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GOVERNMENT OF INDIA, MINISTRY OF DEFENCE
INDIAN ORDNANCE FACTORIES
VEHICLE FACTORY
JABALPUR-482009

Vehicle Factory, Jabalpur invites ON-LINE applications from the eligible citizens of India for filling up the following vacancies in Group 'B' (S.No.1) and Group 'C' (S.Nos.2 to5) Non-Industrial Employees (NIE) in the pay bands and grade pay as shown against each plus allowances as admissible to Central Government employees. The candidates who are fulfilling the requisite qualifications / specifications as mentioned below, may apply ON-LINE through Vehicle Factory Jabalpur (VFJ) website www.vfj.nic.in

(1) NAME OF POSTS AND THE NO. OF VACANCIES:

S. No.	Post	Category-wise breakup of vacancies					PH		Ex-Service men	Post identified suitable for the type of disability	Pay Band & Grade Pay
		UR	SC	ST	OBC	Total	VH	OH			
1.	Radiographer	-	-	1	-	1	-	-	-	-	PB-2 Rs.9300-34800/- + Grade Pay Rs.4200/-
2.	LDC	4	1	2	1	8	1	-	1	B, LV	PB-1 Rs.5200-20200/- + Grade Pay Rs.1900/-
3.	Fireman	2	-	1	-	3	-	-	-	-	PB-1 Rs.5200-20200/- + Grade Pay Rs.1900/-
4.	Durwan	2	1	-	-	3	-	1	-	OA	PB-1 Rs.5200-20200/- + Grade Pay Rs.1800/-
5.	Ward Sahayak	5	1	1	-	7	-	-	1	-	PB-1 Rs.5200-20200/- + Grade Pay Rs.1800/-

- (a) The number of vacancies mentioned above is provisional. **The Sr. General Manager/General Manager, Vehicle Factory, Jabalpur reserves the right to increase/decrease the number of vacancies, if necessary.**
- (b) The Sr. General Manager/General Manager, Vehicle Factory, Jabalpur reserves the right to modify/alter/restrict/cancel the recruitment process, if need so arises, without issuing any further notice or assigning any reason thereof. The decision of GM/SR. GM/VFJ will be final and no appeal will be entertained against this issue. All disputes will be subject to Jabalpur jurisdiction.
- (c) Reservation for Physically Handicapped and Ex-servicemen falls under category of horizontal reservation which cuts across vertical reservation i.e. reservation for SC/ST/OBC (in what is called inter-locking reservation). The person selected against the PH and Ex-serviceman quota has to be placed in the appropriate category of General (Unreserved)/ SC/ST/OBC as the case may be.

(2) The Age Limit, Qualification and other requirements for the posts are as under:-

S.No.	Name of the post	Age Limit (details of age relaxation for reserved category is given in note below)	Qualification, Experience and other specifications
1.	Radiographer	Not exceeding 27 years (relaxable upto 40 years in	<u>For Non Ex-Service Person</u> – Passed 10 + 2 or equivalent examination with Science subjects

