
	<p>GOVERNMENT OF INDIA, MINISTRY OF DEFENCE INDIAN ORDNANCE FACTORIES ORDNANCE PARACHUTE FACTORY NAPIER ROAD, CANTT KANPUR – 208 004 (UTTAR PRADESH)</p>	
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DIRECT RECRUITMENT PROCESS : OPF/DR/2014A
FULL TEXT ADVERTISEMENT

Pertaining to the Abridged Advertisement published through DAVP in Employment News/Rozgar Samachar
davp10201/11/1226/1415EN 35/13Dated 29.11.2014 –05.12.2014

FULL TEXT ADVERTISEMENT PART-A [FTA-A]

I	INFORMATIVE																																																
1	It is informed that this is the Full Text Advertisement (FTA) corresponding to the Abridged Advertisement (ABA) which was published on Page 26 of the Employment News and on Page 32 of the Rozgar Samachar (Hindi) both dated 29.11.2014 – 05.12.2014 [davp 10201/11/1226/1415 EN 35/13].																																																
2	In case of any difference/variation between the FTA and the ABA, only the FTA shall be considered as the original and authentic version of the Advertisement. No claim/dispute in this regard shall be entertained on any grounds whatsoever.																																																
3	In case of any difference/variation in the contents as well as in interpretation thereof between English and Hindi versions of the FTA, only the English version shall be considered as the original and authentic version of the FTA. No claim/dispute in this regard shall be entertained on any grounds whatsoever.																																																
4	The Factory reserves the right to change/amend one or more provisions in the FTA as required depending upon the circumstances at the relevant time. Such changes/amendments shall be notified well in advance in the Factory's Internet Website/Portal.																																																
5	The Factory also reserves the right to clarify one or more provisions in the FTA as required depending upon the circumstances at the relevant time. Such clarifications shall be notified well in advance in the Factory's Internet Website/Portal.																																																
6	This Full Text Advertisement (FTA) consists of two Parts, viz Full Text Advertisement Part-A (FTA-A) and Full Text Advertisement Part-B (FTA-B). The FTA-A generally contains the provisions required by the intending Candidates upto the stage of submission of their Applications and checking the status of their Applications after scrutiny. The FTA-B generally contains the provisions pertaining to the Selection Process and thereafter. This has been done for the sake of clarity/brevity and convenience only. However, certain provisions in FTA-A may be pertaining to FTA-B also and similarly, certain provisions in FTA-B may be pertaining to FTA-A also. No claim/dispute in this regard shall be entertained on any grounds whatsoever.																																																
7	The definition/meaning/description etc of some of the words/expressions used in the Advertisement and Website/Portal are as follows : <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 15%; text-align: center;">(i) Factory</td> <td style="width: 15%; text-align: center;">(a) Factory means Ordnance Parachute Factory Kanpur</td> </tr> <tr> <td style="text-align: center;">(ii) Advertisement</td> <td style="text-align: center;">(a) Advertisement means the Full Text Advertisement (FTA).</td> </tr> <tr> <td></td> <td style="text-align: center;">(b) The provisions in the Advertisement include provisions in the Website/Portal also.</td> </tr> <tr> <td style="text-align: center;">(iii) Website</td> <td style="text-align: center;">(a) Website means the Factory's Internet Website.</td> </tr> <tr> <td></td> <td style="text-align: center;">(b) The provisions in the Website include provisions in the Advertisement also.</td> </tr> <tr> <td></td> <td style="text-align: center;">(c) It includes the Portal.</td> </tr> <tr> <td></td> <td style="text-align: center;">(d) It includes all the Links in the Website/Portal.</td> </tr> <tr> <td></td> <td style="text-align: center;">(e) It includes all the Pages in all the Links on the Website/Portal.</td> </tr> <tr> <td style="text-align: center;">(iv) Portal</td> <td style="text-align: center;">(a) Portal means the Direct Recruitment 2014A Portal in the Website.</td> </tr> <tr> <td></td> <td style="text-align: center;">(b) The provisions in the Portal include provisions in the Advertisement also.</td> </tr> <tr> <td></td> <td style="text-align: center;">(c) It includes all the Links in the Portal.</td> </tr> <tr> <td></td> <td style="text-align: center;">(d) It includes all the Pages in all the Links in the Portal.</td> </tr> <tr> <td style="text-align: center;">(v) Provisions</td> <td style="text-align: center;">(a) Provisions mean the provisions in the Advertisement and in the Website/Portal.</td> </tr> <tr> <td></td> <td style="text-align: center;">(b) Provisions are synonymous with as well as include the words/expression 'information', 'instructions', 'stipulations', 'criteria', 'requirements', 'conditions', 'clarifications', 'examples', etc, as necessary.</td> </tr> <tr> <td></td> <td style="text-align: center;">(c) Provisions include the provisions that shall be displayed in the Website/Portal from time to time.</td> </tr> <tr> <td style="text-align: center;">(vi) Prescribed</td> <td style="text-align: center;">(a) Prescribed means as prescribed in the Advertisement as well as in the Website/Portal.</td> </tr> <tr> <td style="text-align: center;">(vii) Instructions</td> <td style="text-align: center;">(a) Instructions include the instructions that shall be displayed in the Website/Portal from time to time.</td> </tr> <tr> <td></td> <td style="text-align: center;">(b) Instructions also include the instructions that shall be sent/made through email/SMS/call from time to time.</td> </tr> <tr> <td></td> <td style="text-align: center;">(c) Instructions further include the on-the-spot instructions that shall be given before, during and after the various Stages of the Selection Process.</td> </tr> <tr> <td style="text-align: center;">(viii) Date</td> <td style="text-align: center;">(a) Date includes time also, where so mentioned or so required.</td> </tr> <tr> <td style="text-align: center;">(ix) Candidate</td> <td style="text-align: center;">(a) Candidate includes intending Candidate and <i>vice versa</i>, as per the context.</td> </tr> <tr> <td style="text-align: center;">(x) Written Test</td> <td style="text-align: center;">(a) Written Test means Written Test as well as Written Examination.</td> </tr> <tr> <td style="text-align: center;">(xi) Registration Number</td> <td style="text-align: center;">(a) The Registration Number of a Candidate for a Post is the Number generated immediately after the registration of his OLA-A for that Post.</td> </tr> <tr> <td></td> <td style="text-align: center;">(b) Immediately after a Candidate submits OLA-A for a Post, a six-digit Registration Number shall be displayed on the screen of his Computer.</td> </tr> </table>	(i) Factory	(a) Factory means Ordnance Parachute Factory Kanpur	(ii) Advertisement	(a) Advertisement means the Full Text Advertisement (FTA).		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		(c) The Registration Numbers are Post-specific and Candidate-specific.
		(d) The Candidate MUST note down the Registration Number so generated and preserve it for further use. If the Registration Number is lost, it cannot be retrieved.
		(e) The Registration Number is confidential.
		(f) The Candidates are advised in their own interest NOT to disclose their Registration Numbers to anybody.
(xii)	Registration Date	(a) The Registration Date of a Candidate for a Post is the date of registration of his OLA-A for that Post.

8 Some of the Abbreviations used in the Advertisement and in the Website/Portal are expanded as under :

ABA	Abridged Advertisement	LV	Low Vision
FTA	Full Text Advertisement	HH	Hearing Impaired
FTA-A	Full Text Advertisement Part-A	OLA	Online Application
FTA-B	Full Text Advertisement Part-B	HCA	Hard Copy application
NIE	Non-Industrial Establishment	OLA-A	Online Application Part-A
IE	Industrial Establishment	OLA-B	Online Application Part-B
UR	Unreserved	HCA-A	Hard Copy Application Part-A
SC	Scheduled Caste	HCA-B	Hard Copy Application Part-B
ST	Scheduled Tribe	NOC	No Objection Certificate
OBC	Other Backward Class	ODC	Original Documents Checking
OBC(NCL)	Other Backward Class (Non-Creamy Layer)	WT	Written Examination or Written Test
OBC(Not NCL)	Other Backward Class (Not belonging to Non-Creamy Layer)	TpT	Typing Test
PH	Physically Handicapped	MPS	Measurement of Physical Standards
XSM	Ex-Serviceman	ET	Endurance Test
OA	One Arm	ScT	Screening Test
OL	One Leg	MPS&ET	Both MPS and ET together
OAL	One Arm and One Leg	MPS&ScT	Both MPS and ScT together
BL	Both Legs	SKT	Skill Test
B	Blind		

9 Other Abbreviations used in the Advertisement and in the Website/Portal shall be expanded at appropriate places.

10 The various Dates (including Time also, where so mentioned or so required) for all Candidates and for all Posts of this Recruitment Process/Selection Process are as follows :

Date Nomenclature	Date Description	Actual Date (Including Time)
(i) Publication Date	(a) It is the date of Publication of the edition/issue of the Employment News/Rozgar Samachar in which the ABA was published.	29.11.2014
	(b) The date of Publication of the Employment News/Rozgar Samachar is the first date of the week to which the relevant edition/issue of the Employment News/Rozgar Samachar pertains.	
	(c) The ABA appeared in the Employment News/Rojgar Samachar published on 29.11.2014 (Saturday).	
(ii) Notification Date	(a) It is the date of Notification of the FTA in the Factory's Internet Website/Portal.	05.12.2014 (from 1700 hrs)
	(b) The FTA shall be notified at 1700 hrs on 05.12.2014 (Friday) and shall remain so notified/available in the Website/Portal until further intimation in this regard in the Website/Portal.	
(iii) Starting Date	(a) It is the first date for filling-up and submission of OLA-As for various Posts in the Website/Portal.	11.12.2014 (from 1100 hrs)
	(b) The intending Candidates can fill-up and submit OLA-As for various Posts from 1100 hrs on 11.12.2014 (Thursday) onwards.	
	(c) The Candidates can upload Images and submit OLA-Bs and/or fill-in, attach documents and send HCAs for various Posts immediately after submitting the OLA-As.	
	(d) However, they can upload Images and submit OLA-Bs and/or fill-in, attach documents and send HCAs for various Posts after submitting the OLA-As at their convenience but the HCAs MUST be printed by the Closing Date and Must be so sent as to be received in the Factory by Speedpost from the Postal Authorities by the Receipt Date.	
(iv) Closing Date	(a) It is the last date for submission of OLAs and printing of HCAs for various Posts on the Website/Portal.	01.01.2015 (upto 1700 hrs)
	(b) The intending Candidates can submit OLAs and print HCAs for various Posts upto 1700 hrs on 01.01.2015 only.	
	(c) The submission of OLAs and printing of HCAs cannot be done after 1700 hrs on 01.01.2015.	

	(v) Crucial Date	(a)	It is the date for determination of fulfillment by the Candidates of all prescribed Eligibility Criteria like Age, Educational and Other Qualification, etc.	01.01.2015
		(b)	It is clarified that there shall be no other Crucial Date for any Candidate for any purpose on any grounds whatsoever.	
		(c)	The Crucial Date for this Recruitment Process shall be the Closing Date i.e. 01.01.2015 (Thursday).	
	(vi) Receipt Date	(a)	It is the last date for receipt of HCAs for various Posts in the Factory by Speedpost only from the Postal Authorities.	08.01.2015 (upto 1700 hrs)
(b)	It is clarified that this Receipt Date shall not be considered to be the last date for any other purpose whatsoever.			
(c)	The HCAs for various Posts MUST be received in the Factory by Speedpost only from the Postal Authorities upto 1700 hrs on 08.01.2015 (Thursday).			
(d)	The Factory shall not be responsible for any delivery by the Postal Authorities of the Speedpost letters containing HCAs for any Post after 1700 hrs on 08.01.2015.			

