

**CENTRAL GOVERNMENT**

**RECRUITMENT IN ORDNANCE DEPOT ALIPORE, KOLKATA -700 027**

**RECT OF 08 X MAZDOOR (NOW TRADESMAN MATE), 01 X FIREMAN, 01  
FIREMAN (CARRY FORWARD), 01X CMD & 01 X COOK (NCUE) AT OD KOLKATA**

1. Application are invited by Ordnance Depot Kolkata, for the following posts of Gp 'C' from eligible Indian National. The application form duly completed should reach to Commandant, Ordnance Depot Alipore, Kolkata-700027 within 21 days from the date of publication of this notice in Employment News :-

Name of the Post	Cat	No of Post	Pay Scale (in Rs.)	Qualification / Physical Standard/ Endurance Test
<b>Mazdoor (Now Tradesman Mate)</b>	UR	04	Rs. 5200/- 20200 + Grade pay 1800 + Allowances	<b>Essential</b> (a) Matriculation or equivalent <b>Desirable</b> (a) Knowledge of Hindi (b) Physical fitness- Must be physically fit and capable of performing strenuous duties. (c) Should pass Endurance/Physical Test. Written Test and Interview. Endurance/Physical Test is to be decided by the Board.
	OBC	02		
	SC	02		
	<b>Total</b>	<b>08</b> <b>( Out of 08 vac 01 vac reserved for Ex-Serviceman)</b>		
<b>Cook (NCUE)</b>	OBC	<b>01</b>	Rs. 5200/- to 20200 + Grade Pay 1900 + Allowances	<b>Essential</b> (a) Matriculation or equivalent from recognized Board. (b) Diploma in cooking from any recognized Institute e.g. ITI/Vocational College etc. (c) Should pass Endurance/Practical Test, Written Test and Interview. (d) Endurance/Practical Test is to be decided by Board.
<b>CMD (Ordinary Grade)</b>	UR	01	Rs. 5200/- 20200 + Grade pay 1900 + Allowances	<b>Essential</b> (a) Must possess civilian driving licence for heavy vehicles and have minimum two years experience of driving such vehicles. <b>Desirable</b> (a) Matriculation or equivalent. (b) Should pass Endurance/Practical Test, Written Test and Interview. (c) Endurance/Practical Test is to be decided by Board.

<b>Fireman</b>	OBC	01	Rs. 5200/- 20200 + Grade pay 1900 + Allowances	<b>Essential</b> (a) Matriculation (b) Must be physically fit and capable of performing strenuous duties and must have pass the test specified below:- (i) Height without shoes minimum 165 cms. (ii) Chest ( un-expanded) minimum 81.5 cms (iii) Chest (on expansion) minimum 85 cms (iv) Weight minimum 50 Kgs (v) Endurance Test (c) Carrying a man (Fire lift) of 63.5 Kgs to distance of 183 mtrs with in 96 seconds (d) Clearing 2.7 mtrs wide ditch landing on both feet ( Long jump) (e) Climbing 3 mtrs vertical rope using hand & feet
<b>Fireman (Carry Forward)</b>	<b>UR (PH/HH) *</b>	01		

2. (i) **Maximum Age limit for the post of Mazdoor (Now Tradesman Mate) , Cook (NCUE) and Fireman:** Crucial date for determination of age will be three weeks (21 days) from the date of publication.

- (a) **General Candidate:** 18 yrs to 25 yrs.
- (b) **Reserved candidate (OBC):** 18 yrs to 28 yrs.
- (c) **Reserved candidate (SC):** 18 yrs to 30 yrs.
- (d) **Ex-Servicemen** – Service rendered in Army/Navy/Air Force shall be deducted from actual age and resultant age should not exceed the maximum age limit as stated above by more than 3 years. Rest of the qualification requirement for Ex-Servicemen is same as applicable to other categories.
- (e) **Physically Handicapped** - The age limit for physical handicapped is 18 to 35 yrs. Physically handicapped person should be in possession of Medical certificate issued by CMO/Civil Surgeon of a Govt. Hospital certifying the disability. Rest of the qualification requirement for physically handicapped is same as applicable to other categories.

- (ii) **Maximum Age limit for the post of CMD (Ordinary Grade):** Crucial date for determination of age will be three weeks (21 days) from the date of publication.

**General Candidate:** 18 yrs to 27 yrs.

3. Reservation for SC/OBC/Ex-Serviceman will be as per existing Govt policy (OBC/SC/Ex Serviceman) caste must be listed in the Central list.

