

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 vacancy in Group 'C' Non Industrial Establishment (NIE). 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.

(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	
Stenographer	5200-20200 + 2400 Grade Pay	01	-	-	-	01	-	-	OA, OL, BL, OAL, B, LV

- (a) The number of vacancy 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 the GM/SR. GM/GCF will be final and no appeal will be entertained against this matter. All disputes will be subject to Jabalpur jurisdiction.

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

(a)	Age Limit	The age of the candidates should be between 18 to 27 years as on Closing Date for submission of on-line application i.e. 22.08.2015 .
(b)	Age Relaxation	The upper age limit is relaxable as mentioned hereunder: i) For Departmental Candidate with three years continuous service: Upto 40 years of age. 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 Services Personnel: 3 years. iv) For PH candidates: 10 years. Note: <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	(i) 12 th Class pass or equivalent from a recognized Board or University. (ii) Skill Test Norms 'only on computers'. Dictation: 10 minutes at the rate of 80 (eighty) words per minutes in Stenography (English or Hindi). Transcription: 50 minutes (English) 65 minutes (Hindi).
(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. However, Female candidates as well as candidates belonging to SC/ST/PH/Ex-servicemen/Disabled Defence Services Personnel are exempted from paying application fee.
(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 must be retained by candidates for use during the Written Examination and Stenography Skill Test. It may please be noted that in case of inability to produce the same photograph, the individual will not be allowed to take up the examination.
(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 th Mark-sheet/School Leaving Certificate), Educational Qualification Certificate, Caste Certificate, Disability Certificate and Ex-Serviceman Certificate as applicable.
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(III) Important Dates Schedule:

	EVENTS	IMPORTANT DATES
(a)	Opening Date for ON-LINE application/registration on website	08.08.2015 09.00 AM onwards
(b)	Closing Date for ON-LINE application/registration on website	22.08.2015 till 5:00 PM
(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 only on GCF's website.*

(IV) SCHEME OF EXAMINATION

- (1) The examination will consist of a Written Examination of **200 marks** and Skill Test in Stenography.
- (2) After the Written Examination the number of candidates to be called on the basis of merit for the Skill Test shall be in the ratio of 1:5 i.e. five times the number of vacancies.
- (3) Merit of the candidates will be decided on the basis of total marks scored in the Written Examination subject to qualifying in the Skill Test in Stenography.
- (4) The Skill Test is of qualifying nature. Failure in the Skill Test shall be failure in the examination.
- (5) Resolution of Tie cases: Tie cases will be resolved by applying one after another, as applicable till the Tie is resolved:
 - i) Date of Birth, with older candidate placed higher.
 - ii) Alphabetical order in which the first names of the candidates appear.

(V) SCHEME OF THE WRITTEN EXAMINATION AND SYLLABUS

- (1) The Written Examination will consist of one objective type paper as shown below:

Parts	Subject	Maximum No. of Marks	Minimum Qualifying Marks (Aggregate 40%)	Duration of Examination	Duration of Examination for Visually Handicapped candidates
I	General Intelligence & Reasoning (50 questions)	50	80	2 Hours	2 Hours 20 Minutes
II	General Awareness (50 questions)	50			
III	English Language and Comprehension (100 questions)	100			

NOTE-1: The paper will consist of Objective Type- Multiple choice questions only. The questions except in **Part-III** which will be set both in English & Hindi.

NOTE-2: There will be negative marking of 0.25 marks for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the questions.

NOTE-3: Standard of questions will be of the level to commensurate with educational qualification for the post i.e. 12th standard.

NOTE-4: Visually Handicapped (VH) candidates with visual disabilities of forty percent or above can avail the assistance of a scribe in the Written Examination, subject to such request being made at the time of applying for the examination. Question Papers and Answer Sheets will not be provided in Braille.

NOTE-5: Persons with visual disability of less than forty percent will not be considered as visually handicapped persons. One eyed candidates and partially blind candidates who are able to read with or without magnifying glass will be allowed to use the Magnifying Glass in the Examination Hall and will not be entitled to a Scribe/Reader. Such candidates will have to bring their own Magnifying Glass to the Examination Hall.

(2) SYLLABUS:

A) General Intelligence & Reasoning:

It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

B) General Awareness:

Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to the society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

Note: For VH candidates of 40% and above visual disability and opting for SCRIBE there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning/General Awareness paper.

C) English Language & Comprehension: In addition to the testing of candidates' understanding of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. his/her writing ability, would also be tested.