- 11 The intending Candidates MUST carefully read, thoroughly understand and meticulously comply with all the provisions given in the Advertisement including various Paragraphs therein before, during and after applying for a Post and also before, during and after appearing in Selection Process for a Post.
- 12 The intending Candidates MUST carefully read, thoroughly understand and meticulously comply with all the provisions given in the Website/Portal including various Links and Pages therein before, during and after applying for a Post and also before, during and after appearing in Selection Process for a Post.

II NOTIFICATION

- 1 It is hereby notified for information of all Citizens of India that ORDNANCE PARACHUTE FACTORY KANPUR intends to fill-up the vacancies of various Posts as mentioned in Paragraph VII.
- 2 The Citizens of India who are willing for appointment to these Posts and are fulfilling all prescribed Eligibility Criteria and are possessing all required Original Documents for these Posts, can apply as per the given provisions.
- 3 The various provisions/instructions pertaining to the Recruitment Process/Selection Process for these Posts are given in the Advertisement and in the Website/Portal, etc.

III CAUTION

- 1 No advice/guidance/counseling in respect of any matter pertaining to the Advertisement and the Website/Portal shall be provided by the Factory under any circumstances on any grounds whatsoever.
- 2 No claim/dispute in respect of any matter pertaining to the Advertisement and the Website/Portal shall be accepted under any circumstances on any grounds whatsoever.
- 3 The Candidates shall appear in the Recruitment Process/Selection Process at their own cost, risk and responsibility.
- 4 Ordnance Parachute Factory Kanpur shall in NO manner be responsible for any injury or loss sustained/incurred by any Candidate in the Recruitment Process/Selection Process.
- 5 No query/correspondence of any kind by any means regarding the Recruitment Process/Selection Process including about the candidature or termination/cancellation of candidature or selection or appointment shall be entertained at any time on any grounds whatsoever.
- 6 Impersonation of any kind in any manner during the Recruitment Process/Selection Process by any Candidate shall lead to automatic cancellation of his candidature.
- 7 Adoption of unfair means of any kind in any manner during the Recruitment Process/Selection Process by any Candidate shall lead to automatic cancellation of his candidature.
- 8 Application of any external influence or political pressure or canvassing of any kind in any manner during the Recruitment Process/Selection Process by any Candidate shall lead to automatic cancellation of his candidature.
- 9 A caution MUST be noted by all intending Candidates that some unscrupulous elements may approach them with assurance of procuring selection/appointment for them in Ordnance Parachute Factory Kanpur through illegal gratification.
- 10 The intending Candidates MUST not fall prey to any such false assurance or exploitation and MUST not entertain or encourage such elements in any manner whatsoever.
- 11 The Factory shall NOT be responsible in any manner whatsoever if an intending Candidate succumbs to such tactics by anybody under any circumstances at any time.
- 12 If any such thing happens with any intending Candidate, he MUST take recourse to legal action against such persons.
- 13 It is emphasized and reassured to all intending Candidates that the selection for appointment to these Posts shall be done strictly based on the merit of the Candidates as adjudged from their performance in the Selection Process in a transparent, fair and just manner without fear or favour of any kind to any person whomsoever.

IV VIDEOGRAPHY OF ALL STAGES OF SELECTION PROCESS FOR ALL POSTS

- 1 All Stages of the Selection Process at all the Venues for all the Posts shall be fully and thoroughly VIDEOGRAPHED.
- 2 For the Written Test for all the Posts, the Videography shall start from the entrance of the premises of the Written Test Centres/Venues and shall cover the entire Surroundings, Compound, Floors, Verandahs, Stair Cases, Toilet Areas, Rooms, Seats, etc of/at/in the Centres/Venues.
- 3 The Videography shall very scrupulously cover the entrance/doors of each Room of the Written Test Centre/Venue.
- 4 Inside the Rooms, the Videography shall be done in such a way that each Candidate along with other Candidates sitting around/near him is adequately covered.
- 5 Inside the Rooms, the Videography shall continue to be done in such a way that each Candidate's face, his upper apparel and his desk are adequately covered from different angles.

6	The Videography as above shall be done covering the entire period of the Written Test i.e. before start of the Written Test, during the Written Test and even after the Written Test period is over.
7	The Videography shall be done in a similar manner for all other Stages of the Selection Process for all the Posts.
V	FACTORY'S INTERNET WEBSITE ADDRESS, EMAIL ID AND MOBILE PHONE NUMBERS
(A)	Factory's Internet Website Address
1	The Factory's Internet Website Address for this Recruitment Process is given below : <p style="text-align: center;">www.parachutekanpur.gov.in</p>
(i)	In the Left Pane on the Home Page of this Website, there is a Link 'सीधी भर्ती 2014A/Direct Recruitment 2014A'.
(ii)	Clicking on the above Link opens the 'Direct Recruitment 2014A Portal' Page.
(iii)	All necessary information regarding the Recruitment Process shall be displayed on the above Page from the required date and time onwards and shall be available for the required periods only.
(iv)	All necessary Links pertaining to various activities of the Recruitment Process/Selection Process for various Posts shall be opened on this Page from the required date and time onwards and shall be available for the required periods only
2	This is the only address of the Factory's Internet Website for this Recruitment Process.
3	No other website shall be used by the Candidates for any purpose pertaining to this Recruitment Process under any circumstances whatsoever.
4	After applying for a Post, the Candidates MUST keep visiting the Website regularly and frequently during the entire duration of the Recruitment Process/Selection Process for that Post for seeing the necessary information displayed therein.
5	The Factory shall not be responsible for inaccessibility of the Website on account of non-availability of the Internet connectivity for any period whatsoever during the Recruitment Process/Selection Process period.
6	The Factory shall not be responsible if a Candidate does not visit the Website for seeing the information displayed therein.
(B)	Factory's Email ID
7	The Factory's email ID for this Recruitment Process is given below : <p style="text-align: center;">opfdr2014a@gmail.com</p>
8	The communications which are to be made by the Factory to the Candidates by email shall be made only from the above mentioned email ID of the Factory.
9	This is the only email ID of the Factory for this Recruitment Process.
10	No other email ID shall be used for this Recruitment Process unless so notified/displayed on the Factory's Website/Portal only.
11	It MUST be noted that the above mentioned email ID of the Factory is only for sending emails by the Factory to the Candidates.
12	No email from the Candidates or from anybody else shall be received or entertained at the above mentioned email ID of the Factory.
(C)	Factory's Mobile Phone Numbers
13	The Factory's Mobile Phone Numbers for this Recruitment Process are given below : <p style="text-align: center;">09451181282, 09451181324, 09451181334 and 09451181375</p>
14	The communications which are to be sent/made by the Factory to the Candidates by SMS/call shall be sent/made only from the above mentioned Mobile Phone numbers of the Factory.
15	These are the only Mobile Phone Numbers of the Factory for this Recruitment Process.
16	No other Mobile Phone Numbers shall be used for this Recruitment Process unless so notified/displayed on the Factory's Website/Portal only.
17	Also, any further information, if so required, regarding sending/making SMS/call by the Factory to the Candidates shall be notified/displayed on the Factory's Website.
18	It MUST be noted that the above mentioned Mobile Phone numbers of the Factory are only for sending/making SMSes/calls by the Factory to the Candidates.
19	No SMS/call from the Candidates or from anybody else shall be received at the above mentioned Mobile Phone Numbers of the Factory.
VI	POSSESSION OF E-MAIL ID AND MOBILE PHONE NUMBER BY CANDIDATES
(A)	Possession of Email ID by Candidates
1	Every Candidate intending to apply for a Post MUST possess his valid email ID which MUST remain valid and functional for the entire duration of this Recruitment Process.
2	The Factory shall not be responsible if a Candidate's email ID is not valid or is not functional for any period whatsoever during the entire duration of this Recruitment Process.
3	No change of the email ID once mentioned by a Candidate in the OLA-A submitted by him for a Post, shall be allowed under any circumstances.
4	There is no objection if a Candidate mentions different email IDs for different Posts for which he is applying.
5	The Candidates MUST regularly check the emails sent to them by the Factory.
6	The Factory shall not be responsible if a Candidate does not check the emails sent to him by the Factory.
(B)	Possession of Mobile Phone Number by Candidates
7	Every Candidate intending to apply for a Post MUST possess his valid Mobile Phone Number which MUST remain valid and functional for the entire duration of this Recruitment Process.
8	The Factory shall not be responsible if a Candidate's Mobile Phone Number is not valid or is not functional for any period whatsoever during the entire duration of this Recruitment Process.
9	No change of the Mobile Phone Number once mentioned by a Candidate in the OLA-A submitted by him for a Post, shall be allowed under any circumstances.

10	There is no objection if a Candidate mentions different Mobile Phone Numbers for different Posts for which he is applying.
11	The Candidates MUST regularly check the SMSes sent to them by the Factory and take the Calls made to them by the Factory.
12	The Factory shall not be responsible if a Candidate does not check the SMSes sent to him by the Factory or does not take the Calls made to him by the Factory.
(C) Miscellaneous	
13	A communication to be made/sent to the Candidates for a Post either individually or in groups, shall be sent/made to them through e-mail to their e-mail IDs provided by them and/or through SMS/Call on their Mobile Phone Numbers provided by them.
14	No communication shall ordinarily be sent to any Candidate in writing by post in respect of this Recruitment Process.
15	No claim by a Candidate for not getting a communication whatsoever in writing by post shall be accepted.

VII DETAILS PERTAINING TO VARIOUS POSTS

(A) Classification, Establishment and Pay Band

1	All these Posts are classified as Group 'C'.
2	All these Posts are borne on Non-Industrial Establishment (NIE).
3	All these Posts are in Pay Band PB-1.

(B) Name of Posts, Code, Pay Scale, Number of Vacancies with Reservation Category-wise Break-up, Age Limits and Categories of Disabilities of PH Persons Identified as Suitable

4	The Name of Posts which are to be filled by Direct Recruitment through this Recruitment Process, their Code, Pay Scale [i.e. Pay Band and Grade Pay], Number of Vacancies with Reservation Category-wise break-up and Categories of Disabilities of PH Persons identified as suitable for various Posts are as follows :
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SN	POST	CODE	PAY SCALE		VACANCIES									AGE LIMITS [In Years]	CATEGORIES OF DISABILITIES OF PH PERSONS IDENTIFIED AS SUITABLE	
			PAY BAND	GRADE PAY	WITH RESERVATION CATEGORY-WISE BREAK-UP											
					UR	SC	ST	OBC (NCL)	Total	PH	XSM	Backlog	Grand Total			
₹	₹															
1	LOWER DIVISION CLERK	LDC	5200 – 20200	1900	16	06	-	07	29	01	03	-	29	18-27	OA, OL, OAL, BL, B, LV, HH	
2	STORE KEEPER	STK	5200 – 20200	1900	03	-	-	-	03	-	-	-	03	18-27	OA, OL, LV, HH	
3	FIREMAN	FRM	5200 – 20200	1900	01	01	-	01	03	-	-	SC - 02 ST - 01	06	18-27	HH	
4	DURWAN (MALE)	DWN	5200 – 20200	1800	05	-	-	-	05	-	01	-	05	20-27	-	
5	SUPERVISOR GRADE-III (CANTEEN)	SUC	5200 – 20200	1900	01	-	-	-	01	-	-	-	01	18-27	OA, OL, OAL, B, LV, HH	
6	PHOTO-GRAPHER	PHG	5200 – 20200	1900	01	-	-	-	01	-	-	-	01	18-27	OL, HH	
7	COOK (CANTEEN)	CKC	5200 – 20200	1900	02	-	-	-	02	-	-	-	02	18-27	BL, OL, LV, HH	

5	The Post of 'COOK (NIE)' mentioned in the ABA, has been excluded from this Recruitment Process and shall be included in the next Recruitment Process which shall be notified in due course.
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(C) Determination of Age Limits

6	The age of the Candidates for a Post MUST fall between the Age Limits prescribed for that Post on the Crucial Date.
7	It is clarified, for example , that if the Crucial Date is 01.08.2010 and the Age Limits for a Post are 18 years to 30 years, then a Candidate having his Date of Birth between 02.08.1980 and 01.08.1992 with both dates inclusive, is eligible for that Post i.e. a Candidate's Date of Birth MUST fall on or after 02.08.1980 and on or before 01.08.1992.

