td>
<td>OL, BL, HH</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Painter</td>
<td></td>
<td>SC 01, ST - , OBC 05, UR 06</td>
<td>OL, HH</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Moulder</td>
<td></td>
<td>SC - , ST - , OBC 01, UR 01</td>
<td>OL</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Carpenter</td>
<td></td>
<td>SC 01, ST - , OBC - , UR 01</td>
<td>OL</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Electrician</td>
<td></td>
<td>SC 01, ST 01, OBC 02, UR 04</td>
<td>OL&amp;BL</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Grinder</td>
<td></td>
<td>SC - , ST - , OBC 03, UR 03</td>
<td>OL&amp;HH</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Mason</td>
<td></td>
<td>SC - , ST - , OBC 02, UR 02</td>
<td>OL</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Millwright</td>
<td></td>
<td>SC 01, ST - , OBC 02, UR 03</td>
<td>OL, HH</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>SC 25, ST 02, OBC 10, UR 85, Total 122</td>
<td>OL, BL, OL, HH</td>
<td></td>
</tr>
</tbody>
</table>

B) **LABOURER (SEMI-SKILLED)**

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Post</th>
<th>Scale of Pay (Figures in Rs)+ Grade Pay</th>
<th>Vacancies in the post</th>
<th>Horizontal Reservation</th>
<th>Permissible PWD Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Labourer  S/S</td>
<td>PB 1 ₹ 5200-20200 + Grade Pay ₹1800/</td>
<td>SC 04, ST - , OBC 06, UR 06, Total 16</td>
<td>OL, BL, OL, HH</td>
<td></td>
</tr>
</tbody>
</table>

* Backlog

(a) The number of vacancies mentioned above are provisional, The General Manager, Ordnance Factory Dehradun, reserves the right to increase/decrease the number of vacancies if necessary.

(b) The General Manager, Ordnance Factory Dehradun, reserves the right to modify/alter/restrict/cancel the recruitment process, if need so arises, without issuing any further notice or assigning any reason thereof. The decision of GM/OF Dun will be final and no appeal will be entertained against this issue. All disputes will be subject to Dehradun jurisdiction.

(c) Reservation for Physically Handicapped & Ex-serviceman falls under category of horizontal reservation which cuts across vertical reservation i.e. reservation for UR/SC/ST/OBC (in what is called inter-locking reservation). The person selected against the Physically Handicapped & Ex-serviceman quota has to be placed in the appropriate category SC/ST/OBC/UR as the case may be.

**UR**-Unreserved, **SC**-Scheduled Caste, **ST**-Scheduled Tribe, **OBC**-Other Backward Classes, **PH**-Physically Handicapped, **OH**-Orthopedically Handicapped, **HH**-Hearing Handicapped, **Ex-SM**-Ex-Serviceman

Contd...P/2
2. Age Criteria, Essential & Desirable Qualification:

(a) **Workman (Semi-Skilled)**

<table>
<thead>
<tr>
<th>Age</th>
<th>Essential Qualifications.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Matriculation plus National Council of Trades for Vocational Training (NCTVT) certificate (i.e. National Apprentices Certificate (NAC) or National Trade Certificate (NTC) in relevant trade.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> The Degree and Diploma in engineering without possessing NTC/NAC will not be accepted as qualification for Direct recruitment.</td>
</tr>
</tbody>
</table>

(b) **Labourer (Semi-Skilled)**

<table>
<thead>
<tr>
<th>Age</th>
<th>Essential Qualifications.</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 to 32 years</td>
<td>10th/SSC or equivalent.</td>
</tr>
</tbody>
</table>

3. **Age Relaxation in ADDITION to above mentioned upper age limits:**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Category of persons to whom age concession is admissible</th>
<th>Extent of age Concession</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SC &amp; ST candidates</td>
<td>5 years</td>
</tr>
<tr>
<td>2</td>
<td>OBC candidates( Non - Creamy Layer)</td>
<td>3 years</td>
</tr>
<tr>
<td>3</td>
<td>Ex-serviceman/serving Armed Forces Personnel having minimum 06 months continuous service.</td>
<td>3 years after deduction of the military service from the actual age and it is within the maximum age prescribed for the post</td>
</tr>
<tr>
<td>4</td>
<td>Persons With Disabilities(PWD)</td>
<td>UR- 10 years, SC/ST- 15 years, OBC- 13 years</td>
</tr>
<tr>
<td>5</td>
<td>Departmental candidates with three years continuous service in Central Government in same line or allied cadres.</td>
<td>Up to 40 years of age( 45 years for SC/ST &amp; 43 years for OBC)</td>
</tr>
<tr>
<td>6</td>
<td>Ex-Trade Apprentices of Indian Ordnance Factories.</td>
<td>The period for which they had undergone training under Apprentices Act,1961.</td>
</tr>
</tbody>
</table>

**Note:**

i) Once an Ex-servicemen has joined Govt. job on civil side after availing of the benefits given to him as an ex-servicemen for his re-employment, his ex-servicemen status for the purpose of re-employment in Government would cease. On his joining the civil employment he would be deemed to be a civil employee and would accordingly be entitled to only such of the benefits like relaxation of age etc, as admissible to civil employees in normal course. However an ex-servicemen applies for various vacancies before joining any civil employment, he/she can avail of the benefit of reservation as ex-servicemen for any subsequent employment. However, to avail of this benefit, an ex-servicemen as soon as he/she joins any civil employment should give self declaration/undertaking to the concerned employer about the date-wise details of application for various vacancies for which he/she had applied for before joining the initial civil employment.

ii) Age relaxation would be available for the posts advertised under reserved categories in terms of DOPT OM No. 36011/1/98-Estt(Res) dated 01.07.1998 on production of prescribed certificates for SC/ST/OBC/PH/Ex-Serviceman from the Competent Authority failing which the claim for SC/ST/OBC/PH/ Ex-Serviceman status will not be entertained and the candidature/applications will be considered under Unreserved (UR) category if otherwise found eligible. Also, no such relaxation would be available for SC/ST/OBC candidates applying against UR post/vacancies.

iii) Applicable formats are available on this website as a part of advertisement and No other formats will be accepted.

