

**GOVT OF INDIA**  
**MINISTRY OF DEFENCE**  
**CENTRAL ORDNANCE DEPOT**

**POST BOX-20, JABALPUR (MP) PIN-482 001**

1. Applications are invited from eligible Indian Citizens for the following posts in Pay Band of Rs (Pay band + Grade Pay) plus other allowances as admissible to Central Ordnance Employee.

S No	Name of Post	Pay Scale	Min Essential Qualification	Physical Endurance test/Skill test (whichever applicable and <b>physical test is qualifying in nature only</b> )	Categories							Total Vacs	Remarks
					UR	SC	ST	OBC	ESM	PHC	MSP		
1.	LDC (Lower Division Clerk)	Rs.5200-20200+1900	(a) Higher Secondary (10+2) or equivalent exam from recognized board/university.	(a) Minimum speed of 35 words per minute in English typewriting on computer or 30 words per minute in Hindi typewriting on computer.	9	-	6	2	2	-	-	17	The ESM, PH and MSP will be filled up first from any Cat and then be adjusted horizontally against respective Cat.2 X ESM
2.	Fireman	Rs.5200-20200+1900	(a) Matriculation or equivalent.	(a) Must be physically fit and capable of performing strenuous duties and physical test specific below are <b>qualifying in nature:-</b>  Physical test :- (i) Height without shoes-165 cms provided that a concessionion of 2.5 cms in height shall be allowed for members of the Scheldude Tribes.  (ii) Chest (Unexpanded)-81.5 cms (iii) Chest (on expansion)-85 cms (iv) Weight-50 Kgs(minimum)  Endurance Tests (i) Carrying a man(Fireman lift of 63.5 kgs)to a distance of 183 mtrs with 96 seconds. (ii) Clearing 2.7 mtrs wide ditch and landing on both feet(long jump) at other end of ditch. (iii) Climbing 3 mtrs of vertical rope using both hands and feet. Note : This post is purely for male candidates	4	1	2	1	1	-	-	08	1 X ESM

3	Cook	Rs.5200-20200+1900	(a) Matriculation or equivalent.	Written Test, Physical Test(Qualifying)	1	-	-	1	-	-	-	02	
4	TMM (Mazdoor)	Rs.5200-20200+1800	(a) Matriculation or equivalent	(a) Written Test , (b) Physical Test (Qualifying)  (i) 1.5 Km run in 6 Mins  (ii) Endurance test with 50 Kgs Sand bag distance 200 Mtrs in 100 secs	38	12	21	5	8	3	4	76	(a) The vacs of ESM, PH and MSP will be filled up first from any Cat and then be adjusted horizontally against respective Cat.  (b) (01xOH and 01xHH required in PHC)
5.	Tailor	Rs.5200-20200+1900	(a) Matriculation or equivalent. (b) Must have knowledge of basic principles of Indian Cookery and experience in Cooking	Written Test , Physical/Practical Test (Qualifying)	1	-	-	-	-	-	-	01	
6.	MTS (Messenger)	Rs.5200-20200+1800	(a) Matriculation or equivalent	Written Test	1	-	-	-	-	-	-	01	
7	Female Searcher	Rs.5200-20200+1800	(a) Matriculation or equivalent	Written Test, Physical Test/Practical test (Qualifying)	1	-	-	-	-	-	-	01	
8	Vendor	Rs.5200-20200+1800	(a) Matriculation or equivalent	Written Test, Physical/Practical Test (Qualifying)	1	-	-	-	-	-	-	01	
9	Upholster	Rs.5200-20200+1900	(a) Matriculation or equivalent and experience in ITI	Written Test, Physical/Practical Test (Qualifying)	1	-	-	-	-	-	-	01	
10	Turner	Rs.5200-20200+1900	(a) Matriculation or equivalent and experience in Trade	Written Test, Physical/Practical Test (Qualifying)	1	-	-	-	-	-	-	01	
11	*Material Asssistant	Rs.5200-20200+2800	<b>Essential</b> (a) Graduate in any discipline form any recognized University. or (b) Diploma in Material Management or (c) Diploma in Engineering in any Discipline from any recognized institution	Written Test	4	2	2	-	1	-	-	08	01 x ESM

2. The vacancies of Ex-Servicemen, physically handicapped and meritorious sports person (MSP) will be filled up first from any category and then be adjusted horizontally against respective categories.

**Note :** Gen/SC/ST/OBC/ESM/PHC means General/Scheduled Caste/Scheduled Tribe/Other Backward Class/EX-Service man/Physically handicapped respectively.