(D) Age Relaxations for Various Categories of Candidates

8	An SC/ST/OBC(NCL) Candidate for a Post shall be eligible for Relaxation in Upper Age Limit for that Post only if the vacancy(ies) in that Post is/are reserved for the respective category(ies).												
9	Subject to the above, Relaxation in Upper Age Limits shall be given to the Candidates as follow : <table border="1" style="margin-left: 20px;"> <tr> <td>(i)</td> <td>by 5 years</td> <td>if he belongs to SC category</td> </tr> <tr> <td>(ii)</td> <td>by 5 years</td> <td>if he belongs to ST category</td> </tr> <tr> <td>(iii)</td> <td>by 3 years</td> <td>if he belongs to OBC(NCL) category</td> </tr> </table>	(i)	by 5 years	if he belongs to SC category	(ii)	by 5 years	if he belongs to ST category	(iii)	by 3 years	if he belongs to OBC(NCL) category			
(i)	by 5 years	if he belongs to SC category											
(ii)	by 5 years	if he belongs to ST category											
(iii)	by 3 years	if he belongs to OBC(NCL) category											
10	A PH Candidate having minimum 40% Disability and his Physical Disability having been identified as suitable for that Post, is eligible for further relaxation in Upper Age Limits by 10 years; i.e. as follows : <table border="1" style="margin-left: 20px;"> <tr> <td>(i)</td> <td>by 10 years</td> <td>if he belongs to General category</td> </tr> <tr> <td>(ii)</td> <td>by 15 years</td> <td>if he belongs to SC category</td> </tr> <tr> <td>(iii)</td> <td>by 15 years</td> <td>if he belongs to ST category</td> </tr> <tr> <td>(iv)</td> <td>by 13 years</td> <td>if he belongs to OBC(NCL) category</td> </tr> </table>	(i)	by 10 years	if he belongs to General category	(ii)	by 15 years	if he belongs to SC category	(iii)	by 15 years	if he belongs to ST category	(iv)	by 13 years	if he belongs to OBC(NCL) category
(i)	by 10 years	if he belongs to General category											
(ii)	by 15 years	if he belongs to SC category											
(iii)	by 15 years	if he belongs to ST category											
(iv)	by 13 years	if he belongs to OBC(NCL) category											

11	An XSM Candidate having minimum 06 months continuous service in the Armed Forces of the Union of India [i.e. Regular Army, Navy and Air Force only] is eligible for further relaxation in Upper Age Limits by 03 years plus the period of such service; i.e. as follows :												
	<table border="1"> <tr> <td>(i)</td> <td>by 03 years <i>plus</i> period of such service</td> <td>if he belongs to General category</td> </tr> <tr> <td>(ii)</td> <td>by 08 years <i>plus</i> period of such service</td> <td>if he belongs to SC category</td> </tr> <tr> <td>(iii)</td> <td>by 08 years <i>plus</i> period of such service</td> <td>if he belongs to ST category</td> </tr> <tr> <td>(iv)</td> <td>by 06 years <i>plus</i> period of such service</td> <td>if he belongs to OBC(NCL) category</td> </tr> </table>	(i)	by 03 years <i>plus</i> period of such service	if he belongs to General category	(ii)	by 08 years <i>plus</i> period of such service	if he belongs to SC category	(iii)	by 08 years <i>plus</i> period of such service	if he belongs to ST category	(iv)	by 06 years <i>plus</i> period of such service	if he belongs to OBC(NCL) category
(i)	by 03 years <i>plus</i> period of such service	if he belongs to General category											
(ii)	by 08 years <i>plus</i> period of such service	if he belongs to SC category											
(iii)	by 08 years <i>plus</i> period of such service	if he belongs to ST category											
(iv)	by 06 years <i>plus</i> period of such service	if he belongs to OBC(NCL) category											
12	A Candidate who is both PH as above and XSM as above, is eligible for relaxation in Upper Age Limits in such a way that his age:												
	<table border="1"> <tr> <td>(i)</td> <td>does not exceed 45 years</td> <td>if he belongs to General category</td> </tr> <tr> <td>(ii)</td> <td>does not exceed 50 years</td> <td>if he belongs to SC category</td> </tr> <tr> <td>(iii)</td> <td>does not exceed 50 years</td> <td>if he belongs to ST category</td> </tr> <tr> <td>(iv)</td> <td>does not exceed 48 years</td> <td>if he belongs to OBC(NCL) category</td> </tr> </table>	(i)	does not exceed 45 years	if he belongs to General category	(ii)	does not exceed 50 years	if he belongs to SC category	(iii)	does not exceed 50 years	if he belongs to ST category	(iv)	does not exceed 48 years	if he belongs to OBC(NCL) category
(i)	does not exceed 45 years	if he belongs to General category											
(ii)	does not exceed 50 years	if he belongs to SC category											
(iii)	does not exceed 50 years	if he belongs to ST category											
(iv)	does not exceed 48 years	if he belongs to OBC(NCL) category											
13	A Candidate who is a Central Government Servant with minimum 03 years continuous service, is eligible for relaxation in Upper Age Limits as follows :												
	<table border="1"> <tr> <td>(i)</td> <td>upto 40 years</td> <td>if he belongs to General category</td> </tr> <tr> <td>(ii)</td> <td>upto 45 years</td> <td>if he belongs to SC category</td> </tr> <tr> <td>(iii)</td> <td>upto 45 years</td> <td>if he belongs to ST category</td> </tr> <tr> <td>(iv)</td> <td>upto 43 years</td> <td>if he belongs to OBC(NCL) category</td> </tr> </table>	(i)	upto 40 years	if he belongs to General category	(ii)	upto 45 years	if he belongs to SC category	(iii)	upto 45 years	if he belongs to ST category	(iv)	upto 43 years	if he belongs to OBC(NCL) category
(i)	upto 40 years	if he belongs to General category											
(ii)	upto 45 years	if he belongs to SC category											
(iii)	upto 45 years	if he belongs to ST category											
(iv)	upto 43 years	if he belongs to OBC(NCL) category											

(E) Filling of Reserved Vacancies and Total Vacancies

14	The Vacancies reserved for PH and XSM shall be adjusted by Horizontal Reservation i.e. the selected Candidates shall be adjusted against the categories of UR/SC/ST/OBC(NCL) to which they belong.
15	While filling the unreserved/reserved vacancies, the corresponding Backlog vacancies shall be filled first.
16	At any time, the General Manager, Ordnance Parachute Factory Kanpur reserves the right to reduce the number of vacancies of one or more Posts and NOT to fill the remaining vacancies notified as above of that/those Post(s).
17	At any time, the General Manager, Ordnance Parachute Factory Kanpur reserves the right NOT to fill any vacancy notified as above of one or more Posts.
18	The General Manager, Ordnance Parachute Factory Kanpur shall not be bound to specify or reveal the reasons while exercising his rights as above.

VIII EDUCATIONAL AND OTHER QUALIFICATIONS

1	An intending Candidate applying for a Post MUST possess all Educational and Other Qualifications prescribed for that Post on the Crucial Date.
2	The Other Qualifications for various Posts include Professional Qualification, Skill Test norms, Physical Fitness, Capability of Performing Strenuous Duties and Experience, as applicable for the respective Posts.
3	The Educational and Other Qualifications as applicable for various Posts, are given in the 'Educational and Other Qualifications' Links/Pages for the respective Posts in the 'Relevant Provisions pertaining to Paragraphs VIII and IX' Link in the Portal.
4	Further provisions, if any in this regard shall be given in the 'Further Provisions for Appearing in Selection Process' Links/Pages for the respective Posts in the 'Admit Card and Related Provisions' Link in the Portal.

IX SCHEME AND SYLLABUS FOR SELECTION PROCESS

1	The Selection Process for various Posts shall comprise various Stages, viz Written Test, Typing Test, Measurement of Physical Standards, Endurance Test, Screening Test, Skill Test, etc as applicable for the respective Posts.
2	The Stages of the Selection Process for various Posts are contained in the provisions pertaining to the Scheme and Syllabus for Selection Process given in the 'Scheme and Syllabus for Selection Process' Links/Pages for the respective Posts in the 'Relevant Provisions pertaining to Paragraphs VIII and IX' Link in the Portal.
3	The Selection Process for various Posts includes Original Documents Checking at appropriate Stage of the Selection Process.
4	The Stage of the Selection Process for a Post at which the Original Documents Checking is to be conducted, shall be mentioned in the Admit Card for that Post.
5	The various Stages of the Selection Process for a Post are sequential i.e. all the prescribed Stages of Selection Process for a Post shall be conducted in the prescribed sequence only.
6	Except in respect of the first Stage of the Selection Process for that Post a Candidate shall be allowed to appear in a Stage of Selection Process for a Post only after he has provisionally qualified in the just preceding Stage of the Selection Process for that Post.
7	Further provisions, if any in this regard shall be given in the 'Further Provisions for Appearing in Selection Process' Links/Pages for the respective Posts in the 'Admit Card and Related Provisions' Link in the Portal.

X LANGUAGE FOR SELECTION PROCESS

(A) For Written Test for All Posts

1	For the Written Test for all the Posts, the Language of the Questions shall be Hindi or English, according to the Option given by the Candidates in their Applications.
2	However, the Questions pertaining to the English Language part (by whatever name such a part is called) of the Question Paper for the Written Test for a Post, where so prescribed in the Syllabus for that Post, shall be in English only.
3	The on-the-spot instructions which are to be given to the Candidates while conducting the Written Test for various Posts, shall be given in the above two Languages, as required.