4. For PH (Hearing Handicapped) Hearing impairment means loss of 40% or more disability/ 60 (Sixty) decibels or more in the better ear in the conversational range of frequencies. The disability certificate shall be from a competent Medical Board constituted by the Central or State Govt. consisting of at least three members, out of which one shall be specialist in the particular field i.e., Hearing disability. The disability certificate should be as per Performa in **Annexure-I**.

5. The SC/OBC/PH & Ex-Serviceman candidates who apply against unreserved post will not be given age and other concessions meant for SC/OBC/PH & ESM. SC/OBC/PH & ESM selected on merit vis-à-vis the general candidates will not be counted towards SC/OBC/PH & ESM quota.

6. To reduce the number of candidates for one category of post for written examination, screening of application on basis of percentage of marks obtained in the examination for essential qualification will be carried out. A bench mark percentage will be fixed depending on the number of applicants. No weight-age will be given for additional/higher qualification (other than those prescribed in the Recruitment rules). All candidates meeting the bench mark will be allowed to appear the written examination. Commandant, Ordnance Depot, Alipore Kolkata reserves the right to restrict the number of applications for any of the post by fixing a cut off percentage of marks obtained in the minimum essential qualification prescribed for the post.

7. The number of candidates to be called for interview will be restricted to minimum 10 (Ten) times of number of vacancies.

8. There will be ratio of marks of 40:40:20 for written Test, physical/endurance, practical/Skill test & Interview respectively for the posts of Mazdoor (Now Tradesman Mate), Fireman, CMD & Cook (NCUE) respectively. The question paper-cum-answer sheets will be bilingual (both in Hindi & English version).

9. No. of vacancies may increase/ decrease at the discretion of competent/ appointing authority subject to the availability of posts or change in PE and non extension of the validity of NAC.

10. It is made clear that date and time of test and interview will be intimated by post separately. Test/Interview will be held at Ordnance Depot, Alipore, Kolkata-27 on dates mentioned in acknowledgement card/call letter. Nearest Railway Station-Howrah/ Sealdah and Bus stop- Mominpur (Kolkata) .

11. Candidate should be in possession of all original certificate/documents and acknowledge slip/call letter at the time of test and interview.

12. Application format (Part-I, II) and Part-III for OBC candidate to be sent by **'Ordinary/Registered/Speed Post'** showing post applied for and category on top of the postal cover duly enclosing a self addressed envelope of size 25 Cms x 10 Cms affixed with stamp of Rs.25/- (Rupees Twenty five only) for sending of Acknowledgement Card/Call letter to the applicant by Registered Post, so as to reach **Commandant, Ordnance Depot, Alipore, Kolkata-27 within 21 days from the date of publication of this Advertisement.** No application through courier or by hand will be accepted. The application format should be typed on a foolscap A-4 size paper. No application will be entertained after closing date i.e. 21 days from the date of publication of this advertisement notice. Separate application is required for each post. One envelope should contain one application only.

13. Candidates applying for the post will endorse the category to which he belongs applicable i.e. Unreserved (Gen)/SC/OBC/Ex-serviceman/Physically Handicapped (HH). The envelope enclosing the application form is to be boldly enfaced on top with **"Unreserved (Gen)/SC/OBC/ Ex-Serviceman candidate/Physically Handicapped (HH)**

14. No TA/DA will be admissible for attending the test/interview/ both. Candidates will make their own arrangement for Lodging/Boarding for the test/interview.
15. Photocopy of the following documents/certificates to be attached along with application duly attested by a Gazetted Officer:-
- (a) Matriculation or Municipality Birth certificate in support for date of birth.
  - (b) Mark sheet of the educational qualification mentioned against the post applied.
  - (c) Certificate of SC candidate is required to be forward along with the application and OBC candidate (Creamy/Non Creamy Layer) Certificate to be forward along with the application.
  - (d) Discharge certificate in case of ex-serviceman.
  - (e) NOC in original from their present employer in case of Govt. Servant.
  - (f) Character certificate issued by a Class I Gazetted Officer (date of issue be within six months).
  - (g) Photocopy of Ration Card / Residential certificate issued by a Gazetted Officer (date of issue be within six months from the publication of this advt).
  - (h) Physically Handicapped certificate showing 40% and above of relevant disability issued by competent authority as per Performa in Annexure.
16. This depot will not be responsible or liable for any type of compensation for any damage/loss/injury/causality suffered by candidates during tests.
17. If call letter has not been received by an applicant then it is likely to be that his application has been rejected for reasons such as application not being received/late receipt/rejected or lost in post and no correspondence in this connection will be entertained. This office will not be responsible for any postal delay or delivery default.
18. The candidate should apply only on prescribed format (Part-I & II) given with this notification. Application (Part-I), acknowledgement slip/call letter (Part II) and Declaration certificate (Part-III for OBC candidate only) should be in separate foolscap A-4 size paper only. The name of Newspaper with date will be mentioned in reference of the application form.
19. Only selected candidates will be informed of selection in due course. No correspondence on the subject would be entertained.
20. The selected candidates will be on probation for two years. The appointment of the selected candidate will be made on the satisfactory report from concerned civil authority on verification of character & antecedent/Education certificates with date of birth/Caste Certificate & Medical fitness examination.
21. The recruitment process can be cancelled/suspended/terminated by the Commandant, Ordnance Depot, Alipore, Kolkata at any stage and his decision in this regard is final and no appeal will be entertained.
22. Syllabus
- (a) Time allowed : 2 Hours
  - Question Paper : Objective type

