

GENERAL INSTRUCTIONS

1. Applications are invited in the prescribed format on the website www.aocrecruitment.gov.nic.in for the under mentioned posts from Indian Citizens as declared eligible by the Govt of India, Min of Defence.

2. **Date for Physical/Practical/Skill tests and written examination.** Physical/Practical/ Skill tests and written examination will be conducted which will be despatched to candidates meeting the criteria for recruitment.

3. **Vacancies/Reservation.** The vacancy position may vary and firm number of vacancies will be determined in due course on the date of finalisation of merit list.

(a) **Tentative vacancies for Lower Division Clerk post.**

Depot/Unit stations where the post is to be filled up	Scale of pay and Grade Pay	No. of Posts	No of Vacancies reserved for				Horizontal/Vertical reservation (included in the total allotment)			Remarks
			UR	SC	ST	OBC	PH	MSP	ESM	
CAD Pulgaon,	Rs. 5200-20200 with Grade Pay Rs. 1900/-	-	-	-	-	-	-	-	-	The vacancies in different categories may change depending on actual vacancies on date of finalization of merit list.
COD Dehu Rd		25	15	-	02	08	02(HH & OH)	02	01	
COD Mumbai		03	01	01	01	-	-	-	-	
CAFVD Kirkee		20	10	02	02	06	-	01	02	
OD Talegaon		38	22	03	03	10	01(VH)	02	05	
224 ABOD		19	13	03	03	-	01(HH)	01	02	
OD Avadi,		-	-	-	-	-	-	-	-	
26 Amn Coy		04	03	-	-	01	01 (VH)	-	-	
36 ROU	01	01	-	-	-	-	-	-		
Total		110	65	09	11	25	05	05	11	

(b) **Tentative vacancies for Material Assistant Post.**

Depot/Unit/ Stations where the post is to be filled up	Scale of pay and Grade Pay	No. of Posts	No of Vacancies reserved for				Horizontal/ Vertical reservation (included in the total allotment)			Remarks
			UR	SC	ST	OBC	PH	MSP	ESM	
COD Dehu Rd	Rs. 5200-20200 with Grade Pay Rs. 2800/-	01	01	-	-	-	-	-	-	The vacancies in different categories may change depending on actual vacancies on date of finalization of merit list
COD Pulgaon		01	-	01	-	-	-	-	-	
OD Talegaon		07	04	-	01	02	-	-	-	
224 ABOD		01	-	-	01	-	-	-	-	
OD Avadi		01	-	-	-	01	-	-	-	
19 FAD		-	-	-	-	-	-	-	-	
Total		11	05	01	02	13	-	-	-	

(c) **Tentative vacancies for Fireman post.**

Depot/Unit where the post is to be filled up	Scale of pay and Grade Pay	No. of Posts	No of Vacancies reserved for				Horizontal/ Vertical reservation (included in the total allotment)			Remarks
			UR	SC	ST	OBC	PH	MSP	ESM	
OD Talegaon	Rs. 5200-20200 with Grade Pay Rs. 1900/-	05	-	-	01	04	-	-	-	The vacancies in different categories may change depending on actual vacancies on date of finalization of merit list.
224 ABOD		12	07	01	01	03	-	01	01	
29 FAD		05	01	-	01	03	-	-	-	
19 FAD		11	05	02	01	03	-	01	01	
25 Amn Coy		04	04	-	-	-	-	-	-	
26 Amn Coy		08	06	02	-	-	-	-	-	
36 ROU		02	02	-	-	-	-	-	-	
31 Armd DOU		01	-	-	-	01	-	-	-	
75 (I) Inf Bde Gp OMC		13	09	02	-	02	-	01	01	
Total		61	34	07	04	16	-	03	03	

(d) Tentative vacancies for Cook post.

Depot/Unit where the post is to be filled up	Scale of pay and Grade Pay	No. of Posts	No of Vacancies reserved for				Horizontal/ Vertical reservation (included in the total allotment)			Remarks
			UR	SC	ST	OBC	PH	MSP	ESM	
OD Avadi	Rs. 5200-20200 with Grade Pay Rs. 1900/-	01	01	-	-	-	-	-	-	The vacancies in different categories may change depending on actual vacancies on date of finalization of merit list.
CAFVD Kirkee		03	02	-	-	01	-	-	-	
29 FAD		01	01	-	-	-	-	-	-	
Total	05	04	-	-	01	-	-	-		

(e) Tentative vacancies for Steno Grade II Post .

Depot/Unit where the post is to be filled up	Scale of pay and Grade Pay	No. of Posts	No of Vacancies reserved for				Horizontal/Vertical reservation (included in the total allotment)			Remarks
			UR	SC	ST	OBC	PH	MSP	ESM	
COD Dehu Rd	Rs. 5200-20200 with Grade Pay Rs. 2400/-	01	01	-	-	-	-	-	-	The vacancies in different categories may change depending on actual vacancies on date of finalization of merit list.
CAFVD Kirkee		01	01	-	-	-	-	-	-	
Total		02	02	-	-	-	-	-	-	

(f) Tentative vacancies for Tradesman Mate post.

