

GOVERNMENT OF INDIA, MINISTRY OF DEFENCE

INDIAN ORDNANCE FACTORIES

ORDNANCE FACTORY KATNI (MP)

COMPLETE ADVERTISEMENT

Online Applications are invited for the following posts Group "B" & "C" Posts, in the Non-Industrial Establishment of Ordnance Factory Katni (MP) from the citizens of India, who are fulfilling the requisite qualifications/specifications as mentioned below, shall apply online through our web site www.ofkatonline.org.in. The intended candidate shall visit our website and carefully read all the instructions given in the detailed advertisement before applying. The services are liable to be transferred to any other factory or office in Ordnance Factories Organization:

1. Name of the post(s) & No. of vacancies:-

Sl. No.	NAME OF THE POST (PAY SCALE)	VACANCIES RESERVED (along with Backlogs)					Age Limit	Horizontal Reservation For PWD & ESM		
		UR	SC	ST	OBC	TOTAL		PH	ESM	PH (PWD) Category identified for the post
1	Teacher (Primary) Group 'B' PB-2 ` 9300-34800 & ` 4200/- GP	02	02	01 (BL)	--	05	18 to 30 Years.	--	--	OH (OA, OL, BL, OAL), VH (B, LV)
2	Laboratory Assistant Group 'C' PB-1 ` 5200-20200 & ` 2400/- GP	01	--	--	--	01	18 to 30 Years.	--	--	OH (OA, OL, BL), HH (PD, D)
3	Stenographer Group 'C' PB-1 ` 5200-20200 & ` 2400/- GP	01	--	01	--	02	18 to 27 Years.	--	--	OH (OA, OL, BL, OAL), VH (B, LV)
4	Mid-Wife (Female) Group 'C' PB-1 ` 5200-20200 & ` 2000/- GP	--	--	01 (BL)	--	01	18 to 27 Years.	--	--	--
5	Store Keeper Group 'C' PB-1 ` 5200-20200 & ` 1900/- GP	02	--	01	--	03	18 to 27 Years.	--	--	OH (OA, OL), HH (PD, D)
6	Lower Division Clerk Group 'C' PB-1 ` 5200-20200 & ` 1900/- GP	05	02 (1BL)	06 (5BL)	01	14	18 to 27 Years.	OH-1 HH-1	2	OH (OA, OL, BL, OAL), VH (B, LV), HH (PD, D)
7	Telephone Operator-II Group 'C' PB-1 ` 5200-20200 & ` 1900/- GP	01	--	--	--	01	18 to 27 Years.	--	--	OH (OA, OL, BL), VH (B, LV)
8	Fireman Group 'C' PB-1 ` 5200-20200 & ` 1900/- GP	01	01	--	--	02	18 to 27 Years.	--	1	--
9	Durwan Group 'C' PB-1 ` 5200-20200 & ` 1800/- GP	06	02	--	01	09	20 to 27 Years.	--	2	--
10	Multi Tasking Staff Group 'C' PB-1 ` 5200-20200 & ` 1800/- GP	06	--	02	04 (2BL)	12	18 to 25 Years.	VH-1	--	OH (OA, OL), HH (D, PD), VH (B, LV)

Abbreviation :

- 1) UR=Unreserved, SC=Scheduled Caste, ST=Scheduled Tribe, OBC=Other Backward Class, BL=Backlog.
- 2) ESM = Ex. Service Men
- 3) PWD=Persons With Disability, PH=Physically Handicapped :
 - a) OA= One Arm, OL=One Leg, OAL= One Arm & One Leg, BL=Both Leg,
 - b) D=Deaf, PD=Partially Deaf,
 - c) LV= Low Vision, B=Blind,
 - d) HH=Hearing Handicapped, VH=Visual Handicapped,

Note :

1. In case of Orthopedic Handicapped candidates, percentage of handicapped in lower extremities is more than equals to 40% in one leg or both legs.
2. In case of Hearing Handicapped candidates, those having hearing loss for more than 90 decibels in the better ear (profound impairment) or total loss of hearing in both ears.
3. In case of Visually Handicapped candidates, those who suffer from either of following conditions:-
 - a. Total absence of sight.
 - b. Visual acuity not exceeding 6/60 or 20/200(snellen) in the better eye with correcting lenses.
 - c. Limitation of the field of vision subtending an angle of 20 degree or worse.

