

INFORMATION TO THE CANDIDATES

(Recruitment in Semi-Skilled Grade in Group- "C" for Ordnance Factory Medak)

1. The Trade Apprentices of OFMK, Yeddumailaram and Sister Ordnance Factories would also be required to apply online.
2. Posts reserved for Persons With Disability & Ex-Serviceman will be adjusted for Horizontal Reservation i.e. the selected candidates will be adjusted against the categories of SC/ST/OBC/GEN to which they belong.
3. a) Age Limit : The age of the candidate shall be from 18 to 32 years.
 - b) **Age Relaxation (Upper age) :**
 - i. For OBC candidates 03 years(On production of Non Creamy Layer Certificate)
 - ii. For SC/ST candidate 05 years
 - iii. For Ex-TA's of Indian Ordnance Factories – Up to the period of apprenticeship undergone.
 - iv. Departmental candidates with three years continuous service in central government in same line or allied cadres - Up to the age of 40 years for UR, 43 years for OBC and 45 years for SC/ST.
 - v. PWD Candidates : Up to 10 years.
 - a. OBC PWD Candidates : 13 years (03 +10 years)
 - b. SC/ST PWD Candidates : 15 years (05 +10 years)
 - vi. EX-Serviceman: 3 years in addition to the period of service rendered in the defence services.
 - vii. Sports person : The categories of sports person may be allowed relaxation in upper age limit upto a maximum of 5 years(i.e 37 years, 37 years and 42 years for UR, OBC & SC/ST respectively)

Note:-

- Reserved category candidates applying against posts not reserved for SC/ST/OBC will not be eligible for age relaxation in respective category and will be considered against UR posts. However the candidates may indicate their actual community in the online application.
- Ex-Servicemen may apply against any posts. The age relaxation and fee exemption will be granted for Ex-Serviceman and they will be considered for selection subject to the post being identified.
- **The crucial date for determining the age will be the last date of receipt of online applications. i.e.10-03-2017.**

4. **The Essential Educational / Technical Qualification are as follows:**

- a) Matriculation or its equivalent.
- b) National Apprentice Certificate(NAC) / National Trade Certificate(NTC) issued by National Council for Vocational Training(NCVT)

(Note: The Degree and Diploma in Engineering without possessing of NAC/NTC will not be accepted as qualification for Direct Recruitment).
- c) **Equivalent / Identical Trades:**
 - i) **For the post of Electrician:** NAC/NTC issued by NCVT in the trade of Electrician.
 - ii) **For the post of Electroplater:** NAC/NTC issued by NCVT in the trade of Electroplater.
 - iii) **For the post of Fitter(Electric):** NAC/NTC issued by NCVT in the trades of Mechanics Auto Electrical & Electronics.

- iv) **For the post of Fitter(Electronics):** NAC/NTC issued by NCVT in the trade of Electronics Mechanic.
- v) **For the post of Fitter(General):** NAC/NTC issued by NCVT in the trade of Fitter.
- vi) **For the post of Examiner-Fitter(General):** NAC/NTC issued by NCVT in the trade of Fitter.
- vii) **For the post of Fitter(Refrigerator):** NAC/NTC issued by NCVT in the trade of Mechanic(Refrigeration & Air Conditioning).
- viii) **For the post of Grinder:** NAC/NTC issued by NCVT in the trade of Machinist(Grinder).
- (ix) **For the post of Machinist:** NAC/NTC issued by NCVT in the trade of Machinist.
- (x) **For the post of Examiner-Machinist:** NAC/NTC issued by NCVT in the trade of Machinist.
- (xi) **For the post of Millwright:** NAC/NTC issued by NCVT in the trade of Mechanic Machine Tool Maintenance/ Millwright Maintenance Mechanic.
- (xii) **For the post of Moulder:** NAC/NTC issued by NCVT in the trade of Foundryman / Moulder.
- (xiii) **For the post of Painter:** NAC/NTC issued by NCVT in any trade of Painter.
- (xiv) **For the post of Turner:** NAC/NTC issued by NCVT in the trade of Turner.
- (xv) **For the post of Examiner-Turner:** NAC/NTC issued by NCVT in the trade of Turner.
- (xvi) **For the post of Welder:** NAC/NTC issued by NCVT in any trade of Welder.
- (xvii) **For the post of Examiner-Welder:** NAC/NTC issued by NCVT in the trade of Welder.
- (xviii) **For Ex-Servicemen,** Technicians with upgrading qualification of Class-III are considered equivalent to NTC (National Trade Certificate) and Technicians with upgrading qualification Class-II and Class-I are equivalent to NAC (National Apprenticeship Certificate).

