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DETAILED ADVERTISEMENT

GOVERNMENT OF INDIA, MINISTRY OF DEFENCE

FILLING UP OF THE DEFENCE CIVILIAN POSTS AT VARIOUS UNITS/DEPOTS IN GOVERNMENT OF INDIA, MINISTRY OF DEFENCE

CENTRAL RECRUITMENT CELL C/O ARMY ORDNANCE CORPS CENTRE, SECUNDERABAD, PIN-500015

ADVERTISEMENT NUMBER: AOC/CRC/2024/OCT/AOC-03

1. Applications are invited from eligible candidates for the following posts, the scale of pay and specifications of which are given against each. **All posts/vacancies have All India Service Liability and candidates selected will be under probationary period of two years**:-

Ser No	Post	Reserved for					Total Posts	Reserved for		Pay Scale (as per 7th Pay Commission
		UR	EWS	OBC	SC	ST		ESM	PwBD @	
(a)	Material Assistant (MA)	10	01	05	02	01	19	01	-	Level 5 Rs. 29,200/- to Rs.92,300/-
(b)	Junior Office Assistant (JOA)	12	02	07	04	02	27	02	01	Level 2 Rs. 19,900/- to Rs. 63,200/-
(c)	Civil Motor Driver (OG)	03	-	01	-	-	04	-	-	Level 2 Rs. 19,900/- to Rs. 63,200/-
(d)	Tele Operator Grade-II	07	01	03	02	01	14	01	-	Level 2 Rs. 19,900/- to Rs. 63,200/-
(e)	Fireman	102	24	66	37	18	247	24	09	Level 2 Rs. 19,900/- to Rs. 63,200/-
(f)	Carpenter & Joiner	05	-	01	01	-	07	-	-	Level 2 Rs. 19,900/- to Rs. 63,200/-
(g)	Painter & Decorator	04	-	01	-	-	05	-	-	Level 2 Rs. 19,900/- to Rs. 63,200/-
(h)	MTS	07	01	02	01	-	11	01	-	Level I Rs. 18,000/- to Rs. 56,900/-
(j)	Tradesman Mate	159	38	105	58	29	389	38	15	Level I Rs. 18,000/- to Rs. 56,900/-

SC = Scheduled Caste, ST = Scheduled Tribe, OBC = Other Backward Class, UR = Unreserved (General), ESM = Ex-Serviceman, PwBD=Persons with Benchmark Disability i.e. **person who has benchmark disability of 40% or more, of following categories** :-

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Type	Disability	Abbreviation
A	Blindness and Low Vision	B, LV
B	Deaf and Hard of Hearing	D, HH
C	Locomotors Disability-(One Arm, One Leg, Both Arms, Both Leg, One Arm & Leg) including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy	OA, OL, BA, BL, OAL, CP, LC, Dw AAV, MDy
D	Autism, Intellectual Disability, Specific Learning Disability and Mental Illness	ASD (M), ID, SLD, MI
E	Multiple disabilities from amongst person under clauses (A) to (D) including deaf-blindness	MD involving (a) to (d) above

@ Post wise functional requirement and category of disability who can be employed are as given below:-

Ser No	Name of Post	Functional Requirement	Category	
			Type	Disability
(i)	Material Assistant	S, ST, W, BN, LMF, RW, SE, H, C	A	LV
			B	D, HH
			C	Locomotors Disability-(OA, OL, OAL), CP, LC, Dw, AAV
			D	SLD, MI
			E	MD Involving (a) to (d) above
(ii)	JOA	S,ST,W,MF,RW, SE,C	A	B, LV
			B	D, HH
			C	Locomotors disability-(OA, OL, BA, BL, OAL), CP, LC, Dw AAV, MDy
			D	ASD (M), SLD, MI
			E	MD involving (a) to (d) above
(iii)	Tele Operator Grade-II	S, ST, W, MF, SE, H, C	A	B, LV
			B	Not Applicable
			C	Locomotors disability-(OA, OL, BL), LC, Dw, AAV
			D	ASD (M), ID, SLD, MI
			E	MD Involving (a), (c) & (d) above
(iv)	Fireman	S, ST, W, BN, L, KC, PP, MF, SE	A	Not Applicable
			B	D, HH
			C	Not Applicable
			D	ASD (M), SLD
			E	MD Involving (b) & (d) above
(v)	Carpenter & Joiner	S, ST, W, BN, RW, SE, H, C	A	B, LV
			B	D, HH
			C	Locomotors disability-(OL, BL), CP, LC, Dw, AAV
			D	ASD (M, MoD), ID, SLD, MI
			E	MD Involving (a) to (d) above