Posts reserved for Physically Handicapped and Ex-Service man will be adjusted by Horizontal Reservation i.e. the selected candidate will be adjusted against the categories of SC/ST/OBC/GEN to which they belong.

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2. The General Manager / Ordnance Factory Katni (MP) reservec the following right during the examiantion process:

- 1) Reserves the right to fix the minimum qualifying marks for selection at each /any stage of selection process.
- 2) Reserve the right to restrict the number of the candidates to be called for written examination to a reasonable limit.
- 3) Reserve the right to increase / decrease the number of vacancies in the posts/ categories as per exigency of functional requirement of the factory.
- 4) Reserve the right to condut the written examination for different posts on the same day & time, depending up on the number of applications received.

3. AGE LIMIT : As shown againt each posts :

Sl. No.	NAME OF THE POST/GROUP/ PAY SCALE	Age Limit	Syllabus & Scheme for Examination
1	Teacher (Primary) Group 'B' PB-2 ` 9300-34800 & ` 4200/- GP	18 to 30 Years.	Click here
2	Laboratory Assistant Group 'C' PB-1 ` 5200-20200 & ` 2400/- GP	18 to 27 Years.	Click here
3	Stenographer Group 'C' PB-1 ` 5200-20200 & ` 2400/- GP	18 to 27 Years.	Click here

4	Mid-Wife (Female) Group 'C' PB-1 ` 5200-20200 & ` 2000/- GP	18 to 27 Years.	Click here
5	Store Keeper Group 'C' PB-1 ` 5200-20200 & ` 1900/- GP	18 to 27 Years.	Click here
6	Lower Division Clerk Group 'C' PB-1 ` 5200-20200 & ` 1900/- GP	18 to 27 Years.	Click here
7	Telephone Operator-II Group 'C' PB-1 ` 5200-20200 & ` 1900/- GP	18 to 27 Years.	Click here
8	Fireman Group 'C' PB-1 ` 5200-20200 & ` 1900/- GP	20 to 27 Years.	Click here
9	Durwan Group 'C' PB-1 ` 5200-20200 & ` 1800/- GP	18 to 30 Years.	Click here
10	Multi Tasking Staff Group 'C' PB-1 ` 5200-20200 & ` 1800/- GP	18 to 25 Years.	Click here

4. AGE RELAXATION in Upper age limit: Relaxation in upper age limit shall be governed as per existing rule:

1	Scheduled Caste and Scheduled Tribe	05 Years
2	Other Backward Class (Non Creamy Layer)	03 Years
3	Physically Handicapped	10 Years
4	Ex-Servicemen	3 Years + Length of Service
5	Disabled Defined Personnel	3 Years (SC/ST=8 Yrs. & OBC=6 Yrs.)
6	Departmental Candidates with 3 years of continuous service Other than Teacher (P) & Lab. Assistant	Up to 40 Years of age (45 Years for SC/ST & 43 Years for OBC)
7	Departmental Candidates with 3 years of continuous service for Teacher (P) & Lab. Assistant	Up to 35 Years of age (40 Years for SC/ST)

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5. Educational Qualification:

Sl.No.	NAME OF THE POST	Educational Qualifications

1	Teacher (Primary)	<p>a) Senior Secondary (or its equivalent) with at least 50% marks and 2 year Diploma in Elementary Education (by whatever name known), Or</p> <p>Senior Secondary (or its equivalent) with at least 45% marks and 2 year Diploma in Elementary Education (by whatever name known), in accordance with the NCTE (Recognition Norms and Procedure) Regulations, 2002, Or</p> <p>Senior Secondary (or its equivalent) with at least 50% marks and Bachelor of Elementary Education (B.El.Ed.), Or</p> <p>Graduation and 2 year Diploma in Elementary Education (by whatever name known)</p> <p style="text-align: center;">And</p> <p>b) Pass in Teacher Eligibility Test (TET), to be conducted by the appropriate Govt. in accordance with the Guidelines framed by the NCTE for the purpose.</p>
2	Laboratory Assistant	<p>a) Essential: Higher Secondary in Science or equivalent from a school or Board recognized by Govt. of India or State Govt.</p> <p>b) Desirable: (1) Post qualification experience of (full time) at least Two years as Laboratory Assistant from a recognized school in regular capacity. (2) Competent to teach both in Hindi or English and medium of instruction of the school.</p>
3	Stenographer	<p>a) 12TH Class pass or equivalent from recognized Board or university.</p> <p>b) 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).</p>
4	Mid-Wife (Female)	<p>a) Essential:</p> <ol style="list-style-type: none"> i. Passed 10+2 or equivalent examination with science subject. ii. Two year Auxiliary Nursing Midwife Course from a recognized Institute and registered with respective Nursing Council. iii. Must have working knowledge of Computer. <p>b) Desirable: Knowledge of Hindi & Local Language.</p>
5	Store Keeper	<p>a) Essential: 10+2</p> <p>b) Desirable: Basic knowledge of computer application having 'O' lever certificate as per Department of Electronics Accreditation Committee Certificate (DEACC).</p>
6	Lower Division Clerk	<p>a) 12TH Class pass or equivalent from recognized Board or university.</p> <p>b) Skill test norms 'only on computers'.</p> <p>A typing speed of 35 words per minute in English or 30 words per minute in Hindi on Computer.</p>
7	Telephone Operator-II	<p>a) 12TH Class pass or equivalent from recognized Board or university.</p> <p>b) Proficiency in handling of PBX Board and Electronics Exchanges.</p>

8	Fireman	<p>Essential :</p> <p>i. Matriculation.</p> <p>ii. Must have completed basic course on elementary Fire Fighting from a recognized institute.</p> <ul style="list-style-type: none"> • Duration of the basic Fire Fighting course should be 6 (six) months. • Institute offering Basic courses on Fire Fighting should be recognized by State Govt./Govt. of India. <ul style="list-style-type: none"> • Must be physically fit & capable for performing duties. <p>Note: Concession of 2.5 cm. in height or chest may be allowed to Hill area member of SC/ST candidates.</p> <p>Measurement of Physical Standards:</p> <p>a. Height = 165 cm (without shoes). b. Weight = 50 Kg. (minimum). &</p> <p>c. Chest (unexpanded)= 81.5 cm. & Chest (expanded)= 85 cm.</p>
9	Durwan	<p>a) 10TH Class pass or equivalent from recognized Board or university.</p> <p>b) Must be physically fit for the duties of Durwan as per minimum specified standard indicated below:</p> <p>Height = 165 cm (without shoes), Weight = 45 Kg. (minimum).</p> <p>Chest (unexpanded)= 77 cm. & Chest (expanded)= 82 cm.</p>
10	Multi Tasking Staff	<p>Matriculation pass from recognized Board or university or equivalent.</p>

Relevant Recruitment Rule shall apply for each post.

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6. Application Fees : ` 50/- (Rupees Fifty only) for Group 'C' [other than Teacher (Primary)] and 100/- for Group 'B'[for Teacher (Primary)] through crossed Indian postal order or crossed Bank Draft (Nationalized Bank) drawn in favor of General Manager Ordnance Factory Katni (M.P.). Application fee should be submitted along with application form. However no fee will be charged from SC/ST/Ex-serviceman/Persons with disabilities (PWD) and Women. The IPO/DD should be issued on or after the date of publication of this advertisement. Application fee will not be refundable.