Depot/Unit where the post is to be filled up	Scale of pay and Grade Pay	No. of Posts	No of Vacancies reserved for				Horizontal/ Vertical reservation (included in the total allotment)			Remarks
			UR	SC	ST	OBC	PH	MSP	ESM	
CAD Pulgaon	Rs. 5200-20200 with Grade Pay Rs. 1800/-	39	20	-	09	10	-	02	04	The vacancies in different categories may change depending on actual vacancies on date of finalization of merit list.
COD Dehu Rd		25	19	-	-	06	04(03x OH) & (01 x HH)	01	03	
COD Mumbai		19	10	01	-	08	02(OH & HH)	01	02	
CAFVD Kirkee		24	12	-	-	12	-	02	04	
OD Talegaon		43	22	-	-	21	-	03	05	
224 ABOD		22	11	05	02	04	-	01	02	
29 FAD		68	39	-	08	21	-	03	07	
19 FAD		61	31	11	11	08	02(HH)	03	07	
11 Inf DOU		03	02	01	-	-	01(HH)	-	-	
12 ROU		03	03	-	-	-	-	-	-	
25 Amn Coy		50	25	04	03	18	04(HH)	02	05	
26 Amn Coy		38	22	05	04	07	04(3 x HH) & (01x OH)	02	03	
75 (I) Inf Bde Gp OMC		03	02	-	-	01	-	-	-	
4 (I) ABOU		01	01	-	-	-	-	-	-	
31 Armd DOU		05	03	-	-	02	01(OH)	-	-	
36 ROU		02	01	-	01	-	-	-	-	
54 Inf DOU		02	01	01	-	-	-	-	-	
82 Amn PI		03	02	-	-	01	-	-	-	
21 Corps OMC		05	05	-	-	-	01(OH)	-	-	
OD Avadi		144	72	14	01	57	HH-03 & OH-2	07	15	
Total		560	303	42	39	176	24	27	55	

(g) Tentative vacancies for Safaiwala post.

Depot/Unit where the post is to be filled up	Scale of pay and Grade Pay	No. of Posts	No of Vacancies reserved for (Provisional)				Horizontal/ Vertical reservation (included in the total allotment)			Remarks
			UR	SC	ST	OBC	PH	MSP	ESM	
			CAD Pulgaon	Rs. 5200-	03	01	-	01	01	
COD Mumbai	20200	02	01	-	-	01	-	-	-	
CAFVD Kirkee	with	09	06	-	-	03	-	01	-	
COD Dehu Rd	Grade	03	01	-	-	02	01(VH)	-	-	
224 ABOD	Pay Rs.	02	01	-	01	-	-	-	-	
OD Talegaon	1800/-	02	01	-	-	01	-	-	-	
29 FAD		03	03	-	-	-	-	-	-	
OD Avadi		02	02	-	-	-	-	-	-	
Total		26	16	-	02	08	01	01	-	

(h) Tentative vacancies for Messenger post.

Depot/Unit where the post is to be filled up	Scale of pay and Grade Pay	No. of Posts	No of Vacancies reserved for (Provisional)				Horizontal/ Vertical reservation (included in the total allotment)			Remarks
			UR	SC	ST	OBC	PH	MSP	ESM	
			CAD Pulgaon	Rs. 5200-	03	02	-	-	01	
AOC Records	20200 with	01	01	-	-	-	-	-	-	
CAFVD Kirkee	Grade	02	-	-	-	02	-	-	-	
OD Talegaon	Pay Rs.	04	02	-	-	02	-	-	-	
224 ABOD	1800/-	02	02	-	-	-	01 (VH)	-	-	
OD Avadi		02	01	-	-	-	-	-	01	
Total		14	08	-	-	05	01	-	02	

(j) Tentative vacancies for other posts.

Depot/Unit where the post is to be filled up	Scale of pay Rs. 5200-20200 with Grade Pay of Rs	Name of the posts	No. of Posts	No of Vacancies reserved for (Provisional)				Remarks
				UR	SC	ST	OBC	
COD Mumbai	1800	Washer man	02	02	-	-	-	The vacancies in different categories may change depending on actual vacancies on date of finalization of merit list
COD Dehu Rd	1900	Fitter	01	01	-	-	-	
OD Talegaon	1900	Armourer	02	02	-	-	-	
224 ABOD	1900	Saddler	01	01	-	-	-	
OD Talegaon	1900	Armourer	02	02	-	-	-	
CAD Pulgaon	1900	Vehicle Mech	01	-	-	-	01	
	1800	Gardner	01	01	-	-	-	
COD Mumbai	1900	CMD (OG)	02	02	-	-	-	
	1800	Barber	01	01	-	-	-	
CAFVD Kirkee	1800	Vendor	03	03	-	-	-	
	1800	Female Searcher	03	01	-	-	02	
224 ABOD	1900	Tele Operator Grade I	02	02	-	-	-	
29 FAD	1900	Tin & Coppersmith	01	-	-	-	01	
COD Dehu Rd	1900	Carp & Joiner	01	01	-	-	-	
OD Avadi	1900	AFVD Driver	02	02	-	-	-	
	1900	Electrician	02	02	-	-	-	
Total			27	23	-	-	04	

