

INSTRUCTIONS FOR FILLING OF APPLICATION FORMS & PAYMENT OF FEES:

The candidates, who are fulfilling the requisite qualifications/specifications as mentioned in the advertisement noticed, may apply ON-LINE. The instruction in detail is as below:

1. The "ON-line Application Form" will be available on Ordnance Factory Board's website www.ofb.gov.in through the link "Recruitment in Ordnance Factory, Ambarnath. Apply On-line". The drop down menu shall open to show the following 02 options: 1. NGO/NIE posts and 2. Industrial posts. Application received through any other mode will not be accepted under any condition. **Eligible applicants can apply On-line for more than one post by submitting separate applications for each post at their own risk since the written examination for the above posts is likely to be held on the same day.**

2. On the click of the link "Recruitment in Ordnance Factory, Ambarnath. Apply On-line Non-Industrial Posts". The drop down menu shall open to show the following options :

- **Instructions** (detailed instructions to candidates for filling on line application form).
- **Formats** (for down loading the various appendices).
- **Scheme & Syllabus** (For examination of all advertised posts)
- **Application** (for filing the online application).
- **Payment Gateway** (for paying application fees online)
- **Acknowledgement** (for taking print of acknowledgement slip)

ADMIT CARD: Candidates to down load the admit card (in duplicate) shall be provided through a separate icon to be made available on the link of the website which shall open as per the schedule notified in the Advertisement notice. The candidates are required to bring Admit card (**02 copies**) at the Exam venue, one of which would be retained by the exam conducting authorities.

Candidates are requested to read the instructions thoroughly before filling the online application & confirm the information filled by them before successful submission of the application.

The On-line registration site will remain open as mentioned in the Important Date schedule for different posts from 09.00 hrs of the On-line registration opening Date to 12.00 Midnight of the On-line registration closing Date.

A. Filling up of Application Form contains two parts viz:

REGISTRATION PART- I

Basic information :

- In this Part I, Candidate will have to fill basic information, Name, Date of Birth, Educational Qualification, Post applied for, Language/Medium of Examination, Category ,etc. On submission of Details, Candidate will be prompted to check the details and make corrections if any and **SAVE AND PROCEED**.
- Registration Part-II will now open.
- Candidate will get a Registration No. and Password through SMS and e-mail.

REGISTRATION PART-II

This part can be opened using the registration number and pass word issued to the applicant to upload/enter the following:-

- a. **Payment details** are to be filled in, if applicable.

APPLICATION FEE Payment: A link will be provided on the website for payment which would take the candidate to www.onlinesbi. The candidate would then click on the link 'SBI collect' → select the relevant option with regard to payment mode → select state as Maharashtra → select institution as Govt. department → select Ordnance Factory Ambarnath → Fill in the required details and proceed to make payment through options : Internet banking/ ATM cum Debit card/ Credit card of leading banks. If candidate does not have any of the options, he can generate the challan and deposit cash at any of the SBI branches.

- b. **Photograph, signature** is to be up-loaded as per instruction below :

1. **PHOTOGRAPH:** One recent coloured passport size photograph taken against white background not more than three months old is to be scanned (140 pixel height x 110 pixel width scanned at 200 dpi, in *jpg or jpeg format, file of size not more than 50 kb*) and uploaded in the space earmarked in the on-line application format. **Candidate is advised to confirm that his/her uploaded is clearly visible/identifiable at the appropriate place.**
2. **SIGNATURE:** Scanned signature (**in Black ink**) against white background (110pixel height x 140 pixel width in jpg format, file of size not more than 50 kb scanned at 200 dpi) is to be uploaded in the space earmarked in the on-line application format. Candidates must ensure the signature uploaded shall be maintained the same at all places viz. signature up-loaded, appended on Undertaking, Attendance Sheet of written examination and subsequent Practical test. If any variation is found between the signatures, the candidature is liable to be cancelled. **Candidate is advised to confirm his/her uploaded signature is clearly visible/identifiable at the appropriate place**

After uploading Candidates have to preview the uploaded images. **Here the candidate is advised to see his/her uploaded photograph that the photograph is clearly visible/identifiable in the appropriate row and the specimen signature is also visible in appropriate row.** In no case these rows should be swapped. If the candidate is satisfied with the uploaded images, he may CONFIRM the same by clicking on "**Confirm Upload**" button. If for any reason uploaded images are not up to the mark then the candidate can **RELOAD** these images by clicking on the **RELOAD PHOTOGRAPH** and/or **RELOAD SIGNATURE** button. The software will not save photograph/signature of the candidate unless he confirms the upload by clicking on **Confirm Upload** button.

B. Submission of Application :

- The candidate may preview of all the filled information by clicking on **PREVIEW APPLICATION** and confirm the same by clicking on.
- The application shall be completed/modified, if required and changes saved by **SAVE APPLICATION**. Application shall be submitted by clicking on "**SUBMIT APPLICATION**"
- On successful submission '**SUBMISSION CONFIRMED**' message will be displayed on Screen and **Application No.** shall be generated and displayed.

- Candidate will get a **Application No . and Password** as confirmation through SMS and e-mail which is to be used to print the **Application** and **Acknowledgement** and down load the **Admit Card**.

The candidate should cross check all the information furnished in the application, before finally submitting the same as no correction will be possible later.