Contd...P/3
4. **For Persons with Physical Disabilities:**

(a) Candidates with Physical Disabilities of 40% or above to be considered against PH quota. The full forms of the Abbreviations used for different types of disabilities are as mentioned below:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>ABBREVIATIONS</th>
<th>DISABILITIES /IMPAIRMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORTHOPAEDIC HANDICAPPED (OH)</td>
<td>OL</td>
<td>ONE LEG IMPAIRED(R/L) BUT NOT ARMS</td>
</tr>
<tr>
<td></td>
<td>BL</td>
<td>BOTH LEG IMPAIRED BUT NOT ARMS</td>
</tr>
<tr>
<td>HEARING HANDICAPPED (HH)</td>
<td>D</td>
<td>DEAF</td>
</tr>
<tr>
<td></td>
<td>PD</td>
<td>PARTIALLY DEAF</td>
</tr>
<tr>
<td>VISUALLY HANDICAPPED (VH)</td>
<td>LV</td>
<td>LOW VISION</td>
</tr>
</tbody>
</table>

(b) **Competent Authority to issue Disability Certificate:**

The Competent Authority to issue a Disability Certificate shall be a Medical Board duly constituted by the Central or State Government. The Central/State Government may constitute Medical Board(s) consisting of at least three members out of which at least one should be a specialist in the particular field for assessing loco-motor/cerebral/hearing/visual disability, as the case may be. The Medical Board shall, after due examination, give a permanent disability certificate in cases of such permanent disabilities where there are no chances of variation in the degree of disability. The Medical Board shall indicate the period of validity of the certificate, in cases where there are chances of variation in the degree of disability.

(c) A Physically Disabled candidate need not to apply against the post, if it is not identified suitable for his/her particular type of Physical Disability.

(d) **Age relaxation to Physically Handicapped (PH) persons:** i) Age relaxation in upper age limit shall be allowed to persons suffering from (a) blindness or low vision (b) hearing impairment and (c) loco motor disability or cerebral palsy in case of direct recruitment to all civil posts/services under the Central Govt. identified suitable to be held by persons with such disabilities, subject to the condition that maximum age of the applicant on the closing date shall not exceed 56 years. The age concession to the persons with disabilities, shall be admissible irrespective of whether the post is reserved for persons with disabilities or not, provided post is identified suitable for the relevant category of disability.

ii) Relaxation of age limit would be permissible to such persons who have a minimum of 40% disability.

iii) If a person with a disability is entitled to age concession by virtue of being a Central Govt Employee, concession to him/her will be admissible either as a ‘person with disability’ or as a ‘Central Govt. Employee’ whichever may be more beneficial to him/her.

iv) The above provision will not be applicable to a post/service for which other specific provision regarding age relaxation is made by notification.


(e) Persons with visual disability of less than 40% will not be considered as Visually Handicapped persons. One eyed candidates and partially blind candidates who are able to read the normal question papers set for all the candidates with or without Magnifying Glass and who wish to write/indicate the answer with the help of Magnifying Glass will be allowed to use the Magnifying Glass in the Examination Hall and will not be entitled to a Scribe. Such candidate will have to bring their own Magnifying Glass to the Examination Hall. Visually Handicapped (VH) candidates with visual disabilities of forty percent and above and candidates suffering from Cerebral Palsy can avail the assistance of a SCRIBE to be provided by the department in the written exam subject to such requests being made in the application forms. Candidates suffering from Cerebral palsy will also be provided with the facility of SCRIBE and compensatory time at par with VH candidates. Question papers and answer sheet will not be provided in BRAILLE.

**Contd…P/4**
Visually handicapped, including Blind & partially blind, candidates with visual disability of 40% and above may bring their own TAYLOR FRAME AND BRAILLE SLATE WITH PAPER for solving arithmetical problems. No attendant of VH/Cerebral Palsy candidates will be allowed inside the Examination premises.

5. **Mode of Selection**

The schemes of written examination /syllabus, Trade Test(Practical) etc for selection of candidates for the above mentioned posts are as follows:-

5.1 **Workman (Semi-Skilled)**

**Scheme of Examination**

a) There will be a written examination of one paper. The paper will be of “Objective-Multiple-Choice-Type” of maximum 100 marks.

b) The paper will consist of two parts:

i) **PART-A** will consist of 20 marks having questions on General Science and Quantitative Aptitude, each having weight age of 10 marks. The question will be of up to 10th Standard.

ii) **Part-B** will consist of 80 marks of NCVT syllabus for the relevant trade.