Note: - 1. Above vacancies are provisional and subject to change at later stage

2. UR = Unreserved

3. PH = Physically Handicapped (HH - Hearing handicapped, OH – Orthopedically Handicapped & VH – Visually Handicapped)

4. ESM = Ex-Serviceman.

5. MSP = Meritorious Sports Persons

6. OG = Ordinary Grade

7. AFV = Armoured Fighting Vehicle.

8. MV = Medium Vehicle.

(j) Reservation for SC/ST/OBC/Ex-Serviceman/PH/Sports persons etc categories is available as per extant Govt Orders. PH (Physical Handicapped) category will be considered for persons suffering from disabilities of forty percent and above only.

(k) The post carry All India Service Liability (AISL) i.e the candidate on selection may be asked to serve anywhere in the country.

(l) Certain vacancies are earmarked for filling through transfer/absorption from other Government Departments, etc. Therefore the number of posts mentioned above are tentative and Department reserves the right to change the number of vacancies at any time.

4. **Nationality/Citizenship.**

(a) A candidate must be either:-

(i) A citizen of India, or

(ii) A subject of Nepal, or

(iii) A subject of Bhutan, or

(iv) A Tibetan refugee who came over to India before 1st January 1962 with the intention of permanently settling in India, or

(b) Provided that a candidate who belongs to categories (ii), (iii), (iv) and (v) above shall be a person in whose favour a certificate for eligibility has been issued by the Govt of India.

(c) A candidate in whose case a certificate of eligibility is necessary, may be admitted to the examination but the offer of appointment will be given only after necessary eligibility certificate has been issued to him by the Government of India.

5. **Age Limit.** Age limit for General Category Candidates will be 18 to 25 Years.. The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India. Only for the post of Material Assistant and CMD (OG) the age limit for General Category Candidate is 18 to 27 years.

Note – I. Candidates should note that only the date of birth as recorded in the matriculation, higher secondary examination certificate or an equivalent certificate available on the date of submission of application will be accepted for determining the Age eligibility and no subsequent request for its change will be considered or granted.

Note – II. Candidates are advised to opt only for such posts for which they are within the prescribed age limit.

6. **Categories for claiming Age relaxation :-**

Sl No	Category	Age relaxation permissible beyond the Upper age limit
(a)	SC/ST	5 Years
(b)	OBC	3 years
(c)	PH (OH/HH)	10 years
(d)	PH (OH/HH) + OBC	13 years
(e)	PH (OH/HH) + SC/ST	15 years
(f)	Ex-serviceman	5 years
(g)	Ex-serviceman (OBC)	8 years
(h)	Ex-serviceman (ST/SC)	10 years
(i)	Central Govt Civilian employees (General/Unreserved) who have rendered not less than 3 years regular and continuous service as on closing date	Upto 35 years
(k)	Central Govt Civilian employees (OBC) who have rendered not less than 3 years regular and continuous service as on closing date	Upto 38 years
(l)	Central Govt Civilian employees (SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date	40 years

Note – I. The period of “call up service” of an Ex-serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for the purpose of age relaxation.

7. **Explanation-I** An Ex-serviceman means a person who has served in any rank whether a combatant or non-combatant in the regular Army, Navy, Air Force of the Indian Union and

(a) Who retired from such service after earning his/her pension. This would also include persons who are retired/ retire at their own request but after having earned their pension; or

(b) Who has been released from such service on medical grounds, attributable to Military service/circumstances beyond his control and awarded medical or other disability pension.

8. **Departmental Candidates.**

(a) The Departmental candidate shall be treated at par with the outsiders in all respects except age relaxation as per orders/instructions issued by the Govt of India from time to time.

(b) The Departmental candidates to be considered for selection shall be only those who have rendered not less than three years of continuous service in the organization in the same line or allied cadres and where a relationship could be established that service rendered in the Dept will be useful for efficient discharge of duties in their new post.

9. **Process of Certification for Reserve Category**

(a) Candidates who wish to be considered against vacancies reserved or seek age relaxation are required to forward the requisite certificate issued by Competent Authority with application while applying on website.

(b) The competent authorities for issue of Caste Certificate are indicated below:-

(i) District Magistrate / Additional District Magistrate/Collector / Deputy Commissioner/ Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate/Sub Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.

(ii) Chief Presidency Magistrate /Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officer not below the rank of Tehsildar.

(iv) Sub Divisional Officer of the area where the candidate and /or his family normally resides.