		case of Govt. servants)	and three years diploma / certificate in Radiography from a recognised Institution. Desirable : At least 6 months experience in Radiography in a hospital or under any qualified Radiologist and working knowledge of computers. OR <u>For Ex-service personnel</u> – who has worked as Radiographer after qualifying as Radiographer under Group (A) Class-I and Class-II as defined under AI 39/S/47 as amended upto date.
2.	LDC	Between 18 and 27 years age (relaxable for Government servants up to forty years in accordance with the instructions or orders issued by the Central Government)	(i) 12 th Class or equivalent qualification from a recognised Board or University. (ii) Skill Test Norms ‘only on Computers’. A typing speed of thirty-five words per minute in English or thirty words per minute in Hindi on computer. (Thirty-five words per minute and thirty words per minute correspond to ten thousand and five hundred key depressions per hour or nine thousand key depressions per hour on an average of five key depressions for each word).
3.	Fireman	27 years age (relaxable for departmental candidates up to 40 years of age in accordance with the instructions or orders issued by the Central Government and further relaxation for five year as in the case of Scheduled Caste and Scheduled Tribe)	Essential Qualification : (i) Tenth class pass from recognised Board / Institution. (ii) Must have completed basic course (minimum 6 months) on elementary fire fighting from a recognised Institute. (iii) Must be physically fit and capable of performing strenuous duties. This requirement will be tested as under : (I) Height (without shoes) : 165 cms. (II) Chest (unexpanded) : 81.5 cms & Expanded : 85 cms. (Note : Concession of 2.5 cms in height and or chest may be allowed for the candidates from hilly areas) (III) Weight : 50 kgs minimum. (iv) Endurance Test : (I) Carrying a man (Fireman lift of 63.5 Kgs to a distance of 183 mtrs. within 96 seconds) (II) Clearing 2.7 mtrs wide ditch landing on both feet (long jumps). (III) Climbing 3 mtrs. vertical rope using hands and feet.
4.	Durwan	Not more than 27 years and not less than 20 years of age.	Essential Qualification : (i) Matriculation or equivalent. (ii) Must be physically fit for the duties of Durwan as per specified standard indicated : (I) Height without shoes : 165 cms. (II) Chest (un-expanded) : 77 cms and Expanded : 82 cms (III) Weight : 45 kgs. (iii) Desirable : (I) Ex-Servicemen, (II) Three years service as Home Guard / Civil Defence volunteer and training in at least basic and refresher courses in Home Guard and Civil Defence.
5.	Ward Sahayak	Not exceeding 27 years (relaxable upto 40 years in case of Govt. servants)	Essential Qualification : (i) Must pass Class 10 th or equivalent examination of School, (ii) Knowledge of First-aid, Nursing and Ward procedure.

(3) Common specifications :

(a)	Age relaxation (other than those mentioned above)	i) The upper age limit is relaxable for Govt. Servants & Ex-serviceman candidates as per existing Govt. Rules in this regard. ii) For SC/ST candidate 05 years. iii) For OBC candidate 03 years (On production of Non Creamy Layer Certificate). iv) For PH candidates: Candidate belonging to UR = 10 years, SC & ST = 10+5 Years, OBC = 10+3 Years. Note: Candidates applying against posts, not reserved for SC/ST/OBC will not be granted age Relaxation against respective category. However, relaxation of age will be permissible in case of PH and Ex-servicemen irrespective of the fact that the post is reserved for PH/Ex-servicemen or not.
(b)	Application Fees	An application Fee of Rs. 50/- (Rupees Fifty only) to be paid through Payment Gateway, linked with On-line application, using Debit Card or Credit Card. However, candidates belonging to SC/ST/PH/Ex-servicemen & Women are exempted from paying application fee. The application fee is non-refundable.
(c)	Photographs	One recent colour passport size scanned photograph (not more than three months old) is to be uploaded in the space earmarked in the application format.
(d)	Signature	Scanned signature is to be uploaded in the space earmarked in the application format.
(e)	Documents	Scanned copies of Age Proof (i.e. 10 th Class Mark-sheet), 10 + 2 (12 th) Class Certificate, Technical Qualification Certificate, Caste Certificate, Disability Certificate, Ex-Serviceman Certificate and Experience certificate as applicable.

(4) Important Dates Schedule:

	EVENTS	IMPORTANT DATES
(a)	Opening Date for ON-LINE application/registration on website	19.09.2014
(b)	Closing Date for ON-LINE application/registration on website	09.10.2014 till 5:00 PM
(c)	The crucial date for determining age limit and educational qualification for the post will be the Closing Date for submission of on-line application.	

NOTE: In case of any change in the above schedule of dates, the same will be made available on VFJ's website only.

(5) SCHEME & SYLLABUS OF EXAMINATIONS

A. RADIOGRAPHER

I. Scheme of Examination

(i) Written Examination: 150 Marks

Sl.No.	Subject	Marks	Duration of examination
Part-I			Two Hours
1.	General Intelligence (10+2 standard) Objective / Multiple – Choice type	25	
2.	General Awareness (10 + 2 standard) Objective / Multiple- choice type	25	
Part-II			
3.	Technical knowledge Objective / Multiple – choice type	100	

(ii) Skill Test: 50 Marks

Only those candidates who attain a minimum qualifying standard of 40 % in the written examination will be eligible to be called for skill test. The candidates qualifying as above should be called for

skill test subject to the condition that the total number of candidates called for skill test does not exceed five times the declared vacancies.

II. Syllabus for examination:

A. General Intelligence:

The question will be of 10+2 standard and would include both verbal and non-verbal type. The test may include questions to test the candidates understanding English language and its correct usage.