All the questions will be compulsory. There will be no negative marking.

iii) The subject of the written examination, the maximum marks allotted to each paper, no. of questions and the time allowed is given in the table below:-

<table>
<thead>
<tr>
<th>Subject</th>
<th>No. of Questions</th>
<th>Maximum Marks</th>
<th>Time allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part A (Objective Type)</td>
<td>1. General Science (10 Questions)</td>
<td>10 Marks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Quantitative Aptitude (10 Questions)</td>
<td>10 marks</td>
<td></td>
</tr>
<tr>
<td>Part B (Objective Type)</td>
<td>Questions from the NCVT Syllabus of relevant trade</td>
<td>80 Questions</td>
<td>80 marks</td>
</tr>
<tr>
<td>Total</td>
<td>100 Questions</td>
<td>100 marks</td>
<td>2 hrs</td>
</tr>
</tbody>
</table>

Note:

a) The paper would be bilingual, i.e, it would be printed in Hindi as well as in English.

b) The paper would require to be answered in OMR sheets.

c) Candidates would be required to darken the circles in the OMR sheet with black pen. OMR sheets marked in pencil would be rejected out right.

d) No marks would be allotted for questions against which multiple darkening has been done in the OMR sheet.

**Syllabus:**

(a) **General Science (10 Questions)**-Question will be aimed at testing the candidate’s General Awareness of the environment around him. Question will also be designed to test knowledge of basic science studied up to 10th standard and would include such matters of every day observations and experience as may be expected of any educated person.

(b) **Quantitative Aptitude (10 Questions)**-The candidate will be tested for general mathematics of upto 10th Standard involving number systems, equations in two variables, simple and compound interest, perimeter, area and volume of geometrical figures, Direct and inverse proportions, Pythagoras theorem and trigonometry.

Contd...P/5
(c) **NCVT Trade (80 Questions)** – Questions from the NCVT Syllabus of relevant trade.

(d) **There will be no interview for filling up of these vacancies.**

(e) **Trade test**: The syllabus for trade test (Practical) will as per Trade Test Specification of the Semi Skilled grade of the relevant trade. Viva-voce, if any, considered necessary to test the skill of the candidate being considered for recruitment, will essentially form part of Trade Test.

**Procedure for Selection:**

i) The selection process will comprise of Written Test of 100 marks and Trade Test (Practical). Documents verification and Medical examination will be mandatory part of selection process.

ii) Written Test will be fully objective type and OMR based.

iii) The Trade Test (Practical) will be only qualifying in nature, without any marks. It will not decide the merit of the selected candidates. The merit will be decided solely based on the result of written examination.

iv) On the basis of merit list of Written Test, candidates 1.25 times the number of vacancies, will be called for Trade Test (Practical) in each trade.

v) The list of successful candidates in the Written test to be called for Trade Test (Practical) will be prepared and notified in alphabetical order and not in the order of merit.

vi) The final select list will be based on marks in the Written Test only, the Trade Test (Practical) being qualifying in nature. The final select list will be prepared and displayed in order of merit. The candidates who fail the trade test would not be considered for recruitment, irrespective of marks scored by them in the written examination.

vii) As per MOD order dated 09.05.2016, five extra marks will be awarded to Ex-Trade apprentices of Ordnance Factories in the final merit list of the written examination conducted for total 100 marks. This is applicable to Ex–TAs of all the Ordnance Factories without limiting the benefit to the concerned recruiting Ordnance Factory. However, in the selection process, marks being equal (after granting five extra marks to the Ex-TAs of Ordnance Factories), Ex TAs of Ordnance Factory Dehradun will be given preference in the order as stated under:

   a) In between the trained Ex TAs of Ordnance Factory Dehradun preference will be given to those who are senior i.e if two or more Ex TAs secure the same marks then preference shall be given on the basis of seniority.

   b) For deciding seniority of Ex-TAs of recruiting Ordnance Factory i.e. O.FDun the criteria will be the NCTVT examination batch numbers (month/year) as well as the merit list of particular NCTVT examination.

Similarly, in between the trained Ex-Trade Apprentices of the sister ordnance factories, preference shall be given to those who are senior as mentioned above.

In all other cases of tie i.e. where more than one candidate secure equal marks in the written examination, the same will be resolved by applying the following methods till the tie is resolved.

i) Date of birth, with older candidate placed higher.

ii) In case tie still persists, candidate whose FIRST NAME begins with the alphabet which comes first in English Alphabetical order shall get preference.
5.2 **Labourer (Semi-Skilled)**

**Scheme of Examination:**
The written test shall be fully objective type and OMR based

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Subject</th>
<th>Maximum Marks</th>
<th>No. of question</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Numerical Aptitude (10&lt;sup&gt;th&lt;/sup&gt; standard) (Objective Type)</td>
<td>40</td>
<td>40</td>
<td>2 Hrs</td>
</tr>
<tr>
<td>2.</td>
<td>General Science (10&lt;sup&gt;th&lt;/sup&gt; standard) (Objective Type)</td>
<td>30</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>General Awareness (10&lt;sup&gt;th&lt;/sup&gt; standard) (Objective Type)</td>
<td>30</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Marks</strong></td>
<td><strong>100</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Trade test:** (As per trade test specifications)

1. Handling/Shifting of material.
2. Cleaning of 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 candidate. However, this test will be of qualifying nature only. Final grading will be decided based only on marks obtained in written test subject to qualifying in the prescribed trade test.

**Syllabus:**

<table>
<thead>
<tr>
<th>a)</th>
<th>Numerical Aptitude</th>
<th>1. Number systems.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2. Fractions, Decimals and Percentages</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Ratio and proportion</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Averages</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5. Interest, Profit &amp; Loss, Discount.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6. Time &amp; Distance, Time &amp; Work.</td>
</tr>
<tr>
<td>b)</td>
<td>General Science.</td>
<td>1. The question on science will be of 10&lt;sup&gt;th&lt;/sup&gt; standard.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Questions may include subjects and activities which are more relevant to day to day existence/activities of human life.</td>
</tr>
<tr>
<td>c)</td>
<td>General Awareness.</td>
<td>1. Current events-National &amp; International</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. History &amp; Culture</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. General polity and Indian Constitution</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. General Geography</td>
</tr>
</tbody>
</table>

**Procedure for Selection:**

After the written test, based on merit, candidates to the extent of 1.25 times the number of vacancies will be called for the trade test. The trade test will be only of qualifying nature without any marks. The final select list shall be based on marks of written test only. Documents verification and Medical examination will be mandatory part of selection process.