5. **Application Fees :**

- (a) Candidates are required to pay a fee of Rs.50/- (Rupees Fifty only) as Application Fee for General and OBC candidates. Candidates will be directed to **SBI Collect** to remit fees. After entering the relevant details, the candidates may remit the money using credit card, debit card or net banking or SBI Buddy or pay through cash in any branch of State Bank of India after downloading the Challan.
- (b) SC/ST/Ex-Serviceman/Person with Disabilities/Women / Ex-Trade Apprentices of Ordnance Factories and Local Employment sponsored candidates(Dist: Medak / Sangareddy) are exempted from the payment of Fee. Candidates seeking exemption from fees must upload Caste Certificate/Disability Certificate/Discharge Certificate (in Digital Form) along with the application form in "Online Application" portal.
- (c) Fees once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection.

6. **Scheme and Syllabus of Examination:**

- (a) Question Paper will be set as per the NCVT Syllabus for NAC/NTC in the relevant trade.
- (b) The Question paper(CBT) will have 100 objective type multiple choice questions with four options of A,B, C and D in three languages i.e., English, Hindi and Telugu for total 100/100 marks.
- (c) The duration of examination will be 2 hours. However, the PWD applicants who make use of scribe will be given compensatory time of twenty minutes per hour.
- (d) The distribution of questions will be as follows:-

Part-A(Objective Type)

- 1. General Science - 10 Marks (10 Questions)
- 2. Quantitative Aptitude - 10 Marks(10 Questions)

Part-B(Objective Type)

- 1. Knowledge of Technical Trade - 80 Marks(80 Questions)
(NCVT Syllabus of relevant trade)

- (e) The Question Paper(CBT) will be in English/Hindi/Telugu languages. In case of discrepancy between different versions, candidates may refer to English version.
- (f) There shall be no interview for filling up these vacancies. However, the candidates have to qualify in the Trade Test / Skill Test(Practical).

7. **Mode of Selection:**

- a. The selection will be made strictly on the basis of merit.
- b. Selection process shall comprise Written Test(CBT) of 100 Marks and Trade Test /Skill Test(Practical). There shall be no interview.
- c. The Written Test(CBT) shall be of Objective Multiple Choice Type. No negative marks.
- d. As per Ministry of Defence vide ID.NO.50(41)/2016-D(Estt./NG) dated 09-05-2016, Five(5) extra marks will be granted to Ex-Trade Apprentices of Ordnance Factories in the final merit list of the written examination to be conducted for a total of 100 marks in all future recruitments for the post of Tradesman/Semi Skilled
- e. On the basis of marks obtained in Written Test (CBT), candidates to the extent of 1.25 times the number of vacancies shall be called for the trade test/Skill Test(Practical).
- f. The Trade Test/Skill Test(Practical) shall be only qualifying in nature, without any marks. Candidates not qualified in the Trade Test shall not be considered for final selection irrespective of marks in the Written Examination.
- g. The final selection shall be based on marks in the Written Test(CBT) only, with Trade Test/Skill Test(Practical)being qualifying nature. The final select list will be prepared and displayed in the order of merit.
- h. **In the selection process, other things being equal i.e. marks being equal, trained Ex-trade apprentices of OFMK, Eddumailaram and other Sister Ordnance Factories shall be given preference.**

8. **Information to the Candidates about Online Application:**

a. **How to Apply:**

Candidates including Ex-Trade Apprentices of Indian Ordnance Factories and Employment sponsored candidates also must apply only through online website – www.ofmedak.gov.in. Applications received through any other mode would not be accepted and summarily rejected.

