

**ADVERTISEMENT**  
GOVERNMENT OF INDIA, MINISTRY OF DEFENCE  
INDIAN ORDNANCE FACTORIES  
GUN CARRIAGE FACTORY  
JABALPUR-482075

GUN CARRIAGE FACTORY, JABALPUR invites ON-LINE applications from the eligible Citizens of India for filling up the following vacancies in Group 'C' Industrial Establishment (IE) Cadre. The candidates, who are fulfilling the requisite qualifications/specifications as mentioned below, may apply ON-LINE through Gun Carriage Factory's website [www.ofbgcf.nic.in](http://www.ofbgcf.nic.in).

**(I) NAME OF POST AND THE NO. OF VACANCIES:**

NAME OF POSTS	Scale of Pay (figures in Rs.)	VACANCIES IN THE POST					Horizontal Reservation		Post identified suitable for the type of disability
		UR	SC	ST	OBC	Total	PH	Ex-Ser	
Labour Semi Skilled	5200-20200 + 1800 Grade Pay	10	-	05	05	20	-	02	OA, BL, OL, HH

- (a) The number of vacancies mentioned above is provisional. **The Sr. General Manager/General Manager, Gun Carriage Factory, Jabalpur reserves the right to increase/decrease the number of vacancies without issuing further notification/corrigendum, if necessary.**
- (b) The Sr. General Manager/General Manager, Gun Carriage Factory, Jabalpur 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/SR. GM/GCF will be final and no appeal will be entertained against this issue. All disputes will be subject to Jabalpur jurisdiction.
- (c) Reservation for Ex-servicemen falls under category of horizontal reservation which cuts across vertical reservation i.e. reservation for UR/ST/OBC (in what is called inter-locking reservation). The person selected against the Ex-serviceman quota has to be placed in the appropriate category of General (Unreserved)/ST/OBC as the case may be.

**(II) The Specifications for the post are as under:-**

(a)	Age Limit	The age of the candidates should be between <b>18 to 32 years</b> as on Closing Date for submission of on-line application i.e. <b>09.09.2015</b> .
(b)	Age Relaxation	The upper age limit is relaxable as mentioned hereunder: i) For Departmental candidates with three years continuous service in Central Government: Upto 40 years (ST=45 yrs, OBC=43 yrs). ii) For Ex-servicemen who have rendered not less than 06 months continuous service in Armed Forces: 3 years + Length of Service. iii) For Disabled Defence Personnel: 3 years (ST=8 yrs & OBC=6 yrs). iv) For ST candidate: 05 years. v) For OBC candidate: 03 years (On production of Non Creamy Layer Certificate). vi) For PH candidates: Candidate belonging to <b>UR = 10 years, SC = 10 Years, ST = 10 +5 Years &amp; OBC = 10+3 Years</b> <b>Note:</b> <i>Ex-Serviceman who has joined civil employment after availing the benefit given to him as an ex-serviceman for his employment, his ex-serviceman status for the purpose of re-employment in Government would cease. He will be deemed as Civil employee and would accordingly be entitled to only such of benefits like relaxation of age etc. as admissible to civil employees in normal course.</i>
(c)	Essential Qualification	Matriculation or equivalent pass.
(d)	Application Fees	A non refundable application Fee of Rs. 50/- (Rupees Fifty only) to be paid through Payment Gateway, linked with On-line application, using Debit Card or Credit Card. <b>However, female candidates as well as candidates belonging to SC/ST/PH &amp; Ex-servicemen are exempted from paying the application fee.</b>
(e)	Photographs	One recent colour passport size scanned photograph (not more than three months old) is to be uploaded in the space earmarked in the application format. Four additional photographs to be retained by candidates for use during the Written Examination and Trade Test.

(f)	Signature & Left Thumb Impression	Scanned Signature & Left Thumb Impression are to be uploaded in the space earmarked in the application format.
(g)	Documents	Scanned copies of self attested documents are to be uploaded in support of Age Proof (i.e. 10 <sup>th</sup> Mark-sheet/School Leaving Certificate), Educational Qualification Certificate, Caste Certificate, Disability Certificate and Ex-Serviceman Certificate as applicable.