Topic.

- I. General Intelligence & Reasoning
- II. Numerical Aptitude
- III. General English
- IV. General Awareness

23. All posts are “All India Service Liability” and after appointment, the candidate can be transferred anywhere in India.

24. Ineligibility Criteria:-

- (a) False documents/information or incomplete information in the application form.
- (b) Any other person appearing in the test in place of applicant.
- (c) Application form incompletely filled.
- (d) Two or more applications filled for the same post by applicant.
- (e) Any other influence from outside or use of wrong procedure for acceptance of the application.
- (f) Without affixing recent photograph duly attested and not accompanying with attested copy of certificates (Copies of education certificate/showing date of birth and caste certificate (as applicable) will be summarily rejected.
- (g) Candidate must ensure that no column is left blank or wrongly filled. Application not filled correctly is liable to be rejected and the onus of such rejection would be on the candidates himself/ herself. The depot administration will not entertain any claim after such rejection.
- (h) Incomplete application without affixing attested photograph or without enclosing attested copies of educational certificate of showing date of birth, caste certificate of SC/OBC and declaration for OBC candidates (Part-III of the application form), Discharge certificate for Ex-serviceman, disability certificate of PH candidates or if the applicant is found overage on the date for determination for age as mentioned in para 2 above will be rejected and candidate will not be called for interview/test.
- (j) No person, who has entered into or contracted a marriage with a person having a spouse living or who having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

25. Terms & conditions being provided in this Advertisement are subject to change. Hence, these will be treated as general guidelines only.

26. Any dispute in the recruitment will be settled within jurisdiction of Court of Kolkata only.

**Part-I**

**APPLICATION FOR RECRUITMENT ORDNANCE DEPOT, ALIPORE, KOLKATA**

To  
The Commandant, Ordnance Depot  
Alipore, Kolkata-27  
Pin-900285, C/0 99 APO  
Reference -----

Affix recent Passport Size Photograph duly attested by a Gazetted Officer (Not to be stapled)
--

1. Post Applied for \_\_\_\_\_
2. Full Name (**BLOCK LETTERS**) \_\_\_\_\_
3. Father's Name \_\_\_\_\_
4. Date of Birth (attach copy of Birth certificate duly attested) \_\_\_\_\_
5. Age as on last date prescribed for receipt of application: Years \_\_\_ Months \_\_\_ Days \_\_\_
6. (a) Permanent Address House No/Street/Village \_\_\_\_\_  
Post Office \_\_\_\_\_ Dist \_\_\_\_\_  
State \_\_\_\_\_ Pin Code \_\_\_\_\_
- (b) Address for Communication: House No/Street/Village \_\_\_\_\_  
Post Office \_\_\_\_\_ Dist \_\_\_\_\_  
State \_\_\_\_\_ Pin Code \_\_\_\_\_
7. Details of Educational Qualification \_\_\_\_\_  
(Attached education certificate duly attested)
8. Caste: Gen/OBC/SC/Ex-Serviceman/Physically Handicapped (Hearing Handicapped)  
\_\_\_\_\_ (attached certificate in case of SC/OBC/Ex-Serviceman/Physically  
Handicapped)
9. Category of ESM : (Gen/OBC/SC/ST) \_\_\_\_\_
10. Percentage of disability of Physically Handicapped candidate \_\_\_\_\_
11. Category for which applied: Gen/SC/OBC/Ex Serviceman/Physically Handicapped  
(Hearing Handicapped) \_\_\_\_\_
12. Any other Qualification (Academic/Technical Training/Experience) \_\_\_\_\_
13. Whether registered with any Employment Exchange (Yes/No) \_\_\_\_\_  
(if, yes mention Registration No and name of Employment Exchange \_\_\_\_\_)

**DECLARATION**

(a) I declare that there is no criminal case is pending against me in any court of law within India. I also declare that information given in the application form are correct to the best of my knowledge and belief. If particulars mentioned by me are found false at any stage, my service will be terminated without any notice.