7. Crucial Date:

The crucial date for determining age limit and possession of Educational/ Technical qualifications, Caste status/ Creamy layer status shall be **closing date** of filling of on-line application for respective posts.

8. How to apply:

- a. Eligible Candidates are required to apply online.
- b. Under age / over age candidate will not be allowed to fill up online application.
- c. No manual applications would be entertained.
- d. The online application shall be at www.ofkatonline.org.in.
- e. The link will remain active from 10.00 AM on 22-11-2014 to 5.00 PM on 07-12-2014.

A. Before submitting online application, the candidates should possess the following:

1. Candidate must carry scanned copy of his/her recent colored passport photo dimension 4.5cm x 3.5cm and signature dimension 1.5cm x 3.5cm.
2. The image file should be in jpeg format and size of the Photo image should not exceed 50 KB and the Signature image should not exceed 20 KB.
3. Valid E-Mail ID & Mobile No. The E-Mail ID and Mobile Number entered in the online application form/ registration slip should remain valid / active till the completion of recruitment process. No change is allowed in the E-Mail ID & Mobile No. once submitted.
4. A Demand Draft or Indian Postal Order amounting to Rs. 50/- (Rupees Fifty Only for Group 'C' Posts, other then Teacher (Primary)) and Rs. 100/- {Rupees Hundred only for Group 'B' post of Teacher (Primary)} drawn in favor of "The General Manager, Ordnance Factory Katni (M.P.)" payable at Katni. The Women/SC/ST/ Ex Serviceman/Physically Handicapped are exempted from Payment of Application Fee.

5. In case the Candidate is already employed in Central Government/ State Government Department/ Public Sector Undertaking has to be produced No Objection Certificate from the competent authority along with the hard copy of Application Form/Registration Slip.

B. The process for filling of online application contains two parts at link APPLY :

a) Part - I Registration

1. Candidate will have to fill basic information viz. Personal information and contact details carefully as per instructions shown on screen.
2. Before submission of Part-I registration, candidate must have to tick on check box for confirmation that all the entries are correct & agreed to submission of Part-I registration, as no change will be made later on.
3. On submission of part-I, a unique registration ID will be generated by the system.
4. A confirmation E-mail containing Registration ID etc. will be sent to the candidate's E-mail ID.
5. Candidate must have note this registration ID for further filling of part-II registration.
6. By using his Unique Registration ID and Date of Birth, the applicant must have to complete Part-II registration.
7. Registration procedure will remain incomplete without filling up of Part II Registration.

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b) Part - II Registration

1. Candidate must have to fill his Educational/Technical Qualification and Work Experience (If any) as per instructions displayed on the screen.
2. Details of fee is required to be filled up, if applicable.
3. Candidate has to upload scanned copy of his recent colored Pass Port size photograph and scanned signature as per instructions given on the screen.
4. On completion of filling up of Part-II registration, candidate must have to tick on check box for confirmation that all the entries are correct & agreed to final submission of the application form / registration slip. As no change will be allowed after final submission.
5. After completion of final submission stage at Part-II registration, the candidate is required to take print out of the duly filled application form/registration slip generated by the system.

c) **Process for Taking Print out later on:** If candidate requires to take print out of application form/registration slip later on, he has to use his unique registration ID and date of birth by clicking on the link "Print Application Form".

d) **Lost Registration ID:** In case candidate have lost their unique registration ID, then follow the instruction available at forget Registration ID.

e) Process for submission of Hard copy of Application form/registration slip:

1. After taking print out of application form/registration slip, candidate must have read all the instructions carefully.
2. Paste the same "pass port size color photograph", after indicating Registration ID on the back side of photo, which was uploaded by online.
3. Put his/her signature & thumb impression at the space provided for the same.
4. Enclose attested photo copy of all the required certificate viz. educational qualifications, caste certificate of SC/ST/OBC (Non Creamy layer), and physically handicapped certificate (if applicable).
5. In case of candidate is a Central Govt./State Govt./PSU/Under Taking must have apply through proper channel & enclose NOC.
6. Must have enclosed DD or IPO of desired amount for Examination Fee, if applicable.
7. Candidate must have to write his/her Name, Registration ID & Name of Post on back side of Demand Draft / Indian Postal Order.
8. Please check once again that all the above documents/credentials/certificates are attested & enclosed with the application form/registration slip and put on the envelope.
9. Candidate must write Name of Trade in block letter on the top of the envelop & send it to the postal address to General Manager, Ordnance Factory Katni (MP), by post. The above complete application must be sent so as to avoid postal delays, as the same is not acceptable beyond the last date of receipt of applications by post.

f) Instruction for downloading/printing of Admit Card:

1. All the candidates are required to visit our website on regular basis, as the dates for downloading/printing the admit card and date of written examination will be displayed at www.ofkatonline.org.in.
2. The candidates should download/print the admit cards in duplicate by using his/her Unique Registration ID and Date of Birth at the link provided on our website as "PRINT ADMIT CARD".
3. The admit card should contain the details as filled up by the candidates as well as the photographs and the signature which was uploaded at the time of filling up the form.
4. The candidates will be required to paste the same photograph which was uploaded during the time of filling up the online application form / registration slip in the admit card for which space will be provided.
5. One copy of the admit card will be retain by the candidates after the examination and one copy will be taken by the factory for future reference.

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C. Important Information/Instructions:

- Ø The online registration site shall remain open after 7 days of publication of this advertisement in the Employment News i.e. from 22/11/2014, 10.00AM to closing date 07/12/2014, 5.00PM for the online registration after which the link shall be disabled.
- Ø Candidate should submit only one application against one post.
- Ø Before final submission, the candidate should ensure and cross check all the information furnished on the application form, as no correction will be possible later on.
- Ø After applying online, the candidate is required to download/print the duly filled "Application form/Registration Slip" generated by the system with unique registration number. This Unique registration ID will be used for the future reference.
- Ø The candidate should take print of application form / registration slip in two copies.
- Ø The applicant has to necessarily put his left hand thumb impression (right thumb impression in case of female applicant) & signature at the space provided on the application form/registration slip failing which their candidature shall be cancelled.
- Ø A copy of the application form / registration slip duly filled in, is to be sent along with DD/IPO and copies of supporting documents to the post office box address mentioned on the application form/registration slip and the other copy of application form/registration slip is to be retained at candidate end.
- Ø The candidate should also take note of instructions, if any, mentioned in the registration slip.
- Ø Name of post must be clearly super scribed written on the top of the envelope in CAPITAL LETTER.
- Ø The Admit Cards for written examination shall be made available to eligible candidates only through link in www.ofkatonline.org.in.
- Ø No admit card will be sent by post.
- Ø Information about date of written examination will be notified/ displayed in the website.
- Ø Candidate appearing for written test will travel at their own expenses.
- Ø Candidates belong to SC, ST, PH, & Ex-Service Personnel categories shall be paid Traveling Allowance of second class Train/bus fare of shortest route for their own traveling, exceeding to & fro journey above 30 KM on production of Bus/Train ticked and community certificate/ Discharge certificate. No additional expenses like reservation/sleeper charges will be paid.
- Ø Submission of false / incorrect / incomplete information and / or dubious / bogus document shall disqualify the candidate at any time of recruitment process.
- Ø Canvassing of any kind will disqualify the candidature.
- Ø 10% of vacancies are reserved for Ex-servicemen. They have to submit Ex-Service Personal Certificate issued by competent authority. Ex-servicemen certificate should have been issued by the competent authority. A copy of the discharge certificate is also to be enclosed.
- Ø 3% of the vacancies are reserved for persons with disabilities. Orthopedic person who suffer from not less than 40% and hearing impaired persons who suffer from hearing loss of 90 decibels or more in the better ear (profound impairment) or total loss of hearing in both ears are eligible for reservation against PH quota. Persons with disabilities should submit recent/latest disability certificate issued by the competent authority.
- Ø No GPF & DCRG scheme is admissible to the post under central Government for those appointed on or after 01.01.2004. The new pension scheme i.e. "Defined Contribution Pension Scheme is compulsory for all central Govt. employees who are appointed on or after 01.01.2004.
- Ø The service after appointment is liable to be transferred to any Ordnance Factory in India subject to exigencies.