- b. The applicants are advised to submit only single online Application. The candidates are advised to submit the online application along with all required documents as stated in para 9 sub para “O” and Fee receipt (in case of any) well in advance without waiting for closing date.
- c. The candidates have to submit a single online application for the following combination of posts. While filling the online application, candidates must give their choice of trade in the order of preference among the options. Candidates will be empanelled based on merit-cum-choice subject to suitability. Post allotted to a candidate at first opportunity of empanelment shall not be reviewed/revised/re-allotted under any circumstances.

1.	Fitter(General)/Examiner-Fitter(Gen)	Single application
2.	Machinist / Examiner- Machinist	Single application
3.	Turner/ Examiner-Turner	Single application
4.	Welder/Examiner – Welder	Single application

- d. After submitting the Online Application, candidate must upload JPEG image of Photo, Signature and scanned documents (as applicable) soft copy and download the Online Application.
- e. Also send the hard copy of the application along with the duly self attested photo copies of the documents to the “POST BOX NUMBER -103, HYDERABAD – 500 001”.
- f. Candidates are advised to retain with them a copy of the application form for their future reference. Any correspondence will be based on the Registration Number generated at the time of submitting the application.
- g. **Original Documents / Certificates:** The documents/certificates in **ORIGINAL** should be produced only at the time of **TRADE TEST/SKILL TEST** by the selected candidates.
- h. **Method of Payment of Application Fees :**
- i) Candidates are required to pay a fee of Rs.50/- (Rupees Fifty only) as Application Fees. Candidates will be directed to SBI Collect from OFMK website to remit fee.
 - ii) SC/ST / Ex-Serviceman / Person with Disabilities / Women candidates/ Employment Exchange sponsored candidates/ Ex-Trade Apprentices of Ordnance Factories are exempted from payment of fees. Candidates seeking exemption from fees must upload scanned Caste Certificate / Disability Certificate / Discharge Certificate along with the application form while applying through online application.
 - iii) Fees once paid will not be refunded under any circumstances or carry forwarded for any other examination or selection.
 - iv) Instructions for making payment through “State Bank Collect”:
 - Go to: www.onlinesbi.com
 - Click on “**State Bank Collect**” on the top of the website.
 - Read for terms and conditions and then click on Proceed.
 - In State of Corporate/Institution, select “**Telangana**”
 - In Type of Corporate/Institution, select “**Govt. Department**” and then click on Go
 - In Govt Department Name, select “**ORDNANCE FACTORY MEDAK**” and then click.

- Select the Payment Category select "Examination Fee" and then click.
- To fill all the fields on the screen then select for payment gateway and submit:
 - Internet Banking
 - Debit / Credit Card
 - Other payment mode(for Cash payment) click SBI bank and then printout Challan for making payment in any branch of SBI.
- After entering all the required details, you may proceed to payment through online or download the challan and remit the payment in any of the SBI Branches.
- After remitting the fees, candidates may enter the **Journal number / "State Bank Collect" Reference ID** in "Online Application" portal for downloading the application form.
- The downloading of application can be done only after payment of application fee at "State Bank Collect".

