

**RECRUITMENT NOTICE FOR THE POST OF LOWER DIVISION CLERK, MATERIAL ASSISTANT AND TRADESMAN MATE AT
18 FIELD AMMUNITION DEPOT C/O 56 APO, PIN-909718**

1. Applications are invited from eligible Indian citizens, for the following posts in the Pay Band of Rs (Pay Band + Grade Pay) plus other allowances, as admissible to Central Govt employees as per Performa attached as under :-

S.No	Name of post	Pay scale	Minimum essential qualification	Physical endurance test/skil test(which ever applicable)	Categories				Total vacs	Remarks
					UR	SC	ST	OBC		
(a)	Lower Division Clerk	Rs 19,900+ allowances as admissible to Central Govt Employees from time to time	(i) 12 th class or its equivalent from a recognized Board or University. (ii) Must qualify in typing test	(i) Merit list will be based on marks obtained in "Written Test".	07	-	-	02	09	Out of total 09 vacancies, 01(one) vacancy for Ex-Serviceman are reserved @ Skill Test English Typing @ 35 words per minute on computer OR Hindi typing @ 30 w.p.m on computer (35 words per minute corresponding to 10500/9000 KDPH on an average of 5 key depressions for each word

S.No	Name of Post	Pay Scale	Minimum essential qualification	Physical edurance test/skill test(Which-ever applicable)	Categories				Total Vacs	Remarks
					UR	OBC	SC	ST		
(b)	Mtrl Asst	Rs 29,200+ allowances as admissible to Central Govt Employees from time to time	(i) Graduate in any discipline from any recognized University or Diploma in Material Management or Diploma in Engineering in any discipline from any recognized Institutions	(i) Merit list will be based on marks obtained in "Written Test".	05	01	02	-	08	-
(c)	Trades Man Mate	Rs 18000+ allowances as admissible to Central Govt Employees from time to time	(i) Matriculation(10 th) pass or equivalent from recognized Board. (ii) Knowledge of Hindi.	(a) Physical fitness- Must be physically fit and capable of performing strenuous duties and should pass tests specified below. (i) 1.5KM run in 6 mins for male and 10 mins for female candidates finishing after 6/10 min will be rejected for further test. (ii) Carry a weight of 20 Kg to a distance of 300mtr in 80 seconds. Candidates finishing after 80 second will be rejected for further test. (iii) Lift 20Kg weight from ground level to above head level, stretch hands straight bring the box down to ground level(3 times). Candidates not passing will be rejected from further tests. (b) Should pass written test. (c) Merit list will be based on marks obtained in "Written Test". (d) No interview will be conducted.	69	29	39	-	137	(i) Out of total 137 vacancies, 14 (fourteen) vacancies for Ex- serviceman and 07 (Seven) vacancies for Meritorious Sports Person and 04(four) vacancies for Physically handicapped (Hearing and orthopedic handicapped) are reserved @ Physical/Endurance Test. (ii) Identified for Orthopedic Handicapped & Hearing Handicapped.#(OA, BL,OL,PD,D) (iii) no Physical test will be conducted for OH candidates. (iv) Sportsmanship certificate issued by appropriate authority is required in case candidate has applied for meritorious sports persons quota

Note: BL-Both Legs affected but not arms. OA-One Arm affected, OL-One leg affected(Right or left). D-Deaf. PD-Partially Deaf. GP-Grade Pay.

2. The above posts are subject to all India service liability including field service.
3. **Age limit and its relaxation.**

S.No	Category	Age limit			Remarks
(a)	UR	18 Yrs to 25 Yrs			Age limit for the post of Mtrl Asst shall be as under on the last date of receipt of applications:- UR-18 Yrs to 27 Yrs OBC-18 Yrs to 30 Yrs SC-18 Yrs to 32 Yrs
(b)	OBC	18 Yrs to 28 Yrs			-
(c)	SC/ST	18 Yrs to 30 Yrs			-
(d)	ESM	The age will be calculated by applying formula i.e. service rendered in Army/Navy/Air Force shall be deducted from the actual age and resultant age should not exceed the maximum upper age limit prescribed for the post by more than three years			Ex-servicemen should be in possession of Discharge Certificate issued by concerned Record Office.
(e)	PH	UR	OBC	SC	PH person should be in possession of Disability Certificate issued by CMO/Civil Surgeon of Govt Hospital certifying the Candidates who suffer from not less than 40 % of relevant disability are eligible.
		18 to 35	18 to 38	18 to 40	
(f)	Meritorious Sports Persons	18 to 30	18 to 33	18 to 35	Persons who have represented a State-National/International competition, University tournaments conducted by Inter University Sports Board: State School Team in National Sports/Games conducted by AISGF, Person awarded National Awards in Physical Efficiency under National Physical Efficiency Drive.

