

GOVERNMENT OF INDIA (MINISTRY OF DEFENCE)  
DEPARTMENT OF DEFENCE PRODUCTION  
ORDNANCE CLOTHING FACTORY, AVADI  
CHENNAI - 600 054 TAMIL NADU)

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Online applications are invited from the Citizens of India only, for the post of Labourer/Semi-Skilled (Group 'C') from the candidates who are fulfilling the requisite qualification / specification as mentioned below. The intending candidates may visit the factory's website at the address [www.ocfavadi.in](http://www.ocfavadi.in) and carefully read all the provisions / conditions / instructions etc. given in the advertisement before proceeding to apply.

**1. IMPORTANT DATES AND RELATED INFORMATION IN BRIEF**

- a) Filling up of online applications will start immediately after publication of advertisement in Employment News.
- b) Last date of application on online system - 28 days from the date of opening online system for filling of online application.
- c) Last date of receipt of print out of filled-in / hard copy of application form, alongwith all supporting documents, will be 08 days from the closing date of online application.
- d) Tentative date of printing of Admit Card will start after 45 days from the closing date of online application, however candidates are advised to visit the OCF Avadi website on frequent intervals for finding out the status of application and for printing of admit card etc.

**2. POST DETAILS**

S. No.	Name of the Trade/Grade	UR	OBC	SC	ST	TOTAL	PH	XSM	Physical requirements	Post identified suitable for the type of disability
1	LABOURER/SS	10	06	04	-	20	01	02	S,B,F,SE,PP,L,	OA,BL,OL,PD,D
<b>NOTE</b>	(i)	Abbreviations stand for: <b>UR</b> = Un-Reserved, <b>OBC</b> = Other Backward Classes, <b>SC</b> = Scheduled Caste, <b>ST</b> = Scheduled Tribe, <b>PH</b> = Physically Handicapped, <b>XSM</b> = Ex-Servicemen.								
	(ii)	2 posts are reserved for XSM. The posts reserved for XSM will be adjusted by Horizontal Reservation i.e. the selected XSM candidates will be adjusted against the categories of UR/SC/ST/OBC to which they belong.								

	(iii)	The categories of PH candidates suitable for the post are Orthopedically Handicapped (OH) and Hearing Handicapped (HH). The Physical requirements and categories of disabled suitable for the post are mentioned under General Instructions at 14 (xii).
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### 3. PAY BAND & GRADE PAY

Rs.5200-20200 with Grade Pay of Rs.1800 plus usual allowances as admissible to Central Government Employees from time to time

### 4. AGE LIMIT

18 to 32 years on the last date of filling of online application. The following age relaxation in upper age limit will be given to a candidate if the post for his/her category is available:

(i)	For <b>SC</b>	:	05 Years. (only in respect of the post reserved for SC)
(ii)	For <b>OBC</b> (with Non-Creamy Layer)	:	03 Years. (only in respect of the post reserved for OBC)
(iii)	For <b>PH</b>	:	10 Years. ( <b>SC</b> -15 years, <b>OBC</b> - 13 years)
(iv)	For <b>XSM</b>	:	03 Years + Period of Service
(v)	For <b>Govt. Servant</b>	:	Upto 40 Years of age with 3 years of continuous service. (SC - Upto 45 years of age)

### 5. EDUCATIONAL QUALIFICATION

Passed Matriculation or Equivalent examination.

### 6. APPLICATION FEE

An application fee of Rs.50/- is to be paid in the form of Crossed Indian Postal Order or Demand Draft drawn on any Nationalized Bank in favour of "The General Manager, Ordnance Clothing Factory, Avadi, Chennai - 600054". The Demand Draft/Indian Postal Order should be drawn after the date of publication of the advertisement. The issuing date of Postal Order should be indicated clearly in the application form. Application Fee should be submitted alongwith the application form. The application fee is not refundable. SC/ST/PH/XSM candidates are exempted from payment of application fee on submission of attested copy of their SC/ST/PH/XSM certificate.