9. INSTRUCTIONS TO THE CANDIDATE FOR FILLING "ONLINE APPLICATION":

- a. The Candidates MUST carefully read the following instructions before filling the Online Application.
- b. The submission of online Applications consists of the following steps in the given sequence only:
 - i. **Step-1:** Sign Up and login using Registration ID & Password after entering Mobile Number & Email Address.
 - ii. **Step-2:** Login for Fill up of Application with Registration ID & Password.
 - iii. **Step-3:** Making data entries in the Online Applications Format on the OFMK Website.
 - iv. **Step-4:** Uploading of applicant colour photograph, Signature and relevant documents(as per the size specified)
 - v. **Step-5:** Making payment of Application Fee (where applicable).
 - vi. **Step -6:** Printing of Application.
- c. Candidate should enter the name by using Capital Letters as per his / her 10th Standard Certificate.
- d. Either or both Father's/Mother's name of the candidate will be entered in capital letters as per his / her 10th Standard Certificate.
- e. Candidate should enter Date of Birth strictly as per his / her 10th Standard Certificate.
- f. Candidate should clearly indicate the Caste Status as per his / her Caste Certificate.
- g. Candidate should clearly indicate the PWD category as per his / her PWD certificate.
- h. Candidate should clearly indicate the Ex-Serviceman status as per the Discharge certificate.
- i. List of authorities competent to award certificate to eligibility for recruitment of Sportsperson. The certificate must uploaded below mentioned categories only:

S.No	Competition	Authority awarding Certificate	Form in which certificate Is to be awarded.
1	International Competition	Secretary of the National Federation of the Game concerned.	1
2	National Competition	Secretary of the National Federation or Secretary of the State Association of the Game concerned.	2
3	Inter-University Tournaments	Dean of Sports or other officer in overall charge of sports of the University concerned	3
4	National/Sports/Games for Schools	Director or Additional/Joint or Deputy Director in overall charges of sports/Games for schools in the Directorate of public instructions/education of the State.	4
5	Physically Efficiency Drive	Secretary or other officers in overall charge of physical efficiency in the Ministry of Education & Social Welfare Government of India	5

- J. (i) Candidate who is applying to the post advertised and working in Central Govt / State Govt. / PSU Services will get age relaxation only if the candidates are in Govt. Service for 3 years continuously or above.
- (ii) They need to submit the NOC from respective departments while appearing for the TRADE TEST after qualifying in the CBT examination irrespective of number of years of service in their department.
- k. Candidates should clearly mention the Communication Address along with PIN CODE, Mobile Number, E-Mail ID and nearest Railway Station of his/her residence for further correspondence.
- l. Candidate must upload his Photo, & Signature as per the following specifications:
- a. **Photograph Image :-**
 - i. Photograph must be a recent passport size colour picture.
 - ii. The picture should be in colour, taken against a light coloured, preferably white background.
 - iii. Look straight at the camera with a relaxed face.
 - iv. If you have to use flash, ensure there's no "red-eye".
 - v. Caps, hats and dark glasses are not acceptable, religious headwear is allowed but it must not cover your face.
 - vi. JPEG image of 200 x 230 pixels resolution (preferred). Size of the file should be between 20kb – 50kb.
 - vii. Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50kb, then adjust the settings of the scanner such as the DPI resolution, no of colours etc during the process of scanning.
 - b. **Signature Imaging :-**
 - i. The applicant has to sign in a rectangular box of size 2cm X 7cms (Height X Width) on white paper with Black Ink Pen and then scan the image in JPEG format.
 - ii. The signature must be signed only by the applicant and not by any other person.
 - iii. If the applicant's signature on the answer script at the time of the examination does not match the signature on the Attendance Sheet/ Hall Ticket, the applicant will be disqualified.
 - iv. JPEG image of 140 x 60 pixels resolutions (preferred)
 - v. Size of the file should be between 10kb – 50kb.
 - vi. Ensure that the size of the scanned image is not more than 50kb.
- m. The signature of the candidates should be in running hand and not in block or capital or disjointed letters. If the signatures are not matching at the time of written examination, document verification and trade test, the candidature of the candidate will be cancelled.
- n. Candidates not having Exam Fee exemption must pay the Fee as specified in the Advertisement.
- o. After successfully completion of application, candidate should take printout(hard copy) of the application and the following self attested documents as applicable to the candidate may be sent to the "POST BOX NUMBER -103, HYDERABAD – 500 001.
- 10th class School Certificate (for All candidates)
 - NAC/NTC Certificate (for all candidates except Ex-Serviceman)
 - Community Certificate(in case of OBC* /SC/ST)
 - (*OBC certificate of non-creamy layer shall be of latest and not more than one year)
 - PWD Certificate (in case of PWD candidates)
 - Discharge Certificate and Class I,II & III certificate as applicable (in case of Ex-Serviceman)
 - Fee Receipt (in case the application fee is paid through Challan)
 - Sports Certificate (in case of sports person)
- p. A Candidate MUST submit the Application Form in **English language only.**

