

**DAVP Advertisement No. 10201/11 / 0665 /1617 dated 18/07/2016 published on 30/07/2016.in  
EMPLOYMENT NEWS.**

**ADVERTISEMENT  
GOVERNMENT OF INDIA  
MINISTRY OF DEFENCE  
INDIAN ORDNANCE FACTORIES**

**ORDNANCE CABLE FACTORY, CHANDIGARH - 160 002**

Applications are invited for the following post from the citizens of India, who are fulfilling the requisite qualifications/specifications as mentioned below on plain paper duly typed or neatly hand-written in the indicated format on A-4 size paper.. Applications should be addressed to the **Senior General Manager, Ordnance Cable Factory, 183- Industrial Area Phase - I, Chandigarh, Pin Code- 160002** and the same should reach **within 21 days** from the date of advertisement in the Employment News/Rozgar Samachar.

**1 Name of Post, Pay Scale and number of vacancies**

Sl No.	Name of Post	Scale of Pay +GP	UR	Total Vacancies	Identified suitable for PHP category
1	Lower Division Clerk	Rs. 5200-20200 + 1900 GP	01	01	OA, OL, BL OAL, B, LV, HH

( OA=One Arm , OL= One Leg, OAL= One Arm & One Leg, BL=Both leg, LV= Low Vision, B=Blind, HH=Hearing Handicapped,

**2. Age limit and qualification etc.**

Age limit	Qualification
Between 18 and 27 years of age ( Relax able for Government Servants up to forty years in accordance with the instructions or orders issued by the Central Government)  Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India ( and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangri Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep i.e. Additional 07 days after the closing date. )	(i) 12 <sup>th</sup> Class or equivalent qualification from a recognized 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 Hours or nine thousand Key Depressions Per Hour on an average of five Key depression for each word. )

Candidates shall down load the application form and must read the instructions given in the detailed advertisement carefully before applying in the prescribed format. Applications received in any other format will be rejected.

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GOVERNMENT OF INDIA  
MINISTRY OF DEFENCE  
INDIAN ORDNANCE FACTORIES  
**ORDNANCE CABLE FACTORY, CHANDIGARH - 160 002**

**LOWER DIVISION CLERK ( Pay Band RS, 5200-20200+ Grade Pay 1900)**

SCHEME, SYLLABUS AND GENERAL TERMS & CONDITIONS FOR THE POST OF LOWER DIVISION CLERK IN  
ORDNANCE CABLE FACTORY CHANDIGARH-160002

**SCHEME OF EXAMINATION:**

- (1) The examination will consist of a Written Examination of 200 marks and Typing Test on Computer.
- (2) After the written Examination the number of candidates to be called on the basis of merit for the Typing Test shall be in the ratio of 1:5 i.e. five times the number of vacancies.
- (3) Merit of Candidates will be decided on the basis of the total marks scored in the Written Examination subject to qualifying in the typing test.
- (4) The Typing Test is of qualifying in nature. Failure in the Typing Test shall be failure in the examination.
- (5) In case of Tie Case - Tie cases will be resolved First by Date of birth of individual with older candidate placed on higher, if not resolved at this stage than Alphabetical order which the first names of the candidates appear will be considered for selection..

**WRITTEN EXAMINATION:-**

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

Part	Subject	Maximum Marks & Number of Questions	Time Duration for General Candidates	Time 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)		

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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. 12<sup>th</sup> 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.

**SYLLABUS OF WRITTEN EXAMINATION:**

**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 Pattern –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.	Spelling/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.	Cloze Passage
14.	Comprehension Passage.

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III. Quantitative Aptitude:

Arithmetic:

1. Number Systems: Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

2. Fundamental arithmetical operations: Percentages, Ratio and Proportion, Square roots, Averages, Interest ( Simple and Compound), Profit and Loss Discount, Partnership Business, Mixture and Alligation, Time and distance, Time and work.

Algebra:

1 Basic algebraic identities of School Algebra ( and their simple applications)e.g. 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  $a^3+b^3+c^3=3 abc$  etc. and Elementary surds( simple problems.)

2 Graphs of Linear Equations.

Geometry:

Familiarity with elementary geometric figures and facts.

1. Triangle and its various kinds of centres viz. Centroid, In-centre, Orthocentre, Circumcentre.
2. Congruence and similarity of triangles.
3. Circle and its chords, tangents, angles subtended by chords of a circle, Common tangents to two or more circles.

Menstruation:

Triangle, Quadrilaterals, Regular Polygons ( sum of the 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.

Trigonometry:

1. Trigonometry ( for acute angles  $\theta$  with  $0 \leq \theta \leq 90$ ) :  
Trigonometric ratio, Degree and Radian Measures, Standard Identities like  $\sin^2 \phi + \cos^2 \phi = 1$  etc.
- 2 Complementary Angles, Heights and Distances ( simple problems only).