## 7. HOW TO APPLY

- (i) The candidates who fulfil the requisite qualification as mentioned above have to apply On-Line through website [www.ocfavadi.in](http://www.ocfavadi.in) only after publication of advertisement in Employment News.
- (ii) After submitting the on-line application and uploading recent passport size photograph, a Unique User ID / Application No. will be generated automatically. This Unique User ID / Application No. can be used for reference. This Unique User ID / Application No. and date of birth (both) of candidate should be used for taking the printout / hard copy of filled application. After that, candidate has to send this application (hard copy of online application) to the General Manager, Ordnance Clothing Factory, Avadi, Chennai - 600054 duly completed in all respect. While sending the application, these instructions must be followed:
  - (a) Candidate has to paste/affix same colour passport size photograph which he has uploaded in online application of the candidate on specified space, putting his / her signature partially on photo and partially on application without hiding his / her face.
  - (b) Apart from this one, (02) more additional recent self-signed photograph same as uploaded in online application is to be enclosed separately with the hard copy of application. (self-signed on front of photographs alongwith the application. The name and Unique User ID / Application No. should be written on the back of the photographs).
  - (c) The print out of the filled application form duly signed alongwith impression of left hand thumb at proper place should be addressed to the General Manager, Ordnance Clothing Factory, Avadi, Chennai - 600054 and sent in an envelope, clearly written with words (in capital letters) i.e. `APPLICATION FOR THE POST OF LABOURER (SEMI-SKILLED) alongwith the attested copies of the documents i.e. requisite certificates in support of age (Date of Birth) and qualification, caste certificate in r/o SC/ST/OBC/PWD/Ex-SM and IPO/DD.
  - (d) Crossed IPO/DD of value of Rs.50/- (Fifty only) should be drawn in favour of the General Manager, Ordnance Clothing Factory, Avadi, Chennai-600054. The examination fee is not refundable. However, candidates belonging to SC/ST/PWD & Ex-SM need not send any IPO/DD.
  - (e) Persons working in Central / State Government / PSU must apply through proper channel only.
  - (f) SC/ST/OBC/PWD certificates should be in the prescribed format issued by the competent authority applicable for reservation in jobs

under Govt. of India.

- (g) The candidates seeking OBC reservation is required to submit a certificate regarding his/her OBC status and Non Creamy layer status issued by a Competent Authority and should be valid on the last date of online application.

## 8. PHOTOGRAPHS

- (a) The candidate should upload his/her recent (not more than three months old) passport size photograph on the online application and paste one photo at prescribed place.
- (b) He/She should also enclose two more copies of the same photograph

## 9. GROUNDS FOR REJECTION OF APPLICATIONS:

The application shall be summarily rejected on following grounds:

- ❖ If, the hard copy of online application form is received after 08 days from the closing date of online application.
- ❖ If, date and signature is not appended in the hard copy of application form at the prescribed places.
- ❖ If the candidate does not put Left Hand Thumb Impression in the hard copy of application form at the prescribed column of the proforma
- ❖ If demand draft/Indian Postal Order is drawn before the publication of this advertisement in Employment News/Rozgar Samachar or is not crossed.
- ❖ If, application received without IPO/DD.
- ❖ If, the age of the candidate exceeds the prescribed age limit on the closing date of online application.
- ❖ If, the essential qualification is not possessed by the candidate.
- ❖ If, copies of all supporting documents duly attested are not enclosed with hard copy of application form.
- ❖ If, in case of OBC candidates seeking relaxation, valid Non-Creamy layer certificate is not attached.
- ❖ If, application is not complete in all respect as per the requirement given in the advertisement.
- ❖ If photograph (self signed) is not pasted in application form and the signature is not partly on the photograph and partly on the application form and the application is not accompanied by two more photographs (self signed on the front of the photograph).
- ❖ If copies of all supporting documents of qualification/age etc. duly attested by Gazetted Officer are not enclosed.

## 10. CLOSING DATE

Last date / closing date of filling of online application will be 28 days from the date of opening on line system for filling of online application.

Last date / closing date of receipt of print out of filled-in/hard copy of application form will be 08 days from the closing date of online application. If the closing date falls on a holiday / Sunday, next working day will be the closing/last date.