**Resolution of the Tie cases:**

(Wherever not specified in the scheme and syllabus):

Tie cases i.e. more than one candidate secure equal marks in the written examination, the same will be resolved by applying the following methods till the tie is resolved.

a) Date of birth, with older candidate placed higher.
b) In case tie still persists, candidate whose FIRST NAME begins with the alphabet which comes first in English Alphabetical order shall get preference.  

Contd...P/7
6. Following conditions are applicable both for Workman (Semi-Skilled) & Labourer

6.1 Application Fees: The candidate shall have to pay the application fee of Rs.50/- plus Bank service charges extra through SBI collect (On-line SBI Fee Collection Portal)/ by cash through SBI Challan form option as directed in the website. The instructions with regard to fee payment would be made available in the link. SC/ST/PH/Ex-servicemen & Female candidates are exempted from paying the application fee. Candidates seeking exemption from fees must enclose copy of Caste Certificate/ Disability Certificate/Discharge Certificate along with the application form.

Fee once paid shall not be refunded under any circumstance nor can the fee be held in reserve for any other examination or selection.

6.2 Uploading of Documents & Photograph: Candidates shall scan his/her recent passport size colour photograph, signature, Thumb Impression, 10th certificate/mark sheet, NTC/NAC, caste certificate (applicable for SC/ST/OBC) and PWD certificate (applicable for PWD) as per the following specification.

<table>
<thead>
<tr>
<th>SIZE</th>
<th>FORMAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHOTOGRAPH</td>
<td>35 to 50kb JPG/JPEG</td>
</tr>
<tr>
<td>SIGNATURE</td>
<td>20 to 30kb</td>
</tr>
<tr>
<td>LEFT THUMB IMPRESSION ( FOR MALE CANDIDATE)</td>
<td>20 to 30kb</td>
</tr>
<tr>
<td>RIGHT THUMB IMPRESSION ( FOR FEMALE CANDIDATE)</td>
<td>20 to 30kb</td>
</tr>
<tr>
<td>ALL DOCUMENTS (10th,NTC/NAC, CASTE, PWD, Ex-SM Certificates)</td>
<td>75 to 100kb</td>
</tr>
</tbody>
</table>

After On-Line registration candidates shall upload scanned Photograph, Signature, Thumb Impression, 10th Certificates/mark sheet, NTC/NAC, caste certificate (applicable for SC/ST/OBC) and PWD certificate (applicable for PWD) of above mentioned size and format.

Without uploading Photograph, Signature, Thumb Impression, 10th Certificates /mark sheet, NTC/NAC, caste certificate (applicable for SC/ST/OBC) and PWD certificate (applicable for PWD) application of candidate shall not be considered as complete and considered as rejected.

6.3 Important Dates & Schedule:

<table>
<thead>
<tr>
<th>Events</th>
<th>Important Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Opening Date for submission of ON-LINE application/registration on website.</td>
<td>After one week from the date of publication of abridged version of this advertisement in the Employment News.</td>
</tr>
<tr>
<td>(b) Closing Date of ON-LINE submission application/registration on website.</td>
<td>21 days from the opening date of On-line submission of applications.</td>
</tr>
<tr>
<td>(c) Last date of receipt of the print out of On-line application (After On-line submission)</td>
<td>Within 07 days from the closing date of On-line submission of applications.</td>
</tr>
<tr>
<td>(d) Last date of receipt of the print out of On-line application (After On-line submission) for candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, J&amp;K, Lahaul &amp; Spiti Distt. and Pangi sub division of Chamba District of Himachal Pradesh, Andaman &amp; Nicobar Islands, Lakshadweep and for candidates residing abroad.</td>
<td>14 days from the date of On-line submission of applications.</td>
</tr>
<tr>
<td>(e) The crucial date for determining age limit and educational qualification for the posts mentioned above will be the closing date for submission of on-line application for respective post i.e. 28 days from the date of publication of advertisement.</td>
<td></td>
</tr>
</tbody>
</table>

Note:  
1. In case closing date falls on the Sunday or Holiday, the next working day will be as taken closing date.  
2. The schedule for date of downloading the admit card and written examination will be notified on the website. In case of any change in schedule of dates, amendment etc. the same will be made available on the website.

Contd...P/8
7. **Language for Written Examination:**
The Question paper will be bilingual i.e. in English & Hindi.

8. **Procedure for On-Line Submission of Application:**

8.1. Candidate should read the condition of eligibility criteria in the advertisement/Notification to ensure that he/she fulfils the eligibility condition to the post(s) applied particularly age, educational qualification, Physical standard etc. as on the closing date of submission of the application. Candidate should also read the instructions in the advertisement and On-line application form carefully before making any entry or selecting any option.

8.2. Eligible applicants can apply for more than one post by submitting separate application and fee for each post at their own risk since the written examination for the above posts is likely to be held on the same day. The “On-Line Application form” will be available on Ordnance Factory Dehradun website [http://www.ofdun.asrb2014.org](http://www.ofdun.asrb2014.org). Application received through any other mode will not be accepted under any condition.

8.3. Ex-Trade Apprentices are also required to apply On-Line compulsorily.

8.4. Pop-up of Windows should be allowed on the browser while filling the application form as these windows help in filling the application form.