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Ser No	Name of Post	Functional Requirement	Category	
			Type	Disability
(vi)	Painter & Decorator	S, ST, W, BN, RW, SE, H, C	A	LV
			B	D, HH
			C	Locomotors disability- (OA, OL), CP, LC, Dw, AAV
			D	ASD (M, MoD), ID, SLD, MI
			E	MD involving (a) to (d) above
(vii)	MTS	S, ST, W, BN, RW, SE, H, C	A	B, LV
			B	D, HH
			C	Locomotors disability- (OA, BA, OL, BL, OAL) CP, LC, Dw, AAV, MDy
			D	ASD (M), SLD, MI
			E	MD involving (a) to (d) above
(viii)	Tradesman Mate	S, ST, W, BN, RW, SE, H, C	A	B, LV
			B	D, HH
			C	Locomotors disability- (OA, OL, OAL), CP, LC, Dw, AAV
			D	ASD (M, MoD), ID, SLD, MI
			E	MD Involving (a) to (d) above

Functional Requirement: S= Sitting, ST= Standing, W= Walking, BN= Bending, L= Lifting, KC= Kneeling & Crouching, JU= Jumping, CRL= Crawling, CL= Climbing, PP= Pulling & Pushing, MF= Manipulation with Fingers, RW= Reading & Writing, SE= Seeing, H= Hearing, C= Communication.

Category Abbreviations: B=Blind, LV=Low Vision, D=Deaf, HH=Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Legs, OAL=One Arm and One Leg, BLOA=Both Leg & One Arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw-=Dwarfism, AAV=Acid Attack Victims, MDy=Muscular Dystrophy, ASD=Autism Spectrum Disorder (M=Mild, MoD=Moderate), ID=Intellectual Disability, SLD=Specific Learning Disability, MI=Mental Illness, MD=Multiple Disabilities.

Note: The vacancies shown in the advertisement are provisional and may vary. The vacancies may be reduced/increased or even withdrawn without assigning any reasons thereof. The recruitment process can be cancelled/postponed/suspended/ terminated without assigning any reason, at any stage.

Remarks - The vacancies reserved for PwBD & Ex-servicemen will be filled up first and adjusted against respective vacancies reserved category wise.

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2. Region - wise break-up of vacancies in the above-mentioned posts are as under:-

Ser No	Region	State/UT	No of Vacancies
(a)	Eastern	Assam, Arunachal Pradesh, Nagaland, Manipur	MA -19 JOA -19 CMD (OG) – 02 Tele Operator Gd II - 02 Fireman-71 Carpenter & Joiner – 07 Painter & Decorator – 05 MTS – 09 Tradesman Mate - 330
(b)	Western	Delhi, Punjab, Himachal Pradesh Haryana	Tele Operator Gd II – 05 Fireman - 46
(c)	Northern	Jammu & Kashmir, Ladakh	JOA – 03 CMD (OG) – 02 Tele Operator Gd II – 02 Fireman - 34 MTS – 01 Tradesman Mate - 08
(d)	Southern	Maharashtra, Telangana, Tamil Nadu	JOA – 01 Tele Operator Gd II – 02 Fireman – 47 MTS – 01 Tradesman Mate – 40
(e)	South Western	Rajasthan, Gujrat	JOA – 04 Tele Operator Gd II – 02 Fireman - 22 Tradesman Mate –11
(f)	Central West	Madhya Pradesh, Uttar Pradesh, Uttarakhand	Tele Operator Gd II – 01 Fireman - 17
(g)	Central East	West Bengal, Jharkhand, Sikkim	Fireman - 10

3. **Eligibility for Candidature - Nationality/Citizenship.**

(a) A candidate must be :-

(i) A citizen of India or

(ii) A subject of Nepal or

(iii) A subject of Bhutan or

(iv) A Tibetan refugee who came over to India before 1st January 1962 with intention of permanently settling in India.