3. The above posts are subject to all India Service liability including field service.

4. **Age limits and its relaxation for the post of LDC, Fireman, Cook, MTS, Tailor, Upholster, Turner, Female Searcher, Vendor & TMM (Mazdoor).**

S.No	Category	Age limit			Remark
1.	UR	18 Yrs to 25Yrs			
2.	OBC	18 Yrs to 28 Yrs			
3.	SC/ST	18 Yrs to 30 Yrs			
4.	ESM	Service rendered in Army/Navy/Air Force plus Three years and not to exceed 25 year			
5.	PH	UR	OBC	SC/ST	
		18 to 35 Yrs	18 to 35 Yrs	18 to 35 Yrs	
6.	Sports Persons	UR	OBC	SC/ST	Persons who have represented state in National/international competition, university tournaments conducted by inter-University Sports Board, state school team in National Sports/Games conducted by AISGG; Persons awarded National Awards in Physical Efficiency under National Physical Efficiency Drive.
		18 to 30 Yrs	18 to 33 yrs	18 to 35 yrs	

5. Age limit and its relaxation for the post of Material Assistant :

S.No	Category	Age limit	Remark
1.	UR	18 to 27 Yrs	
2.	SC/ST	18 to 32 Yrs	

6. Candidates will fwd applications properly sealed, in an envelope to the address mentioned against the post applied for, through ordinary post. Registered/ application in person will not be accepted. Candidates are requested to superscribe the words **"APPLICATION FOR THE POST OF ....."** on the top of envelope while sending the application form.

7. Last date for receipt of application is 21 days from the date of publication of the advertisement in the Employment News. Applications to be fwd to the following address : **"RECRUITMENT CELL" C/O COMMANDANT, CENTRAL ORDNANCE DEPOT, POST BOX NO-20 JABALPUR (MP) PIN - 482001.**

8. The Crucial date for determining the age limit shall be the closing date for receipt of pplication.

9. The SC/ST/OBC candidates who apply against Gen (UR) vacancies are not eligible for the age and other concessions meant for SC/ST/OBC.

10. OBC candidates seeking reservation of OBC are required to submit a certificate regarding OBC & Non Creamy Layer Status issued by civil authorities.

11. Certificate of experience in the trade where experience is desirable be produced alongwith the application.

12. Photocopy of the following Documents/Certificate to be attached alongwith application duly self attested :-

(a) Three Passport size photographs duly self attested, one on right corner of application and on Acknowledgement Card.

(b) Self Attested copies of following certificates will also be submitted with application :-

(i) Education qualification certificate.

(ii) Date of Birth Certificate.

(iii) Caste certificate where applicable.

(iv) Discharge Certificate for Ex-Serviceman where applicable.

(c) Self addressed envelope affixing postal stamps of Rs.25/-

**Note-I :** Central Government civilian employees must furnish "No Objection Certificate " form their employer/ Office at the time of the skill test else their candidature will be cancelled.

13. Incomplete/ ineligible applications will be deemed invalid and rejected without intimation to the candidate. Only the eligible candidates will be called for the written examination.

14. No screening of application is required in case of physical test wherever required. The candidates who failed to qualify in the physical test (wherever applicable) shall not be permitted to undergo written test. Skill/Trade test wherever applicable will be conducted and will be qualifying in nature. Passing of typing test with the requisite speed is a pre-requisite for the post of LDC. However in case of physical Handicapped (PH) candidate the individual will be permitted to join the appointment without passing the typing test which he/she can pass within a period of two years/probation period.

15. To reduce the number of candidates for written examination for one category of post, screening of applications will be carried out based on percentage of marks obtained in the examination mandated as essential QR. No screening of application is required in case of physical test wherever required. The candidates who fail to qualify in the physical test(where applicable) shall not be permitted to undergo written test. Skill test wherever applicable, will be conducted after written test and will be qualifying in nature which will also be counted for final merit. Shortlisting of candidates for interview shall be carried out based on the performance in written exam and physical test/skill test(wherever applicable).

16. It is made clear that merely fulfilling the basic essential qualification requirement does not automatically entitle a person to be called for test/interviews. The selection will be made strictly on the merit basis. The decision of appointing authority regarding selection/rejection will be final. It is also made clear that the numbers of posts/vacancies are tentative and recruitment process can be cancelled/suspended/terminated by the Commandant at any stage, due to administrative reasons.

17. Number of candidates for conduct of various tests may be restricted to minimum 50 times of the number of vacancies for each category based on a cut off applied on the minimum educational qualification for the post.