B. General Awareness:

The questions will be designed to test the ability of the general awareness of the environment around the candidate and its application 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 of an educated person of 10 + 2 standard. The test will also include questions related to India and its neighbouring countries especially pertaining to History, Culture, Geography, Economic Scene, General Polity and Scientific Research.

C. Technical Knowledge:

The questions will be designed to test the knowledge and competence of the candidates' as per standard syllabus for three years' Diploma/certificate in Radiography.

D. Skill Test:

The skill test will be designed to test the practical ability and skill of the candidates' in the following fields:

1. Skill to interpret the requisition and carry out his duty accordingly.
2. Practical knowledge regarding functioning and maintenance of the X-ray machines, automatic film processors etc.
3. Practical knowledge regarding different contrast media, X-ray plates, different types of dark room procedures, Radiation safety, different types of views for taking radiograph.
4. To take X-ray as per given requisition, develop and fix the X-ray film, assess quality and adequacy of the X-ray film.
5. To identify in a developed X-ray, the anatomical parts, views and gross abnormalities, clinical situations in which such Radiography was ordered.
6. Skills of working on computer.

B. LDC

I. Scheme of the Written Examination

The written examination consists of **one objective type multiple choice question paper** of 200 marks as shown below :

Part	Subject	Max. marks & Number of Questions	Time Duratin for General Candidates	Total Duration for Visually Handicapped Candidates
I	General Intelligence	50(50 questions)	2 Hours	2 Hours 20 Minutes
II	English language (Basic Knowledge)	50(50 questions)		
III	Quantitative Aptitude (Basic Arithmetic Skill)	50(50 questions)		
IV	General Awareness	50(50 questions)		

NOTE 1 : Question paper will be set in English / Hindi except Part-II which will be set in English.

NOTE 2 : **There will be negative marking of 0.25 marks for each wrong answer.**

NOTE 3 : Standard of questions will be of the level to commensurate with educational qualification for the post i.e. 12th standard.

NOTE 4 : Visually handicapped (VH) candidates with visual disabilities of forty percent or above can avail the assistance of a Scribe in the Written Examination, subject to such requests being made at the time of applying for the examination. Question Papers and Answer Sheets will not be provided in Braille.

NOTE 5 : Persons with visual disability of less than forty percent will not be considered as visually handicapped persons. One eyed candidates and partially blind candidates who are able to read with or without magnifying glass will be allowed to use the Magnifying Glass in the Examination Hall and will not be entitled to a Scribe. Such candidates will have to bring their own Magnifying Glass to the Examination Hall.

II. Syllabus of the Written Examination

(i) General Intelligence

1.	Semantic Analogy	14.	Symbolic operations
2.	Symbolic/Number Analogy	15.	Trends
3.	Figural Analogy	16.	Space Orientation
4.	Semantic Classification	17.	Venn Diagrams
5.	Symbolic/Number Classification	18.	Drawing inferences
6.	Figural Classification	19.	Punched hole/pattern-folding & unfolding
7.	Semantic Series	20.	Figural Patterns-folding and completion
8.	Number Series	21.	Embedded figures
9.	Figural Series	22.	Critical Thinking
10.	Problem Solving	23.	Emotional Intelligence.
11.	Word Building	24.	Social Intelligence
12.	Coding and de-coding	25.	Other sub-topics, if any
13.	Numerical operations		

(ii) English Language

1.	Spot the Error
2.	Fill in the Blanks
3.	Synonyms / Homonyms
4.	Antonyms
5.	Spellings / Detecting Mis-spelt words
6.	Idioms & Phrases
7.	One word substitution
8.	Improvement of Sentences
9.	Active / Passive Voice of Verbs
10.	Conversion into Direct / Indirect narration
11.	Shuffling of Sentence parts
12.	Shuffling of Sentences in a passage
13.	Close Passage
14.	Comprehension passage

(iii) Quantitative Aptitude

1. Arithmetic	a. Number Systems Computation of Whole Number Decimal and Fractions Relationship between Numbers
	b. Fundamental Arithmetical Operations Percentages, Ration and Proportion Square Roots, Averages Interest (Single and Compound) Profit and Loss Discount Partnership Business Mixture and Alligation Time and distance, Time and work

