

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 link for "on-line Application Form" will be available on Ordnance Factory Board's website www.ofbindia.gov.in through the link "*Recruitment in Ordnance Factory, Tiruchirappalli. Apply On-line- Non Industrial posts*". Application received through any other mode other than ON-LINE will not be accepted under any condition. CANDIDATES CAN APPLY FOR MORE THAN ONE POST THROUGH A SEPARATE ONLINE APPLICATION.

2. On the click of the link "*Recruitment in Ordnance Factory, Tiruchirappalli. Apply On-line Non- Industrial Posts*". The Web Page shall open to show the following options:

-Eligibility Criteria and Other Details (detailed Advt.).

-Instructions for Applying (detailed instructions to candidates for filling on line application form).

- Formats (for down loading the various appendices).

- Syllabus (For examination of all advertised posts)

- Acknowledgement (for taking print of Acknowledgement/ Registration Slip)

- Guidelines for scanning of Photograph and Signature.

- Link for Online Application (for filing the online application).

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 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 10.00 hrs of the On-line registration opening Date to 18.00 Hrs of the On-line registration closing Date.

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

REGISTRATION :

PART- I

A) **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 EDIT option , otherwise to SUBMIT his final data.
- Candidate will get a confirmation SMS for successful Registration with Registration No.

B) Photograph, signature is to be up-loaded as per instructions given on the website under section "**Guidelines for scanning of Photograph and Signature**".

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 proceed for Preview option, *If for any reason uploaded images are not up to the mark then the candidate can Upload these images again by following the same procedure.*

C) Submission of Application:

- The candidate may preview of all the filled information by clicking on **PREVIEW** button and confirm the same by clicking on.
- If a candidate finds all the filled up details accurate then he can click on final **SUBMIT** button given on Preview page, otherwise to click on **EDIT** button for editing the information filled up by him.
- On successful submission '**SUBMISSION CONFIRMED**' message will be displayed on Screen and **Application No.** shall be generated and displayed.
- Candidate will get a **Registration/ Application No** as confirmation through SMS 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.

PART-II

Payment of Application Fee:

It is not applicable for SC/ST/PWD and ExSM candidates.

For General and OBC candidates, once they submit their data Online, System will display a unique Registration/Application Number and a link for Payment of Application Fee. Candidates have to click on that link and make the payment of Application fee.

While making the Payment System will again ask the details of Name, DOB etc and Application Number which was generated at the time of applying online.

METHOD OF 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 Tamilnadu → select institution as Govt. department → select Ordnance Factory Tiruchirappalli → Recruitment Fee and 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.

Once the payment is made, candidates are again requested to visit our website and click on the link of **Acknowledgement (to reprint the Registration Slip)**. This part can be opened using the combination of registration number and DOB and candidate has to fill up his/her bank details and a unique Reference Number provided by Bank to complete the submission of Application and then a Registration

Slip will be generated on the screen.

This information will be asked only at ONE time for completing the Application, and after that a candidate can generate and take the print of Registration Slip again (if required).

D) 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.

E) Physical 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)**
 - iv) SC/ST Certificate
 - v) **Declaration** and Certificate for **OBC** Candidates including certificate for non-creamy layer,
 - vi) **Appropriate Person with Disability Certificate**
 - vii) Ex-Serviceman Candidates: Declaration, Discharge Certificate, etc. as applicable, viii) Prescribed Certificate/Affidavit to claim the age relaxation for Govt. employees.
- c) The documents must dispatch to the:

**THE GENERAL MANAGER,
ORDNANCE FACTORY, TIRUCHIRAPPALLI,
TAMILNADU, PIN CODE-620016**

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

- a. The candidature of the candidate is 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.
- b. 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 recruitment 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.ofbindia.gov.in. Candidates are to download Admit Cards on-line as per schedule.
- f. The applicants should keep on visiting OFB Website www.ofbindia.gov.in for important announcement/information throughout the selection process at its various stages.
- g. No correspondence/enquiry will be entertained and canvassing in any form will lead to disqualification.
- h. The General Manager, Ordnance Factory, Tiruchirappalli shall not be responsible for any postal delay/loss/ failure during the process of recruitment.
- 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. OFT 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 in support of their claims made in the online application like Age Proof, Educational Proof. Community Proof...etc.
- (iv) If the candidate is found using unfair means or adopting any malpractice at any stage of selection process.
- (v) Supporting Documents without self-attestation.
- (vi) Applications not having ink signed signature.
- (vii) Thumb impression is not made in the space provided in online application print out.

The General Manager reserves the right to decide the number of candidates to be called for Written Test / Trade Test to a reasonable limit on suitable merit criteria.