## 11. MODE OF SELECTION

(a)	The selection will be made strictly on the basis on merit. The selection process will comprise of Written Test of 100 marks and Trade Test (Practical). All provisionally eligible candidates will be called for a written test which will be in objective type and OMR based. On the basis of merit list prepared based on the marks obtained in Written Test, candidates 1.25 times the number of vacancies shall be called for Trade Test (Practical). Candidates will be required to submit all original certificates to establish their eligibility at the time of Trade Test (Practical). Candidates not having proper certificates will not be allowed to take up Trade Test (Practical) and their candidature will be cancelled. The Trade Test (Practical) shall be only qualifying in nature without any marks. There shall be no interview. The final select list shall be based on marks in the Written Test only, the Trade Test (Practical) being qualifying in nature.
(b)	In case of tie in the selection process, other things being equal i.e., marks being equal, the following will be taken into consideration
(i)	the percentage of marks obtained by the candidate in the Matriculation or equivalent examination will be taken into consideration
(ii)	if two or more candidates secure the same percentage of marks in the Matriculation or equivalent examination, then preference shall be given on the basis of date of birth i.e., the candidate who is senior by age will be given preference.
(iii)	If two or more candidates with same percentage of marks in Matriculation or equivalent examination and their date of birth are also same, the merit position will be decided in the alphabetical order of the candidates.
(c)	The General Manager reserves the right to fix the minimum qualifying marks for selection at any stage of the selection process.
(d)	The General Manager reserves the right to increase/decrease the number of vacancies in the trade/category as per exigency of Defence Production requirement of the factory.

## 12. SCHEME

### WRITTEN TEST

SUBJECT	MAXIMUM MARKS	NUMBER 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>		

## II TRADE TEST

As per trade test specification, a Semi-Skilled workman will be mainly engaged on handling / shifting of material. He / She will also be required to clean machines, floors of shops/ areas around machines and other similar places, if and as necessary". The trade test will 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.

## 13. SYLLABUS FOR WRITTEN TEST

### (a) Numerical Aptitude

- (i) Number Systems
- (ii) Fractions, Decimals and Percentages
- (iii) Ratio and proportion
- (iv) Averages
- (v) Interest, Profit & Loss, Discount
- (vi) Time & Distance, Time & Work

### (b) General Science:

The questions on science will be set keeping in view the standard appropriate to High School, Questions will include subject and activities, which are more relevant to day-to-day existence / activities of human life.

### (c) General Awareness

Current events - National & International  
History & Culture  
General polity and Indian Constitution  
General Geography

## 14. GENERAL INSTRUCTIONS

- (i) The crucial date for determining the Age Limit shall be the last date of receipt of on line application and not the date of receipt of hard copy at OCF Avadi.
- (ii) The above post carry pay scale as shown above plus usual allowances as admissible to Central Govt. Employees from time to time.
- (iii) Candidates appearing for Examination / Trade Test / Practical will travel on their own expenses. However SC/ST candidates will be paid II Class Railway/Bus Fare as per rules for onward and return journey performed by shortest routes on production of journey details and Tickets provided that the To and Fro distance travelled is more than 30 KM. However, expenditure, if any, incurred in reserving seats/Sleeping berth in the train will not be reimbursed. The concession is not admissible to those SC/ST candidates who are already in service in Central/State Government.
- (iv) Canvassing in any form will disqualify the candidature.
- (v) Ordnance Clothing Factory, Avadi will not be responsible for any postal delay.
- (vi) Copies of all the documents i.e. Educational qualification certificates, certificate pertaining to SC/ST/OBC/PH/XSM (wherever applicable), duly attested by a Serving Gazetted Officer should be enclosed with the application. No document should be enclosed in original except "NO OBJECTION CERTIFICATE".
- (vii) Mere fulfilling the minimum prescribed qualifications will not vest any right upon the candidate for being called for the test. The factory will not entertain correspondence in this respect and interim inquiry will not be attended to.
- (viii) Persons working in Central/State Government or PSU must apply through proper channel in time along with original "No Objection Certificate" (no objection in releasing him/her in case of selection) and "Vigilance Clearance Certificate" (No Disciplinary Action is pending nor contemplated against him/her) obtained from their HOD. No action will be taken on advance copy of the application received. If a person enters into Central/State Government or PSU service after the date of application, he/she must produce "NOC" from his/her employer at the time of undergoing any of the further processes for recruitment/selection. In case of selection, such person will have to produce the "Release Order" from his/her employer before joining the service at the factory.
- (ix) New entrants (on or after 01/01/2004) to Central Government Service will be governed by New Pension Scheme termed as "Defined Contribution Pension Scheme" and the existing provision of CCS (Pension Rules), 1972 will not be applicable to them. 'GPF' and 'DCRG' schemes are also not admissible to them.
- (x) Eligible/Non eligible candidates can see their status by entering Unique User ID / Application No.& Date of birth on website i.e. [www.ocfavadi.in](http://www.ocfavadi.in)
- (xi) SC/ST/OBC certificate must be issued by prescribed Competent Authorities