8.5. The filling of On-line application comprise of the following (i) Submission of Application Form and (ii) Payment of fee through On-line/by cash through Challan. The second part is meant only for those who are not exempted from payment of fee.

8.6. Candidate is required to upload his/her recently taken Scanned passport size colour Photograph in (JPG/JPEG format and of digital size between 35 to 50 kb) and Scanned Signature in (JPG/JPEG format and of digital size between 20 to 30 kb).

8.7. Candidates are advised that before clicking the SUBMIT FINALLY button he/she must check that all the details filled in are correct. After submission of application no request for change/correction in any particulars in the application form shall be entertained under any circumstances.

8.8. Candidate should note down the Registration No. and take a print of submitted application which will be generated after submission of the application form. The registration of the candidate who is exempted from payment of fee shall be complete after final submission of the application form.

8.9. Candidate who is not exempted from payment of fee should have to pay the fee through ‘State Bank Collect’ option. Service charge as applicable from SBI is additional. A link will be provided on the website for payment which would direct the candidate to ‘SBI Collect’ portal. Candidates are required to fill up the relevant details including application registration number and proceed to make payment through options: Internet Banking/ATM cum Debit card/Credit card of leading banks. If candidate does not have any of the options, he can generate the Challan and deposit cash at any of the SBI branches.

   A Unique SBI Collect Reference Number will be generated after submission of fees and an e-receipt will also be generated against the fee deposited. Candidates are advised to note down or take a print out of receipt for referring the SBI Collect reference number for record and further use. In case of Challan candidates are advised to note the Challan no. (Journal no.) provided by Bank. Once the payment is made, candidates are again requested to login to the main page and click on the part that can be opened using the combination of application registration no. and DOB. After that, candidates are advised to fill up the relevant details w.r.t fees including SBI Collect reference number/Challan No. (Journal no.) and after completing the process can take the print out of the application form.

8.10. Candidates to download the admit card (in duplicate) shall be provided through a separate icon to be made available on the link of the website which shall open as per the schedule notified in the advertisement notice. The candidates are required to bring admit card (02 copies) at the exam venue, one of which would be retained by the exam conducting authorities.

Contd...P/9
8.11. The Candidate are also advised to paste the same photograph in both copies of admit card in the space provided which was uploaded during the time of filling up the form. The candidate will put the Signature, thumb impression, self attestation of photograph and mentioning his/her visible identification mark in the space provided in the admit card during the written examination in presence of invigilator.

9. **Important Instructions to the Candidates/Applicants**

9.1. Candidates shall apply strictly through On-Line only. Eligible applicants can apply for more than one post by submitting separate application and fee for each post at their own risk since the written examination for the above posts is likely to be held on the same day. The “On-Line Application form” will be available on Ordnance Factory Dehradun website http://www.ofdun.asrb2014.org. Application received through any other mode will not be accepted under any condition.

9.2. Ex-Trade Apprentices are also required to apply On-Line compulsorily.

9.3. After submitting the On-line Recruitment Application, the candidate will have to take print out of two copies of the application and will need to send one copy to General Manager, Ordnance Factory, Dehradun-248008 (UK) along with e-receipt /proof of fee payment or proof of fee exemption (Caste Certificate, Discharge Certificate, Disability Certificate, etc.) after affixing recent passport size photograph (same as the one uploaded) with signature and thumb impression in the space provided in the application. No other documents are to be enclosed with the application. Incomplete application will be summarily rejected.

9.4. Mere submission of On- Line Recruitment application will not guarantee issue of Admit Card. The factory will not entertain any correspondence in this respect and interim enquiry will not be attended too.

9.5. The candidates in their own interest should go through this advertisement and satisfy themselves that they meet all eligibility requirements in terms of age, educational qualification etc. Any wrong or incomplete information shall render the candidate ineligible without any further notice. The candidature of the candidate will be provisional at all the stages of recruitment process.

9.6. Before registering/submitting applications on the website, the candidates should possess the following:-

**Valid e-mail ID and Mobile No.** The e-mail ID and Mobile No. once entered in the on-line Application Form should remain valid/active until the recruitment process is completed. The candidate himself/herself will be responsible for non-delivery of any communication in case of furnishing wrong/invalid/expired E-Mail ID & Mobile number. No change in the e-mail ID and Mobile No. will be allowed once submitted.

ii) The candidates may please take note that all information /news relating to recruitment will be made available on http://www.ofdun.asrb2014.org

9.7. The candidate should cross check the information furnished in the ‘Application Form’ before finally submitting the same, as no correction/alteration will be possible later. Further, the candidate should also make a specific check before final submission of the application and must ensure that the scanned images of Photograph, Signature, Left Thumb Impression & essential documents/certificates are uploaded properly and are legible. In case it is found that any of the uploaded images is/are not legible, the candidate will not be allowed to appear in the examination and his/her candidature will be rejected.

9.8. **Probation:** The person selected will be appointed on probation as per the recruitment rules for the advertised post.

9.9. No GPF & DCRG scheme is admissible to the post under Central Govt. for those appointed on or after 01.01.2004. New entrants to Government Service, entering on or after 01.01.2004 will be governed by New Pension Scheme termed as “Defined Contribution Pension Scheme” and existing provisions of CCS (Pension Rules), 1972 will not be applicable.
9.10. The services after appointment are liable to be transferred to any other Ordnance Factories in India, subject to exigencies.

9.11. Canvassing of any kind will disqualify the candidate. However, it is emphasized and reassured that the written test and selection process will be done strictly on merit and in a transparent manner. Candidates are advised not to fall prey to the unscrupulous elements.