(B) For Typing Test for the Post of Lower Division Clerk

4	For the Typing Test for the Post of Lower Division Clerk, the Language shall be Hindi or English, according to the Option given by the Candidates in their Applications.
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5	The on-the-spot instructions which are to be given to the Candidates while conducting the Typing Test for the Post of Lower Division Clerk shall be given in the above two Languages, as required.
(C)	For Original Documents Checking/Measurements of Physical Standards/Endurance Test/Screening Test/Skill Test, etc, as Applicable for Various Posts
6	The on-the-spot instructions which are to be given to the Candidates while conducting the Original Documents Checking/Measurements of Physical Standards/Endurance Test/Screening Test/Skill Test, etc, as applicable for various Posts, shall be given in Hindi and in English, as required.
(D)	Further Provisions
7	It MUST be noted that after submission of Application for a Post, no request for change in the Language shall be entertained under any circumstances on any grounds whatsoever.
XI	FULFILLING ALL ELIGIBILITY CRITERIA AND POSSESSING ALL ORIGINAL DOCUMENTS BY CANDIDATES ON CRUCIAL DATE
(A)	Fulfilling All Eligibility Criteria by Candidates on Crucial Date
1	All the eligibility criteria prescribed for a Post MUST be fulfilled by the intending Candidates on the Crucial Date.
2	Before applying for a Post, a Candidate MUST satisfy himself that he actually fulfills all the eligibility criteria prescribed for that Post and it shall be his personal responsibility.
3	The candidature of a Candidate for a Post shall automatically stand cancelled if it is found at any time that he was not fulfilling the eligibility criteria prescribed for that Post on the Crucial Date.
4	No advice/guidance/counseling shall be provided by the Factory in this regard under any circumstances on any grounds.
(B)	Possessing All Original Documents by Candidates on Crucial Date
5	All the ORIGINAL Documents required for a Post MUST be possessed by the intending Candidates on the Crucial Date.
6	Before applying for a Post, an intending Candidate MUST satisfy himself that he actually possesses all the ORIGINAL Documents required for that Post and it shall be his personal responsibility.
7	The candidature of a Candidate for a Post shall automatically stand cancelled if it is found at any time that he was not possessing all the ORIGINAL Documents for that Post required on the Crucial Date.
XII	REGARDING EXPERIENCE AND EXPERIENCE CERTIFICATE FOR POSTS OF PHOTOGRAPHER AND COOK (CANTEEN)
(A)	Regarding Experience
1	Before applying for the Posts of Photographer and/or Cook (Canteen), an intending Candidate MUST satisfy himself that he actually possesses the Experience prescribed for the respective Posts and it shall be his personal responsibility.
2	The Experience prescribed for a Post MUST be possessed by the intending Candidates on the Crucial Date.
3	The candidature of a Candidate for a Post shall automatically stand cancelled if it is found at any time that he was not possessing the Experience prescribed for that Post on the Crucial Date.
4	The Experience of the prescribed period for a Post MUST have been acquired only after possessing the Educational Qualification prescribed for that Post.
5	The Experience of the prescribed period for a Post MUST have also been acquired only after possessing the professional Qualification prescribed for that Post.
6	Part-time/ad hoc/honorary/casual/seasonal experience, etc shall not be considered as the prescribed Experience.
7	Self-experience/domestic experience/experience as hobby/experience as a free lancer, etc shall not be considered as the prescribed Experience.
(B)	Regarding Experience Certificate
8	The Experience Certificate required for a Post MUST mention the Name of the Candidate, Post held by him, Period (with Dates) of Experience/Service in the Establishment on the said Post, Last Drawn Monthly Salary (including all Allowances) and Date of Issue of the Experience Certificate.
9	The Experience Certificate MUST bear the Name, complete Postal Address and Landline Phone/Mobile Phone Number of the Establishment.
10	The Experience Certificate MUST be ink-signed by the competent authority of the Establishment and Name and Designation of the Signatory MUST be clearly written below his signature.
11	In case of Experience Certificate issued by a private Establishment, the Experience Certificate MUST also mention the complete Registration Number of the Establishment.
12	The Experience Certificates of the selected Candidates shall SPECIFICALLY be verified from the concerned Establishments and similarly, the registration of these Establishments shall also be SPECIFICALLY verified from the concerned Registering Authorities, before calling such Candidates for Medical Examination etc.
XIII	REGARDING PHOTOGRAPH, LEFT HAND THUMB IMPRESSION, SIGNATURE, HANDWRITING SPECIMEN AND EMPLOYMENT DECLARATION OF/BY CANDIDATES
(A)	Regarding Photograph of Candidates
1	The Photograph of a Candidate for a Post MUST be of Passport-Size (51mm x 51mm) and MUST be in Colour.
2	The Photograph MUST show the front view of the Candidate's full face with eyes open and without goggles/sunglasses.
3	The Photograph MUST show the Name of the Candidate and the Date of Taking the Photograph.
4	The Name of the Candidate MUST be in English Capital Letters and the spelling of the Name MUST be the same as filled-in by him in his Application which MUST be same as written in his 10th/High School/Matriculation Certificate.
5	The Date of Taking the Photograph MUST be between the Publication Date and Closing Date, both dates inclusive.
6	A Candidate for a Post MUST keep 12 copies of his same Photograph for use throughout this Recruitment Process.
7	Photocopies/Scanned copies of the Photograph shall NOT be accepted.

8	A Candidate for a Post shall have to use the same Photograph at various Stages of this Recruitment Process including at every Stage of the Selection Process for that Post.
9	Any variation found at any time in the Photographs of a Candidate for a Post submitted by him at various Stages of this Recruitment Process including at every Stage of the Selection Process, shall be liable to disqualify him for further appearing in that Stage and also in all subsequent Stages of the Selection Process for that Post and also for all the Posts for which he has applied and his candidature for that Post and also for all the Posts for which he has applied shall be liable to be cancelled.
10	There is no objection if a Candidate uses different sets of his Photographs for different Posts for which he is applying, but his all Photographs being used by him for one Post MUST be the same.
(B)	Regarding Left Hand Thumb Impression of Candidates
11	Every Candidate for a Post shall have to put his Left Hand Thumb Impression in Black Ink only at various Stages of this Recruitment Process including at every Stage of the Selection Process for that Post.
12	The Left Hand Thumb Impression of a Candidate MUST be clear and discernible i.e. Impression MUST be of the full front of the palm-side upper part of his Left Hand Thumb and lines/ridges in the Impression made by the Candidate MUST be distinctly visible.
13	While making the impression of his Left Hand Thumb on any paper/document at any time, the Candidate MUST ensure that he properly and fully places his Left Hand Thumb on the Black Ink Stamp Pad in such a way that the full front of the palm-side upper part of the Thumb is properly and completely inked and then he lifts his Thumb from the Stamp-Pad and thereafter, he gently places the Thumb on the paper/document, and then he gently lifts his Thumb therefrom without rubbing or stretching or blurring on that paper/document.
14	It MUST be noted that all Left Hand Thumb Impressions of a Candidate on all required papers/documents MUST be in Black Ink only.
15	It MUST be noted that it is the personal responsibility of a Candidate to ensure that all Impressions of his Left Hand Thumb on all required papers/documents are clear and discernible i.e. all these Impressions are of the full front of the palm-side upper part of his Left Hand Thumb and the lines/ridges in the Impressions are distinctly visible.
16	An unclear or indiscernible or blurred Impression of Left Hand Thumb of a Candidate shall be liable to disqualify him for further appearing in that Stage and in all further Stages of the Selection Process for that Post and his candidature for that Post shall be liable to be cancelled.
17	Any variation found at any time in the Left Hand Thumb Impressions of a Candidate for a Post made by him at various Stages of this Recruitment Process including at every Stage of the Selection Process, shall be liable to disqualify him for further appearing in that Stage and also in all subsequent Stages of the Selection Process for that Post and also for all the Posts for which he has applied and his candidature for that Post and also for all the Posts for which he has applied shall be liable to be cancelled.
18	In case a Candidate does not have his Left Hand Thumb, he can use his Right Hand Thumb for the purpose. In NO other case, use of Right Hand Thumb for the purpose shall be allowed.
(C)	Regarding Signature of Candidates
19	Every Candidate for a Post shall have to sign identically using Black Ball Point Pen only on all required papers/documents at various Stages of this Recruitment Process including at every Stage of the Selection Process for that Post.
20	Signatures of a Candidate on all required papers/documents MUST be identical, either in Hindi or in English only and MUST be in running hand and NOT in block/capital or disjointed/spaced out letters.
21	It MUST be noted that all Signatures of a Candidate on all required papers/documents MUST be done by using Black Ball Point Pen only.
22	It MUST be noted that it is the personal responsibility of a Candidate to ensure that his all Signatures on all required papers/documents are clear and identical.
23	Any variation found at any time in the Signatures of a Candidate for a Post made by him at various Stages of this Recruitment Process including at every Stage of the Selection Process, shall be liable to disqualify him for further appearing in that Stage and also in all subsequent Stages of the Selection Process for that Post and also for all the Posts for which he has applied and his candidature for that Post and also for all the Posts for which he has applied shall be liable to be cancelled.
24	There is no objection if a Candidate signs differently for different Posts for which he is applying, but his all Signatures in respect of one Post MUST be the same.
(D)	Regarding Handwriting Specimen of Candidates
25	Every Candidate for a Post shall have to submit his Handwriting Specimen in the prescribed Format at various Stages of this Recruitment Process including at every Stage of the Selection Process for that Post.
26	Handwriting Specimen shall be a part of HCA-B to be submitted by a Candidate for a Post.
27	Any variation found at any time in the Handwritings of a Candidate for a Post made by him at various Stages of this Recruitment Process including at every Stage of the Selection Process, shall be liable to disqualify him for further appearing in that Stage and also in all subsequent Stages of the Selection Process for that Post and also for all the Posts for which he has applied and his candidature for that Post and also for all the Posts for which he has applied shall be liable to be cancelled.
(E)	Regarding Employment Declaration by Candidates
28	Every Candidate for a Post who is in Service in the Central Government [including Ordnance Factories Organization but excluding Ordnance Parachute Factory Kanpur] or Central Public Sector Undertaking or Central Autonomous Body or Central Corporation, etc; or State Government or State Public Sector Undertaking or State Autonomous Body or State Corporation, etc; or Local Self Government Institution or Panchayat, etc,, shall have to submit an Employment Declaration in the prescribed Format at the Written Test for that Post.
29	The Employment Declaration Formats as mentioned above shall be given to the Candidates for filling-up and submission along with the NOC, if applicable, before the start of the Written Test.
30	Employment Declaration can also be taken from every Candidate for a Post who is in Service in the Central Government [including Ordnance Factories Organization but excluding Ordnance Parachute Factory Kanpur] or Central Public Sector Undertaking or Central Autonomous Body or Central Corporation, etc; or State Government or State Public Sector Undertaking or State Autonomous Body or State Corporation, etc; or Local Self Government Institution or Panchayat, etc,, at