**(III) Important Dates Schedule:**

	EVENTS	IMPORTANT DATES
(a)	Opening Date for ON-LINE application/registration on website	<b>26.08.2015</b> <b>09.00 AM onwards</b>
(b)	Closing Date for ON-LINE application/registration on website	<b>09.09.2015</b> <b>till 5:00 PM</b>
(c)	The crucial date for determining age limit and educational qualification for the post will be the Closing Date for submission of on-line application.	

**NOTE: In case of any change in the above schedule of dates, the same will be made available on GCF's website.**

**(IV) SCHEME OF EXAMINATION:**

1. The Selection Process will include:
  - a) Written Test – 100 Marks
  - b) Trade Test – Qualifying only (No Marks)
2. The Written Test shall be fully objective type and OMR based.
3. The Trade Test shall be only of qualifying nature without any marks.
4. 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.**
5. **Selection will be made purely on the basis of merit obtained by the candidate in the Written Test subject to qualifying the Trade Test.**
6. **Resolution of Tie:** 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) **Alphabetical order in which the first names of the candidates appear.**

**WRITTEN TEST:**

SUBJECT	MAXIMUM MARKS	NOS. OF QUESTIONS	DURATION
Numerical Aptitude (10 <sup>th</sup> Standard) (Objective Type)	40	40	2 Hours
General Science (10 <sup>th</sup> Standard) (Objective Type)	30	30	
General Awareness (10 <sup>th</sup> Standard) (Objective Type)	30	30	
<b>Total Marks</b>	<b>100</b>	<b>100</b>	



**TRADE TEST:**

As per Trade Test Specifications, an unskilled workman 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 may 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.

**(V) SYLLABUS FOR WRITTEN TEST: (100 MARKS)**

**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

**B. General Science:**

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.

**C. General Awareness:**

1. Current Events – National & International
2. History & Culture
3. General Polity and Indian Constitution
4. General Geography

**(VI) LANGUAGE FOR WRITTEN EXAMINATION:**

The Question paper will be bilingual i.e. in English & Hindi.

**(VII) FOR PERSONS WITH PHYSICAL DISABILITIES:**

**A. Physical Disabilities must be 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:

CATEGORY	ABBREVIATIONS	DISABILITY/IMPAIRMENT
ORTHOPAEDIC HANDICAPPED (OH)	OA	ONE ARM IMPAIRED (R OR L)
	OL	ONE LEG IMPAIRED (R OR L) BUT NOT ARMS
	BL	BOTH LEGS IMPAIRED BUT NOT ARMS
HEARING HANDICAPPED (HH)	HH	HEARING IMPAIRED

**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 candidates need not apply against the post, if it is not identified suitable for his/her particular type of Physical Disability.**

**(VIII) GUIDELINES FOR FILLING ONLINE APPLICATION:**

- 1) Eligible applicants are required to apply On-line only. The “On-line Application Form” will be available on **Gun Carriage Factory’s** website [www.ofbgcf.nic.in](http://www.ofbgcf.nic.in) through the link **Recruitment**. Application received through any other mode will not be accepted under any condition.
- 2) No hard copies of Application Form and documents are required to be sent to GCF/Jabalpur unless it is directed to do so.
- 3) Before registering/submitting applications on the website, the candidates should possess the following:-
  - (a) Valid **E-Mail ID** and **Mobile No.** The E-Mail ID and Mobile No. 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.
  - (b) The candidates may please take note that all information/news relating to recruitment will be made available on GCF’s Website [www.ofbgcf.nic.in](http://www.ofbgcf.nic.in) and will also be communicated through **e-mail and SMS alert**. However, the facility of e-mail and SMS alert will be only an additional facility, the delivery of which is not guaranteed. The candidates are, therefore, advised to visit GCF’s website regularly for latest updates regarding examination viz. Examination Dates, issue of Admit Cards, Declaration of Result etc. The management bears no responsibility in case of non-delivery of email and SMS alerts. Therefore, the candidate should not rely solely on the additional services of email and SMS alert.
  - (c) While applying for the post, the candidate should have a facility to take print out of the filled in **Application Form** and the **Acknowledgement Slip**.
  - (d) The candidate should have scanned images of their latest **passport size colour photograph (35 to 50 KB size)** as well as their **signature & Left Thumb Impression (20 to 30 KB size)** and **essential documents/certificates (75 to 100 KB size)** in jpg format for uploading in the Application Form.
- 4) 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** and **other 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.
- 5) After successful submission of the On-line Application Form, the candidate is required to take a print out of the duly filled ‘**Application Form**’ and the system generated ‘**Acknowledgement Slip**’ for necessary records and future references.
- 6) The facility for taking print of the duly filled ‘**Application Form**’ and the system generated ‘**Acknowledgement Slip**’ will be available latest upto **three days** from the closing date. After which the facility of taking print will be withdrawn. Therefore, candidates are firmly advised to take the print by the above specified time limit.
- 7) The candidates are firmly advised to retain additional **four copies** of the same Photograph (as uploaded & affixed in the Application Form) and bring it along with them at the time of examination. **It may please be noted that in case of failure to bring additional photographs, the candidate will not be allowed to appear in the examination under any circumstances.**