- q. No cognizance shall be taken of an application submitted by any other means/mode under any circumstances for whatsoever reasons.
- r. The Candidate MUST ensure that they possess all the Original Documents required for a Post given in the Advertisement before applying for a post.
- s. No change /alteration/amendment/modification in an Online Application once submitted shall be allowed under any circumstances on any grounds.
- t. A Candidate MUST possess valid e-mail ID which should be valid for the entire duration of this Recruitment process.
- u. **The Candidates are once again advised in their own interest not to wait till the last date for payment of the Application Fees and /or for submission of their Online Applications.**
- v. **Candidates belonging to PWD (Low Vision) are not eligible for the post of Examiner (Fitter (Gen), Examiner (Machinist), Examiner (Turner) and Examiner (Welder) as per the existing Govt. rules.**
- w. **If at any stage it is found that the candidate has submitted/produced false information/wrong certificates his/her candidature will be cancelled.**

10. General Instructions:

- a. The crucial date for determining the Age Limit shall be the Closing Date of online applications i.e.10-03-2017.
- b. The above posts carry in the Pay Scale of Level-1 in the Entry Pay of Rs.18000/-(pre-revised Pay Band & Grade Pay in PB-1 Rs.5200-20200 & GP Rs.1800/-) plus usual allowance as admissible to Central Govt. Employees from time to time.
- c. Mere submission of Application form does not guarantee to issue of Admit Card.
- d. Canvassing in any form will disqualify the candidature.
- e. New entrants who are appointed on or after 01-01-2004 to the Government Service will be governed by National Pension System termed as "Defined Contributory Pension Scheme".
- f. The candidate is liable to be transferred to any of the Ordnance Factories in India, in case of exigency services.
- g. Only selected candidates would be communicated of their selection in due course after the selection process.
- h. The services of the candidates furnishing any fake/false Certificates are liable to be terminated at any stage after appointment. Apart from this, suitable action will also be initiated as per the Law of the Land. Hence, candidates are advised not to submit dubious certificates.
- i. Eligible/Non eligible candidates can see their status by entering user id (Registration Number) & Password to log on Website www.ofmedak.gov.in.
- j. Candidates appearing for Written Test(CBT) / Trade Test will travel on their own expenses. However, SC/ST/ candidates shall be reimbursed Bus fare / Second Class(Sleeper) Railway fare as admissible under rules, on production of Bus/Train tickets.
- k. The advertisement is subject to orders, if any, by Hon'ble Courts / Ministry of Defence / Ordnance Factory Board etc.,
- l. Candidates may note that, their finger prints shall be captured through biometric devices during the written examination centre for verification/validation of the same during document verification, trade test /skill test and at the time of initial appointment to avoid impersonation.
- m. Candidates found indulging in impersonation or resorting to any other unfair means during any stage of the selection process will be liable for criminal prosecution through Police authorities. In addition, candidates will be debarred for life from appearing in all Ordnance Factory examinations as well as debarred from any appointment in Ordnance Factory Board.
- n. Any legal issues arising out of this Employment notice shall fall within the legal jurisdiction of **Central Administrative Tribunal, Hyderabad.**

- o. Candidates are warned that they should **NOT**
 - i) Furnish any particulars that are false or suppress any material information in filling up the application form.
 - ii) Submit tampered or fabricated document.
 - iii) Obtain support for his/her candidature by any means.
 - iv) Use any unfair means during the test.
- p. The Sr. General Manager, Ordnance Factory Medak, reserves the right to increase/decrease the number of vacancies or cancel the recruitment process, in total.