2. Algebra	Basic algebraic identities of School Algebra (and their simple applications) eg. Formulas for $(a+b)^2$, $(a-b)^2$, $(a+b)^3$, $(a-b)^3$, a^3-b^3 , a^3+b^3 , a^2-b^2 ; if $a+b+c=0$, then $a^3+b^3+c^3=3abc$, etc. and elementary surds (simple problems) Graphs of Linear Equations.
3. Geometry	Familiarity with elementary geometric figures and facts : Triangle and its various kinds of centres viz. centroid, In-centric, Ortho centric, circumcentre Congruence and similarity of triangles Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.
4. Mensuration	Triangle, Quadrilaterals Regular Polygons (sum of internal angles of a polygon) Circle Right Prism Right Circular Cone, Right Circular Cylinder Sphere, Hemispheres Rectangular Parallelepiped Regular Right Pyramid with triangular or square base
5. Trigonometry	Trigonometry (for acute angles θ° with $0^\circ \leq \theta \leq 90^\circ$) Trigonometric ratios Degree and Radian measures, Standard Identities like $\sin^2 \theta + \cos^2 \theta = 1$, etc. Complementary Angles, Heights and Distances (simple problems only).
6. Statistical Charts	Use of Tables and Graphs : Histogram Frequency Polygon Bar-diagram, Pie Chart

(iv) General Awareness : Questions are designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to History, Culture, Geography, Economic Scene, General policy and scientific research.

III. TYPING TEST :

(i) The typing test will be conducted in English or Hindi and candidates while applying for the examination, will have to indicate their option.

(ii) Typing test will be administered on computer, to be provided by the Factory/Unit.

(iii) Candidates opting for English Typing shall have typing speed of 35 words per minute and those opting for Hindi typing shall their typing speed of 30 words per minute on Computer. Thirty five w.p.m. and thirty w.p.m. correspond to 10500 key depressions per hour and 9000 key depressions per hour respectively. The speed will be adjudged on the accuracy of typing on the computer of a given text passage in 10 minutes.

(iv) Visually handicapped candidates (with 40 % disability and above) will be provided passage dictators for the typewriting test by the factory / unit. The passage dictators will read out the passage to the VH candidates within the allotted time period.

C. FIREMAN

I. (a) Sequence of Examination:

- Written Test,
- Measurement of physical standards,
- Endurance test.

(b) After the written test, the candidates will be called on the basis of merit for **Physical Test** and endurance test in the ratio of 1:10 i.e. 10 times the number of vacancies. For the candidates called after written test the measurement of physical standards will be carried out first. Then only those candidates who qualify in the measurement of physical standards shall be subjected to the endurance test.

(c) The physical test & endurance test are only of qualifying in nature only and failure in these tests shall be failure in the examination i.e. the candidate who fail in any of these qualifying tests should not be considered for selection at all. Candidates will be recommended for selection on the basis of their marks or merit in the written examination only.

II. **WRITTEN TEST:**

Subject	Maximum Marks	Number of Questions	Duration
General Intelligence (10 th Standard) (Objective type)	50	50	2 Hours
General Awareness (10 th Standard) (Objective type)	50	50	
General Awareness on Fire Fighting (Objective type)	50	50	

III. **SYLLABUS**

(i) **General Intelligence :**

The questions will be of 10th Standard and would include both verbal and non-verbal type. The test may include questions on analogues, similarities and differences, space visualization, problem solving, analysis, judgement, decision making, visual memory, discrimination observation, relationship concept, figure classification, arithmetical number series, verbal and non-verbal series and mathematics of 10th standard. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, mathematical computation and other analytical functions.

(ii) **General Awareness:**

The questions will be 10th standard. Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application 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 of a 10th standard educated person. 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.

(iii) **General Awareness on Fire Fighting :**

The test will include questions on knowledge of Fire fighting, operational use of Fire fighting Equipments, life saving drills, causes of fire, etc.

IV. **MEASUREMENT OF PHYSICAL STANDARDS TEST & ENDURANCE TEST :**

The number of candidates to be called for the measurement of physical standards test and endurance test on the basis of merit in the written test shall be in the ratio of 1:10 to the number of vacancies. The physical standards measurement test & endurance test are only of qualifying nature. The physical standards and endurance test standards will be as specified in the Essential requirements to the post given at the beginning of the advertisement.

V. Final Grading will be decided based on marks obtained in Written Test subject to qualifying in the measurement of physical standards and Endurance Test.

D. **DURWAN**

I. **Sequence of Examination:**

- i) Written Test,
- ii) Measurement of physical standards,
- iii) Screening test of 100 meters running in 15 seconds.