	the other Stages of this Recruitment Process including at every other Stage of the Selection Process for that Post.		
(F)	Further Provisions		
31	Further provisions, if any in the above regards shall be given on the 'Further Provisions for Appearing in Selection Process' Links/Pages for the respective Posts on the 'Admit Card and Related Provisions' Link on the Portal.		
XIV	APPLICATION AND APPLICATION FEES		
(A)	Regarding Application		
1	An intending Candidate for one or more Posts MUST apply as per the provisions prescribed in the Advertisement and in the Website/Portal including all the On-Screen Instructions on the relevant Links/Pages in this regard.		
2	An intending Candidate MUST submit separate Applications for each Post for which he is applying.		
3	An intending Candidate MUST submit only one Application for one Post for which he is applying.		
4	An intending Candidate MUST NOT submit more than one Applications for one Post under any circumstances on any grounds whatsoever.		
5	If it is found at any time that a Candidate has submitted more than one Applications for one Post, then NO cognizance of any of the Applications so submitted by him for that Post shall be taken and his candidature for that Post shall automatically stand cancelled.		
6	No withdrawal of an Application once submitted, shall be allowed under any circumstances on any grounds whatsoever.		
7	An intending Candidate MUST submit Application for a Post properly, correctly and completely strictly as per the prescribed provisions in the Advertisement and in the Website/Portal.		
8	An intending Candidate MUST note that if he does not follow/comply with the provisions prescribed for submission of the Application for a Post, his Application for that Post shall not be considered.		
9	No cognizance of an Application submitted by any other means/method/mode shall be taken under any circumstances on any grounds whatsoever.		
10	The Application for a Post comprises two Parts, viz Online Application (OLA) and Hardcopy Application (HCA).		
11	The Online Application (OLA) for a Post comprises two Parts, viz OLA Part-A (OLA-A) and OLA Part-B (OLA-B).		
12	The Hardcopy Application (HCA) for a Post comprises two Parts, viz HCA Part-A (HCA-A) and HCA Part-B (HCA-B).		
13	The word 'Application' for a Post used in the Advertisement and in the Website/Portal means OLA and/or OLA-A and/or OLA-B and/or HCA and/or HCA-A and/or HCA-B, for that Post, as per the context.		
14	Similarly, the word 'OLA' used in the Advertisement and in the Website/Portal means OLA-A and/or OLA-B, as per the context; and the word 'HCA' used in the Advertisement and in the Website/Portal means HCA-A and/or HCA-B, as per the context.		
(B)	Method of Submission of Applications		
15	OLA-A and OLA-B can be submitted one after the other in the same sequence only.		
16	HCA (i.e. HCA-A and HCA-B) can be printed after submission of OLA (i.e. OLA-A and OLA-B) only.		
17	The OLA-A and OLA-B as above, can be submitted in the relevant Link/Page in the Website/Portal from the Starting Date (including time) onwards only and not therebefore; and upto the Closing Date (including time) only and not thereafter.		
18	The HCA (i.e. HCA-A and HCA-B) can be printed from the relevant Link/Page in the Website/Portal from the Starting Date (including time) onwards only and not therebefore; and upto the Closing Date (including time) only and not thereafter.		
19	The HCA (i.e. HCA-A and HCA-B) MUST be printed in Colour on Legal Size (21.6 cms x 35.6 cms) White Paper only.		
20	All markings, writings and Signatures in the HCA (i.e. HCA-A And HCA-B) MUST be done using only Black Ball Point Pen. Use of any other colour ball point pen or any other kind of pen or pencil is NOT allowed. The Left Hand Thumb Impression in HCA MUST be in Black ink only. Use of any other colour ink for Left Hand Thumb Impression is not allowed.		
21	The HCA MUST be received in the Factory by Speed post only from the Postal Authorities upto the Receipt Date (including time) only and not thereafter.		
22	The submission of Application for a Post comprises :		
	(i)	STEP-1	(a) Filling-in Details in OLA-A (b) Previewing OLA-A and if OLA-A is correct, then Submitting OLA-A (c) In case, any error is found in OLA-A on previewing, then OLA-A will have to be filled-in afresh before Submitting
	(ii)	STEP-2	(a) Uploading of Photograph, Left Hand Thumb Impression and Signature in OLA-B (b) Submitting OLA (i.e. OLA-A and OLA-B)
	(iii)	STEP-3	(a) Printing of HCA (i.e. HCA-A and HCA-B) (b) Thereafter, HCA-A is to be completed as per prescribed instructions
	(iv)	STEP-4	(a) Attaching Documents with HCA-B (b) Thereafter, HCA-B is to be completed as per prescribed instructions
23	Thereafter, the next STEP is to send the completed HCA (i.e. HCA-A and HCA-B) as per prescribed instructions, to the Factory by Speedpost so as to be delivered in the Factory by the Postal Authorities by Receipt Date (including time).		
24	Before beginning with the submission of an Application for a Post, the intending Candidate is advised that he should keep ready with him his email ID, Mobile Phone Number, Scanned Images of his Photograph, Left Hand Thumb Impression and Signature, etc and also all necessary details and all required Original Documents including IPO/DD/BC, as applicable, along with copies thereof pertaining to his Date of Birth, Educational and Other Qualifications, Category, etc.		
25	Then, to begin with the submission of an Application for a Post, the intending Candidate should go to the 'Direct Recruitment 2014A' Portal in the Factory's Internet Website and to the Caption 'SUBMISSION OF APPLICATIONS' and click on the Link 'SELECT POST AND THEN GO TO --> STEP-1, STEP-2, STEP-3 AND STEP-4 IN SEQUENCE' therebelow. Then, a Page shall be displayed on the Screen showing the Name of various Posts and the relevant instructions for submission of Applications.		
26	On clicking on the Name of the desired Post, the required Links/pages shall get opened/displayed on the Screen one after the other with the requisite On-Screen Instructions. The intending Candidate MUST follow all these instructions very carefully and meticulously without any deviation/violation.		

27	Each of the above STEPS is to be completed one after the other in the same sequence only.
28	However, a Candidate after having completed STEP-1, can directly go to STEP-2 at a later time by clicking on the Link 'GO TO --> STEP-2'. Similarly, after having completed STEP-2, a Candidate can directly go to STEP-3 and STEP-4 together at a later time by clicking on the Link 'GO TO --> STEP-3 AND STEP-4 IN SEQUENCE'.
29	For going to STEP-2 and/or to STEP-3 and STEP-4, the Candidate will have to enter his Registration Number, Password and other required details.
30	The OLA-A and OLA-B MUST be properly and correctly completed and submitted strictly as per the prescribed instructions.
31	After filling-in details in OLA-A, an intending Candidate can preview by clicking on the PREVIEW Button and in case he finds any error in any of the details filled-in the OLA-A, he will have to go back to the Direct Recruitment 2014A Portal by clicking on the Button provided therefor and then he will have to fill-in the details in OLA-A afresh.
32	Immediately after submission of OLA-A, a six-digit Registration Number and a Password will be generated and displayed on the Screen of the Computer. The Registration Number and the Password are Post-specific and Candidate-specific. The Candidate MUST note down the Registration Number and the Password so generated and preserve the same for further use. If the Registration Number and the Password are lost, the same cannot be retrieved. The Registration Number and the Password are confidential and therefore, the Candidates are advised in their own interest NOT to disclose their Registration Numbers and Passwords to anybody.
33	The Scanned Images of Photograph, Left Hand Thumb Impression and Signature MUST be properly, correctly and completely uploaded in OLA-B strictly as per the prescribed instructions.
34	The HCA-A and HCA-B MUST be properly and correctly completed and submitted strictly as per the prescribed instructions.
35	All the required Documents MUST be properly, correctly and completely attached with HCA-B strictly as per the Instructions contained therein.
36	<p>A Candidate MUST send his HCA (i.e. HCA-A and HCA-B) for a Post in an envelope by Speedpost only duly superscribing in the top left hand corner of the envelope as under :</p> <p style="text-align: center;">OPF/DR/2014A Application for the Post of _____ (Name of the Post to be written)</p> <p>and writing the address on the envelope as under :</p> <p style="text-align: center;">The General Manager Ordnance Parachute Factory Napier Road, Cantt KANPUR – 208 004 UP</p> <p>with the Candidate's Name and Address written in the bottom left corner of the envelope. The Candidate's Name and Address MUST be same as his Full Name and Address for Correspondence with District, State/UT and PIN Code, mentioned by him in his Application.</p>
37	NO cognizance shall be taken of an Application not received in the Factory as above i.e. NO cognizance shall be taken of an Application not sent by Speedpost and/or not superscribed and/or not addressed and/or not mentioning Candidate's Name and Address , etc. as above.
38	One envelope MUST contain only one Application of only one Candidate for only one Post. If an envelope is found to contain more than one Applications, NO cognizance of any of such Applications shall be taken, including irrespective of whether all such Applications are of the same Candidate or otherwise.
39	A Candidate should print another copy of his HCA (i.e. HCA-A and HCA-B) upto the Closing Date (including time) only for retaining the same for his further use.
40	The submission of an Application for a Post by a Candidate starts with the submission of OLA-A and completes with the receipt of his HCA (i.e. HCA-A and HCA-B) in the Factory by Speedpost from the Postal Authorities by the Receipt Date (including time).
41	With the clicking on the SUBMIT-1 Button, the STEP-1 stands completed and consequently, OLA-A stands submitted.
42	It is clarified that if a Candidate submits OLA-A for a Post, it shall mean that he has submitted his Application for that Post, though the submission of his Application is not complete.
43	It is also clarified that with the submission of OLA-A for a Post, a Candidate becomes a Registered Candidate for that Post. As such, if he submits another OLA-A for that Post, he shall be considered as having submitted more than one Applications and NO cognizance of any of the Applications so submitted by him for that Post shall be taken.
44	With the clicking on the SUBMIT-2 Button, STEP-2 stands completed and consequently, OLA (i.e. OLA-B after submission of OLA-A) stands submitted.
45	No change/correction in an Application (i.e. OLA and/or OLA-A and/or OLA-B and/or HCA and/or HCA-A and/or HCA-B) once submitted shall be allowed under any circumstances on any grounds whatsoever.
46	It is clarified that in completion and/or submission of an Application for a Post, if any of the above mentioned Steps is not properly and correctly completed as prescribed in the Advertisement and in the Website/Portal including all the On-Screen Instructions on the relevant Links/Pages in this regard, then NO cognizance of that Application shall be taken.
47	The Factory shall not be responsible for inaccessibility of the Website on account of non-availability of the Internet connectivity at any time for any period whatsoever during the Recruitment Process/Selection Process.
48	The Candidates are advised in their own interest that they should submit their OLAs and HCAs well in time and should not wait till/towards the Closing Date and/or Receipt Date, as the case may be.
(C)	Regarding Application Fees and Payment of Application Fees
49	The SC, ST, PH, XSM and Woman Candidates are exempted from payment of Application Fees.
50	A Candidate who is not exempted from payment of Application Fees, MUST pay the Application Fees of ₹50 (Rupees Fifty only) for each Post for which he is applying.
51	The Application Fees are non-refundable i.e. the Application Fees once received by the Factory shall not be refunded under any circumstances on any grounds whatsoever.

52	A Candidate who is not exempted from payment of Application Fees, applying for more than one Posts, MUST pay Application Fees separately in respect of his each such Application.
53	Application Fees MUST be paid either by Indian Postal Order (IPO, in short) or Demand Draft (DD, in short) or Banker's Cheque (BC, in short).
54	No cognizance shall be taken of Application Fees paid by any other means/mode under any circumstances on any grounds whatsoever.
55	The IPO/DD/BC MUST be Crossed.
56	The IPO/DD/BC MUST be drawn in favour of the General Manager, Ordnance Parachute Factory Kanpur.
57	The IPO/DD/BC MUST be payable at Kanpur.
58	The date of issue of IPO/DD/BC MUST be a date between the Publication Date and Closing Date, both dates inclusive.
59	No cognizance shall be taken of Application Fees if the date of issue of the IPO/DD/BC is a date before the Publication Date or after the Closing Date.
60	A Candidate paying the Application Fees MUST fill the details of the IPO/DD/BC in his OLA-A properly and correctly.
61	A Candidate paying the Application Fees MUST attach the IPO/DD/BC with his HCA-B properly and correctly.
62	While attaching the IPO/DD/BC with his HCA-B, a Candidate MUST follow the provisions/instructions given in the HCA-B in the relevant Link/Page in the Website/Portal.

(D) Further Provisions

63 Further provisions in these regards shall be given in the relevant Links/Pages below the 'Submission of Applications' Caption in the Portal.

XV CANDIDATURE OF CANDIDATES

1	The candidature of an intending Candidate applying for a Post starts with the completion of Step-1 i.e. with the submission of his OLA-A i.e. on clicking the 'SUBMIT-1' Button in the relevant Page in the Portal.															
2	The candidature of every Candidate for a Post for which he has applied, shall be PROVISIONAL and shall remain so until he is appointed to that Post after his selection.															
3	Status of a Candidate applying for a Post shall be as follows :															
	<table border="1"> <tr> <td>(i)</td> <td>Registered Candidate</td> <td>He is a Candidate for a Post who has submitted his OLA-A for that Post and Registration Number has been allotted to him.</td> </tr> <tr> <td>(ii)</td> <td>Probable Candidate</td> <td>He is a Candidate for a Post whose HCA/Application for that Post has been received in the Factory by Speedpost from the Postal Authorities by the Closing Date (including time).</td> </tr> <tr> <td>(iii)</td> <td>Eligible Candidate</td> <td>He is a Candidate for a Post whose HCA/Application for that Post has been 'Provisionally Accepted' after scrutiny.</td> </tr> <tr> <td>(iv)</td> <td>Qualified Candidate</td> <td>He is a Candidate for a Post after a Stage of the Selection Process who has been declared provisionally qualified in that Stage of the Selection Process for that Post for appearing in the next Stage of the Selection Process for that Post.</td> </tr> <tr> <td>(v)</td> <td>Selected Candidate</td> <td>He is a Candidate for a Post who has been declared Provisionally Selected at the end of the last Stage of the Selection Process for that Post.</td> </tr> </table>	(i)	Registered Candidate	He is a Candidate for a Post who has submitted his OLA-A for that Post and Registration Number has been allotted to him.	(ii)	Probable Candidate	He is a Candidate for a Post whose HCA/Application for that Post has been received in the Factory by Speedpost from the Postal Authorities by the Closing Date (including time).	(iii)	Eligible Candidate	He is a Candidate for a Post whose HCA/Application for that Post has been 'Provisionally Accepted' after scrutiny.	(iv)	Qualified Candidate	He is a Candidate for a Post after a Stage of the Selection Process who has been declared provisionally qualified in that Stage of the Selection Process for that Post for appearing in the next Stage of the Selection Process for that Post.	(v)	Selected Candidate	He is a Candidate for a Post who has been declared Provisionally Selected at the end of the last Stage of the Selection Process for that Post.
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(v)	Selected Candidate	He is a Candidate for a Post who has been declared Provisionally Selected at the end of the last Stage of the Selection Process for that Post.														
4	For one Post, a Candidate shall have only one candidature.															
5	If it is found at any time that a Candidate has more than one candidatures for a Post, his all candidatures for that Post shall automatically stand cancelled.															

