



**GOVERNMENT OF INDIA  
MINISTRY OF DEFENCE  
INDIAN ORDNANCE FACTORIES  
METAL & STEEL FACTORY  
ISHAPORE – 743144**

**RECRUITMENT OF INDUSTRIAL EMPLOYEES IN SEMI-SKILLED GRADE**

‘On-line’ applications are invited from eligible Indian citizens for appointment as Industrial Employees in Semi-Skilled Grade for Metal & Steel Factory, Ishapore.

**1. IMPORTANT DATES:**

On-line Registration of Applications (Opening Date)	12-08-2013
Last Date for Registration (Closing Date)	01-09-2013
Last Date for Printout of On-line Applications (after on-line submission)	05-09-2013
Download of Admit Card	23-09-2013 to 19-10-2013
Date of Written Examination	20-10-2013
Date of Publication of Merit List on MSF Website	21-10-2013
Tentative Date of Trade Test for the Trade Machinist	11-11-2013 to 13-11-2013
Tentative Date of Trade Test for the Trade Fitter General	14-11-2013 to 15-11-2013
Tentative Date of Trade Test for the Trade Turner	16-11-2013 to 18-11-2013
Tentative Date of Trade Test for the Trades Blacksmith, Chemical Process Worker, Carpenter, Mason Brick	19-11-2013
Tentative Date of Trade Test for the Trades Millwright, Grinder, Welder, Fitter Inst.	20-11-2013
Tentative Date of Trade Test for the Trades Fitter Elec., Fitter Pipe, Fitter Boiler, Boiler Attendant	21-11-2013

**2. VACANCY:**

SL.NO.	TRADE	UR	SC	ST	OBC	TOTAL	
01.	Machinist	38	18	04	16	76	Ex-SM=25 PWD=07 (OH=04 HH=03)
02.	Fitter Genl	24	12	02	10	48	
03.	Turner	23	11	02	10	46	
04.	Millwright	05	03	01	01	10	
05.	Carpenter	03	00	00	00	03	
06.	Fitter Elec	05	02	01	02	10	
07.	Blacksmith	03	01	00	01	05	
08.	Fitter Pipe	04	01	00	00	05	
09.	Grinder	04	01	00	01	06	
10.	Fitter Inst.	01	00	00	01	02	
11.	Welder	01	00	00	00	01	
12.	Mason Brick	04	01	00	01	06	
13.	Fitter Boiler	00	00	00	01	01	
14.	Chemical Process Worker	06	01	00	01	08	
15.	Boiler Attendant	02	01	01	00	04	
	<b>TOTAL</b>	<b>123</b>	<b>52</b>	<b>11</b>	<b>45</b>	<b>231</b>	

**Identified Trade/Jobs for the Categories of Disabled: -**

Machinist, Turner, Grinder, Fitter Pipe, Fitter Boiler & Welder	- OL, PD.D.
Fitter Genl.	- OL, BL, PD.D
Millwright, Carpenter	- OL

UR= Unreserved; SC= Scheduled Caste; ST= Scheduled Tribe; OBC= Other Backward Class; PWD= Person With Disability; OH= Orthopaedically Handicapped; HH= Hearing Handicapped; OL= One Leg; BL= Both Leg, PD= Partially Deaf, D= The Deaf

**3. RELEVANT TRADE:**

Sl.No.	Trade	Relevant/Equivalent Trade
01.	Machinist	Machinist
02.	Fitter General	Fitter
03.	Turner	Turner
04.	Millwright	Millwright, MMTM
05.	Carpenter	Carpenter
06.	Fitter Elec.	Electronics Mechanic
07.	Blacksmith	Blacksmith, Forger and Heat Treater, SMH
08.	Fitter Pipe	Plumber
09.	Grinder	Machinist Grinder
10.	Fitter Inst.	Instrument Mechanic
11.	Welder	Welder (G&E)
12.	Mason Brick	Mason Brick
13.	Fitter Boiler	Fitter
14.	Chemical Process Worker	Attendant Operator (Chemical Plant)
		Mechanic Maintenance (Chemical Plant)
		Instrument Mechanic (Chemical Plant)
		Laboratory Attendant (Chemical Plant)
15.	Boiler Attendant	Boiler Attendant

**4. ESSENTIAL QUALIFICATIONS:**

- (i) Matriculation
- (ii) National Apprentice Certificate (NAC)/National Trade Certificate (NTC) issued by NCVT.

