

भारत सरकार
रक्षा मंत्रालय
आयुध निर्माणी बोर्ड, आयुध भवन
10-A, शहीद खुदीराम बोस रोड,
कोलकाता - 700 001
GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
ORDNANCE FACTORY BOARD
AYUDH BHAVAN
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KOLKATA - 700 001



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All correspondence should be addressed to the
Secretary and not to any officer by name

No. 570/A/I(Pt)/54/294

Date: 15-06-2012

To
Sr General Manager/General Manager
All Ordnance Factories

Sub: Uniform procedure for Direct Recruitment to the post of labour in Ordnance Factories

The need to have a uniform set of guidelines for the process of Direct Recruitment as labour in ordnance factories has been under consideration for some time.

2. The matter has been carefully examined by the competent authority and it has been decided that the process for direct recruitment to the post of labour in the ordnance factories will include:

- (a) Written test – 100 Marks
- (b) Trade Test – Qualifying only (No marks)

3. The written test shall be fully objective type and OMR based.

4. There shall be no interview.

5. The trade test shall be only of qualifying nature without any marks.

6. The result of written examination shall be submitted by the Chairman of the Board to Head of the Department under a strictly confidential note for further necessary action. While notifying the list of successful candidates in the Written Test to be called for interview, the list shall be prepared and notified in alphabetical order and not in the order of merit.

7. After the written test, based on merit, candidates to the extent of 1.25 times the number of vacancies shall be called for the trade test.

8. The Boards for written examination and for trade test shall be separate and distinct.

9. The Board of Officers for trade test shall invariably be headed by an Additional General Manager.

10. The final select list shall be based on marks in the Written Test only, the Trade Test being qualifying in nature. The final select list shall be prepared and displayed in order of merit.

11. The detailed scheme and syllabus are enclosed herewith for information & necessary action.

12. The essential qualification of Vth pass as laid down in SRO 185 of 1994 stands automatically upgraded to 10th pass, as per recommendations of 6th CPC, which have been accepted by the Government.

13. These instructions shall take effect immediately.

Encl: As above



(A. K. Nayak)

Deputy Director General

For Director General, Ordnance Factories.

Enclosure to OFB letter no. 570/A/I(Pt)/54/294 dated 15-06-2012

SCHEME & SYLLABUS FOR DIRECT RECRUITMENT TO THE POST OF LABOUR IN ORDNANCE FACTORIES

SCHEME

1. WRITTEN TEST

SUBJECT	Maximum Marks	Number of Questions	Duration
Numerical Aptitude(10 th Standard) (Objective Type)	40	40	2 Hours
General Science (10 th Standard) (Objective Type)	30	30	
General Awareness (10 th Standard) (Objective Type)	30	30	
Total Marks	100		

2. TRADE TEST

As per trade test specifications, an unskilled workman will be mainly engaged on handling/shifting of material. He will also be required to clean machines, floors of shop/areas around machines and other similar places, if and as necessary. The trade test may be designed accordingly to test the aptitude of the candidate. However, this test will be of qualifying nature only.

Final grading will be decided based only on marks obtained in written test subject to qualifying in the prescribed trade test.

SYLLABUS FOR WRITTEN TEST

Numerical Aptitude

1. Number Systems
2. Fractions, Decimals and Percentages

3. Ratio and proportion
4. Averages
5. Interest, Profit & Loss, Discount
6. Time & Distance, Time & Work

General Science

The questions on science may be set keeping in view the standard appropriate to High School. Questions may include subjects and activities which are more relevant to day-to-day existence/activities of human life.

General Awareness

1. Current events-National & International
2. History & Culture
3. General polity and Indian Constitution
4. General Geography

The question paper for the written examination shall be set in Hindi, English and the local language.