11. PAYMENT OF TRAVELLING ALLOWANCE:

- a. Candidates appearing for written test/trade test will travel on their own expenses. However Candidates belonging to SC/ST appearing for written examination shall be eligible for travelling allowance of Second Class railway/bus fare, chargeable by the shortest route from railway station/bus stand nearest to their normal place of residence or from which they actually performed the 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.
- b. The Travelling Allowance will be paid to the candidate within 15 working days from the completion of CBT/Online Examination. This concession is **not admissible** to those SC/ST candidates employed in the Central Government or State Government or in a Public Sector Undertaking under the Central/State Government including Ordnance Factory organisation. Application for claiming Travelling Allowance can be downloaded from the website along with the Admit Card. The Travelling Allowance format should be filled in duplicate and should be submitted at the examination centres enclosing one way railway/bus ticket.

12. INSTRUCTIONS FOR EX-SERVICEMEN CANDIDATES.

- a. 10% of vacancies reserved for Ex-serviceman in total number of vacancies notified. They are eligible for age relaxation. Ex-Servicemen should submit copy of their discharge certificate duly self attested, otherwise, their candidature will not be considered.
- b. Personnel who are working in Armed Forces at present may also apply against Ex-Servicemen quota provided they complete the prescribed period of Army services within a year from the last date for receiving online applications.
- c. Ex-Servicemen candidates who have already secured employment under the Central Government in Group C or D will be permitted the benefit of age relaxation, however, such candidates will not be eligible for the benefit of reservation for Ex-servicemen.
- d. Posts reserved for Ex-Serviceman will be adjusted by Horizontal Reservation i.e. the selected candidates will be adjusted against the categories of SC/ST/OBC/UR to which they belong.

13. Degree of Disability for Reservation:

- a. Only such persons would be eligible for reservation in services / posts who suffer from not less than 40 percent of relevant disability. A person who wants to avail of benefit of reservation would have to submit a Disability Certificate issued by Competent Authority.
- b. The categories of disability suitable for the posts are identified as OL, BL, HH & LV. Advertisement may please be referred for the details of the posts suitable to above mentioned disability.

- c. **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.
- d. **Assistance for Scribe:**
- i) Candidates can either bring their own scribe / reader at the examination centre or use the scribe provided by OFMK.
 - ii) In the case of bringing their own scribe, the “Declaration Form” has to be downloaded from the website, duly filled and signed by both candidate & scribe and the completed declaration will be produced to the invigilator on the CBT examination day.
 - iii) In the case of availing the services of scribe from OFMK, the candidate can meet the scribe a day before the examination from 1500 hrs. to 1600 hrs. at the CBT examination Venue.

14. Eligibility for Sportsperson:

- i) Sportsmen who have represented a State or the country in the National or International competition in any of the games/sports mentioned below.
- ii) Sportsmen who have represented their University in the Inter-University Tournaments conducted by the Inter-University Sports Boards in any of the sports/games mentioned below.
- iii) Sportsmen who have represented the State School Teams in the National Sports/games for schools conducted by the All India school Games Federation in any of the games/sports mentioned in these instructions.
- iv) Sportsmen who have been awarded National Awards in physical Efficiency under the National physical Efficiency Drive.