- Note:**
- (a) If candidates with NAC/NTC are not available in a particular trade then applicants with ITI or equivalent qualification will be considered against vacancy of the trade.
  - (b) **Degree and Diploma in Engineering will not be accepted as qualification for Direct Recruitment to the Semi-Skilled posts.**

**5. AGE:**

Categories of Vacancy	Age as on closing date
UR	Between 18 to 32 years
SC	Between 18 to 37 years
ST	Between 18 to 37 years
OBC	Between 18 to 35 years

**6. RELAXATION :**

- (i) Upto the period of Trade Apprenticeship for Ex-Trade Apprentices of the Ordnance Factories.
- (ii) Upto 05 years for SC/ST, 10 years for PWD Candidates (SC/ST – 15 years for PWD candidates).

- (iii) Upto 03 years for OBC on production of caste certificate with Latest Non-creamy layer clause issued by the competent authority. (OBC = 13 years for PWD candidates)
- (iv) Upto 03 years in addition to the period of service rendered in the Defence Services for Ex-Servicemen on production of Discharge certificate for Ex-Servicemen issued by Competent authority.
- (v) Upto the age of 45 years for Departmental candidates with 3 years continuous services.
- (vi) Degree of Disability for reservation: Only such persons would be eligible for reservation in services/posts who suffer from not less than 40 per cent of relevant disability.

## **7. CRUCIAL DATE**

The crucial date for determining age limit shall be the closing date for receipt of on-line application.

## **8. EXAMINATION FEE (NON-REFUNDABLE) :**

Examination Fee - Rs. 50/-. No fee will be charged from SC/ST/PWD/Ex-Servicemen/Women.

## **9. SELECTION PROCEDURE:**

Short-listed candidates on the basis of merit list based on marks obtained in Written Test, candidates 1.25 times the number of vacancies shall be called for Trade Test/Practical. Trade Test/Practical will be purely of qualifying nature. The final Select List shall be based on marks in the Written Test only, the Trade Test/Practical being qualifying in nature.

## **10. SYLLABUS FOR THE WRITTEN EXAMINATION:**

- (i) The syllabus for written test for a trade will be broadly that of the NCVT examination syllabus for that trade.
- (ii) Duration of the examination will be 120 minutes for 100 multiple choice questions.

## **11. HOW TO APPLY:**

No manual applications would be entertained. The On-line application shall be at [www.msf.gov.in](http://www.msf.gov.in). The link will remain active from 12-08-2013 to 01-09-2013.

- (i) Candidate must apply 'On-line' through the above mentioned site.
- (ii) Before registering the application on the website, the candidate should possess
  - (a) valid e-mail id.
  - (b) Mobile Number
- (iii) On successful completion of the transaction an application form will be generated, which must be printed for submission of the same at the examination hall on the date of examination.
- (iv) (a) A Bank Challan will be generated in those cases where candidates have to pay examination fees. They have to take print out of the Challan.  
 (b) Candidate has to approach any nearby SBI Branch with the print out of the Challan on the next day and deposit the examination fees for proper crediting of amount in the allocated account.  
 (c) The fees has to be deposited in a specially opened Account No. "PowerJyoti" 00000032989999677 of SBI, Barrackpore.  
 (d) On receipt of amount concerned Branch of SBI will issue a Journal Number. Journal number is then required to be filled up by the candidates during On-Line registration/validation on the next day after 05:00 P.M.  
 (e) No other financial instrument except Challan will be accepted and incase any instrument is submitted, the application shall be rejected.

Illustration for depositing examination fees.

**Illustration – I**

On – line application	12-08-2013
Take Print out of Challan	12-08-2013
Make payment through any SBI	13-08-2013 after 12:00 Noon onwards to 03-09-2013 (during Banking hours)
Validation of On-line application after depositing examination fees	14-08-2013 after 05:00 P.M. to 05-09-2013 upto 12:00 Midnight

**Illustration – II (For closing date -01-09-2013)**

On – line application	01-09-2013
Take Print out of Challan	01-09-2013
Make payment through any SBI	02-09-2013 after 12:00 Noon onwards to 03-09-2013 (during Banking hours)
Validation of On-line application after depositing examination fees	03-09-2013 after 05:00 P.M. to 05-09-2013 upto 12:00 Midnight

- (v) Applicants who will apply properly will be able to ‘download’ their Admit Card by feeding the unique Registration No. as given in the ‘Printout of the application form’. MSF, Ishapore shall take no responsibility in case of failure to download admit card, by any candidate.