**(IX) IMPORTANT INSTRUCTIONS TO THE CANDIDATES/APPLICANTS:-**

- 1) 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.
- 2) Candidates appearing for Written Test & Trade Test will travel on their own expenses. However, SC/ST candidates will be paid traveling allowance, for the journey undertaken to appear in the Written Test, to the tune of Second Class (IInd Class) Railway/Bus Fare as per rules for onward and return journey performed by shortest route on production of Journey details as well as Railway Receipt/Bus Fare Tickets. The reimbursement of journey fare for first 30 kms of each side is not payable. The aforesaid concession is not admissible to those SC/ST candidates who are already in Central/State Government Service. The candidate belonging to SC/ST category should produce appropriate certificate at the Examination Hall to claim re-imburement of traveling fare, failing which traveling allowance will not be reimbursed.
- 3) Government Servant must obtain NOC, pertaining to release in case of selection, from their employer before applying for any post.
- 4) The issue of Admit Cards for Written Examination, Trade Test, Declaration of Results, intimation for issue of Admit Cards, scheduling of Examination Dates will be done online through GCF's Website [www.ofbgcf.nic.in](http://www.ofbgcf.nic.in) only.
- 5) 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 **GCF's Website [www.ofbgcf.nic.in](http://www.ofbgcf.nic.in) 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.
- 6) In case of selection of persons working in Central/State Govt./PSU, will have to submit a DISCIPLINARY CLEARANCE and a NO OBJECTION CERTIFICATE from their employer.
- 7) 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.
- 8) Ex-servicemen certificates & Discharge Certificate should have been issued by the Competent Authorities. Please note that persons who have been dismissed or removed from service are not entitled for relaxation available to Ex-Servicemen.
- 9) Mere fulfilling the minimum prescribed qualification and experience will not vest any right upon the candidate for being called for the examination. The factory will not entertain any correspondence in this respect and interim enquiry will not be attended too.
- 10) Only selected candidates will be informed of their selection in due course and no other correspondence on the subject would be entertained.
- 11) Canvassing in any form will disqualify the candidate.
- 12) The services after appointment are liable to be transferred to any other Ordnance Factories in India, subject to exigencies.
- 13) The advertisement will be subject to order/judgment, if any, passed by Hon'ble Courts/Ministry of Defence/Ordnance Factory Board etc.

**(X) Rejection of Application:** The application shall be summarily rejected/cancelled at any stage of the Selection Procedure on the following grounds:

- 1) If, the candidate fails to bring his/her additional photograph at the Examination Hall.
- 2) If, the information furnished by the candidate in the Application Form regarding Qualification, Date of Birth, Category, PH, Ex-Servicemen etc. is not supported by documents/certificates.
- 3) In case it is found that any of the uploaded images (i.e. of **Photograph, Signature, Left Thumb Impression** and **other essential documents/certificates**) are not uploaded properly or is/are not legible, the candidate will not be allowed to appear in the examination and his/her candidature will be rejected.
- 4) Submission of any false/incorrect/dubious information in the application form shall disqualify the candidate at any stage of selection process.
- 5) If the candidate does not found to possess the desired essential qualification on final scrutiny.
- 6) If the candidate fails to produce/submit original copies of all the essential documents as and when asked to do so.
- 7) In case the candidate is found using unfair means or adopting any malpractice at any stage of selection process.
- 8) If, the candidate submits more than one application form for the post.

#### **CAUTION TO ALL APPLICANTS**

**Some unscrupulous elements may approach you with the assurance of procuring 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 reassured that the selection test and other exercise will be done on merit only in a transparent manner.**



(C. NGULLIE)

JT. GENERAL MANAGER/A  
FOR SR. GENERAL MANAGER

Advt. No. GCF/RC/236/LAB/DR/2012-13