Statistical Charts:

Use of Tables and Graphs:

1. Histogram
2. Frequency polygon
3. Bar-diagram
4. Pie-chart

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**IV. General Awareness** : Questions are designed to test the candidate's general awareness of the environment around him / her and its application to society. Questions are also designed to test knowledge of current events and of such matters of every day 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 neighboring countries especially pertaining to History, Culture, Geography, Economics Scene, General policy and scientific research.

**TYPING TEST :-**

- (1) The Typing Test will be conducted in English or Hindi and candidates while applying for the examination, will have to indicate their option.
- (2) Typing Test will be administered on Computer, to be provided by the Factory /Unit.
- (3) Candidates opting for English Typing shall have typing speed of 35 words per minute and those opting for Hindi Typing shall have 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.
- (4) 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.

**GENERAL CONDITIONS**

1. Application should be submitted in the prescribed format (A4). The Candidates Should write the required information in English ( CAPITAL LETTERS) OR in Hindi. Those candidates who fill up the Application Form in Hindi, should write their NAME and Address in English CAPITAL LETTERS also.
2. Age relaxation
  - (i) Relaxation in upper age limit for PHP candidates will be 10 years in identified posts. However no post is reserved for PHP candidate.
  - (ii) Ex- serviceman will be given relaxation of 03 years after deduction of the military service rendered post. However, no posts are reserved for Ex-serviceman.
  - (iii) Departmental candidate / Govt. servant with three years continuous service in Central Govt. will be given age relaxation as per rules.
3. The candidates who are working in Central/State Government or any public sector undertaking should enclose NOC in original, from his employer alongwith his application. If a candidate enters into Government service after sending the application form, he must produce NOC from his employer at the time of undergoing any of the further processes for the recruitment/selection.

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- 4) A crossed Indian Postal Order or Demand Draft from any Nationalized Bank worth of Rs 50/- ( Rupees Fifty only ) drawn in favour of General Manager, Ordnance Cable Factory, Chandigarh towards application fee should be submitted alongwith application. The examination fee is not refundable. However, candidates belonging to SC/ST/Ex-Servicemen /PH and female candidates need not send any postal order/DD.
- 5) Ex-Servicemen (XSMs) should submit their application form alongwith a copy of the discharge certificate duly self attested alongwith undertaking, otherwise the application will not be considered/ The XSM may be considered alongwith other candidates if otherwise found suitable.
- 6) The Physically Handicapped Persons having minimum 40% disability identified suitable for the post may also apply for the post. The PHPs should submit a copy of the disability certificate in the prescribed format issued by the Competent Medical authorities, duly self attested alongwith the application form.
- 7) Submission of false / Incorrect / incomplete information or bogus documents shall disqualify the Candidates.
- 8) Alongwith the application form, the prescribed Fee and/or attested copy of SC/ST/PH/XSM certificate, as the case may be enclosed.
- 9) Candidates appearing for written test will come at their own expense. However, outstation SC/ST candidates will be paid TA of second class Railway/Bus fare on production of Railway/Bus tickets by shortest route as per rules. For this purpose, the name of the nearest Railway Station must mentioned in the application.
- 10) No GPF/DCRG scheme is admissible to the posts under Central Govt. w.e.f. 01.01.2004. The New Pension Scheme is Defined Contribution Pension Scheme which is compulsory for all Central Govt. employees, who are appointed on or after 01.01.2004.
- 11) Only self attested copies of certificates in support of educational/ technical qualification, caste and date of birth are to be enclosed with the application. Certificate not having the date of issue will not be accepted.
- 12) A recent passport size photograph ( not more than 03 months old) should be pasted not stapled by the applicant on the application form duly self attested . The impression of attestation should come both on photographs and application form i.e. one part of it on the photograph and one part on the application form. Two additional identical photograph should also be enclosed alongwith the application form, indicating the name of the applicant on the reverse.
- 13) The eligible candidates fulfilling the above specification may submit their applications so as to reach within 21 days from the date of publication of the advertisement in Employment News to “ The Sr. General Manager, Ordnance Cable Factory, 183, Industrial Area, Phase-1, Chandigarh 160002”. The Last date of receipt of applications will be **19.08.2016**