4. Candidates will fwd application properly sealed, in an envelope to the address, The Commandant, 18 Field Ammunition Depot, C/O 56 APO, PIN-909718, mentioned against the post applied for, **through Ordinary/ Registered/Speed Post**. Application in person will not be accepted. Candidates are requested to super scribe the words “**APPLICATION FOR THE POST LOWER DIVISION CLERK / MATERIAL ASSISTANT / TRADESMEN MATE**” on the top of envelope while sending the application form.

5. Last date of receipt of application is 21 days from the date of publication of the advertisement in the Employment News/News Paper. Since Employment News is published for a week, later date will be counted as date one.

6. The crucial date for determining the age limit shall be the closing date for receipt of application.

7. The photocopy of the following Documents/Certificates to be attached alongwith application duly self attested.

- (i) Education Qualification certificate. Class 10th Mark sheet is mandatory.
- (ii) Date of Birth Certificate
- (iii) Caste certificate where applicable
- (iv) Discharge Certificate for Ex-Serviceman issued by Record Office/Regimental Centre or NOC from the competent authority for serving Defence Personnel who are completing the prescribed period of Army Service within a year from the last date of receiving application.

8. Two passport size photographs duly self attested -one on right corner of application and one on Acknowledgement Card.

9. Self addressed envelope affixing postal stamps of Rs 25/-

Note-1

(a) Central/State Government civilian employees must furnish “**No Objection Certificate**” from their employer/office while applying, otherwise their candidature will be cancelled.

10. Incomplete/ ineligible applications will be deemed invalid and rejected without intimation to the candidate only eligible candidates will be called for the first examination.

11. To reduce the number of candidates for written examination for one category of post, screening of applications will be carried out based on the percentage of marks obtained in the examination mandated as essential QR. No screening of application is required, in cases where physical test, are prescribed prior to “Written Test”. The candidates who fail to qualify in the physical test (wherever applicable) shall not be permitted to undergo any written test, Skill Test, wherever applicable, will be conducted after written test and will be qualifying in nature.

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

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

Subject	No of questions	Maximum Marks	Duration	Remarks
General Intelligence and reasoning	25	25	2 Hours (20 Minutes extra for visually handicapped candidates)	(i) The standard of questions will be of matriculation/intermediate as applicable
Numerical aptitude	25	25		
General English	50	50		(ii) OMR Sheet will be used for answering.
General Awareness	50	50		

14. Canvassing in any form shall disqualify the candidates. No inquiry or correspondence will be entertained.

15. No TA/DA is admissible. Duration of each test can be 02 to 05 days or more . Candidates will make their own arrangement for lodging/boarding during the test. Depot will NOT make any arrangements.

16. Any dispute with regard to the recruitment will be subjected to courts having jurisdiction in Hoshiarpur, (Punjab)

17. 18 Field Ammunition Depot reserves the right to decrease/increase the number of vacancies of any stage of the recruitment.

18. Physical test will be the first test, followed by written, except where no applicable.

19. Written test will be conducted on OMR sheet. All candidates should acquaint themselves with this process.

20. No relaxation in test will be provided to women candidates.

21. Candidates will wear decanting for physical tests and not run in underwear's.

22. Requirement of scribe, for written test, intimated 72 hours in advance to Unit Administration.

23. Disability Certificate (format attached) issued by Central/State Govt Board consisting of at least three members , out of which one shall be a specialist in the particular field for assessing locomotors/cerebral/visual/hearing disability and certifying the percentage of disability (i.e. 40% and above).