18. **Written Test** -The question papers of written test (Objective type) will be bilingual i.e. in English & Hindi. Details for written test are mentioned below :

(i) For post having grade pay 1900/- and above is as below.

Subject	Total Marks	Duration	Remarks
General Intelligence and reasoning	150	2 Hours (20 Minute extra for visually handicapped candidates)	The standard of questions will be of matriculation/intermediate/ Graduation as per the post as applicable.
Numerical aptitude			
General English			
General Awareness			

(ii) For the post having grade pay 1800/- is as below:

Subject	Total Marks	Duration	Remarks
General Intelligence and reasoning	150	2 Hours (20 Minute extra for visually handicapped candidates)	The standard of questions will be of matriculation
Numerical aptitude			
General English			
General Awareness			

19. Ratio of marks for written, practical and physical test is mentioned below :

Sno	Name of post	Stage-I	Stage-II	Ratio of Written Marks
(a)	LDC	Typing proficiency test (qualifying test)	Written	100%
(b)	Fireman	Physical Test (qualifying)	Written	100%
(d)	Cook	Trade Test (qualifying)	Written	100%
(e)	TMM(Mazdoor)	Physical Test (qualifying)	Written	100%
(f)	Tailor	Trade Test (qualifying)	Written	100%
(g)	MTS(Messenger)	NIL	Written	100%
(h)	Vendor	Trade Test (qualifying)	Written	100%
(j)	Upholster	Trade Test (qualifying)	Written	100%
(k)	Turner	Trade Test (qualifying)	Written	100%
(l)	Material Assistant	Nil	Written	100%

20. Any dispute with regard to the recruitment will be subject to the courts having jurisdiction in JABALPUR only.

21. Selected candidate will be given appointment letter by concerned authorities subject to verification of character and antecedents from concerned District Magistrates and medical fitness from medical authorities.

22. The question papers of written test (Objective type) will be in bilingual i.e. English & Hindi as under :-

Subject	No of questions	Maximum marks	Duration	Remarks
General Intelligence and reasoning	25	25	2 Hours (20 Minutes extra for visually handicapped candidates)	The standard of questions will be of matriculation/ Intermediate/graduation as applicable.
Numerical aptitude	25	25		
General English	50	50		
General Awareness	50	50		

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23. **Special Instructions for Rejection of Applications :-**

- (a) Applications which are not in format as per annexure will be rejected.
- (b) Unsigned/incomplete applications will be rejected.
- (c) In the event of their failure to produce original/essential documents after physical tests, the candidature is liable to be rejected. Documents relating to essential education/higher education/technical qualifications/experience certificate will be checked after physical tests. The original caste certificate/character certificate/sports certificate/discharge certificate/disability certificate for handicapped as applicable will be checked after the physical tests.
- (d) If a candidate produces false certificates/ fabricated documents inaccurate or tempered information then he will be disqualified/ dismissed from service, if appointed inadvertently.
- (e) Application should be made in either Hindi or English only.
- (f) Separate application for each post should be applied for.
- (g) Candidates may apply for only one category or reservation. In case candidate submits more than one application for the same post, the candidature is liable to be rejected.
- (h) Overwriting/erasure/incorrect/incomplete information in application form will result in rejection of the application. Making statement which are incorrect or false suppressing material information will result in rejection of application.
- (j) All supported documents alongwith the application are to be attested by a Gazetted Officer.
- (k) Right to accept/reject application rests with Commandant, Central Ordnance Depot Jabalpur and it is further made clear that mere acceptance of application does not guarantee any appointment or any claim on the post.
- (l) This depot will not be responsible for any postal delay.
- (m) Canvassing in any form shall disqualify the candidates. No enquiry or correspondence will be entertained.
- (n) Obtaining support for his candidature through unfair means shall disqualify the Candidature.
- (o) Candidate found resorting to any irregular or improper means in connection with his Candidature for the selection and any other reason as observed by the Board of Officers then application will be rejected.

24. **WARNING :** All candidates are warned to be careful from the self-styled agents and also requested to inform the Commandant COD Jabalpur against any malpractice seen/observed by them.

25. All appointment are initially on temporary basis but likely to be made permanent

26. No TA/DA is admissible. Duration of each test can be 02 to 05 days or more. Candidates will make own arrangement for lodging/boarding during the test/interview.

