

**GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
INDIAN ORDNANCE FACTORIES
ORDNANCE FACTORY, DEHRADUN -248008**

Applications are invited for the following Group 'C' post from the citizens of India, who fulfills the requisite Qualifications/Specifications as mentioned below. Application should be addressed to the General Manager, Ordnance Factory, Dehradun, Pin 248 008, (Uttarakhand). The Specification of the post is as under:

Sl. No.	Name of Post	No. of vacancy	Reservation				Horizontal Reservation		Type of disability for PWD
			Gen	SC	ST	OBC	PH	Ex-man	
1.	Teacher Primary (Rs.9300-34800+4200/-G.P)	04	03	01	-	-	-	-	OA,OL,OA L,BL,B,LV
2.	Essential Qualification	<p>Senior Secondary (or its equivalent) with at least 50 % marks and 2- years Diploma in Elementary Education (by whatever name known)</p> <p style="text-align: center;">OR</p> <p>Senior Secondary (or its equivalent) with at least 45 % marks and 2- years Diploma in Elementary Education (by whatever name known), in accordance with the NCTE (Recognition Norms and Procedure), Regulation, 2002.</p> <p style="text-align: center;">OR</p> <p>Senior Secondary (or its equivalent) with at least 50 % Marks and 4-years Bachelor of Elementary Education (B.El.Ed)</p> <p style="text-align: center;">OR</p> <p>Graduation and two year Diploma in Elementary Education (by whatever name known)</p> <p>Note: Relaxation up to 5 % in the qualifying marks shall be allowed to the candidates belonging to reserved categories, such as SC/ST/OBC/PH.</p> <p style="text-align: center;">AND</p> <p>a) Pass in the Teacher Eligibility Test (TET), conducted by the appropriate Government in accordance with the Guideline framed by the NCTE for the purpose.</p>							
3.	Desirable Qualification	Competent to teach both in English or Hindi and medium of instruction of the School.							
4.	Age	30 Years. (Age relaxation to reserve & Departmental Candidates etc. shall be provided with DOP&T's OM No. 15012/2/2010-Estt.(D) dated 27 th March 2012							

(a) The number of vacancies mentioned above is provisional, The General Manager , Ordnance Factory Dehradun, reserves the right to increase/decrease the number of vacancies if necessary.

(b) The General Manager, Ordnance Factory Dehradun, 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/OFDun will be final and no appeal will be entertained against this issue. All disputes will be subject to Dehradun jurisdiction.

(c) The Handicapped person can be appointed against an unreserved vacancy, provided the post is identified suitable for persons with disability of the relevant category.

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SCHEME & SYLLABUS**(A) SCHEME OF EXAMINATION**

i) **Written Test** - There will be a written examination of 200 marks. Question paper will consist of multiple choice objective type questions in two parts as per the following:-

Part	Subject	Maximum No. of Questions	Maximum No. of Marks	Minimum Qualifying Marks (Subject wise) (40%)	Minimum Qualifying Marks (Aggregate) (45%)	Duration of examination
Part- 1	English	25	25	10	23	3 Hours
	Hindi/Medium of instruction of school	25	25	10		
Part- 2	Current Affairs	25	25	NA	NA	
	Reasoning Ability	25	25	NA	NA	
	(i) General Science (ii) General Maths (iii) Environmental Science	100	100	NA	NA	

Note: (a) Part -II of the question paper of the candidate will be evaluated only if he/she qualifies in Part-I.

(b) The merit will be only on the basis of performance in Written Test

ii) **Teaching skill test-** Candidates to be called on the basis of merit in written test in the ratio of 1:5. The Teaching Skill Test will be of qualifying nature only. The teaching skill of the candidates will be assessed in the following parameters/area:-

- Communication skills
- Teaching Methodology.

Note: Only CTET/State TET pass candidates will be allowed to apply as per recruitment rules.