(c) **OBC Certificate.** Every candidate seeking reservation as OBC is required to send the attested copy of the certificate regarding his/her OBC status and non-creamy layer status issued by appropriate authority.

(d) **Disability Certificate.** Physically disable candidate should send the attested copy of medical certificate issued by Central/State Govt Medical board consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing locomotor/cerebral/visual/hearing disability and certifying the percentage of disability (ie 40% and above). A format certificate is attached as **Annexure I**.

Note-I : Candidates are warned that they may be permanently debarred from the examination in case they fraudulently claim SC/ST/OBC/Ex-Serviceman/PH status.

10.

Minimum Essential Educational Qualification.

S.No	Post	Educational and other Qualification
(a)	Material Assistant (Supdt Store)	Graduate in any discipline from any recognised university or Diploma in Material Management or Diploma in Engineering in any Discipline from any recognised Institute.
(b)	LDC	12 th pass or equivalent from recognised Board or University. English typing @35 w.p.m. on computer or Hindi typing @ 30 w.p.m on computer (35 words per minute and 30 words per minute corresponding to 10500/9000 KDPH on an average of 5 key depressions for each word.
(c)	Telephone Operator Grade II	Matriculate or equivalent with English as compulsory subject. Proficiency in handling in PBX Board and fluency in spoken English.
(d)	Steno Grade II	(i) 12 th pass or equivalent from recognised Board or University. (ii) Skill Test Norms. Dictation: 10 mts @ 80 w.p.m. Transcription : 50 mts (Eng), 65 mts (Hindi) (on computer)
(e)	Fireman	Matriculation from recognised Board or University. Must be physically fit and capable of performing strenuous duties and must have passed the test specified below : (i) Height without shoes – 165 cms (A concession of 2.5 cms shall be allowed for members of schedule tribe). (ii) Chest (Un-expanded) -81.5 cms. (iii) Chest (on expansion) – 85 cms. (iv) Weight – 50 Kgs (b) Physical endurance test. (i) Run-1.6 Km in 6 min (ii) Carrying a man of 63.5 Kgs to a distance of 183 meters within 96 sec. (iii) Clearing 2.5 meters wide ditch landing on both feet (long jump) (iv) Climbing 3 meters vertical rope using hand and feet.

(f)	Cook	Matriculation or equivalent from recognised Board. Diploma in cooking from any recognised Institute e.g. ITI/Vocational College.
(g)	Tradesman Mate	Matriculation from recognised Board or University.
(h)	Safaiwala, Messenger, Gardner & Female Searcher	Matriculation from recognised Board or University. Conversant with the duties of the respective trades with one year's experience in the trade
(j)	Washer man	Matriculation from recognised Board or University. Conversant with the duties of the respective trades with one year's experience in the trade.
(k)	Armourer	Matriculation pass from recognised Board and Certificate from a recognised Technical Training Institute in the specified trade or equivalent Defence services tradesman courses and 03 years' experience in the trade.
(l)	Fitter or Fitter (MV)	Matriculation pass from recognised Board. Certificate from a recognised ITI in the trade or 03 years training or experience of actual work in a Govt workshop or in a private firm of repute.
(m)	Tin & Copper Smith	
(n)	Vehicle Mech	Matriculation pass from recognised Board. Certificate in the trade from a recognised ITI or 03 years training or experience of actual work in the trade or allied trade in a Govt workshop or in a private firm of repute.
(p)	Barber	Matriculation pass or equivalent from recognised Board with proficiency in Barber's trade job with one year experience in the trade.
(r)	Vendor	Matriculation pass from recognised Board.
(s)	Tailor	Matriculation pass from recognised Board. Certificate in the trade from a recognised ITI or 03 years training or experience of actual work in the trade or allied trade in a Govt workshop or in a private firm of repute.
(t)	Carpenter & Joiner	Matriculation pass from recognised Board. Certificate in the trade from a recognised ITI or 03 years training or experience of actual work in the trade or allied trade in a Govt workshop or in a private firm of repute.
(u)	CMD (OG)	Matriculation pass from recognised Board. Must possess the civilian driving licence for heavy vehicles and have two years' experience of driving such vehicles.
(v)	Saddler	Matriculation pass or equivalent from recognised Board with proficiency in trade.
(vi)	Electrician	Matriculation pass from recognised Board. Certificate in the trade from a recognised ITI or 03 years training or experience of actual work in the trade or allied trade in a Govt workshop or in a private firm of repute.
(vii)	AFV Driver	Matriculation pass from recognised Board. Must possess the civilian driving licence for heavy vehicles with at least 5 years' experience in driving AF Vehicles in the Army.

Note-I All candidates are required to forward attested copy of the relevant educational /qualification certificate with application.

Note-II The prescribed essential qualification are minimum and the mere possession of the same does not entitle candidates to be called for written test.