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- 14) The envelop containing the application must be Super scribed in bold letters as "APPLICATION FOR THE POST OF LOWER DIVISION CLERK "clearly mentioning the name of the post and should be addressed to the Sr. General Manager, Ordnance Cable Factory, 183, Industrial Area, Phase -1 Chandigarh. Pin Code 160002.
- 15) Department will not be responsible for Postal Delays.
- 16) No correspondence/enquires will be entertained and canvassing in any form will be a disqualification.
- 17) Only selected candidates will be informed of their selection in due course after the selection process is over and no correspondence on the subject would be entertained.
- 18) A caution to be noted that some unscrupulous elements may approach the candidates with assurance of procuring appointment for you in the factory through illegal gratification. The candidates must not fall prey to any such false assurance or exploitation and must not entertain or encourage such elements in any way. It is emphasized and re-assured that the selection will be done on merit as adjusted from the candidate's performance in the written Examination/Skill Test in a transparent manner.
- 19) The applications having following discrepancies will be summarily rejected and no correspondence in this regard will be entertained:
  - (i) Incomplete or unsigned applications.
  - (ii) Application which is not in prescribed format and if post applied for is not indicated.
  - (iii) Photo pasted on the application without Self attestation and if two Identical photographs are not enclosed.
  - (iv) Application not accompanied with self attested copies of certificates.
  - (v) Applications received after the scheduled date will be summarily rejected and no correspondence in this regard will be entertained.
- 20). The Sr. General Manager, Ordnance Cable Chandigarh reserves the right to increase/decrease the number of vacancies depending upon the actual requirement without any notice and these vacancies are further subject to any subsequent order of Court/MOD/Ordnance Factory Board.

Sd/-  
**( HAGE TARI)**  
**Jt. General Manager**  
**For Sr. General Manager**

**APPLICATION FOR THE POST OF LOWER DIVISION CLERK**

**Ref: Employment News, Advertisement No. 10201/11/0665/1617 dated 18/07/2016**

- 01. Name of the applicant in Capital letters: \_\_\_\_\_
- 02. Father's/Husband's Name : \_\_\_\_\_
- 03. Sex (Male/Female) : \_\_\_\_\_
- 04. Nationality : \_\_\_\_\_
- 05. Religion : \_\_\_\_\_
- 06. Date of Birth (DD/MM/YYYY) : \_\_\_\_\_
- 07. Age as on the last date of receipt of application \_\_\_\_ Year \_\_\_\_ Month \_\_\_\_ Days
- 08. Category to which the candidate belongs (SC/ST/OBC/GEN)  
(enclosed a copy of Caste Certificate in case of SC/ST/OBC) \_\_\_\_\_
- 09. Address for Communication \_\_\_\_\_  
(in capital letters) \_\_\_\_\_

Recent passport size Photograph duly self attested (partially on the application and partially on the

10. Educational Qualification (enclose proof duly attested)

Sl No.	Examination Passed	Board/University	Duration	Year of Passing	Marks %

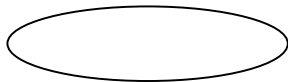
- 11. Medium of Examination ( ENGLISH/HINDI) \_\_\_\_\_
- 12. Nearest Railway station \_\_\_\_\_
- 13. Mobile No/Contact No. \_\_\_\_\_
- 14. Whether Ex-Serviceman Yes/No ( if yes enclosed certificate)
- 15. Whether employed in Govt. Service/PSU Yes/No ( if yes enclosed certificate)
- 16. Whether Physically Handicapped Person Yes/No (if yes enclosed certificate)
- 17. Details of IPO/DD

Sl No.	IPO/DD issued by	IPO/DD No.	Date	Amount

**DECLARATION**

I, \_\_\_\_\_ do hereby declare that all the statement made in this application are true, complete and correct to the best of my knowledge. In the event of any information being found false/incorrect at any point of time, my candidature will stand automatically cancelled.

Left Hand Thumb impression of candidate



Encl:

SIGNATURE OF THE CANDIDATE

PLACE

NAME \_\_\_\_\_

DATE



**UNDER TAKING FOR EX-SERVICEMAN  
AND EMPLOYED DEFENCE PERSONNEL ONLY**

I, understand that, if selected on the basis of the recruitment/examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority 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) Rules, 1979, as amended from time to time.

2. I also under that I shall not be eligible to be appointed to a vacancy reserved for Ex-serviceman 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 Undertaking, Autonomous Bodies/Statutory Bodies, Nationalized Banks etc) by availing of the concession of reservation of vacancies admissible to Ex-Servicemen.

**Date**

**Signature of the candidate**

**CERTIFICATE TO BE ENCLOSED BY  
EMPLOYED DEFENCE PERSONNEL ONLY**

I, hereby with the information available, certify that Shri \_\_\_\_\_ (Name)  
No. \_\_\_\_\_ (Rank) would complete prescribed period of appointment on \_\_\_\_\_.  
(Date)

Place  
Dated

Signature  
Commanding Officer  
Office seal