(B) SYLLABUS

Written Test- Question paper will assess the candidates' ability in the following areas: (standard of questions/level of difficulty to be of Senior Secondary Level):-

i) **Core language competency** (English and Hindi/Medium of instruction of the School) 50 Marks (25+25)

CORE LANGUAGE COMPETENCY- The candidate should have adequate understanding of English and Hindi/ Medium of instruction of the school to deal with student of Elementary Classes. The ability to comprehend texts and express them effectively in writing/orally will be measured through written test and Teaching Skill Test.

English- Articles/ Determininals, Prepositions, Verbs forms, Adjectives, Tense, Modal Auxiliaries, Active/Passive, Reported speech, Punctuationations, Letter Writing-formal & informal, Essay on current issues, Speech, vocabulary, idioms and phrases, Antonym & Synonyms, Methods of teaching English at Elementary level.

हिन्दी पाठ्यक्रम: भाषा, संज्ञा, सर्वनाम, विशेषण, क्रिया, अव्यय, लिंग, पुल्लिंग, स्त्रीलिंग, उत्सर्ग, प्रत्यय, वचन, एकवचन, बहुवचन, वाक्य रचना, विलोम या विपरीतार्थक शब्द, समरूपी भिन्नार्थक शब्द, मुहावरे, अलंकार, विशम चिन्ह, पदपरिचय, संधि, एकार्थी शब्द, अनेकार्थी शब्द, अनेक शब्दों के लिए एक शब्द, तत्सम-तद्भव शब्द समास लोकोक्तियां, मुहावरे, अपठित गद्यांश एवं भाषा शिक्षण की प्रभावी विधियां।

Language of instruction of the School- The Syllabus will be as per the guidelines given for English/Hindi.

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|-------|---|---|-----------|
| (i) | Current Affairs | - | 25 Marks |
| (ii) | Reasoning ability | - | 25 Marks |
| (iii) | (a) General science
(b) General Maths
(c) Environmental Science | - | 100 Marks |

GENERAL SCIENCE- Living world, Human Body, Plant Life, Natural Vegetation and Wild Life, Food, The Universe:- Natural phenomenon, planets, Indian Space Research programme; Our country:- Its surface, natural resources, food & crop. Matter:- concept of elements, molecule and atom. Basic structure of atom, Radioactivity, gases and liquids, classification of Hydrocarbons. Chemical and physical changes. Green house effect, photo synthesis, Motion:- displacement, velocity; uniform and non-uniform motion along a straight line; acceleration, distance – time and velocity, idea of uniform circular motion. Force and motion, inertia, momentum, force and acceleration action and reaction forces. Elementary idea of conservation of momentum, conservation of energy, simple machine.

GENERAL MATHS- Number System, estimation of numbers, Place value, use of symbols. Word problems on number operations involving large numbers, conversions of units of length & mass, Multiples and factors, even odd and prime/composite numbers, prime factorization, HCF and LCM, Rationale numbers, Whole numbers, Seeing patterns:- identifying and formulating, rules, integers, Properties of integers, Fractions, Ratio and Proportion, percentages, profit & loss, work & time, velocity & distance, simple and compound interest, binomials, polynomials, basic of algebra, linear, equation, quadratic equation & word related problems, Basic geometrical ideas: Line, line segment, ray. Open and closed figures. Angle – Vertex, arm, interior and exterior, Triangle, vertices, sides angles, interior, Quadrilateral- Sides, vertices, angles, Circle –Center, radius, diameter, arc concept of perimeter, Data handling, Pictograph- scaling in pictograph and its interpretation. General understanding of perimeter using regular shapes. Shapes of different kinds with the same perimeter. Area of various regular geometric shapes. Measuring areas of different shapes with the help of graph. Concept of volume, measurement of volume using a basic unit, volume of a cube, cuboids and cylinder, Volume and capacity (measurement of capacity). Surface area of a cube, cuboids and cylinder.