Note-III :

(i) Where the number of applications received in response to an advertisement is large and it will not be convenient or possible for the Deptt to call all the candidates for written test, the Deptt at their discretion may restrict the number of candidates to a reasonable limit based on the marks obtained in the qualifying examination. In case of grading system the candidate must furnish conversion formula duly approved by respective Board/Institute.

(ii) The criteria for short listing for all category (Gen/SC/ST/OBC/ESM/PH etc) against the post shall be as under :-

Less than 10 vacancy	-	100 times
10 to 20 vacancy	-	75 times but min 1000
20 to 50 vacancy	-	50 times but min 1500
50 to 100 vacancy	-	40 times but min 2500
More than 100 vacancy	-	30 times but min 4000

Note- VII : Merely fulfilling the basic criteria does not automatically entitle a person to be called for test.

11. All applicants must fulfil the essential educational requirements of the post, age, health and other conditions as stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at latest the essential qualifications as laid down for the relevant post. No enquiry for advice regarding eligibility will be entertained.

12. The candidate should mention all the qualifications and experience in the relevant field over and above the minimum qualification and should scan with application form in website attested copies of the certificate in support thereof.

13. **Scheme of Examination and Syllabus.** The written examination will consists of one objective type paper as shown zbelow:-

Sl No	Subject	Maximum Marks	Total duration/Timing for General Candidates
(aa)	General Intelligence & Reasoning (25 questions)	25	2 Hours (20 Min extra for visually handicapped candidates)
(ab)	Numerical Aptitude (25 questions)	25	
(ac)	General English & General Awareness (50 questions)	50	
(ad)	Specialized Topic (50 questions)	50	

Note-I : The paper will consists of objective type-multiple choice questions only. The questions will be set both in English and Hindi, except General English & General Awareness.

Note-II: There will be negative marking of 0.25 marks for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the questions. Questions on Paragraphs writing/Report Writing,/Letter writing etc may be included.

(iii) **Syllabus**

(aa) **General Intelligence:** It would include questions of both verbal and non-verbal type. The test will include questions on analogies and differences, space visualization, problem solving analysis , judgement, decision making, visual memory, discriminating observation, relationship, concepts, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal will abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions, etc.

(ab) **English Language :** Candidates understanding of the English Language and its correct usage, vocabulary, grammar, sentence structure , synonyms, antonyms and its correct usage.etc. Her/his writing ability will also tested.

(ac) **Numerical Aptitude** : The paper will include questions on problems relating to Number systems, Computation whole numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion , Averages, Interest, profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work etc.

(ad) **General Awareness**: Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its applications to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected out of educated personnel. The test will also include questions relating to India and its neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic, Scene, General polity including Indian Constitution and Scientific Research etc. These questions will be such that they do not require a special study of any discipline, etc.

14. **Mode of Selection.**

(a) Candidates will be short-listed on the basis of their performance in Physical/Practical/Skill tests and written examination. Candidates who qualify will be recommended for appointment by Recruiting Authority subject to availability of vacancies. The physical/practical/skill tests will be qualifying in nature.

(b) Provided that SC, ST,OBC and PH (OH/HH/VH) candidates, who are selected on their own merit without relaxed standards along with candidates belonging to other communities, will not be adjusted against the reserved share of vacancies. SC,ST, OBC and PH candidates will be accommodated against the general /unreserved vacancies as per their position in the overall Merit list. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs, OBCs and PH candidates which will thus comprise of SC, ST, OBC and PH candidates who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for appointment even by relaxed standard. A physically Handicapped category candidates who qualified on the basis of relaxed standard viz. age limit, experience or qualifications, will be counted against reserved vacancies and not against general vacancies subject to fitness of such candidate for selection. Such candidate may also be recommended at the relaxed standards to the extent the number of vacancies reserved for them to make up for the deficiency in the reserved quota, irrespective of their rank in the order of Merit.

(c) Success in the examination confers no right of appointment unless government is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service/post.

Note-I: The candidates applying for the examination should ensure that they fulfil all the eligibility conditions for admission to the examination. Their admission at all the stages of examination will be purely provisional, subject to satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the written examination, it is found that they do not fulfil any of the eligibility conditions, their candidature for the examination will be cancelled by the recruiting authority.

Note-II: Candidates, who are appointed on the basis of this examination, shall be on probation for a period of two years and during the period of probation, the candidates would be required to undergo such training or pass such examination as prescribed by controlling authority. On successful completion of the period of probation, candidates shall, if considered fit for permanent appointment be confirmed to their post by the Controlling Authority.