XVI TERMINATION/CANCELLATION OF CANDIDATURE OF CANDIDATES

1	The candidature of a Candidate for a Post or for all the Posts for which he has applied, as the case may be, shall automatically stand terminated or cancelled at any time for deviating from/not following/not complying/violating any of the provisions prescribed therefor in the Advertisement and in the Website/Portal including the provisions/instructions issued subsequently and also the provisions/instructions given before or during or after the Selection Process.
2	No claim or dispute that a deviation/non-following/non-compliance/violation from/of the provisions prescribed for a Post in the Advertisement and in the Website/Portal including the provisions/instructions issued subsequently and also the provisions/instructions given before or during or after the Selection Process, leading to automatic termination or cancellation of the candidature of a Candidate for that Post, is minor or trivial or insignificant, shall be entertained under any circumstances on any grounds whatsoever.
3	Without prejudice to the above and also in addition to the above, the candidature of a Candidate for a Post or for all the Posts for which he has applied, as the case may be, shall automatically stand terminated or cancelled at any time for one or more of the reasons given below also.
4	The candidature of a Candidate for a Post shall automatically stand terminated by rejection at any time if his Application including payment of Application Fees is not in accordance with the provisions prescribed therefor.
5	The candidature of a Candidate for a Post shall automatically stand terminated by elimination in the Recruitment Process/Selection Process at a Stage if he does not qualify in that Stage of the Selection Process including Original Documents Checking for that Post.
6	The candidature of a Candidate for a Post shall automatically stand cancelled, if it is found at any time that :
	(i) he has not filled-up his Application for that Post properly, correctly and completely as per the prescribed Provisions
	(ii) he has not submitted his Application for that Post properly, correctly and completely as per the prescribed Provisions
	(iii) he has not paid his Application Fees, where applicable for that Post properly and correctly as per the prescribed Provisions
	(iv) he has furnished in his Application for that Post one or more incorrect/improper/incomplete information
	(v) he was NOT fulfilling one or more Eligibility Criteria pertaining to his Age, Educational and Other Qualifications, etc prescribed for that Post on the Crucial Date
	(vi) he was NOT in possession of one or more Original Documents pertaining to his Age, Educational and Other Qualifications, SC/ST/OBC(NCL)/PH/XSM, NOC, etc required for that Post on the Crucial Date

7	The candidature of a Candidate shall automatically stand cancelled for all the Posts he has applied for, if it is found at any time that :
(i)	he has furnished a misleading/dubious/fabricated/false information in his Application for any Post
(ii)	he has attached a bogus/dubious/fabricated/forged/false document with his Application for any Post
(iii)	he has used impersonation of any kind whatsoever in/during any Stage of the Selection Process of any Post
(iv)	he has used unfair means of any kind whatsoever in/during any Stage of the Selection Process of any Post
(v)	he has made an attempt to bring in any influence/pressure of any kind including political influence/pressure for securing his selection/appointment for any Post
8	It is clarified that the expression 'at any time' means before or during or after the Recruitment Process/Selection Process and includes the time even after the concerned Candidate has been appointed to a Post.
9	The above mentioned Reasons for Termination or Cancellation of the candidature of a Candidate for a Post or for all the Posts for which he has applied, as the case may be, are NOT EXHAUSTIVE .
10	The candidature of a Candidate for a Post or for all the Posts he has applied for, as the case may be, can be cancelled by the Factory for any other valid and just Reason not specified/covered in the Advertisement and in the Website/Portal. No claim or Dispute in this regard shall be entertained.

XVII SCRUTINY OF APPLICATIONS AND CHECKING OF APPLICATION STATUS BY CANDIDATES

(A) Scrutiny of Applications

1	On receipt of the Applications (i.e. HCAs) in the Factory by Speedpost by the Receipt Date (including time also) for all the Posts, the Applications of all the Candidates for all the Posts shall be scrutinized by the Factory.
2	The Application of a Candidate for a Post shall be scrutinized to ensure that he fulfills all the Eligibility Criteria prescribed for that Post, he possesses all the Original Documents required for that Post, he has filled-up his Application (i.e. OLA-A, OLA-B, HCA-A and HCA-B) strictly as per the prescribed provisions and he has submitted his Application (i.e. OLA-A, OLA-B, HCA-A and HCA-B) strictly as per the prescribed provisions.
3	Any deviation/non-following/non-compliance/violation whatsoever by a Candidate from/of the provisions prescribed in the Advertisement and in the Website/Portal in filling-up of his Application (i.e. OLA as well as HCA) shall lead to automatic cancellation of his candidature for that Post.
4	Any deviation/non-following/non-compliance/violation whatsoever by a Candidate from/of the provisions prescribed in the Advertisement and in the Website/Portal in submission of his Application (i.e. OLA as well as HCA) shall lead to automatic cancellation of his candidature for that Post.
5	It MUST be noted that even after a Candidate's Application is found OK in the Scrutiny, his candidature shall continue to be PROVISIONAL.
6	It MUST also be noted that after the above mentioned Scrutiny of Applications, a further Scrutiny of Applications can be done for any or some or all the Candidates for a Post at any time including even after declaration of the List of the Provisionally Selected Candidates for that Post, if considered necessary by the Factory.
7	It is further clarified that the above mentioned further Scrutiny of Applications can be done more than once, if considered necessary by the Factory.
8	If a Candidate's Application is not found OK in one or more of the above Scrutinies at any time, his candidature for that Post shall automatically stand cancelled and he shall NOT be allowed to appear in the Recruitment Process/Selection Process for that Post from that time onwards.

(B) Checking of Their Application Status by Candidates

9	Depending upon the completion of the Scrutiny of all Applications for a Post, a Message shall be sent to the Candidates at appropriate time by email and/or SMS informing them to visit the Website/Portal from a date called 'Applications Status Checking Date' onwards for checking the Status of their Applications for that Post.
10	This Message shall also be displayed in the Portal.
11	The above mentioned Message for a Post shall be sent by email and/or SMS only to the Probable Candidates for that Post.
12	It MUST be noted that the Message as above shall NOT be sent to a Candidate for a Post who is NOT a Probable Candidate for that Post.
13	The time of sending the Message as above may be different for various Posts depending upon the completion of the Scrutiny of Applications for various Posts.
14	There shall be a Link 'Applications Status Checking' in the Portal.
15	The Candidates can check the Status of their Applications for a Post by following the On-Screen Instructions in the relevant Pages in the above Link.
16	The above Link for a Post shall be available from the Applications Status Checking Date for that Post onwards until further intimation in this regard in the Portal.
17	The Applications Status Checking Date shall be a date after the Message as above has been sent by email and/or SMS to all the Candidates for that Post.
18	The Application Status of a Candidate whose Application for a Post has been found OK in all respects, shall be shown as 'Provisionally Accepted'.
19	It MUST be noted that an Application which is once Provisionally Accepted, can be rejected subsequently, if any deficiency is found in that Application at any time later.
20	The Application Status of a Candidate whose Application for a Post has not been found OK in any respect, shall be shown as 'Rejected'.
21	One Reason of Rejection shall also be mentioned in respect of each Rejected Application.
22	It is clarified that only one Reason of Rejection of an Application shall be mentioned even if an Application has been rejected for more than one Reasons.

XVIII REGARDING SC, ST, OBC, PH AND XSM CANDIDATES AND REGARDING SC, ST, OBC, PH AND XSM CERTIFICATES

1	All the Orders/Instructions issued from time to time by the Government of India regarding reservations and
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	relaxations/concessions, etc. for the SC, ST, OBC, PH and XSM Candidates and regarding the SC, ST, OBC, PH and XSM Certificates, are applicable to this Recruitment Process/Selection Process.
2	An OBC(Not NCL) Candidate i.e. an OBC Candidate not belonging to the Non-Creamy Layer shall be considered as a 'General/UR' Candidate only.
3	An OBC (Not NCL) Candidate MUST mention his Category as 'UR' while filling details in his OLA-A for a Post. Such a Candidate is not required to attach the Self Certified copy of his OBC Certificate with his HCA-B for that Post. Such a Candidate is also not required to produce his Original OBC Certificate during Original Documents Checking for that Post.
4	The SC, ST and OBC (NCL) Candidates shall NOT be given any age relaxation, in case they are applying for a Post for which no vacancies are reserved for the respective Categories.
5	Only an OBC Candidate belonging to the Non-Creamy Layer and possessing such Certificate while submitting his Application and producing such Certificates during Original Documents Checking, shall be treated as an OBC Candidate for the purpose of reservations and relaxations, etc in this Recruitment Process.
6	The OBC(NCL) Certificate MUST clearly reveal the fact that the Candidate does not fall in the Creamy Layer on the Crucial Date and that such Certificate MUST be duly signed and sealed by the Competent Authority within three years of the Crucial Date, Crucial Date inclusive.
7	The PH Candidates shall not be considered for the Posts which are not identified as suitable to be held by PH persons of the concerned Categories.
8	The PH Candidates shall be given age relaxation as applicable to them even in case they are applying for a Post for which no vacancies are reserved for the PH persons provided that the said Post has been identified as suitable to be held by PH persons of the concerned Disabilities.
9	A PH Candidate having minimum 40% disability shall only be treated as a PH Candidate for the purpose of reservations and relaxations/concessions, etc in this Recruitment Process.
10	The XSM Candidates shall be given age relaxation as applicable to them even in case they are applying for a Post for which no vacancies are reserved for XSM.
11	An XSM Candidate having minimum 06 months continuous service in the Armed Forces of the Union of India viz Regular Army, Navy and Air Force only, shall only be treated as an XSM Candidate for the purpose of reservations and relaxations/concessions, etc in this Recruitment Process.
12	An SC/ST/OBC (NCL)/PH/XSM Candidate who wishes to be considered against vacancies reserved for his respective Category or who seeks age relaxation as applicable to his respective Category MUST mention his such Category in his Application, MUST possess such Certificate on the Crucial Date and MUST produce his such Certificate as and when asked for by the Factory including in the Original Documents Checking. Otherwise, claim of such a Candidate for belonging to his Category shall NOT be considered and he shall be considered as a General/UR Candidate.
13	It is informed that an XSM Candidate claiming his applicable Educational and Other Qualifications for a Post on the basis of the prescribed Certificates issued by the Armed Forces, MUST possess such Certificates in proof of the same being equivalent to the corresponding Educational and Other Qualifications prescribed for that Post in the Advertisement, while submitting his Application and MUST produce the same as and when asked by the Factory, including in the Original Documents Checking.
14	Regarding SC/ST/OBC (NCL)/PH/XSM Certificate, it is clarified that only the Certificate duly signed and sealed by the prescribed Competent Authorities shall be accepted as proof of belonging to such Category.
15	Regarding PH Certificate, it is further clarified that such Certificates MUST be duly signed and sealed by the prescribed Competent Authorities.
16	Regarding XSM Certificate, it is further clarified that the Discharge Certificate MUST be duly signed and sealed by the prescribed Competent Authority.
XIX	FURTHER PROVISIONS FOR CANDIDATES IN SERVICE IN CENTRAL GOVT [INCLUDING ORDNANCE FACTORIES ORGANISATION BUT EXCLUDING ORDNANCE PARACHUTE FACTORY KANPUR] OR CENTRAL PSU OR CENTRAL AUTONOMOUS BODY OR CENTRAL CORPORATION, ETC; OR STATE GOVT OR STATE PSU OR STATE AUTONOMOUS BODY OR STATE CORPORATION, ETC; OR LOCAL SELF GOVERNMENT INSTITUTION OR PANCHAYAT, ETC
1	If a Candidate applying for a Post, is already in Service in the Central Government [including Ordnance Factories Organization but excluding Ordnance Parachute Factory Kanpur] or Central Public Sector Undertaking or Central Autonomous Body or Central Corporation, etc; or State Government or State Public Sector Undertaking or State Autonomous Body or State Corporation, etc; or Local Self Government Institution or Panchayat, etc, he MUST obtain an No Objection certificate (NOC) from his Employer/Appointing Authority before submission of his OLA-A for that Post.
2	Such a Candidate MUST note that the NOC as above MUST have been obtained by him after the Publication Date and before his Registration Date for that Post, both dates inclusive.
3	The NOC MUST clearly mention that in the event of selection of the Candidate for the Post for which he is applying, he shall be immediately released.
4	The NOC MUST also clearly mention the details of all Disciplinary Actions taken and pending/in train against the Candidate.
5	It is clarified that if such a Candidate is applying for more than one Posts, he MUST submit separate NOCs for each Post for which he is applying.
6	If a Candidate for a Post enters into Service in the Central Government [including Ordnance Factories Organization but excluding Ordnance Parachute Factory Kanpur] or Central Public Sector Undertaking or Central Autonomous Body or Central Corporation, etc; or State Government or State Public Sector Undertaking or State Autonomous Body or State Corporation, etc; or Local Self Government Institution or Panchayat, etc; after submission of his Application for that Post, he MUST immediately obtain a NOC from his Employer/Appointing Authority and submit the same at the immediately next Stage of this Recruitment Process including at the immediately next Stage of the Selection Process for that Post.
7	If a Candidate for a Post enters into Service in Ordnance Parachute Factory Kanpur after submission of his Application for that Post, he MUST immediately inform the Factory Management in writing.
8	If a Candidate in Service in the Central Government [including Ordnance Factories Organization but excluding Ordnance