**IMPORTANT**

- (vi)(a) Candidates have to download 01 (One) copy of Admit Card and they have to bring the same alongwith a photo identity proof in the Examination Hall. Candidates will be permitted to enter Examination venue only after showing the Admit Card along with photo identity proof.
- (b) Candidates have to paste recent colour passport size photograph on the space provided (01 copy on the 1<sup>st</sup> page of the print out of the application form, 03 copies on the 2<sup>nd</sup> page of the print out of the application form and 01 copy on the Admit Card duly attested by the Gazetted Officer.
- (c) Candidates have to bring Admit Card, Photo Identity Proof, Print out of the application form alongwith attested copy of the following documents in the Examination Hall, failing which his/her candidature will be treated as cancelled.
- Educational qualification & Technical Qualification
  - SC/ST/OBC/PWD certificates (if applicable). Candidates claiming OBC status should note that certificate on creamy layer should have been obtained within 03 years before the closing date.
  - Documents of age proof.
  - Discharge certificate for Ex-Servicemen issued by Competent authority.
  - No Objection Certificate from the Competent Authority, if already employed in Government Department/Public Sector Undertakings.

**THIS IS TO BE NOTED THAT MERE SUBMISSION OF APPLICATION FORM, OR RECEIPT OF ‘ACKNOWLEDGEMENT’. OR RECEIPT OF ADMIT CARD OR APPEARANCE IN EXAMINATION DOES NOT GUARANTEE IN INDUCTION IN SEMI-SKILLED GRADE IN MSF, ISHAPORE. SELECTION OF CANDIDATES WILL BE MADE BASED ON MERIT POSITON, AVAILABLE VACANCY, SCRUTINY OF ORIGINAL COPY OF CREDENTIALS, CLEAR POLICE VERIFICATION REPORT & MEDICAL TEST. CANDIDATES FULFILLING THE CRITERION VIZ, AGE, EDUCATIONAL/TECHNICAL QUALIFICATION ETC WILL BE CALLED FOR WRITING THE TEST. BEFORE PUBLISHING THE MERIT LIST, SCRUTINY OF SHORTLISTED CANDIDATES WILL BE DONE.**

- (vii) Ex-Trade Apprentices of Ordnance Factories (including Ex-Trade Apprentices of MSF) should submit their application as indicated above.

## 12. **REJECTION OF CANDIDATURE:**

The application shall be summarily rejected on following ground: -

- (i) If, the essential qualification is not possessed by the candidates or not supported documents enclosed with the print out of the application form.
- (ii) If, copies of all supporting documents viz SC/ST/OBC/PWD/Ex-Serviceman certificates, educational/technical qualification duly attested by Gazetted Officer are not enclosed with the print out of the application form.
- (iii) In case of OBC candidates, recent 'non-Creamy Layer' certificate is not attached with the print out of the application form.
- (iv) If, attested copy of document in support of Date of Birth is not enclosed with the print out of the application form.
- (v) If photo duly attested by the Gazetted Officer with clear seal are not pasted on the space provided on the application form and Admit Card.
- (vi) If applies against more than one trade.

## 13. **GENERAL INFORMATION:**

Applicants are advised to note the following instructions carefully:

- (i) Must not attempt impersonation or take help of any impersonator at any stage of the selection process.
- (ii) Any material suppression of facts or submitting forged certificates shall lead to rejection to his/her candidature.
- (iii) Any candidate found using any type of unfair means in the examination, will be rejected summarily.
- (iv) Decision of MSF, Ishapore in all matters relating to eligibility, acceptance/rejection of any candidature, allotment of examination centre etc. will be final and binding on the candidates and no inquiry/correspondence will be entertained in this regard.
- (v) MSF, Ishapore reserves the right to consider/incorporate any subsequent changes/modifications/additions in the terms & conditions related to this examination.
- (vi) Any dispute in regard to this induction will be subject to Courts/Tribunals having jurisdiction over the City/Town where MSF, Ishapore is situated.
- (vii) Candidates must check the web site for updates on the examination process. MSF entertains on-line application with facility for SMS & e-mail alerts through which candidates will be provided with various information from time to time.