15. **Marks to be given in the Recruitment Test** . The distribution of marks for different categories shall be as under:-

Sr. No	Category	Physical/Practical/Skill tests (Qualifying test)	Marks for Written test	Remarks
(a)	LDC	Typing test (qualifying test)	100	Physical/practical/skill tests will only be qualifying in nature. Merit list will be prepared based on written test.
(b)	Material Assistant	-	100	
(c)	Steno Grade II	-	100	
(d)	Telephone Operator Grade II	-	100	
(f)	Multi-Tasking Staff (MTS)	-	100	
(g)	Cook	Practical test (Qualifying test)	100	
(h)	Tailor Fitter Armourer Fitter (MV) Tin & Copper smith Vehicle Mechanic Barber CMD(OG) Carpenter & Joiner Vendor Saddler Electrician	Qualifying test	100	
(j)	Tradesman Mate	Physical endurance test. 1. 1.5 Km run in 6 Mins 2. Carrying a weight 50 kg to distance of 200 Mtr in 100 sec. (Qualifying test)		
(k)	Fireman	Must be physically fit and capable of performing strenuous duties and must have passed the test specified below : (i) Height without shoes – 165 cms (A concession of 2.5 cms shall be allowed for members of schedule tribe). (ii) Chest (Un-expanded) -81.5 cms. (iii) Chest (on expansion) – 85 cms. (iv) Weight – 50 Kgs (b) Physical endurance test. (i) Run-1.6 Km in 6 min (ii) Carrying a man of 63.5 Kgs to a distance of 183 meters within 96 sec. (iii) Clearing 2.5 meters wide ditch landing on both feet (long jump) (iv) Climbing 3 meters vertical rope using hand and feet.		

16. **Resolution of Tie Cases.** In case where more than one candidate secure equal aggregate marks, tie will be resolved by applying the following methods one after another:-

- (a) Total marks in written examination.
- (b) Date of birth, the candidates older in age gets preference.
- (c) Alphabetical order in the first names of the candidates appear i.e a candidates whose name begins with the alphabet which comes first in the alphabetical order gets preference.

17. **How to apply**

- (a) Candidates must apply online on Southern Comd (Ord) website www.aocreclutiment.gov.in within 21 days from the date publication of the advertisement and admit card will be issued automatically to candidate by the website/software pkg based on their application, scanned copies of qualification, photo, signature etc.
- (b) A ref number will be given to candidates on successful submission of application and Online index Card can be printed by candidate & same will be sent on indl's email ID also.
- (c) After 21 days from advt in newspaper (employment news), the webpage will get disabled.
- (d) If any wrong entries are made by the candidates in the application form, their applications shall be rejected and the Deptt will not be responsible for such rejection. No representation against such rejection will be entertained.

Service Conditions.

18. The candidates finally selected for appointment will be under Ministry of Defence (Govt of India) and are likely to be posted to any units under Ordnance Branch, HQ Southern Command and will also be liable to be appointment/transfer to anywhere in India with All India Transfer Liability and also for Field Service Liability (Civilian in Defence) as applicable

19. **Health.** A candidate must be in a sound mental and bodily health and free from any physical illness which is likely to interfere with the efficient discharge of his/her duties. A candidate who after such medical examination, as may be prescribed by the competent authority, is found not to satisfy these requirements will not be appointed. Only such candidates as are likely to be considered for appointment will have to be medically examined. **The candidate has to be declared medically fit for field service by the competent medical authority.**

20. Candidates will not be entitled to any TA/DA for attending the physical/practical/skill test and written test.

Additional Information and General Instructions for all candidates.

22. Merely fulfilling the basic selection criteria one does not automatically entitle to be called for written test.

25. The use of mobiles phones, calculators and any other electronic computing and memory devices is banned in the Examination hall.

26. The call letter issued for tests convey no assurance whatsoever that the candidate will be selected / appointed.

27. Candidates will be informed of the result of their tests in due course and any interim enquiries about the result are therefore unnecessary and will not be attended to. The Deptt will not enter into correspondence with the candidates about reasons for their non-selection for appointment. The results will be available on website after declassification of results, also, results will be intimated to successful candidates through letter /e-mail.

29. Candidates will use only black or blue ink pens in the written examination. Answers written other than blue or black pens in the written examinations will not be considered for drawing merit in the written examination.

30. All candidates to fill in choice of units where vacancies for their post exists on order of preference. He/She would be considered for his/her choice of unit as per merit list by the Board of officers. A certificate regarding commitment to serve in anywhere in India be scanned with the application as per format given at **Annexure II**.

31. All original certificates viz qualification certificate, age certificate etc would be shown the Recruiting authority before tests. The biometric verification of candidates will be carried out for all tests. The written test will be taken our Optical Mark Reader (OMR) sheets which will be checked by OMR checking machines. The questions for each exam will be selected from a vast question bank randomly for each candidate.

Disqualification

32. Individual who has entered into or contracted a marriage with a person having a living spouse;

OR

33. Individual who, having a spouse living, has entered into or contracted a marriage with any person, shall not be eligible for appointment to the service.

Note : Central Government may exempt any person from the operation of rules at Para quoted above, if satisfied that such marriage is permissible under the personal law applicable to such person and other party to the marriage and that there are other grounds for doing so.