II. After the written test, the candidates will be called on the basis of merit for **Physical Test** and **Screening Test** of 100 meters running in 15 seconds in the ratio of 1:10 i.e. 10 times the number of

vacancies. Screening Test will be conducted only for those candidates who will qualify the prescribed Measurement of Physical Standards.

III. The physical test & screening test are only of qualifying in nature but failure in these tests shall be failure in the examination i.e. the candidate who fail in any of these qualifying tests should not be considered for selection at all. Candidates will be recommended for selection on the basis of their merit in the written examination only.

IV. WRITTEN EXAMINATION:

Subject	Marks	Number of Questions	Duration
General Intelligence(10 th Standard) (Objective type)	25	25	2 Hours
General Awareness(10 th Standard) (Objective type)	50	50	
English Language (10 th Standard) (Objective type)	50	50	
Numerical Aptitude (10 th Standard) (Objective type)	25	25	

V. SYLLABUS

(i) **General Intelligence :**

The questions will be of 10th Standard and would include questions of non-verbal type. The test may include questions on analogues, similarities and differences, space visualization, problem solving, analysis, judgement, decision making, visual memory, discrimination observation, relationship concept, figure classification, arithmetical number series, non-verbal series. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

(ii) **General Awareness:**

The questions will be 10th standard. Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application 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 of a 10th standard educated person. 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.

(iii) **English Language :**

The questions will be of 10th Standard. Candidate's understanding of the basics of English language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. and writing ability would be tested.

(iv) **Numerical aptitude :**

This paper will include questions on problems relating to Number systems, computation of 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. The questions will be of 10th standard.

VI. **(a) MEASUREMENT OF PHYSICAL STANDARDS TEST & SCREENING TEST :**

The number of candidates to be called for the measurement of physical standards test and screening test on the basis of merit in the written test shall be in the ratio of 1:10 to the number of vacancies. The physical standards measurement test & screening test are only of qualifying nature. The physical standards will be as specified in the Essential requirements to the post given at the beginning of the advertisement.

(b) **SCREENING TEST :** Running of 100 metres in 15 seconds.

VII. Final Grading will be decided based on marks obtained in Written Test subject to qualifying in the measurement of physical standards and Screening Test.

E. WARD SAHAYAK

(I) Scheme of Examination :

(i) Written Examination : 150 Marks.

Sl.No.	Subject	Marks	Duration of Examination
Part-I			TWO HOURS
1.	General Intelligence (10 th Standard) (Objective/Multiple choice type)	25	
2.	General Awareness (10 th Standard) (Objective/Multiple choice type)	25	
Part-II			
3.	Technical Knowledge (Objective/Multiple choice type)	100	

(ii) Skill Test : 50 marks.

Only those candidates who attain a minimum qualifying standard of 40 % in the written examination will be eligible to be called for skill test. The candidates qualifying as above should be called for skill test subject to the condition that the total number of candidates called for skill test does not exceed five times the declared vacancies.

(II) Syllabus for examination :

(i) General Intelligence :

The questions will be of 10th standard and would include both verbal and non-verbal type. The test may include questions to test the candidates understanding of English language and its correct usage.

(ii) General Awareness :

The questions will be designed to test the ability of the general awareness of the environment around the candidate and its application 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 of an educated person of 10th standard. The test will also include questions relating to India and its neighbouring countries especially pertaining to History, Culture, Geography, Economic scene, General Polity and Scientific Research.

(iii) Technical Knowledge :

The questions will be designed to test the knowledge and competence of the candidate's technical knowledge in the field of first-aid, nursing, ward procedure, etc.

(iv) Skill test :

The skill test should be designed to test the practical ability and skill of the candidates' in the following fields :

- Bed making.
- Concepts of transportation of sick and injured, carrying patients in trolley, stretcher, wheel chair, etc.
- Sponging patients.
- Practical knowledge of first-aid, nursing and ward procedures.
- Identification of simple hospital equipments and their uses.
- Dressing simple wounds.

(6) LANGUAGE FOR WRITTEN EXAMINATION:

The question papers of Written Test for all posts will be bilingual i.e. English and Hindi. However, the questions on the portion of English Language subject will be in English only.