Parachute Factory Kanpur Ordnance Parachute Factory Kanpur] or Central Public Sector Undertaking or Central Autonomous Body or Central Corporation, etc; or State Government or State Public Sector Undertaking or State Autonomous Body or State Corporation, etc; or Local Self Government Institution or Panchayat, etc; is selected and is offered appointment to a Post, he shall have to produce the Release Order from his Employer/Appointing Authority before joining that Post in Ordnance Parachute Factory Kanpur.

XX FURTHER PROVISIONS FOR CANDIDATES IN SERVICE IN ORDNANCE PARACHUTE FACTORY KANPUR

- 1 If a Candidate is already in service in Ordnance Parachute Factory Kanpur, he MUST submit his OLA (i.e. OLA-A and OLA-B) for each Post he is applying for, as per the prescribed provisions.
- 2 Thereafter, for each Post for which such a Candidate is applying, he MUST submit his HCA (i.e. HCA-A and HCA-B) along with a Covering Letter addressed to the General Manager through his Head of Section and Divisional Officer to Section EB (in case the Candidate is an NIE) or to Section LB (in case the Candidate is an IE) by the Receipt Date.
- 3 It is clarified that if such a Candidate is applying for more than one Posts, he MUST submit his HCA for each Post separately as above.
- 4 The HCAs submitted by such Candidates by any other means/mode shall not be considered under any circumstances on any grounds whatsoever.
- 5 It MUST be noted that such a Candidate is not required to obtain NOC from the Factory for the Post for which he is applying.
- 6 Such a Candidate is also not required to attach NOC with his HCA-B for that Post. Further, such a Candidate is not required to produce his NOC during Original Documents Checking for that Post.
- 7 It MUST also be noted that such Candidates are NOT required to send their HCAs to the Factory by Speedpost.
- 8 The provisions pertaining to sending/submission of HCA by such Candidates as contained in the Advertisement and in the Website/Portal stand modified to the above extent for such Candidates only.
- 9 All other provisions shall be applicable to such Candidates.

FULL TEXT ADVERTISEMENT (FTA) CONTINUES
FULL TEXT ADVERTISEMENT PART-B [FTA-B]

XXI INTIMATION OF SELECTION PROCESS SCHEDULES

- 1 The Selection Process Schedule for a Post shall contain the date, time and venue for various Stages of the Selection Process for that Post and also other relevant information, if any therefor.
- 2 Depending upon the availability of venues for conducting the various Stages of Selection Process for a Post, a Message shall be sent to the Eligible Candidates only at appropriate time by email and/or SMS informing them to visit the Website/Portal from a date called 'Schedule Intimation Date' onwards for seeing the Selection Process Schedule for that Post and other relevant information, if any therefor.
- 3 Depending upon the availability of venues for conducting the different Stages of Selection Process for various Posts, the time of sending the Message as above may be different for various Posts.
- 4 This Message for a Post shall also be displayed in the Portal.
- 5 It MUST be noted that this Message shall NOT be sent to a Candidate for a Post, who is NOT an Eligible Candidate for that Post.
- 7 There shall be a Link 'Selection Process Schedules' in the Portal.
- 8 The Candidates can see and print the Selection Process Schedule for a Post by following the On-Screen Instructions in the relevant Links/Pages in the above Link.
- 9 The above Link for a Post shall be available from the Schedule Intimation Date for that Post onwards until further intimation in this regard in the Portal.
- 10 The Schedule Intimation Date for a Post shall be a date after the Message as above has been sent by email and/or SMS to all the Eligible Candidates for that Post.
- 11 It is assured that the Admit Card Printing Date for a Post shall be a date falling at least 06 days after the Schedule Intimation Date for that Post.
- 12 It is clarified, for example, that if the Schedule Intimation Date for a Post is 08.04.2011, then the Admit Card Printing Date for that Post shall be on or after 15.04.2011.

XXII ORIGINAL DOCUMENTS CHECKING

- 1 Recruitment Process/Selection Process for various Posts includes Original Documents Checking.
- 2 For each Post, the ODC of the Candidates can be conducted at the appropriate Stage of the Selection Process i.e. either before or during or after the Written Test/Typing Test/Masurement of Physical Standards/Endurance Test/Screening Test/Skill Test, etc as applicable for the respective Posts.
- 3 It is clarified that the Stage at which the ODC for a Post is conducted can be different for different Posts.
- 4 For each Post, the Stage at which ODC is to be conducted, shall be mentioned in the Admit Card for that Post.
- 5 In addition, for each Post, the ODC of the Candidates can also be done at appropriate time before or after the publication/display of the List of the Provisionally Selected Candidates for that Post.
- 6 Only those Candidates who qualify in the ODC, shall be allowed to appear in the next Stage of the Selection Process.
- 7 The Factory reserves the right to do the ODC of any or some or all Candidates for any Post at any time and even after publication/display of the List of the Provisionally selected Candidates for that Post, if considered necessary.
- 8 If a Candidate does not produce his all Original Documents in the ODC for a Post for any reasons whatsoever, he shall be disqualified in the ODC and consequently, he shall not be allowed to appear in the next Stage of the Selection Process for that Post and his candidature for that Post shall automatically stand cancelled.

9	It MUST be noted by the Candidates that NO ad-hoc/in-lieu/temporary/provisional/duplicate Document of any kind shall be accepted under any circumstances on any grounds whatsoever except when such a Document has been issued by the same authority which issues the corresponding Original Document.
10	It MUST be noted by the Candidates that NO request for submission of any Original Document at a later date/time or for acceptance of Photocopies/Scanned Copies/Certified copies/Attested copies thereof or for acceptance of Undertaking/Bond/FIR/Affidavit, etc in this regard, shall be entertained under any circumstances on any grounds whatsoever.
11	Further provisions, if any in this regard shall be given in the 'Further Provisions for Appearing in Selection Process' Links/Pages for the respective Posts in the 'Admit Card and Related Provisions' Link in the Portal.
XXIII ADMIT CARD AND RELATED PROVISIONS	
(A) Time for Entry of Candidates in the Venues of Selection Process	
1	The time for entry of Candidates in the venues of the various Stages of the Selection Process for a Post shall be mentioned in the Admit Card for that Post.
2	NO relaxation in time of entry in the venue of any Stage of the Selection Process for a Post shall be given to any Candidate under any circumstances on any grounds whatsoever.
3	Therefore, the Candidates MUST reach the venues of the respective Stages of the Selection Process for any Post sufficiently before the time so mentioned therefor.
(B) Personal Search/Frisking at the Time of Entry of Candidates in the Venues as well as During Conduction of Selection Process	
4	The Candidates are liable to be Personally Searched/Frisked at the entrance of the Venue of the Written Test as well as during the conduction of the Written Test for all the Posts.
5	The Personal Search/Frisking shall be done under Video Cameras.
6	The Personal Search/Frisking of the Candidates shall be done with due courtesy.
7	The Personal Search/Frisking of the Woman Candidates shall be done with due privacy by Woman Officials only.
8	The Personal Search/Frisking shall be done in a similar manner for all other Stages of the Selection Process for all the Posts.
9	If at the entrance of the Venue of a Stage of the Selection Process for a Post, a Candidate is found to be in possession of any of the Items for which he has given declaration in HCA-A for not bringing at/in the Venue of any Stage of the Selection Process, he shall not be allowed to enter the Venue of that Stage of the Selection Process for that Post.
10	If inside the Venue of a Stage of the Selection Process for a Post and/or during the conduction of a Stage of the Selection Process for a Post, a Candidate is found to be in possession of any of the Items for which he has given declaration in HCA-A for not bringing at/in the venue of any Stage of the Selection Process, his Candidature for that Post shall automatically stand cancelled, irrespective of whether he has used that Item in that Stage of the Selection Process for that Post or not <u>and</u> also irrespective of whether that Item is of any use in that Stage of the Selection Process for that Post or not.
(C) Bringing and Producing Admit Card at Various Stages of Recruitment Process/Selection Process	
11	For appearing in each Stage of the Selection Process for a Post, viz Original Documents Checking, Written Test, Typing Test, Measurements of Physical Standards, Endurance Test, Screening Test, Skill Test, etc, as applicable for that Post, every Eligible Candidate MUST bring his Admit Card for that Post.
12	An Admit Card shall consist of two Parts, viz Upper Part and Lower Part.
13	During the first Stage of the Selection Process for a Post, after signing and thumb impressing by the Candidate and also after signing by the Invigilators at the prescribed spaces, the Upper Part shall be returned to the Candidate and the Lower Part shall be retained by the Invigilators.
14	After having appeared in the first Stage of the Selection Process for a Post, for appearing in all subsequent Stages of the Selection Process for that Post, a Candidate MUST bring the SAME Upper Part of the Admit Card in ORIGINAL which he had brought in all preceding Stages of the Selection Process and which had by then been signed and thumb impressed by him and also signed by the Invigilators at all prescribed spaces.
15	After having appeared in a Stage of the Selection Process for a Post, the Candidates MUST preserve the Upper Part of their Admit Cards which had by then been signed and thumb impressed by him and also signed by the Invigilators at all prescribed spaces till that Stage.
16	If a Candidate does not bring his Admit Card for a Post for appearing in the first Stage of the Selection Process for that Post or does not bring his Admit Card for a Post containing the signatures and the thumb impressions as above in ORIGINAL for appearing in any of the subsequent Stages of the Selection Process for that Post, for any reasons whatsoever, he shall not be allowed to appear in that Stage and also in all subsequent Stages of the Selection Process for that Post and his Candidature for that Post shall automatically stand cancelled.
17	For Checking of their all Original Documents, for issue of Attestation Forms, for Medical Examination and for joining that Post, etc, a Provisionally Selected Candidate for a Post MUST produce the Upper Part of his Admit Card which MUST have been signed and thumb impressed by him and also signed by the Invigilators at all prescribed spaces at all Stages of the Selection Process for that Post.
18	If a provisionally Selected Candidate for a Post does not bring his Admit Card for a Post containing the signatures and the thumb impressions as above in ORIGINAL for the Checking of his all Original Documents, for issue of Attestation Forms, for Medical Examination and for joining the Post, etc for any reasons whatsoever, he shall not be allowed to appear in that Stage of the Recruitment Process and his Candidature for that Post shall automatically stand cancelled.
19	The Candidates MUST produce their Admit Cards for a Post, to the Factory Officials as and when asked for, at all the Stages of the Recruitment Process including at every Stage of the Selection Process for that Post.
20	If a Candidate does not produce his Admit Card for a Post for appearing in the any Stage of the Recruitment Process/Selection Process for that Post, for any reasons whatsoever, he shall not be allowed to appear in that Stage and also in all subsequent Stages of the Selection Process for that Post and his Candidature for that Post shall automatically stand cancelled.
21	It MUST be noted by the Candidates that NO request for production of Admit Cards at a later date/time or for acceptance of Photocopies/Scanned Copies/Certified copies /Attested copies thereof or for acceptance of Undertaking/Bond/FIR/Affidavit, etc in this regard, shall be entertained under any circumstances on any grounds whatsoever.