(b) I do agree to work anywhere in India under any condition. I do also hereby accept all the terms and conditions of recruitment.

Place:

**(Signature of Candidate)**

Date:

List of Encls:

Note :- Original Certificate not to be attached, only photocopies required. Application form to be sent along with a self-addressed envelope affix postage stamp of Rs.25/- where candidate wants call letter to be sent.

For Office Record Only

1. Received on \_\_\_\_\_
2. Accepted/Rejected \_\_\_\_\_
3. Reason for rejection : Under age/Over age/Documents Incomplete/Any other reasons to be specified \_\_\_\_\_.
4. Index No \_\_\_\_\_ date for test/Interview \_\_\_\_\_.

**Part-II**

**Acknowledgement Slip/Call Letter**  
**(To be filled by the candidate)**

Post \_\_\_\_\_

1. Name \_\_\_\_\_

2. Father's Name \_\_\_\_\_

3. Address for Communication House No/Street/Village \_\_\_\_\_

\_\_\_\_\_ Post Office \_\_\_\_\_

Dist \_\_\_\_\_ State \_\_\_\_\_ Pin Code \_\_\_\_\_

4. This call letter is for the post of \_\_\_\_\_

5. Which category to belong \_\_\_\_\_

Affix recent Passport  
Size Photograph duly  
attested by a Gazetted  
Officer (Not to be  
stapled)

**OATH/DECLARATION**

I do hereby certify that participation in test/interview is my own interest/risk. I shall neither hold anyone responsible nor claim compensation for physical or mental injury/death accrued in course of the test/interview.

**(Signature of Candidate)**

**(For Office Use Only)**

6. Regn No/Index No \_\_\_\_\_

7. Date of test \_\_\_\_\_

8. Time of test \_\_\_\_\_

9. Place of test/interview : Ordnance Depot, Alipore, Kolkata-27

Note : I. Candidates have to produce all **ORIGINAL COPIES** of certificates/ testimonials on the date of test.

II The candidates should bring Pen, Pencil, Eraser, Clip Board and writing materials for written test/ interview.

**(Signature of controlling Officer with Office Seal)**



**Part-III**

**(Only For OBC Category Candidates)**

**Declaration**

I, ----- son/daughter of Shri -----

resident of Village/town/City ----- District -----

State ----- hereby declare that I belong to the -----  
(indicate you sub-caste) community which is recognized as a backward class by the Govt. of India for the purpose of reservation in services as per order contained in Department of Personnel Training Office Memorandum No 36012/22/93-Estt (SCT) dated 08 Sept 1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in the column 3 of the schedule to the above referred office Memorandum dated 08 Sept 1993 and its subsequent through OM No 36033/3/2004-Estt. (Res) dated 09 Mar 2004.

Place : \_\_\_\_\_

\_\_\_\_\_  
Signature of candidate

Date : \_\_\_\_\_

\_\_\_\_\_  
Name of the candidate

**NAME & ADDRESS OF THE INSTITUTE/HOSPITAL**

Certificate No -----

Date -----

**DISABILITY CERTIFICATE**

1. This is certified that Shri/ Smt/ Kum -----  
-----  
son of Shri -----  
-----  
age ----- sex----- identification mark (s) -----  
-----

Recent Photograph of  
the candidate showing  
the disability duly  
attested by the  
Chairperson of the  
Medical Board

----- is suffering from permanent disability of following category :-

- (a) Locomotor 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 (Cannot sit or stoop)
  - (vii) MW- Muscular weakness and limited physical endurance.
- (b). 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 after a period of ----- years -----  
months.

3. Percentage of disability in his/her case is ----- percent.

4. Sri/Smt/Kumari ----- 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 |
| (vi) S-can perform work by sitting                   | 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 |
| (xi) RW-can perform work by reading/writing          | Yes/No |

(Dr -----)  
Member  
Medical Board

(Dr-----)  
Member  
Medical Board

(Dr-----)-  
Chairperson  
Medical Board

Countersigned by the

(Medical Superintendent/ CMO/  
Head of Hospital (With seal)

- **Strike out which is not applicable**