(7) PHYSICAL DISABILITIES:

I. Physical Disabilities must be 40% or above. The full forms of the Abbreviations used for different types of disabilities are as mentioned below:

CATEGORY	CODE	DISABILITY
OH	OA	ONE ARM AFFECTED (R OR L)
VH	B	BLIND
	LV	LOW VISION

II. Definition of Disabilities:

(A) Blindness or Low Vision : The blind are those who suffer from either of the following conditions –

- (i) Total absence of sight.
- (ii) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses.
- (iii) Limitations of the field of vision subtending an angle of 20 degrees or worse.

(B) Locomotors Disability: 'Locomotors Disability' means disability of the bones, joints or muscles leading to substantial restriction of movement of the limbs or any form of cerebral palsy.

(C) 'Cerebral Palsy' means a group of non-progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal or infant period of development.

All the cases of orthopaedically handicapped persons would be covered under the category of 'locomotors disability' or 'cerebral palsy'.

III. Competent Authority to issue Disability Certificate:

The Competent Authority to issue a Disability Certificate shall be a Medical Board duly constituted by the Central or State Government. The Central/State Government may constitute Medical Board(s) consisting of at least three members out of which at least one should be a specialist in the particular field for assessing locomotor/cerebral/hearing/visual disability, as the case may be. The Medical Board shall, after due examination, give a permanent disability certificate in cases of such permanent disabilities where there are no chances of variation in the degree of disability. The Medical Board shall indicate the period of validity of the certificate, in cases where there are chances of variation in the degree of disability.

NOTE: The physically disabled candidates shall only apply against post(s), which are identified/suitable for that particular type of Physical Disability.

(8) GUIDELINES FOR FILLING ONLINE APPLICATION:

- i) Eligible applicants are required to apply On-line only. The "On-line Application Form" will be available on **Vehicle Factory's** website www.vfj.nic.in through a link **Recruitment** → **Apply On-line**. Application received through any other mode will not be accepted under any condition.
- ii) No hard copies of documents are required to be sent to VFJ/Jabalpur in connection with the application unless it is directed to do so.
- iii) Before registering/submitting applications on the website, the candidates should possess the following:-
 - a) Valid E-Mail ID and Mobile No. The E-Mail ID and Mobile No. entered in the Online Application Form should remain valid/active until the recruitment process is completed. No change in the E-Mail ID and Mobile No. will be allowed once submitted. Please note that all information/news relating to recruitment will be communicated through e-mail and SMS only. Therefore, the candidate himself/herself will be responsible for non-receipt of any communication in case of wrong or expired E-Mail ID & Mobile No.
 - b) While applying for any post, the candidate should have a facility to take print out of the filled in **Application Form** and the **Acknowledgement Slip**.
 - c) The candidate should have DEBIT CARD or CREDIT CARD of any bank through which he/she can transmit the application fee on-line. The candidate belonging to SC/ST/PH/EX-SER'MAN/Women category need not have to submit the application fee.

- d) The candidate should have latest **passport size colour photograph** (between 20KB to 30 KB) as well as his/her **signature**(between 5KB to 10 KB) scanned in jpg or jpeg format for uploading in the Application Form.
- e) The candidates should have scanned copies of Age Proof (i.e. 10th Mark-sheet/Transfer Certificate), 10+2th Certificate, Experience Certificate, Technical Qualification Certificate, Caste Certificate, Disability Certificate and Ex-Serviceman Certificate as applicable. (All certificates should be between 70 KB to 100 KB each).
- iv) The On-line registration site will remain open as mentioned in the **Important Dates schedule** for different posts from **09.00 AM of the On-line registration opening Date** to **05.00 PM of the On-line registration closing Date**.
- v) **The candidate should cross check the information furnished in the 'Application Form' before finally submitting the same as no correction will be possible later.**
- vi) After applying On-line, the candidate is required to download/print the duly filled 'Application Form' and the 'Acknowledgement Slip' generated by the system with unique **registration number** for future reference.
- vii) The candidates found eligible to appear in the written examinations will be required to download ADMIT CARD in DUPLICATE (that is, TWO COPIES of ADMIT CARD) and bring them to the written examination centre. The admit card will contain details as filled by the candidates as well as the photograph and signature which was uploaded at the time of filling up the form. The candidates will be required to paste the SAME PHOTOGRAPH which was uploaded during the time of filling up the form in the admit card for which space will be provided.
- viii) One copy of admit card will be retained by the candidates after the examination and one copy will be taken by the factory for future reference.
- ix) **IT MAY BE NOTED THAT THOSE CANDIDATES WHO FAIL TO BRING DUPLICATE COPIES OF ADMIT CARDS AND PHOTOGRAPHS AS MENTIONED ABOVE TO THE WRITTEN EXAM CENTRE WILL NOT BE ALLOWED TO APPEAR IN THE WRITTEN EXAMINATION.**