Environmental Science- Primary Institutions of democracy, Local bodies; State bodies, National bodies, citizen's right in democracy. Role of Panchayat and Nagarpalikas in education, health and other social services. Population growth in India: distribution, density & growth, sex ratio, rural urban composition, education, Human development indicators. Common Diseases, Deficiency diseases & Communicable diseases and their prevention. First Aid and Our Health Service at villages and District Level, Natural Calamities- their causes, impact and step to reduce the effect, Transport and Communication- their impact, Natural Resources-Air, Water, Soil and Land (Minerals, metals, non-metals), Resources and Development; Natural resources:- forest and minerals, water resources, rivers, irrigation system and crop pattern. Maps of India:- Location of Identification, understanding of global with special reference to Latitude, Longitude & time, Five Years plans, National freedom movement, cultural renaissance, Social reformers of India.

Teaching Skill Test- For assessing the Teaching ability of the candidates:- It will interalia, include test of communication skills and teaching methodology.

GUIDELINES FOR SUBMISSION OF APPLICATION:

- a) Applications must be submitted (Typed/Hand written) in the prescribed form published with this advertisement as Annexure "A"
- b) The eligible candidates fulfilling the requisite qualification/specifications may submit their application to The General Manager, Ordnance Factory, Dehradun-248008 (Uttarakhand)
- c) Application must be filled up either in English/Hindi.
- d) Candidates must write the name of the post applied for on the left corner of the envelope in BOLD CAPITAL letters. Application shall be rejected if not superscribed with the name of the post applied for or name of the incorrect post on the envelope.

- e) All photocopies of enclosed certificate must be duly self attested.
- f) Photocopies of certificates (in support of Age, Qualification, Experience, Caste Certificate, Disability certificate, Discharge certificate etc.) are required to be enclosed with the Application Form.
- g) Candidates should affix a recent PASSPORT SIZE photographs,(not more than 03 months old) duly self attested on the application form and enclose 02 additional self signed similar photographs along with his/her application. The attestation should be done on the front of the photographs.
- h) Signature of candidate must be on the application form with date and Left Thumb Impression (in the prescribed place in the application format)
- i) **APPLICATION FEE:** Application should be accompanied with a fee of Rs. 50/- through cross Postal Order Payable at Dehradun or Bank Demand Draft from any nationalized bank drawn in favour of the General Manager, Ordnance Factory Dehradun-248008, Uttarakhand Payable at Dehradun. SC/ST/Ex-serviceman/Physically Handicapped (as per rule) persons are not required to pay any fee, The Application fee is non-refundable. The Postal/DD should be issued after the date of publication of the advertisement and issuing date of Postal Order/DD should be indicated clearly.

IMPORTANT INSTRUCTIONS TO THE CANDIDATES/APPLICANTS

- a) Before applying for the post, the applicant(s) should read carefully all the instructions to satisfy themselves about their eligibility for the post so as to avoid any disappointment at later stage.
- b) Candidates appearing for written test, Skill test will travel on their own expenses. However SC/ST candidate appearing for written test will be paid passenger Train (only second class)/Bus fare to and fro on production of Train/Bus tickets by the shortest route. 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 candidates belonging to SC/ST category should produce appropriate certificate at the examination hall to claim re-imbusement of travelling fare, failing which travelling allowance will not be re-imbursed.
- c) Submission of any false/incorrect dubious information in the application form shall disqualify the candidate at any stage of selection process. Appointment obtained on the base of concealment of facts or false declaration is liable to be cancelled.
- d) The Candidature of the candidates shall be cancelled, if he/she submits more than one application form for same post.
- e) The candidates working in other Ordnance Factories/Central/State Government/Semi Govt. Deptt./PSUs etc. must specifically mention details of employment and forward the applications through their appointing authorities along with NOC, pertaining to release in case of selection. Failure to do so will disqualify the applicants and the disqualified applicant will not be called or permitted to under take the written Test/Skill Test.
- f) In case of selection of persons working in Central/State Govt./PSU, will have to submit a Disciplinary clearance and No Objection Certificate from their employer.