34. Individual who has furnished wrong information in the application form, fake certificate to avail benefits/reservation, false/wrong information in the application form regarding relatives/close relatives working in MES, or who have will fully suppressed any material information, shall be liable to cancellation of candidature at any stage of recruitment process and / or termination of service, if the candidate has been selected.

Action against candidates found guilty of misconduct.

35. Candidates are warned that they should not furnish any particulars that are fake or suppress any material information in filling up the application form. Candidates are also warned that they should in no case tamper with entry in any documents or its attested /certified copy submitted by them nor should they submit a tampered/fabricated documents. If there is any inaccuracy or any discrepancy between two or more such documents or their attested /certified copies, an explanation regarding the discrepancy should be submitted.

36. A candidate who is or has been declared by the Department to be guilty of the acts/omissions specified above including attempt to commit, or abetting, as the case may be, of all or any of the acts specified in the under mentioned clauses may, in addition to rendering himself/ herself liable to criminal prosecution, will also be liable:

(a) To be disqualified by the Department from selection for which he/she is a candidate, and/or

(b) To be debarred either permanently or for a specified period:-

(i) By the Department from any examination or selection held by them.

(ii) By the Central Government from any employment under them, and

(iii) If he/she is already in service under Government to disciplinary action under the appropriate rules.

37. The acts/omissions which will invite the prosecution mentioned in Para above are:-

- (a) Obtaining support of his/her candidature by any means, or
- (b) Impersonating, or
- (c) Procuring impersonation by any person, or
- (d) Submitting fabricated documents or documents which have been tampered with, or
- (e) Making statements which are incorrect or false or suppressing material information, or
- (f) Resorting to any other irregular or improper means in connection with his/her candidature for the selection
- (g) Using unfair means during the test, or
- (h) Writing irrelevant matter including obscene language or pornographic matter, in the scripts(s), or
- (j) Misbehaving in any other manner in the examination hall, or
- (k) Harassing or doing bodily harm to the staff employed by the Department for the conduct of their test, or
- (l) Bringing mobile phone/communication device in the examination hall/interview room.
- (m) Canvassing in any form.

38. **Recruiting Authority's Decision Final.**

The decision of the Recruiting authority in all matters relating to eligibility, acceptance or rejection of the applicants, penalty for false information, mode of selection, conduct of examination (s) and interviews, allotments of examination centers, selection, allotment of posts and allotments of units to selected candidates will be final and binding on the candidates and no enquiry /correspondence will be entertained in this regard.

39. **Court Jurisdiction**

Any dispute in regard to this recruitment will be subject to courts/tribunals having jurisdiction over the concerned examination Centre, AOC Centre, Secunderabad Nodal Centre where all the tests in r/o the candidates.

NAME AND ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No :

Date :

DISABILITY CERTIFICATE

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

1. This is certified that Shri/Smt/Kum _____
son/wife/daughter of Shri _____ age _____
sex _____ with _____ identification _____ marks _____
_____ is suffering from permanent disability (40 % or more) of
following category:-

A. Locomotors or cerebral palsy:-

BL- Both legs affected but not arms

BA- Both arms affected (a) Impaired reach (b) weakness of grip

BLA-Both legs and both arms affected.

OL- One leg affected (right or left) :- (a) Impaired reach

(b) Weakness of grip

(c) Ataxic

BH – One arm affected :-

(a) Impaired reach

(b) Weakness of grip

(c) Ataxic

BH – Stiff back and hips (cannot sit or stoop)

MW- Muscular weakness and limited physical endurance.

B, Blindness or Low Vision:-

B – Blind

PB – Partially Blind

C. Hearing impairment:-

D- Deaf

PD- Partially Deaf.

(Delete the category whichever is not applicable)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended/is recommended after a period of _____ year's _____ months.

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

4. Sh./Smt/Kum _____ meets the following physical requirement 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 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 _____)
Chairperson
Medical Board

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

*Strike out which is not applicable

CERTIFICATE REGARDING WILLINGNESS TO SERVE ANY WHERE IN INDIA

1. It is certified that, I, Shri/Smt/Kumari _____
son/wife/daughter of Shri _____
resident of _____ an willing to serve in units of Indian
Army/Defence Forces anywhere in India as deemed fit by the Board of Offrs for
rect/Appointing Authority.

2. I will never represent in any manner what so ever regarding my posting to
any place of India.

3. I will not ask for posting on compassionate grounds (whatsoever) till
completion of 20 years of my service at the unit fir which I am selected for
recruitment.

Place _____

Signature _____

Date _____

Name _____

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN

I understand that if selected on the basis of the recruitment/examination to which the application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointment, that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-servicemen in terms of the Ex-Servicemen (re-employment in Central Civil services and posts as per rules 1979 as amended from time to time)

I also understand that I shall not be eligible to be appointed to a vacancy reserved for ex-servicemen in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies, Nationalized Banks etc) by availing of the concession of reservation of vacancies admissible to Ex-Servicemen.