(9) IMPORTANT INSTRUCTIONS TO THE CANDIDATES/APPLICANTS:-

- i) The candidates in their own interest should go through this advertisement and satisfy themselves that they meet all eligibility requirements in terms of age, educational qualification etc. Any wrong or incomplete information shall render the candidate ineligible without any further notice. The candidature is provisional at all the stages of recruitment process.
- ii) Candidates appearing for written test/physical test will travel on their own expenses. However, SC/ST candidates will be paid travelling allowance, for the journey undertaken to appear in the Written Examination, to the tune of Second Class (IIInd Class) Railway/Bus Fare as per rules for onward and return journey performed by shortest route on production of Journey details as well as Railway Receipt/Bus Fare Tickets. The reimbursement of journey fare for first 30 kms of each side is not payable. The aforesaid concession is not admissible to those SC/ST candidates who are already in Central/State Government Service. The candidate belonging to SC/ST category should produce appropriate certificate at the Examination Hall to claim re-imbursement of travelling fare, failing which travelling allowance will not be re-imbursed.
- iii) The candidature of the candidate shall be cancelled, if he/she submits more than one application form for the same post. However, if a candidate wishes to apply for more than one post, he/she can apply for the various posts separately.
- iv) Submission of any false/incorrect/dubious information in the application form shall disqualify the candidate at any stage of selection process.
- v) Government Servant must obtain NOC, pertaining to release in case of selection, from their employer before applying for any post.
- vi) Dates of Examinations will be communicated separately to the eligible candidates through **E-Mail and SMS alert** only. All announcements regarding Examination Date, Admit Card Download date, Result of Written Examination, Physical Test date schedule as well as Final Select List will also be made available on VFJ's Website www.vfj.nic.in from time to time.

- vii) **The applicants should keep visiting VFJ's Website www.vfj.nic.in frequently for important announcement/information throughout the selection process at its various stages.**
- viii) In case of selection of persons working in Central/State Govt./PSU, will have to submit a DISCIPLINARY CLEARANCE and a NO OBJECTION CERTIFICATE from their employer.
- ix) New entrants to Government Service, entering on or after 01.01.2004 will be governed by New Pension Scheme termed as "Defined Contribution Pension Scheme" and existing provisions of CCS (Pension Rules), 1972 will not be applicable.
- x) Ex-servicemen certificates & Discharge Certificate should have been issued by the Competent Authorities. Please note that persons who have been dismissed or removed from service are not entitled for relaxation available to Ex-Servicemen.
- xi) Mere fulfilling the minimum prescribed qualification and experience will not vest any right upon the candidate for being called for test. The factory will not entertain any correspondence in this respect and interim enquiry will not be attended to.
- xii) Only selected candidates will be informed of their selection in due course and no other correspondence on the subject would be entertained.
- xiii) Canvassing in any form will disqualify the candidate.
- xiv) The services after appointment are liable to be transferred to any other Ordnance Factories in India, subject to exigencies.
- xv) The advertisement will be subject to order/judgment, if any, by Hon'ble Courts/Ministry of Defence/Ordnance Factory Board etc.

[10] Cancellation of candidature: The candidature of the candidate shall be summarily cancelled on following grounds.

- i) If, the age of the candidate is found to exceed the prescribed age limit on final scrutiny.
- ii) If the candidate does not found to possess the desired essential qualification on final scrutiny.
- iii) If the candidate fails to produce/submit original copies of all the essential documents as and when asked to do so.
- iv) In case the candidate is found using unfair means or adopting any malpractice at any stage of selection process.
- v) If applied more than once for the same post.

CAUTION TO ALL APPLICANTS

Some unscrupulous elements may approach you with the assurance of procuring appointment for you in the factory through illegal gratification. You must not fall prey to such false assurance or exploitation and must not entertain or encourage such elements in any way. It is emphasized and reassured that the selection test and exercise will be done on merit only in a transparent manner.

(SMT.SANGEETA GUPTA)
DY. GENERAL MANAGER/A-I
FOR GENERAL MANAGER