- g) The Ex-Serviceman candidates applying for the post under Ex-serviceman category will also have to sign an undertaking in the format given at Appendix-II of the Application Form.
- h) The last date of receipt of application is 21 days from the date of publication of this advertisement excluding the date of publication. For candidate residing at Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands, Lakshadweep and candidates residing abroad, last date of receipt of application will be 28 days from the date of publication of this advertisement excluding the date of publication. If the closing date falls on the SUNDAY or Holiday, then the next working day will be taken as closing date of receipt of application. Application received after the last date will not be considered.
- i) Place of work for the selected and appointed candidates will be Ordnance factory Dehradun but the services are liable to be transferred to any Ordnance Factory/Unit in India, subject to exigencies.
- j) Only selected candidates will be informed of their selection in due course and no other correspondence on the subject would be entertained.
- k) Canvassing at any stage of recruitment in any form will disqualify the candidate.
- l) The above posts are temporary but likely to be permanent.
- m) The qualification and experience prescribed for the above posts are minimum and mere possession of the same does not entitle any candidate to be called for Skill/Written Test.
- n) Crucial date for determination of age for all applicants will be the last date of receipt of application. (21 days from the date of advertisement).
- o) The above post carry Pay scale Rs. 9300-34800+4200/-G.P as shown above plus usual allowances as admissible to Central Govt. employees from time to time.
- p) No GPF and DCRG scheme is admissible to the post under Central Govt. for those appointed on or after 01.01.2004. The new pension scheme i.e. DEFINED CONTRIBUTORY PENSION SCHEME is compulsory for all Central Govt. Employees w.e.f. 01/01/2004 and the same will be applicable to the appointed candidate against the instant advertisement.
- q) The candidate seeking relaxation in fees must enclose copy of their Caste certificate/Discharge Certificate duly self attested along with application form.
- r) Any attempt to bring in any influence by any candidate will be treated as disqualification.
- s) The number of vacancies may increase or decrease.
- t) Application will be accepted by post only and not by hand/in person. The department shall not be responsible for postal delays or failure.
- u) Newspaper cutting should not be used as application form.
- v) A caution must be noted by all candidates that some unscrupulous element may approach the candidate with assurance of procuring appointment for them in the Ordnance Factory Dehradun 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. The Factory Management shall NOT be responsible in any manner whatsoever if a candidate succumbs to such tactics by anybody at any stage.

Rejection of Application/Cancellation of Candidature:

- a) If application is received after the closing date for any reason whatsoever.
- b) If the age of candidates is found to exceeding the prescribed age limit on closing date of the application.
- c) If the candidate does not found possessing the essential qualification on closing date of the application.
- d) If the candidate fails to produce/submit all the essential documents as and when asked to do so.
- e) If the postal order or Bank Draft enclosed with the application is not payable at Dehradun and if the date of issuance of Postal Order/Bank Draft is before the date of publication of this advertisement.
- f) If the photocopies of all related documents not enclosed/not duly self attested.
- g) In case the candidates is found using unfair means or adopting any malpractice at any stage of selection process.
- h) If the application does not accompanied with the crossed DD/Postal Order of Rs. 50/- except in case of SC, ST, PH & Ex-Servicemen.
- i) If the photograph duly self attested is not pasted by the applicant in the application Form and additional two self attested photos are not enclosed attached with the application form.
- j) If application is not complete in any respect as per requirement given in the advertisement and/or date and signature and Left Thumb Impression are not put at the assigned places on the application form.
- k) If the application of departmental candidates/candidate employed in Govt. Service/Semi Govt. Service/PSU is not received through the proper channel with NOC.

-7-
FORMAT OF APPLICATION FORM

To,

**The General Manager
Ordnance Factory, Raipur
Dehradun - 248 008**

Paste recent
passport size
photograph
self attested
on the
front (Not
more than
03 months
old)