(b) Provided that a candidate who belongs to categories (ii), (iii) and (iv) above shall be a person in whose favour a certificate for eligibility has been issued by the Government of India.

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(c) A candidate in whose case a certificate of eligibility is necessary, may be admitted to the examination but the offer of appointment will be given only after necessary eligibility certificate has been issued to him by the Government of India.

Age Limits and Essential Qualifications

4. Age limits and minimum essential qualifications are as under:-

Ser No	Post	Age Limit	Minimum Educational Qualifications
(a)	Material Assistant	Between 18 and 27 Years. Age relaxable as per Para 5 below	Graduate in any discipline from any recognized University or Diploma in Material Management or Diploma in Engineering in any Discipline from any recognized Institution. **Note**: As per UGC (Open and Distance Learning) Regulations 2017, published in official Gazette on 23 Jun 2017, under Part-III (8) (v), the programmes in Engineering, Medicine, Dental, Nursing, Pharmacy, Architecture and Physiotherapy etc. are not permitted to be offered under open and Distance Learning mode. However, pursuant to the Hon'ble Supreme Court Order dated 11 Mar 2019 in MA No. 3092/2018 in W.P. (C) No. 382/2018 titled Mukul Kumar Sharma & others Vs AICTE and others, **B.Tech. degree/diploma in Engineering awarded by IGNOU to the students who were enrolled up to academic year 2009-10 shall be treated as valid, wherever applicable.**
(b)	Junior Office Assistant (JOA)	Between 18 and 25 years Age relaxable as per Para 5 below.	**Essential**: - (i) 12th Class pass from a recognized Board or University. (ii) Typing Speed of 35 words per minute in English on computer or a typing speed of 30 words per minute in Hindi on computer.
(c)	Civil Motor Driver (OG)	Between 18 and 27 year. Age relaxable as per Para 5 below.	**Essential**: - Matriculation pass or equivalent from recognised board, Civilian Driving license of heavy vehicles and have two years' experience of driving such vehicles.
(d)	Tele Operator Grade-II	Between 18 and 25 years. Age relaxable as per Para 5 below.	**Essential**: - (i) 10+2 or equivalent with English as compulsory subject. (ii) Proficiency in handling in PBX board. **Desirable: -** Fluency in spoken English.

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Ser No	Post	Age Limit	Minimum Educational Qualifications
(e)	Fireman	Between 18 and 25 Years. Age relaxable as per Para 5 below.	**Essential: -** Matriculation pass or equivalent from a recognized board.
(f)	Carpenter & Joiner	Between 18 and 25 years. Age relaxable as per Para 5 below.	**Essential: -** Matriculation pass or equivalent from recognised Board. Certificate in the trade from a recognised ITI of 3 years training and / or Experience of actual work in the trade.
(g)	Painter & Decorator	Between 18 and 25 years. Age relaxable as per Para 5 below.	**Essential: -** Matriculation pass or equivalent from recognised Board. Certificate in the trade from a recognised ITI of 3 years training and / or Experience of actual work in the trade.
(h)	MTS	Between 18 and 25 Years. Age relaxable as per Para 5 below.	**Essential: -** Matriculation pass or equivalent from a recognized board. **Desirable: -** Conversant with the duties of the respective trades with one years' experience in trade.
(j)	Tradesman Mate	Between 18 and 25 Years. Age relaxable as per Para 5 below.	**Essential: -** Matriculation pass or equivalent from a recognized board. **Desirable: -** Certificate in any Trade from a recognized Industrial Training Institute.

Note-I. Candidates should note that only the date of birth as recorded in the matriculation or an equivalent certificate recognized by State/Central board provided on the date of submission of application will be accepted for determining the age eligibility and no subsequent request for its change will be considered or granted. Crucial date for determining the age limit shall in each case be the closing date for receipt of applications from candidates i.e. 21 days from date of hosting the advertisement on Web Application https://aocrecuritment.gov.in.