C. Print Application and Acknowledgement slip

After Submission Candidate can take a printout of application and acknowledgement slip by clicking on **PRINT APPLICATION**. The candidate should take print of '**Application and Acknowledgement Slip**' in two copies. One copy is to be retained by the candidate for reference and to be brought along with the **02 copies of Admit Card** at the time of Written Test / Practical Test and the other copy is to be dispatched as per (D) below.

D. Submission of acknowledgement slip with all enclosures/ certificates :

- a) The declaration on the '**Acknowledgement Slip**' must be signed by the candidate and his/ her left hand thumb impression is to be impressed upon in the space provided.
- b) The acknowledgement slip must be dispatched along with the following enclosures:
 - i) Challan copy, if applicable, and
 - ii) Self attested copies of **Proof of Date of Birth**, and
 - iii) Certificates as proof of **Essential Qualifications (X, XII, Diploma, Degree, Post Graduation)**,
 - iv) SC/ST Certificate
 - v) **Declaration** and Certificate for **OBC** Candidates including certificate for non-creamy layer,
 - vi) Ex-Serviceman Candidates: Declaration, Discharge Certificate, etc. as applicable,
 - vii) Prescribed Certificate/Affidavit to claim the age relaxation for Govt. employees.
 - viii) No objection certificate from the employer for candidates in Govt. service.
- c) The documents must dispatched to the '**THE Sr.GENERAL MANAGER, ORDNANCE FACTORY, AMBARNATH, DIST.THANE, MAHARASHTRA, PIN CODE-421 502**'.
- d) These documents should reach the addressee positively by the "last date for receipt of Application / Acknowledgement" as per schedule notified.

E. ADMIT CARD: Candidates to down load the admit card in duplicate. Link shall be provided through a separate icon to be made available on the link of the website which shall open as per the schedule notified.

IMPORTANT INSTRUCTIONS TO THE CANDIDATES/APPLICANTS:

Eligible applicants can apply On-line for more than one post by submitting separate applications for each post at their own risk since the written examination for the above posts is likely to be held on the same day. Regarding Industrial posts, Candidates are advised to apply for one trade only. The candidates opting for Examiner (Mech) trade will not be considered for any trade other than Examiner. However these candidates may appear for the examination in their respective trades viz. Machinist, Fitter, Grinder, MMTM, Fitter Electronic, Fitter Tool & Gauge, Grinder, Turner and Welder.

- a. The candidature of the candidate is however liable to be cancelled, if he/she submits more than one application form for the same post. However, if somehow, if he/she submits multiple Online Recruitment Application for one post, then he/she must ensure that Online Application with the higher "Application Number" is complete in all respects including fee. The applicants, should note that only the Online Application with higher "Application Number" shall be entertained and fee paid against one "Application Number" shall not be adjusted against any other "Application Number"
- b. Mere fulfilling the minimum prescribed educational 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.
- c. **Candidates to note that their candidature at all stages of the examination is purely provisional, subject to satisfying the prescribed eligibility conditions.**
- d. Submission of any false/incorrect/dubious information in the application form shall disqualify the candidate at any stage of selection process (before or after the examination).
- e. Date/Schedule of Examinations will be displayed on the website www.ofb.gov.in. Candidates are to download Admit Cards on-line as per schedule.
- f. The applicants should keep on visiting OFB Website www.ofb.gov.in for important announcement/information throughout the selection process at its various stages. Any changes/ amendments/ modifications related to the recruitment process will be notified in the OFB website only.
- g. No correspondence/enquiry will be entertained and canvassing in any form will lead to disqualification.
- h. The Sr.General Manager, Ordnance Factory, Ambarnath shall not be responsible for any postal delay/failure/loss.
- i. The **OBC candidate** applying for the post under OBC category should also have to submit a signed undertaking in the format that as on the date of reckoning they do not belong to the creamy layer along with the caste certificate as given at Appendix-III of the Application Form. Those OBC candidates who do not belong to non-creamy layer category on the date of reckoning should apply as a General Candidate.
- j. The Ex-Servicemen candidate applying for the post under Ex-Servicemen category will also have to sign an undertaking in the format given at Appendix-I of the Application Form.
- k. List of eligible candidates and Final select list of candidates will be displayed / uploaded in website.
- l. The advertisement will be subject to order, if any, by Hon'ble Courts/Ministry of Defence/Ordnance Factory Board etc.
- m. Electronic Gadgets / Mobile are not allowed in exam premises.
- n. OFA is not responsible for any inadvertent error. In the event of any dispute about interpretation the English version will be treated as final.

REJECTION OF APPLICATION: The application shall be summarily rejected on the following grounds.

- i. If the age of the candidate exceeds the prescribed age limit on final scrutiny.
- ii. If the candidate is found not possessing the essential qualification on final scrutiny.
- iii. If the candidate fails to produce/submit all the essential documents as and when asked to do so.
- iv. If the application fee is not received within the prescribed time limit.
- v. If the candidate is found using unfair means or adopting any malpractice at any stage of selection process.
- vi. If the candidate submits wrong information in his/her application.
- vii. Application without colour photo (or) photo with cap, wearing goggles, disfigured, unrecognizable, or scanned or Xerox copy.

The Sr. General Manager reserves the right to decide the number of candidates to be called for Written Test/Trade Test as per existing criteria.

CAUTION TO ALL CANDIDATES:

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 will be done purely on merit in a transparent manner.