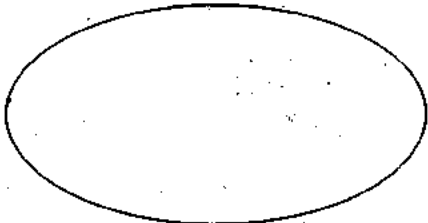
Sub: Post applied for _____

Ref: Employment News Advy. _____ Dated: _____

01.	Full Name (in BLOCK LETTERS) : (As written in SSC/Matriculation Certificate)						
02.	Father's/Husband's Name (in BLOCK LETTERS as per H.S.Certificate)						
03.	Mother's Name (in BLOCK LETTERS as per H.S.Certificate)						
04.	Date of Birth (as per the SSC/10 th Std. Certificate)	Day	Month	Year			
05.	Age as on closing/Last date of application	Days	Month	Year			
06.	Category (General/SC/ST/OBC) (If OBC, Certificate should show " Creamy Layer Criteria						
07.	Sex : (Male / Female)						
08.	Religion						
09.	Nationality						
10.	Whether Ex-Serviceman	Yes	No	If Yes	Date of entry	Date of Discharge	Total Service
11.	Whether Person with Disability (put a '✓' mark in the appropriate column).	yes	No	Nature of disability			Extent of Disability (%) as per certificate
		OH	HH	VH	OL	BL	PD
12.	Whether employed in Central/State Govt. service/PSUP			Yes/No			
	If yes, name of the organization, date of appointment & post held						
				Date of appointment		post held	
13.	Details of Examination Fee	IPO /Draft	Name of Bank/Post Office		IPO /Draft No. & date		Amount
14.	A - Present Postal Address with Pin Code			B - Permanent Address with Pin Code			

15. Academic/Professional Qualification (Starting from Matriculation or Equivalent Examination)				
Examination Passed	Year of Passing	Board/University/Institute	Marks Obtained/Total Marks	% of Marks

16.	E-mail address, if any.			
17.	Mobile No.			
18.	Medium of Examination (Tick appropriate medium)	English	Hindi	
19.	Nearest Railway Station (for SC/ST /Ex -man with PH category only)			

20	Specimen Signature			
21.	Left Thumb Impression for Male & Right Thumb Impression for Female			

: DECLARATION:

I do hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any statement /information being found false/incorrect/incomplete or ineligibility being found before recruitment or after appointment, my candidature/appointment will stand automatically cancelled.

Place

Date :

Signature:

Name :

Enclosures:	01	Attested copy of High School Certificate showing Date of Birth	02	Attested copies of Essential(Academic) qualification	
03	Attested copies of (Professional Qualification certificate	04	Attested copy of Caste Certificate	05	Ex-serviceman applicant to give Service Certificate/ Discharge certificate
06	02 recent passport size photographs firmly enclosed(Self attested)	07	Any other documents		

FORMAT FOR SC/ST CERTIFICATE

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

This is to certify that Shri/Shrimati /Kumari

Son/daughter* of of Village/town * in

District/Division* of the State/Union Territory *

belongs to the Caste/Tribes * which is recognised 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, 1956, the Bombay (Reorganisation) Act, 1960, the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, and the Scheduled Castes and Scheduled Tribes Orders 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976) }
- * The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956;
- * The Constitution (Andaman & Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976*
- * The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962; /
- * The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962@
- * The Constitution (Pondicherry) Scheduled Castes Order, 1964@
- * The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @
- * The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968@
- * The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968@
- * The Constitution (Nagaland) Scheduled Tribes Order, 1970@
- * The Constitution (Sikkim) Scheduled Castes Order, 1978@
- * The Constitution (Sikkim) Scheduled Tribes Order, 1978@
- * The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989@
- * The Constitution (Scheduled Castes) orders (Amendment) Act, 1990@
- * The Constitution (Scheduled Tribes) orders (Amendment) Act, 1991@
- * The Constitution (Scheduled Tribes) orders (Second Amendment) Act, 1991@
- * The Constitution (Scheduled Tribes) (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/Shrimati..... father/mother of Shri /Shrimati/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/Shrimati /Kumari and or*/his /her family ordinarily reside(s) in village/town* of District/Division* of the State/Union Territory * of

Place
Date

Signature.....

State/Union Territory
(With seal of Office)

* Please delete the words which are not applicable.
@ Please quote specific presidential Order
% Delete the paragraph which is not applicable.
Note: (i)The term ordinarily reside (s) used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950 (ii) ST candidates belonging to Tamil Nadu State should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

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