24. All tests will be conducted at 18 Field Ammunition Depot, Pin-909718, C/O 56 APO.

25. SC/ST/OBC/PH candidates have a right to compete with general candidates against general vacancy. In such cases no concession or relaxation will be provided to the SC,ST, OBC and PH candidates.
26. No extra weightage will be given for additional/higher extra qualifications.
27. **Limiting the No Candidates.** Due to Administrative constrains, in case of large number of applicant appeared. Initial screening of applications, on the basis on percentage or marks obtained in class XII to reduce number of candidates to a reasonable limit. A bench mark percentage will be fixed of the total applications. All candidates meeting the benchmark will be allowed to participate in examination. The number of candidates to be called for interview, may be restricted to ten times of vacancies to be filled by the recruitment board.
28. **OBC Certificate.** Every candidate seeking reservation as OBC is required to submit a certificate, regarding his/her status and non creamy layer status issued by appropriate authority. OBC Certificate will be as per authority promulgated by Govt of India.
29. Candidates will be on two years probation period at 18 Field Ammunition Depot, Pin-909718 C/O 56 APO after appointment. Their services will terminated if they are found indiscipline/unsatisfactory at work.
30. Candidates will be disqualified in case he or she has more than one spouse living (Plural marriage).
31. PH candidates can avail age relaxation of their category i.e. SC/ST/OBC, over and above the age relaxation PH for vacancies reserved for SC/ST/OBC, as applicable. However, a PH candidate applying against general category vacancy can only get claim age relaxation permissible for PH candidates belonging to UR category.
32. Candidates belonging to reserved categories, who have not availed any relaxation applicable to them and whose names appear in the combined merit list, within the number of UR vacancies being filled shall be accommodated against UR vacancy.
33. Candidates will bring Acknowledgement Card for each test. Failing which, they will not be allowed to appear in the test.
34. Candidates found using unfair means will be rejected.
35. Candidature will be cancelled, if the candidates do not report to depot, within the Time Specified by Administration .
36. Beware of touts.
37. Imposter will be handed over to police.
38. All other category applying , other than UR/SC/ST/OBC, will be treated as UR category

39. The following certificates are valid for Meritorious Sports Person:-

- (a) International Competition - Secretary of the National Federation of the game concerned.
- (b) National Competition - Secretary of the National Federation or Secretary of the State Association of the game concerned.
- (c) Inter University Tournaments- Dean of sports or other Officer in overall charge of game University concerned.
- (d) State Sports Games - Director or Additional Joint or for School, Deputy director overall charge of sports games in the directorate of public institutions education of the state.

40. The unit will not be responsible for compensating, in case, any injury/death is suffered by a candidate, during recruitment process.

41. There will of simultaneous conduct of Test for all categories and applicant having applied for all different categories, the responsibility of deciding the category, for which the candidate would like to appear will be the choice of the applicant himself. 18 Field Ammunition Depot, Pin-909718, C/O 56 APO will not be responsible applicant's choice/decision. No separate exam will be conducted for candidates, who could not appear for remaining categories, as applied by them.

42. A select panel equal to the number of vacancies notified and based on the performance of candidates in the written test will be drawn up. All the candidates on the select panel will be offered an appointment subject to their fitness on medical examination and other satisfactory requirements before actual appointments. The reserve panel will be operated strictly as per merit only, in case a candidate from the select panel resigns/dies while process of appointment or is disqualified. The reserve panel will not be operated for any subsequent recruitment i.e. additional vacancies in the same year or next year. Depot Administration reserves Right to exercise reserve panel it cannot be taken as a Right of the Applicant.

43. The decision of Commandant, 18 Field Ammunition Depot, regarding selection/rejection will be final. Number of vacancies are tentative and recruitment process can be cancelled/suspended/terminated by Commandant 18 Field Ammunition Depot Depot, Pin-909718, C/O 56 APO at any time due to administrative reasons.