Adm Officer  
For Commandant

To

Central Ordnance Depot  
Pin - 20, Jabalpur(MP)-482 001  
C/o 56 APO

Affix passport  
size colour  
photograph  
duly self  
attested

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**APPLICATION FORM**  
**(ALL COLUMNS MUST BE FILLED)**

1. Post applied for \_\_\_\_\_

2. Name of candidate \_\_\_\_\_  
(In Block letters)

3. Father's name : \_\_\_\_\_

4. Date of Birth:

DD		MM		YY			

5. Correspondence Address :

House No/Street/Village \_\_\_\_\_  
Post office \_\_\_\_\_  
District \_\_\_\_\_ State \_\_\_\_\_  
Pin Code \_\_\_\_\_

6. Permanent Address :

House No/Street/Village \_\_\_\_\_  
Post office \_\_\_\_\_  
District \_\_\_\_\_ State \_\_\_\_\_  
Pin Code \_\_\_\_\_

7. Educational qualification :-

S.No	Qualification	Name of School/College	Name of Board/University	Percentage obtained

8. Category for which applied :

(a) 

UR	SC	ST	OBC

 (Please tick to choose)

(b) Whether belong to : 

PH	ESM	OTHER

 (Please tick to choose)

09. If applied for the post as Ex-serviceman:

Date of enrollment (in Army/Navy/Airforce) \_\_\_\_\_ Date of retirement \_\_\_\_\_  
Total service \_\_\_\_\_ Yrs \_\_\_\_\_ Month \_\_\_\_\_ days (attach copy of discharge certificate)

10. If applied for the post of PH category : (Please enclose Photocopy of relevant certificates)

Type of disability(OH,HH,VH)	Percentage of disability

11. Whether registered with any employment exchange ? yes/no \_\_\_\_\_  
(if yes, mention registration No. and name of Employment exchange)

14. **Declaration :-**

- (a) I hereby certify that there are no criminal proceedings contemplated/ pending against me.
- (b) I hereby certify that all the particulars mentioned in the above application form are correct and true to the best of my knowledge and belief.
- (c) I hereby certify that I have also applied for \_\_\_\_\_ (post) against this advertisement.
- (d) I hereby certify that If particulars mentioned by me are found false/untrue at any stage, my candidature may be terminated without any notice.
- (e) I hereby certify that I have applied for the post LDC/FIREMAN/TMM(Mazdoor)/COOK/MTS(Messenger) /TAILOR/Uphloster/Turner/Female Searcher/Vendor/Material Assistant (strike out not relevant category) and want to be considered for the GENERAL/SC/ST/OBC/ESM/PHC(strike out not relevant category) vacancy only. If two applications of one post with different reservations categories have been sent by me, then my both applications may be terminated without any notice.

Dated:

(Signature of Candidate)

Place :

**ONLY FOR OBC CATEGORY CANDIDATES**

I ..... Son/Daughter of Shri ..... Resident of village/ town /city.....District.....State.....Hereby declare that I belong to the .....(indicate your sub cast) 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 and Training Officer Memorandum No 36012/22/93/Est(SCT) dated 08 Sep 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 Sep 1993 and its subsequent through OM No-36033/4/97-Estt dated 25 Jul 2003 recd vide IHQ of MOD(Army) letter No A/23801/32/Policy/OS-8C(i) dated 05 Feb 2004.

Dated : 2016

Signature of candidate

Name of candidate



**FOR OFFICE RECORD ONLY**

1. Application received on \_\_\_\_\_
2. Application accepted/rejected \_\_\_\_\_
3. Reason for rejection : Underage/Overage/Documents incomplete/Photo or documents not attested/ Any other reasons to be specified :-  
\_\_\_\_\_  
\_\_\_\_\_
4. Index No \_\_\_\_\_
5. Date of test/interview \_\_\_\_\_
6. Venue of test \_\_\_\_\_

**ACKNOWLEDGEMENT CARD**

1. Name (In Block letters) \_\_\_\_\_
2. Fathers name \_\_\_\_\_
3. DOB \_\_\_\_\_
4. Category  
(Gen/SC/ST/OBC) \_\_\_\_\_  
(Attach certificate duly attested by Gazetted Officer)
5. Correspondence Address :-  
House No/Street/Village \_\_\_\_\_  
District \_\_\_\_\_ State \_\_\_\_\_  
Pin Code \_\_\_\_\_
6. Application accepted/rejected and date of test/interview if accepted  
\_\_\_\_\_
7. Reason for rejection \_\_\_\_\_
8. Date of reporting for test \_\_\_\_\_
9. Venue of test \_\_\_\_\_

Affix recent  
Passport size  
photograph duly  
self attested

(Signature of Controlling Officer)

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