(D) Printing of Admit Card	
22	There shall be a Link 'Admit Card and Related Provisions' in the Portal.
23	In the above Link, there shall be 'Admit Card Printing', 'Further Provisions for Appearing in Selection Process' and 'Further Provisions regarding Question Paper and OMR Answer Sheet' Links/Pages for various Posts.
24	The Candidates can print their Admit Card for a Post by following the On-Screen Instructions in the above mentioned Link/Page for that Post.
25	The Link 'Admit Cards and Related Provisions' for a Post shall be available from a date to be called 'Admit Card Printing Date' onwards.
26	The Admit Card Printing Date for a Post shall be a date falling on the 07 th day after the Schedule Intimation Date.
27	The 'Admit Card Printing' Link/Page for a Post shall be so available till a date falling on the 3 rd day before the date of the first Stage of the Selection Process for that Post.
28	The 'Further Provisions for Appearing in Selection Process' and 'Further Provisions regarding Question Paper and OMR Answer Sheet' Links/Pages shall be available until further intimation in this regard in the Portal for the respective Posts.
29	The Date of the first Stage of Selection Process for a Post shall be a date falling on the 24 th day after the Admit Card Printing Date.
30	Only an Eligible Candidate for a Post can print his Admit Card for that Post.
31	For one Post, only one Admit Card is required to be printed by a Candidate.
32	Admit Cards MUST be printed in Colour on Legal Size (21.6 cms x 35.6 cms) White Paper only.
33	Depending upon the number of Stages of the Selection Process for a Post, an Admit card may comprise one page or two pages, as the case may be.
34	For the Posts for which the Admit Card comprises two pages, both pages of the Admit Card MUST be printed on same Paper with the Obverse Page/Page 1 of the Admit Card printed on one side of the Paper and the Reverse Page/Page 2 of the Admit Card printed on the other side of the same Paper i.e. both Pages of the Admit Card MUST be printed on the same Paper Back-to-Back ensuring that the Top Edge of both Pages of the Admit Card MUST be printed on the Paper in the same direction i.e. Top Edge of both Pages of the Admit Card MUST be in the same direction of the Paper..
35	No cognizance shall be taken of an Admit Card not printed as mentioned above.
(E) Further Provisions for Appearing in Selection Process and Further Provisions regarding Question Paper and OMR Answer Sheet	
36	In the Link 'Admit Card and Related Provisions' in the Portal, there shall be the 'Further Provisions for Appearing in Selection Process' and 'Further Provisions regarding Question Paper and OMR Answer Sheet' Links/Pages for the respective Posts along with the 'Admit Card Printing' Link/Page therefor.
37	The Candidates can print the Further Provisions for Appearing in Selection Process and Further Provisions regarding Question Paper and OMR Answer Sheet by following the On-Screen Instructions on the relevant Links/Pages.
XXIV	REGARDING QUESTION PAPER AND OMR ANSWER SHEET FOR WRITTEN TEST
(A) Regarding Question Paper for Written Test	
1	The Question Paper for the Written Test shall be as per the Syllabus prescribed for the respective Posts.
2	The Question Paper given to a Candidate, shall be in the Language opted by him in his Application.
3	Each Question shall be Objective Type.
4	Each Question shall have four answers, viz (A), (B), (C) and (D).
5	Out of the four answers for a Question, only one answer shall be the correct answer for that Question.
(B) Regarding OMR Answer Sheet for Written Test	
6	The answers to the Questions shall have to be marked by the Candidates in the OMR (Optical Marker Reader) Answer Sheets.
7	In the OMR Answer Sheets, Serial Numbers of Questions shall be printed.
8	Against Serial Number of each Question, there shall be four circles (A), (B), (C) and (D).
9	After the Candidate has read a Question in the Question Paper and has decided which one of the given answers is correct for that Question, he shall have to indicate his answer by completely darkening the corresponding circle against the Serial Number of that Question.
10	The Candidates MUST use only BLACK ball point pen for writing various details in the boxes and for darkening the corresponding circles and also for indicating the answers by darkening the desired circles in the OMR Answer Sheets.
11	Use of any other colour ball point pen or any other kind of pen or pencil is NOT allowed.
12	The Candidates MUST note that no change can be made in the writing of details in the boxes or in the corresponding darkened circles or in the darkened circles for the answers, once done in the OMR Answer Sheet.
13	Therefore, the Candidates MUST write the details in the boxes and MUST darken the corresponding circles and also MUST darken the circles for the answers in the OMR Answer Sheets very carefully.
(C) Further Provisions	
14	Further provisions in these regards shall be given in the 'Further Provisions regarding Question Paper and OMR Answer Sheet' Links/Pages for the respective Posts in the 'Admit Card and Related Provisions' Link in the Portal.
15	Still further provisions in these regards shall be given in the Question Paper and in the OMR Answer Sheet for the respective Posts.
XXV	PAYMENT OF JOURNEY FARE TO SC/ST ETC CANDIDATES
1	All Candidates except those as mentioned below, appearing in any Stage of the Selection Process for a Post shall travel at their own expenses.
2	The SC/ST Candidates shall be paid Journey Fare by Rail Second Class/Bus, chargeable by the shortest route from the Railway Station/Bus Stand nearest to their normal place of residence or from the Railway Station/Bus Stand from where they actually perform the journey , whichever is nearer to Ordnance Parachute Factory Kanpur, and back to the same Railway Station/Bus Stand.

3	The Fare for the first 30 kms (Thirty kilometers) each way by Rail or Road shall be borne by the Candidates and the reimbursement shall be restricted to the Fare in respect of the balance of the distance (i.e. exceeding the first 30 kms each way) both ways on production of the journey details as well as Railway/Bus fare tickets.
4	Extra charges, if any incurred for reserving berth/seat in the Train/Bus shall NOT be reimbursed to the Candidates.
5	For Road journey between places not connected by Rail, the Candidates shall be allowed actual Bus Fare or Road Mileage at the lowest admissible rate, whichever is less, provided the distance covered by Road is more than 30 kms each way.
6	The Journey Fare shall be paid to a Candidate as above only once during the entire Recruitment Process for a Post.
7	For each Post, the Journey Fare shall be paid to a Candidate as above at the Venue of the first Stage of the Selection Process for that Post immediately after that Stage is over.
8	The Candidates MUST produce the Self Certified copy of their SC/ST Certificates along with the Original Rail/Bus Tickets for taking the payment of the Journey Fare as above,
9	It MUST be noted that if a Candidate does not produce the Self Certified copy of his SC/ST Certificate along with the Original Rail/Bus Tickets when the payment of Journey Fare is being made by the Factory at the Venue of the first Stage of the Selection Process, the payment of Journey Fare to such a Candidate shall not be made later.
10	The payment of Journey Fare as above is also admissible to a Candidate who is both PH and XSM. Such a Candidate MUST produce the Self Certified copies of his both PH and XSM Certificates along with the Original Rail/Bus Tickets for taking the payment of the Journey Fare as above.
11	If a Candidate is appearing in the Selection Process for more than one Posts, he shall be paid Journey Fares in respect of each of the Selection Process in which he is appearing, subject to the above mentioned provisions.
12	This payment is NOT admissible to those Candidates who are already in Service in the Central Government [including Ordnance Factories Organization] or Central Public Sector Undertaking or Central Autonomous Body or Central Corporation, etc; or State Government or State Public Sector Undertaking or State Autonomous Body or State Corporation, etc; or Local Self Government Institution or Panchayat, etc.
XXVI APPOINTMENT OF PROVISIONALLY SELECTED CANDIDATES AND GENERAL CONDITIONS OF SERVICE, ETC	
(A)	Display of Lists of Provisionally Qualified Candidates in Various Stages of Selection and List of Provisionally Selected Candidates
1	The selection of Candidates for appointment to various Posts shall be made strictly on the basis of their performance in the various Stages of the Selection Process as prescribed for the respective Posts.
2	For various Posts, after the Last stage of the Selection Process, the List of the Provisionally Selected Candidates for that Post shall be declared by display on the Notice Board outside the Factory's Main Gate and also by publication on the 'Result' link on the Portal.
3	Subject to the above, for various Posts, after each Stage of the Selection Process, the List of Candidates having provisionally qualified in that Stage for appearing in the next Stage of the Selection Process for that Post shall be declared by display on the Notice Board outside the Factory's Main Gate and also by publication on the 'Result' link on the Portal.
4	The Lists of Candidates provisionally qualified in a Stage of Selection Process for a Post may also be displayed on the Notice Board at the Venue of that Stage of Selection Process, if considered necessary.
(B)	Appointment of Provisionally Selected Candidates to Various Posts
5	The appointment of the Provisionally Selected Candidates to various Posts shall be subject to the fulfillment of the requirements of Checking of their all Original Documents, receipt of satisfactory Report of Verification of their Character and Antecedents from the Civil Authorities and their Fitness in the Medical Examination, etc.
6	An Appointment Letter shall be issued by Speedpost only to a Provisionally Selected Candidate for a Post whose all Original Documents have been found OK, whose Verification of Character and Antecedents Report from Civil Authorities has been received as satisfactory and who has been found Fit in the Medical Examination, etc, for joining the duties of that Post in Ordnance Parachute Factory Kanpur within the given time.
7	The Appointment Letter issued to a Candidate for a Post who does not join the duties of that Post within the given time, is liable to be cancelled resulting in cancellation of his candidature for that Post.
(C)	General Conditions of Service, etc.
8	The place of work for a Candidate appointed to a Post shall be ORDNANCE PARACHUTE FACTORY KANPUR.
9	However, such an appointed Candidate shall be liable to be transferred to any other Ordnance Factory/Unit in India.
10	A Candidate appointed to a Post shall be a Central Government Servant.
11	As such, he shall be governed by all the Rules, Regulations, Orders, Instructions, Service Conditions, etc as applicable to the Central Government Servants of that Classification/Group and Post.
12	GPF Scheme is NOT applicable to the Central Government Servants appointed on or after 01.01.2004.
13	Pension Scheme including Family Pension Scheme is NOT applicable to the Central Government Servants appointed on or after 01.01.2004.
14	DCRG Scheme is NOT applicable to the Central Government Servants appointed on or after 01.01.2004.
15	New Pension Scheme i.e. Defined Contributory Pension Scheme is compulsorily applicable to all Central Government Servants appointed on or after 01.01.2004.