Ø Persons working in central/State Government / PSU must apply through proper channel along with the certificate from their establishment that no disciplinary action is contemplated / pending against them and that they have no objection in releasing them in case of selection.

Ø For departmental candidates relevant rules shall apply.

Ø Only selected candidates will be informed for their selection in due course after completion of the selection process and no other correspondence on this account would be entertained.

Ø All the candidates must have to visit our website regularly, as all subsequent information; corrigendum about the notification will be available in our website www.ofkatonline.org.in.

Ø The advertisement is subject to orders, if any, by Hon'ble Courts / Ministry of Defence / Ordnance Factory Board etc.

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Selection Criteria : The selection will be made strictly on the basis of merit. The Syllabus & Scheme of Examination of each post are linked separately with the name of posts indicated in the web site. [Click here....](#)

D. Rejection of application :- The application shall be summarily rejected on the following grounds;

- a) If candidate not signed on application form/registration slip.
- b) If date & signature is not appended in the application form/registration slip.
- c) If candidate does not put his/her left (for male)/ right (for female) hand thumb impression in the prescribed column at application form / registration slip.
- d) If copies of supporting documents duly attested by Gazetted Officer are not enclosed.
- e) If essential qualifications are not met.
- f) If the age of the candidate exceeds the prescribed age limit on the crucial date.
- g) If application form / registration slip received after the due date.
- h) If application form / registration slip is not complete in all respects.
- i) If the Indian postal order / DD issued before the date of publication of this advertisement or not enclosed along with application form / registration slip or it is not crossed.
- j) In case of PH, if percentage of Orthopedic Handicapped is less than 40% or in case of Hearing Handicapped those having hearing loss for not more than 90 decibels in the better ear (profound impairment) or not total loss of hearing in both ears or in case of Visually Handicapped candidate not meet requirement as shown in advertisement.
- k) If there is overwriting in any part of application form/registration slip.
- l) If applied in the different format of application other than advertised application format.

E. Caution to all applicants: Some unscrupulous elements may approach you with the assurance for 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 reassured that the selection test and exercise will be done on merit only in a transparent manner.

F. IMPORTANT DATES & SCHEDULE:

S.No.	Events	Important Dates
1	Opening date for filling up of Online applications	22 / 11 /2014 from 10.00 AM
2	Closing date for filling up of Online applications	07 / 12 /2014 up to 5.00 PM
3	Last Date for submission of hard copy of Application form/registration slip	22 / 12 /2014

4	Last Date for submission of hard copy of Application form/registration slip: For candidates residing in ASSAM, MEGHALAYA, ARUNACHAL PRADESH, MIZORAM, MANIPUR, NAGALAND, TRIPURA, SIKKIM, JAMMU & KASHMIR, LAHAUL AND SPITI DISTRICT AND PANGI SUB DIVISION OF CHAMBA DISTRICT OF HIMACHAL PRADESH, ANDAMAN AND NICOBAR ISLANDS, LAKSHADWEEP and for candidates residing ABROD.	29/12/2014
5	Date of Written Examination	Will be displayed on the Website later on.

G. Contact Us:

a) *E-mail ID - ordfykatni@bsnl.in*

b) *Phone No. - (07622) 221621-25, Extn.3367 from 9.00 AM to 17.30PM (Monday to Saturday).*

Note: In case of any doubt, English version of the detailed advertisement will be applicable.

(NIRANJAN LAL)

**JT. GENERAL MANAGER/A
FOR GENERAL MANAGER**