44. The Employment Notice comprises of following pages:-

- (a) Instructions -Pages 01 to 07
- (b) Performa A -Pages 01 to 03
- (c) Performa B -Pages 01 to 02
- (d) Performa C -One page
- (e) Performa D -One page
- (f) Appx 'A' -One page

To,

Recruitment Cell
18 Field Ammunition Depot
PIN-909718
C/O 56 APO

APPLICATION FOR RECRUITMENT

RECRUITMENT Notice No

1. Post applied for_____.

2. Name of Candidate (in block letter):

3. Father's Name:

4. Date of Birth:

DD	MM	YY					

Affix recent
passport size
photograph

5. Correspondence Address :

House No/Street/ Village_____

Post Office: _____ Tehsil _____

Distt _____

State _____ PIN Code _____

6. Permanent Address:-

House No/Street/ Village_____

Post Office: _____ Tehsil _____

Distt _____

State _____ PIN Code _____

7. Educational Qualification:-

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

Note: Attach Mark Sheet of class 10th.

8. Category for which applied.

UR	SC	ST	OBC
----	----	----	-----

(a)

PH	ESM	Others	Sportsman	HH
----	-----	--------	-----------	----

(b)

9. If applied for the post as Ex-serviceman

Date of Enrolment (In Army/Navy/Air Force) _____ Date of retirement _____

Total service _____ yrs _____ months _____ days (attach attested copy of discharge certificate/NOC.

10. If applied for the post in PH category

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

11. Whether registered with any Employment Exchange:- Yes/No: _____
If yes, mention Registration No and Name of Employment Exchange.

12. Whether employed in Central Govt Services ? Yes/No _____
If yes service details as under

Name of employer	Office details	Name of the post	Date of appointment
------------------	----------------	------------------	---------------------

DECLARATION

13. I hereby certify that above particulars mentioned in the application are correct and true to the best of my knowledge and belief, In understand that in the event of my information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the advertisement, my candidature/appointment is liable to be cancelled/terminated. I am willing to serve anywhere. I agree that department has the right to transfer me to any where in India.

Dated: _____

(Signature of candidate)

FOR OFFICIAL RECORD ONLY

1. Application received on _____
2. Application accepted/rejected _____
3. Reason for rejection: Under Age/Over Age/Documents incomplete/Photo or documents not attested/ Any other reason to be specified _____
4. Index No: _____
5. Date of Test _____

ACKNOWLEDGEMENT CARD

(Fill columns 1,2,3,4,& 9)

Affix recent
passport size
photograph

6. Name : _____
Date of birth _____
Father's/Husband Name: _____
Correspondence Address:
House No/Street/ Village _____
Post Office: _____ Tehsil _____
Distt _____
State _____ PIN Code _____
7. Application accepted/rejected Date of test if accepted : _____
Reason for rejection:
8. Date and time of reporting for test _____
Venue of test: 18 Field Ammunition depot, Pin-909718, C/O 56 APO

Note: (a) Please bring all original documents/certificates alongwith this Acknowledgement at the time of physical test.

(b) Signature of the candidate should not differ as put in the Application form during the physical test.

9. Category: UR/SC/OBC/PH/ESM/Sports person

Signature of candidate

Signature of Controlling Officer

(Name and Address of the institute/Hospital_____)

Certificate No _____ Date _____

Recent
photograph of
the candidate
showing the
disability duly
attested by the
Chairperson of
the medical
Board.

DISABILITY CERTIFICATE

1. This is certified that Shri/Smt/Kumari _____ Son/Wife/Daughter
of _____ age _____ Sex _____ Mark(s) _____
_____ is suffering from permanent disability of following category.

A Locomotor or cerebral palsy:-

- | | |
|--|----------------------|
| (i) BL-Both legs affected but not arms | (a) Impaired reach |
| (ii) BA-Both arms affected | (b) Weakness of grip |
| (iii) BLA-Both legs and both arms affected | (a) Impaired reach |
| (iv) OL-One leg affected (Right or Left) | (b) Weakness of grip |
| | (c) Ataxic |
| (v) OA-One arm affected | (a) Impaired reach |
| | (b) Weakness of grip |
| | (c) Ataxic |
| (vi) BH-Stiff back and hips (Cannot sit or stoop) | |
| (vii) MW-Muscular weakness and limited physical endurance. | |

B. Blindness or low Vision:-

- | | |
|---------|------------------|
| (i) B | -Blind |
| (ii) PB | -Partially blind |

C. Hearing Impairment:-

- (i) D -Deaf
- (ii) PD -Partially deaf

(Delete the category whichever is not applicable)

2. This condition is progressive/non progressive/likely to Improve/not likely to improve. Reassessment of the case is not recommended/is recommended after a period of _____years_____months.