and. in the prescribed format applicable in terms of existing Government rules/orders. OBC Certificate must specifically include clause regarding "Non-Creamy Layer" and should be updated/valid at the relevant point of time i.e., the last date of receipt of application. OBC candidates with "Non Creamy Layer" clause will only be considered for giving relaxations applicable to OBC candidates

- (xii) The Physically Handicapped candidates should have minimum 40% disability and should submit their application along with an attested copy of Disability Certificate which must be issued by prescribed Competent Medical Authorities and in the prescribed format applicable in terms of existing Govt. rules/orders.

The physical requirement for the post reserved for 'PH' candidates are

- (i) F - Work performed by manipulating with fingers
- (ii) PP - Work performed by pulling & pushing
- (iii) L - Work performed by lifting
- (iv) B - Work performed by bending
- (v) S - Work performed by Sitting (on bench or chair)
- (vi) SE - Work performed by seeing

The categories of disabled suitable for the job (Functional Classification) are

- (i) OA - One arm affected
- (ii) BL - Both legs affected but not arms
- (iii) OL - One leg affected
- (iv) PD - Partially Deaf
- (v) D - Deaf

- (xiii) Ex-Servicemen should submit their application along with a copy of Discharge Certificate (and other relevant documents, if any) duly attested by a Gazetted Officer.

- (xiv) The envelope containing the application must be superscribed as APPLICATION FOR THE POST OF LABOURER/SEMI-SKILLED and CATEGORY \_\_\_\_\_ (whether UR/OBC/SC/ST and PH/XSM) and address of the sender must be written on the envelope.

Print out / hard copy of online application duly completed in all respect should be submitted to the General Manager, Ordnance Clothing Factory, Avadi within stipulated time.

- (xv) It may be noted that bringing any outside, extraneous or political influence for getting employment in the factory shall render a candidate ineligible. Canvassing in any form shall disqualify the candidate.
- (xvi) The advertisement is subject to orders, if any, by Hon'ble Courts/Tribunals/Ministry of Defence/Ordnance Factory Board and any unforeseen circumstances, if any, etc.
- (xvii) The Candidate must indicate clearly the medium of examination i.e. Tamil or



English or Hindi. If no medium is opted, the candidate will be treated to have opted for ENGLISH only.

**15. SHORT LISTING OF APPLICATIONS**

The General Manager, Ordnance Clothing Factory, Avadi, reserves the right to restrict the number of candidates to be called for written test. If the number of applications received for the above post is large and it is not convenient or possible for the factory to call all the eligible candidates for written test, the General Manager may restrict the number of candidates, by short listing, to be called for the written test, to a reasonable limit on the basis of marks obtained in Essential Academic qualification.

**16. LANGUAGE FOR WRITTEN TEST/TRADE TEST**

Tamil/Hindi/English as per choice indicated by the candidate in the application form. If no medium is opted by the candidate, it will be treated to that the candidates have opted for ENGLISH only.

**17. CAUTION TO ALL APPLICANTS**

The applicants should beware of unscrupulous elements who assurance of procuring appointment through illegal gratification and promise selection. It is emphasized and reassured that the selection would be on merits only in a transparent manner and candidates should not fall prey to such false assurance or exploitation and must not entertain or encourage such elements in any way.

GENERAL MANAGER