9.12. The candidates who are Government servant should enclose NOC in original along with the certificate from their establishment that “NO DISCIPLINARY ACTION IS CONTEMPLATED/PENDING” against them and that they have no objection in releasing them in case of selection with his application. If a candidate enters into Govt. Service after sending the application form, he must produce NOC from his employer at the time of undergoing any of the further process for the recruitment/selection.

9.13. The issue of Admit Cards for Written Examination, Trade Test, Declaration of Results, and intimation for issue of Admit Cards, Scheduling of Examination Dates will be done online through OF Dun’s website http://www.ofdun.asrb2014.org only.

9.14. Ex-servicemen certificate & Discharge Certificate should have been issued by the Competent Authority on or before the closing date. It may also be noted that persons who have been dismissed or removed from service are not entitled for relaxation available to Ex-servicemen.

9.15. Only selected candidate will be informed of their selection in due course and no other correspondence on the subject would be entertained.

9.16. Candidates appearing for written test/Trade Test will travel on their own expenses. However, candidates belonging to SC/ST & Handicapped Ex-serviceman appearing for written examination shall be eligible for travelling allowance of second Class (II Class) Railway/Bus Fare, chargeable by the shortest route from Railway Station/Bus Stand nearest to their normal place of resident or from which they actually performed journey, whichever is nearer to the examination centre and back to the same station, only on production of journey details including original railway/bus tickets by the shortest routes exceeding 30 Kms.

The travelling allowance will be paid after the recruitment process is completed. This concession is not admissible to those SC/ST candidates employed in the Central Govt. Or State Govt. or in a Public Sector undertaking under the Central/State Govt. Including Ordnance Factories Organisation. Application for claiming Travelling Allowance can be downloaded from the website later at the time of downloading the Admit Card. The application should be filled in duplicate and should be submitted at the examination centre enclosing one way railway/bus ticket. Candidates are requested to give the Bank Account no. with IFSC code (11 digits) for reimbursement of Travelling Allowance.

9.17. The applicant may please take note that no postal communication will be done till the declaration of Final result. The applicants are, therefore, advised/directed to visit O.F.Dun’s website http://www.ofdun.asrb2014.org on regular basis for important announcement/information/updates regarding examination. The management will not be responsible at any stage if the candidate fails to update himself/herself about the developments from the website.

9.18. Any attempt to bring in any influence by any candidate will be treated as disqualification.

9.19. Selected candidate will be appointed only after verification of his/her character & antecedents and found fit in a medical examination as per OFB pre appointment medical examination guidelines and on fulfilling of the conditions as per OFB/Govt. of India.

9.20. Candidates to note that their candidature at all stage of the recruitment is purely provisional, subject to satisfying the prescribed eligibility conditions as per the recruitment rules for the particular post and other orders from MOD/OFB from time to time.

Contd...P/11
9.21. The General Manager, Ordnance Factory Dehradun will not be responsible for any On-line delay/Postal delay/loss/ failure during any stage of the recruitment process.

9.22. The advertisement will be subject to order/judgement, if any passed by Hon’ble Courts/Ministry of Defence/Ordnance Factory Board etc and the appointing authority ie. General Manager, Ordnance Factory Dehradun, reserves the right to amend/modify vacancies notified and any provisions of this advertisement in case of any errors & omissions/deviation.

10. **Rejection of Application:**

10.1. On-line application without payment of application fees shall be rejected (except SC/ST/PWD/Ex-Serviceman & Female candidates).
10.2. On-line applications without meaningful coloured passport photograph and date/details shall be rejected.
10.3. On-line applications without uploading signature/thumb impression/coloured passport photographs shall be rejected.
10.4. Uploaded signature and photograph should match with the signature made and photograph pasted on the application form otherwise application will be rejected.
10.5. Applications without clearly visible signature/thumb impression/coloured passport photograph shall be rejected.
10.6. If the hard copy of the application, e-receipt of fee/ application fee deposited through Challan not received on time, On-line application shall be rejected.
10.7. Mismatch of name, father’s name and DOB in On-line application form with the uploaded 10th certificate/NTC/NAC shall be rejected.
10.8. Mismatch of trade in On-line application with NTC/NAC shall be rejected.
10.9. Only selected candidates will be informed of their selection in due course after the selection process is over and no correspondence on the subject would be entertained.

(ii) Candidates are warned that they should NOT
a) Furnish any particulars that are false or suppress any material information in filling up the application form.
b) Submit tampered or fabricated document.
c) Obtain support for his/her candidature by any means.
d) Use any unfair means during the test.

**Note:** (Ref: Point No.6.1, 9.3 & 10.1 of the Notification):- Female candidates belonging to SC/ST/PH/OBC category and Male candidates belonging to OBC category are also required to send the copy of the Caste/Disability Certificate along with the printout of application form to avail benefit of reservation for selection purpose as per Govt. norms. No other documents are required to be enclosed.