3. Percentage of disability in his/her case is _____percent.

Shri/Smt/Kum_____meets the following physically requirements for discharge of his/her duties.

- (i) F-can perform work by manipulating with fingers Yes/No
- (ii) PP-can perform work by pulling and pushing Yes/No
- (iii) L-can perform work by lifting Yes/No
- (iv) KC-can perform work by kneeling and crouching Yes/No
- (v) B-can perform work by bending Yes/No
- (vi) S-can perform work by sitting Yes/No
- (vii) ST-can perform work by standing Yes/No
- (viii) W-can perform work by walking Yes/No
- (ix) SE-can perform work by seeing Yes/No
- (x) H-can perform work by hearing/speaking Yes/No
- (xi) RW-can perform work by reading and writing Yes/No

(Dr_____)
Member
Medical Board

(Dr_____)
Member
Medical Board

(Dr_____)
Member
Medical Board

Countersigned by the Medical
superintendent/CMO/Head of the
Hospital(with seal)

FORM OF CASTE CERTIFICATE

This is to certify that Shri/Smt/Kum_____ son/Daughter
of _____ of _____ village/Town _____ in
Distt/Division _____ of the State/Union Territory _____ belongs to
the _____

Caste/Tribe* which is recognized as Scheduled Caste

Scheduled Tribe*

Under:-

The Constitution (Schedule Castes) Order, 1950

The Constitution (Schedule Tribes) Order, 1950

The Constitution (Schedule Caste)Union Territories), Order 1951.

The Constitution (Schedule tribes)Union Territories), Order 1951.

(as amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order) 1956, the Bombay Reorganization Act 1960, the Punjab Reorganization Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (reorganization) Act 1971 and the Scheduled Castes and Scheduled Tribes Orders(Amendment Act, 1976).

The Constitution (Jammu & Kashmir) Schedule Castes Order, 1956

The Constitution (Andaman and Nicobar Islands) Schedule Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Order(Amendment Act, 1976,

The Constitution(Dadra and Nagar Haveli) Scheduled Castes Order, 1962.

The Constitution(Pondicherry) Scheduled Castes Order, 1964.

The Constitution(Ultra Pradesh), Scheduled Tribes Order, 1957.

The Constitution(Goa, Daman and Diu) Scheduled Castes Order, 1968

The Constitution(Goa, Daman and Diu) Scheduled Tribes Order, 1968

The Constitution(Nagaland) Scheduled Tribes Order, 1970

The Constitution(Sikkim) Scheduled Castes Order, 1978

The Constitution(Sikkim) Scheduled Tribes Order, 1978

The Constitution(Jammu & Kashmir) Scheduled Tribes Order, 1989

The Constitution(Scheduled Castes)Order(Amendment) Act, 1990

The Constitution(Scheduled Tribes) Order(Amendment) Act, 1991.

The Constitution(Nagaland) Scheduled tribes Order, 1970

2. This certificate is issued on the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Smt* _____ father/Mother*of _____ Shri/Smt/Kum* _____ of village/Town* _____ in _____ District/Division* _____ of _____ State/Union Territory* _____ who belongs to the Caste/Tribe* which is recognized as a Scheduled Castes/Scheduled Tribe* in the State/Union Territory* _____ issued by the _____ dated _____

3. Shri/Shrimati*/Kumari* _____ and/or* his/her* family ordinary resides in village/town* _____ of District/Division* of the State/Union Territory* of _____

(Name /Dwesig/Seal of Cop. Auth)

FORM OF CASTE CERTIFICATE (OBC)

1. This is to certify that Sh/Smt/Km _____ Son/Daughter of _____
Of village/town _____ in District/Division _____
Of the state belongs to _____ community which is
recognized as Backward Class under the Govt of India, Ministry of Social Justice & Empowerment's
Resolution No _____ dated _____

2. Sh/Smt/Km _____ and/or/his/her family ordinarily
reside(s) in village/town _____ in District/Division _____
Of the state of _____. This is also to certify the he/she
does belong to the persons/sections (Creamy layer) mentioned in column 3 of the scheduled to the
GOI, DOPT NO 36012/22/93-Estt(SCT), dated 08.09.193.

(Name /Desig/Seal of Comp. Auth)