(3) SKILL TEST IN STENOGRAPHY:

Candidates who obtain the qualifying marks in the Written Examination will only be called for the Skill Test. THE SKILL TEST WILL BE OF QUALIFYING NATURE. The candidate will have to appear for the Stenography Test. The candidates will be given one dictation for 10 minutes in English/Hindi at the speed of 80 w.p.m. The matter will have to be transcribed on computer only. The transcription time is as follow:

50 minutes (English)
65 minutes (Hindi)

NOTE:

- A.** If the candidates do not indicate the medium of STENOGRAPHY TEST at the relevant place in the Application Form, ENGLISH will be considered as the medium of STENOGRAPHY TEST for such candidates and the candidates will not be allowed to change the medium at a subsequent stage.
- B.** There is no exemption from the Skill Test for any category of candidates.

C. Candidates who opt to take the Stenography Test in Hindi will be required to learn English Stenography and vice-versa after their appointment.

D. **VH candidates** will be required to transcribe the matter in 75 minutes for English Shorthand or 105 minutes for Hindi Shorthand.

(VI) LANGUAGE FOR WRITTEN EXAMINATION:

Question paper will be bilingual i.e. in English/Hindi except **Part-III i.e. English Language and Comprehension** which will be set in English only.

(X) 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
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
	OAL	ONE ARM AND ONE LEG IMPAIRED (R OR L)
VISUALLY HANDICAPPED (VH)	B	BLIND
	LV	LOW VISION

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.

D. Visually Handicapped (VH) candidates with visual disabilities of forty percent or above can avail the assistance of a scribe in the Written Examination, subject to such request being made at the time of applying for the examination. Question Papers and Answer Sheets will not be provided in Braille.

E. The Visually handicapped (VH) candidate will have the discretion of opting for his own Scribe/Reader or request the Examination Body for the same at the time of applying for the examination. In case of option of factory's Scribe/Reader, the candidate will be allowed to meet the Scribe/Reader a day before the examination, if requested, to check and verify the suitability of Scribe/Reader. After acceptance and finalization of the factory's Scribe/Reader by the candidate, no request for change of Scribe/Reader will be accepted except in exceptional circumstances.

F. In case, the visually handicapped (VH) candidate fails to report for verification of the Scribe/Reader a day before examination, the Scribe/Reader allotted by the factory will be final and shall be acceptable to the candidate.

G. If a Visually handicapped (VH) Candidate opts to bring his/her own Scribe/Reader but fails to bring his/her Scribe/Reader will not be provided any Scribe/Reader at the Examination Hall. Therefore, the candidate must ensure this point before exercising the option regarding Scribe.

H. Persons with visual disability of less than forty percent will not be considered as visually handicapped persons. One eyed candidates and partially blind candidates who are able to read with or without magnifying glass will be allowed to use the Magnifying Glass in the Examination Hall and will not be entitled to a Scribe/Reader. Such candidates will have to bring their own Magnifying Glass to the Examination Hall.

(XI) GUIDELINES FOR FILLING ONLINE APPLICATION:

a) 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 through the link **Recruitment**. Application received through any other mode will not be accepted under any condition.

b) No hard copies of Application Form and documents are required to send to GCF/Jabalpur unless it is directed to do so.

- c) Before registering/submitting applications on the website, the candidates should possess the following:-
- i) 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 No. 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 GCF's Website 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.
 - iii) 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**.
 - iv) The candidate should have **DEBIT CARD** or **CREDIT CARD** of any bank through which he can transmit the application fee on-line. The Female candidate and candidates belonging to SC/ST/PH/EX-SER'MAN category need not have to submit the application fee.
 - v) 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.
- d) 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.
- e) 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.
- f) 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.
- g) 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.**

(XII) IMPORTANT INSTRUCTIONS TO THE CANDIDATES/APPLICANTS:-

- a) 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.
- b) Candidates appearing for Written Test/Stenography Skill 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 Examination, 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-imbusement of traveling fare, failing which traveling allowance will not be reimbursed.

- c) Government Servant must obtain NOC, pertaining to release in case of selection, from their employer before applying for any post.
- d) The issue of Admit Cards for Written Examination and Stenography Skill 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 only.
- e) 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 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.
- f) 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.
- g) 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.
- h) 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.
- i) 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.
- j) Only selected candidates will be informed of their selection in due course and no other correspondence on the subject would be entertained.
- k) Canvassing in any form will disqualify the candidate.
- l) The services after appointment are liable to be transferred to any other Ordnance Factories in India, subject to exigencies.
- m) The advertisement will be subject to order/judgment, if any, passed by Hon'ble Courts/Ministry of Defence/Ordnance Factory Board etc.

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

- a) If, the candidate fails to bring his/her additional photograph at the Examination Hall.
- b) 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.
- c) 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.
- d) Submission of any false/incorrect/dubious information in the application form shall disqualify the candidate at any stage of selection process.
- e) If the candidate does not found to possess the desired essential qualification on final scrutiny.
- f) If the candidate fails to produce/submit original copies of all the essential documents as and when asked to do so.
- g) In case the candidate is found using unfair means or adopting any malpractice at any stage of selection process.
- h) 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/428/STENO/DR/2013-14