**Caution to All Candidates**

Some unscrupulous element may approach you with the assurance of procuring/securing appointment for you in the factory through illegal gratification. You should not fall prey to such false assurance or exploitation and must not entertain or encourage such elements in any way. It is emphasized and re-assured that the selection test and other exercise will be done on merit only in a transparent manner.
FORMAT FOR SC/ST CERTIFICATE

(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)

This is to certify that Shri/Shrimati /Kumari ..............................................................
Son/daughter*of…………………………………………of Village/town * .........................................in
District/Division*........................................of the State/Union Territory *..............................
begins to the ...............................Caste/Tribe *which is recognised as a Scheduled Caste /Scheduled
Tribe under:
* The Constitution (Scheduled Castes) Order, 1950; /
* The Constitution (Scheduled Tribes) Order, 1950; /
* The Constitution (Scheduled Castes) (Union Territories) Order, 1951; * The Constitution (Scheduled
Tribe) (Union Territories) Order, 1951;  { ( As amended by the Scheduled Castes and Scheduled Tribes
List (Modification) Order, 1956, the Bombay (Reorganisation) Act, 1960, the Punjab Reorganization
Act,1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act,
1971, the Scheduled Castes and Scheduled Tribes Orders 1959 as amended by the Scheduled Castes
and Scheduled Tribes Orders (Amendment) Act, 1976 )
* The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956;
*The Constitution (Andaman & Nicobar Islands) Scheduled Tribes Order,1959 as amended by the
Scheduled Castes and Scheduled Tribes order (Amendment Act),1976
* The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;
* The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;
* The Constitution (Pondicherry) Scheduled Castes Order, 1964;
* The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967;
* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;
* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;
* The Constitution (Nagaland) Scheduled Tribes Order, 1970;
* The Constitution (Sikkim) Scheduled Castes Order, 1978;
* The Constitution (Sikkim) Scheduled Tribes Order, 1978;
* The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1989;
* The Constitution (Scheduled Castes) orders (Amendment) Act, 1990;
* The Constitution (Scheduled Tribes) orders (Amendment) Act, 1991;
* The Constitution (Scheduled Tribes) orders (Second Amendment) Act, 1991;
* The Scheduled Caste and Scheduled Tribes orders (Amendment) Act, 2002;
* The Constitution (Scheduled Castes) Order (Amendment) Act, 2002;
* The Constitution ( Scheduled Caste and Scheduled Tribes) Orders (Amendment) Act, 2002;
* The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002;
* The Constitution (Scheduled Castes) Order (Amendment) Act, 2002;

2. % (Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from
one State/Union Territory Administration.)

** This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate
issued to Shri/Shrimati ..............................................................father/mother of Shri
/Shrimati/Kumari*..............................................................of village/town*.................................in
District/Division*........................................of the State/Union Territory* ..............................who belong to the
Caste/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* 
..................................................issued by the.................... dated..............

3. % Shri/Shrimati /Kumari ..............................................................and or*/his /her family ordinarily
reside(s) in village/town*........................................of........................................ District/Division* of the
State/Union Territory * of ....................

Place .........................
Date .........................

Signature..................

** Designation ............
( With seal of Office)
State/Union Territory

* Please delete the words which are not applicable.
@ Please quote specific presidential Order
% Delete the paragraph which is not applicable.
Note: (i) The term ordinarily reside (s) used here will have the same meaning as in Section 20 of the Representation of the
People Act, 1950
(ii) ST candidates belonging to Tamil Nadu State should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.
This is to certify that Shri/Smt./Kumari………………………………… Son/daughter of ………………………………of village/town………………………………………………in District/Division…………………….in the State/ Union territory …………… belongs to the …………… Community which is recognized as a Backward Class under the Government of India, Ministry of Social Justice and Empowerment’s Resolution No……………………………..dated…………………….*

Shri/Smt./Kumari…………………………………………….and/or his/her family ordinarily reside(s) in the…………………………..District/Division of the…………………………..State/Union territory. This is also to certify that he/she does not belong to the persons/sections(Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel and Training, OM No. 36012/22/93-Estt. (SCT), dated 08.09.1993 and modified vide Government of India, Department of Personnel and Training, OM No. 36033/3/2004-Estt. (Res), dated 09.03.2004 & 14.10.2008.

Dated:                             District Magistrate
SEAL                                                                         Deputy Commissioner, etc.
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The authorities competent to issue Caste Certificate are indicated below:


(¶not below the rank of First Class Stipendiary Magistrate)

ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate/ Presidency Magistrate

iii) Revenue Officers not below the rank of Tehsildar.

iv) Sub- Divisional Officers of the area where the candidate and /or his family normally resides.

v) Administrator /Secretary to Administrator/ Development Officer(Lakshadweep)

-----------------------------------------------------------------------------------------------------------------------------
* The authority issuing the certificate may have to mention the details of Resolution of Government of India in which the caste of the candidate is mentioned as OBC.

Note –I The term ‘Ordinarly’ used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

Note II The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also, for assuming that the candidate does not fall in the creamy layer. The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs issued by the competent authority on or before the Closing Date as stipulated in the Notice/Advt.

FORM OF DECLARATION TO BE SUBMITTED BY THE OBC CANDIDATE (IN ADDITION TO THE COMMUNITY CERTIFICATE)


Date:                                                                                                 Signature:
Full Name:
Address:
NAME AND ADDRESS OF THE INSTITUTE/HOSPITAL

CERTIFICATE No………………………………
Date…………………

This is certified that Sh./ Smt./Ku……………………………………………………………………………………………
Son/wife/daughter* of Shri…………………………………………………Age……………………………………Sex………………
identification mark(s) …………………………………………………………is suffering from permanent disability of following category:-

A) Loco motor or cerebral palsy:-
i) BL – Both legs affected but not arms.
ii) BA – Both arms affected
   a) Impaired reach
   b) Weakness of grip
iii) BLA- Both legs and both arms affected
iv) OL - One leg affected (right or left)
   a) Impaired reach
   b) Weakness of grip
   c) Ataxic
v) OA- One arm affected
   a) Impaired reach
   b) Weakness of grip
   c) Ataxic
vi) BH – Stiff back and hips (Can’t sit or stoop)
vii) MW – Muscular weakness and limited physical endurance.