15. List of sports which qualify for appointment of meritorious sportspersons

S.No.	Name of Sport	S.No.	Name of Sport
1.	Archery	2.	Athletics(including Track and Field events)
3.	Atya-Patya	4.	Badminton
5.	Ball- Badminton	6.	Basket Ball
7.	Billiards & Snooker	8.	Boxing
9.	Bridge	10.	Carrom
11.	Chess	12.	Cricket
13.	Cycling	14.	Equestrian Sports
15.	Foot Ball	16.	Golf
17.	Gymnastics (including body building)	18.	Hand Ball
19.	Hockey	20.	Ice-skiing
21.	Ice-Hockey	22.	Ice-Skating
23.	Judo	24.	Kabaddi
25.	Karate- DO	26.	Kayaking & Canoeing
27.	Kho-Kho	28.	Polo
29.	Power Lifting	30.	Rifle Shooting
31.	Roller Skating	32.	Rowing
33.	Soft Ball	34.	Squash
35.	Swimming	36.	Table Tennis
37.	Taekwondo	38.	Tennikoit
39.	Tennis	40.	Volley Ball
41.	Weight Lifting	42.	Wrestling
43.	Yatching		

16. Rejection of Application for the following reasons:

- i) Not uploading/enclosing of appropriate documents viz., 10th class, NAC/NTC, Community (in case of SC, ST) & OBC-Non Creamy Layer issued not more than one year, PWD Certificate, Discharge Certificate in case of Ex-Serviceman. (Submission of copy of certificates after the dead line i.e 20-03-2017 will not be accepted.)
- ii) Wrong entry of Date of Birth.
- iii) Under Age / Over Age of the candidate(the age prescribed in the advertisement)

17. THE FOLLOWING DOCUMENTS(IN ORIGINAL) SHALL BE PRODUCED BY THE CANDIDATE AT THE TIME OF TRADE TEST/SKILL TEST FOR VERIFICATION:

- a. Matriculation / 10th class or equivalent certificate indicating the Date of Birth.
- b. NAC/NTC issued by NCVT in the relevant trade.
- c. No Objection Certificate from their establishment in case of Govt.Servants Central/State/PSU.
- d. Community Certificate of the candidate seeking reservation as SC/ST/OBC in the PRESCRIBED PROFORMA from the competent authority indicating clearly the candidate's caste, the **Act/Order under which the caste is recognized as SC/ST/OBC and the village/town the candidate is ordinarily a resident of**. OBC candidates seeking reservation should submit certificate issued by the Competent Authority in specified format certifying that they does not belongs to Creamy Layer.
- e. Physically Handicapped Certificate in prescribed proforma issued by the Competent Authority for Physically handicapped persons eligible for appointment to the posts on the basis of prescribed standards of Medical Fitness. The Competent Authority to issue Physically Handicapped Certificate shall be Medical Board duly constituted by the Central or State Government i.e. Vocational Rehabilitation Centres.
- f. Discharge Certificate issued by the Competent Authorities for candidates claiming Ex-Serviceman category.
- g. A candidate claiming to belong to the category of Central Government servant and thus seeking age relaxation would require to produce a Certificate issued after the date of advertisement from his/her employer that he/she is a regularly appointed Central Government Servant and not on Casual/Adhoc/Daily wages/Hourly paid/Contract basis employee. The age relaxation will be admissible to such Government servant who had worked atleast 3years or above and working in posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of the posts which has been advertised. Decision in this regard will rest with OFMK.

18. The Sr. General Manager, Ordnance Factory Medak, reserves all rights to increase/decrease the number of vacancies or to cancel the recruitment process, in total.

19. IMPORTANT DATES:

- i) Date of advertisement in Employment News: 11-02-2017
- ii) Date of opening of online application: 17-02-2017.
- iii) Date of closing of online application: 21 days from the date of opening of online application i.e.10-03-2017.
- iv) Last date for receipt of printout of online application form within 10 days from the date of closing of online application i.e 20-03-2017.
- v) The likely date of CBT will be either in the 3rd or 4th week of April, 2017. The exact date of CBT will be posted in the website in due course.

20. CAUTION TO ALL CANDIDATES:

Some unscrupulous elements may approach you with the assurance of procuring appointment for you in the factory through illegal gratification. You must 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 written test and the selection exercise will be done on the basis of merit only and in transparent manner.

(KUMAR RAM KRISHNA)
WORKS MANAGER / ADMIN
FOR Sr. GENERAL MANAGER