I further submit the following information's:-

- (a) Date of appointment in Armed Forces : _____
- (b) Date of Discharge : _____
- (c) Length of Service in Armed Forces : _____
- (d) My last unit/Corps : _____

(Signature of candidate)

Note:- Candidate should attach the copy of discharge certificate along with the undertaking above.

FORMAT FOR SC/ST CERTIFICATE

1. A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribe should submit in support of his claim an attested/clarified copy of a certificate in the form given below, from the District Officer or the sub-divisional officer or any other officer as indicated below of the District in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)

2. This is to certify that Shri/Smt/Kumari _____ Son/ Daughter of _____ of village/town/*in District/Division* _____

of the state/union territory* _____ belongs to the Caste/tribes* under _____ which is recognized as a scheduled Caste/Scheduled Tribes* under :-

The Constitution (Scheduled Castes) order, 1950 _____

The Constitution (Scheduled Tribes) order, 1950 _____

The Constitution (Scheduled Castes) Union Territories order, 1951* _____

The Constitution (Scheduled Tribes) Union Territories order, 1951* _____

As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order 1958, the Bombay Reorganization Act 1960 & the Punjab Reorganization Act 1966, the state of Himachal Pradesh Act 1970, the North-Eastern Area (Reorganization) Act 1971 and the Scheduled Castes and Scheduled Tribes Order (Amendment) Act 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes Order 1958 _____

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

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

The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@

- The Constitution (Pondicherry) Scheduled Caste Order 1964@
- The Constitution (Scheduled Tribes) (Uttar Pradesh) Order 1964@
- The Constitution (Goa, Daman & Diu) Scheduled Castes Order 1968@
- The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968@
- The Constitution (Nagaland) Scheduled Tribes Order 1970@
- The Constitution (Sikkim) Scheduled Caste Order 1978@
- The Constitution (Sikkim) Scheduled Tribes Order 1978@
- The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@
- The Constitution (SC) Orders (Amendment) 1990@
- The Constitution (ST) Orders (Amendment) Ordinance 1991@
- The Constitution (ST) Orders (Second Amendment) Ordinance 1991@
- The Constitution (ST) Orders (Amendment) Ordinance 1996@

& 2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/Scheduled tribes certificate issued to Shri/Smt _____ Father/mother _____ of Shri/Smt/Kumari* _____ of village/town* _____ in District/Division* _____ of the State/Union Territory* _____ who belong to the _____ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by the _____ dated _____.

&3. Shri/Smt/Kumari and/or* his/her family ordinarily reside(s) in Village/town* _____ of _____ District/Division* _____ of the State/Union Territory of _____.

Signature _____

Designation _____
(With seal of office)

State/Union Territory
Place _____
Date _____

*Please delete the words which are not applicable
@Please quote specific presidential order.
&Delete the paragraph which is not applicable

Note : The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act 1950.

List of authorities empowered to issue Caste/Tribe Certificate;

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy Collector/1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluk Magistrate/Executive Magistrate.
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.
- (iii) Revenue Officer not below the rank of Tehsildar.
- (iv) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu State should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

G.I Dept of Pers & Trg. O.M No 36033/28/04-Estt(Res) dt 02 Jul 1997

1. This is to certify that _____ son of _____ of Village _____ District/Division _____ in the _____ State _____ belongs to the _____ community which is recognized as a Backward Class under:-

*(i) Government of India, Ministry of Welfare Resolution No 12011/68/93-BCC(C) dated 10th September 1993, published in the Gazette of India, Extraordinary Part-I Section I, No 186, dated the 13th September 1993.

*(ii) Government of India, Ministry of Welfare Resolution No. 12011/68/94-BCC dated 19th October 1994, published in the Gazette of India, Extraordinary Part-I Section I, No 163, dated the 20th October 1994.

*(iii) Government of India, Ministry of Welfare Resolution No 12011/7/93/95-BCC dated 24th May 1995, published in the Gazette of India, Extraordinary Part-I Section I, No 88, dated the 25th May 1995.

*(iv) Government of India, Ministry of Welfare Resolution No 12011/44/96-BCC dated 6th December 1993, published in the Gazette of India, Extraordinary Part-I Section I, No 210, dated the 11th December 1996.

2. Shri _____ and or his family ordinarily reside(s) in the _____ District/Division of the _____ State. This is also to certify that he/she does not belong to the persons/sections(Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel and Training O.M No 36012/22/93-Estt (SCT) dated 08 Sep 1993.

Dated :

(District Magistrate)
Deputy Commissioner etc)

SEAL

* Strike out whichever is not applicable

N.B (a) The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People's Act 1950.

(b) The authorities competent to issue caste certificate are indicated below:-

(i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/First Class Stipendiary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioners/(not below the rank of First Class Stipendiary Magistrate)

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate

(iii) Revenue Officer not below the rank of Teshildar, and

(iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.