B) Blindness or low Vision:
i) B- Blind
ii) PB – Partially Blind.

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

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

3. Percentage of disability in his /her case is ………….. Percent.

4. Sh./Smt./Kum……………………………………………………meets the following physical requirements for discharge of his her duties:-
i) F - can perform work by manipulating with fingers. Yes/No.
ii) PP - can perform work by pulling and pushing. Yes/No.
iii) L - can perform work by lifting. Yes/No.
iv) KC - can perform work by Kneeling and crouching. Yes/No.
v) B - can perform work by bending . Yes/No.
vii) ST - can perform work by standing. Yes/No.
viii) W - can perform work by walking. Yes/No.
ix) SE - can perform work by seeing. Yes/No.
x) H - can perform work by hearing /speaking . Yes/No.
xii) RW - can perform work by reading and writing Yes/No.

(Dr…………………………..) (Dr…………………………..) (Dr…………………………..)
Member Member Medical Board
Medical Board Medical Board Medical Board

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

* Strike out which is not applicable.
PROFORMA – A

Form of Certificate applicable for Released /Retired Personnel

It is certified that No…………………………. Rank ……………………………………………………………

Name……………………………………………… whose date of birth is ……………………………………….

has rendered service from…………………………... to in Army /Navy /Air Force.

2. He has been released from military services:
   a) *on completion of assignment otherwise than
      i) by way of dismissal,
      ii) by way of discharge on account of misconduct or inefficiency, or
      iii) on his own request, but without earning his pension, or
      iv) he has not been transferred to the reserve pending such release.
   b) *on account of physical disability attributable to Military Service.
   c) *on invalidment after putting in at least 5 years of Military service.

3. He is covered under the definition of Ex –Servicemen (Re–employment in Central Civil Services and Posts) Ruler, 1979 as amended from time to time.

Place:                                                  Date:          Signature.

* Delete the paragraph which is not applicable.

PROFORMA – B

Form of Certificate for Serving Personnel

(Applicable for serving personnel who are due to be released within one year)

It is certificate that No ………………………..Rank ….. Name…………………..

………………………….. is serving in the Army /Navy/Air from………………………………………………

2. He is due for release /retirement on completion of his specific period of assignment on…………………………

3. No disciplinary case is pending against him.

Place:                                                  Date:          Signature, Name and Designation
                                                       of the Competent Authority
Undertaking to be given by serving armed force personnel who are due to be released
Within one year

Candidates (Serving Personnel) furnishing certificate (Proforma –B) will have to give the
following undertaking:

It is certified that No……………………………….. Rank………………………………………..
Name……………………………………….. whose date of birth is ……………………...

I understand that if selected on the basis of the recruitment /Examination to which this
application relates, my appointment will be subject to my producing documentary evidence to
the satisfaction of the appointing authority that I have been duly released / retired /discharged
from the Armed Forces and that I am entitled to the benefits admissible to Ex- serviceman in
terms of the Ex- serviceman (Re – employment in Central Civil Services and Posts) Ruler, 1979
as amended from time to time.

I also understand that I shall not be eligible to be appointed to a vacancy reserved for
Ex- serviceman in regard to the recruitment covered by this examination, if I have at any time
prior to such appointment, secured any employment on the civil side (including Public Sector
Undertaking, Autonomous Bodies /Statutory Bodies, Nationalized Banks,etc.), by availing of
the concession of reservation of vacancies admissible to Ex- serviceman, except as per DOPT

I further submit the following information:
a) Date of appointment in Armed Forces ............
b) Date of discharge............... 
c) Length of service in Armed forces................
d) My last Unit/Corps..............................

Signature and Name of candidate

PROFORMA – D

Form of Certificate applicable for Serving Armed Force Personnel who have already
completed their initial assignment and are on extended assignment

It is certified that No………………………………..Rank………………………………………..
Name………………………………………..whose date of birth is………………………is serving in the
Army/Navy/Air Force from………………………

2. He has already completed his initial assignment of 5 years on and is on extended
assignment till……………………………………

3. There is no objection to his applying for civil employment and he will be released on
three months’ notice on selection from the date of receipt of offer of appointment.

Place
Date

Signature, Name and Designation of the Competent
Authority**

** Authorities who are competent to issue certificate to Armed Forces Personnel for
availing Age Concession are as follows**

a) In case of Commissioned Officers including ECOs/SSCOs: Army : Military Secretary
Branch, Army Hqrs, New Delhi; Navy: Directorate of Personnel ,Naval Hqrs., New Delhi;

b) In case of JCOs/ORs and equivalent of the Navy and Air Force : Army : By various
Regimental Record offices; Navy: BABS, Mumbai; Air Force: Air Force Records, New
Delhi.
PROFORMA

Form of Certificate to be produced by Government servants for claiming age concession.

(Letter Head of the Institution/Issuing Authority)

This is to certify that Shri/Smt./Kumari……………………………son/wife/daughter* of Shri…………………………………………………………is regularly appointed employee of this Organization/Department/Ministry and duties performed by him/her during the period(s) are as under:

Certified that:

*(a) Shri/Smt./Kumari………………………………holds substantively a permanent post of ……………………………….in the Office/Department of……………………………with effect from…………………………….

(b) Shri/Smt./Kumari……………………………….has been continuously in temporary service on a regular basis under the Central Government in the post of …………………………….in the Office/Department……………………………with effect from…………………………….

Signature………………………….
Name………………………….
Designation………………………….
Ministry/Office………………………….
Address………………………….
Office Seal………………………….

Place…………
Date…………