Note-II. Candidates are advised to opt only for such post for which they are within the prescribed age limit.

Note-III. Persons with Benchmark Disability (PwBD) should be in possession of Disability Certificate issued by CMO/Civil Surgeon of Govt Hospital or unique ID issued by Govt of India, certifying the disability.

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5. Categories for claiming age relaxation: -

Ser No	Category	Age Relaxation Permissible Beyond the Upper Age Limit.
(a)	SC/ST	05 Years
(b)	OBC	03 Years
(c)	PwBD (Unreserved)	10 Years
(d)	PwBD (OBC)	13 Years
(e)	PwBD (SC/ST)	15 Years
(f)	Ex-Serviceman (ESM)	03 Years after deduction of military service rendered from the actual age as on closing date of receipt of online application.
(g)	Defence Personnel Disabled in operation during hostilities with any foreign country or in a disturbed area and release as a consequence thereof.	03 Years
(h)	Defence Personnel Disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (SC/ST).	08 Years
(j)	Central Government Civilian Employees: who have rendered not less than 3 years regular and continues service as on closing date of receipt of online applications.	Up to 40 Years of age.
(k)	Central Government Civilian Employees: who have rendered not less than 3 years regular and continues service as on closing date of receipt of online applications (SC/ST).	Up to 45 Years of age.
(l)	Widows/Divorced Women/ Women Judicially Separated and who are not remarried.	Up to 35 Years of age.
(m)	Widows/Divorced Women/ Women Judicially Separated and who are not remarried (SC/ST).	Up to 40 Years of age.

Explanation-I. An Ex-serviceman means a person:

(a) Who has served in any rank whether as a combatant or non-combatant in the regular Army, Navy, Air Force of the Indian Union, and

(i) Who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or

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(ii) Who has been relieved from such service on medical grounds attributable to Military service or circumstances beyond his control and awarded medical or other disability pension; or

(iii) Who has been released from such service as a result of reduction in establishment;

or

(b) Who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity and includes personnel of the Territorial Army namely, pension holders for continuous embodies service or broken spells of qualifying service;

or

(c) Personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal Service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension;

or

(d) Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April 1987;

or

(e) Gallantry award winners of the Armed forces including personnel of Territorial Army;

or

(f) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

(g) All Ex-Serviceman candidates are required to submit a certificate for already serving in Central Govt job or not at the time of Physical / Skill Test at Exam Centres.

Explanation-II. Ex-Serviceman candidates who are already serving in Central Govt job, such candidates will get only age relaxation as applicable to Ex-Serviceman. Their final merit will be considered in respective category and not in Ex-Serviceman category.

Explanation-III. A Matriculate Ex-Serviceman (which includes an Ex-Serviceman, who has obtained the Indian Army Special Certificate of education or corresponding certificate in the Navy or the Air Force), who has put in not less than 15 years of service as on closing date of receipt of applications with the Armed Forces of the Union shall be considered eligible for appointment to the Group 'C' posts against posts reserved for ESM only. Thus, those matriculate Ex-Servicemen who have not completed 15 years of service as on the closing date for receipt of application are not eligible for these posts.

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Explanation-IV. Age relaxation is not admissible to sons, daughters and dependents of Ex-Serviceman. Therefore, such candidates should not indicate their category as Ex-Serviceman.

Explanation-V. The departmental candidates shall be treated at par with the outsiders in all respects except age relaxation as per orders/instructions issued by the Government of India from time to time.

IMPORTANT INSTRUCTIONS

6. Only online applications will be accepted after mandatory online registration by the applicants through different OTP based authentication on Mobile and email ID. Candidates **WILL NOT SEND** any application printouts/ certificates to AOC Centre, Secunderabad. No offline/manual applications will be accepted. **Candidates to note that all tests for the posts advertised will be conducted simultaneously. Therefore, candidates are advised to apply for only one post to which they prefer to appear, if shortlisted.**

7. The last date for submitting of online application is 21 days from the date of opening of online application which is scrolled on screen in the online window. The online registration and submission of application will close at 2359 hours on last day.

8. **The details filled in the online application by the candidate should be correct, failing which candidature of the applicant will be treated as null and void at any stage of recruitment.**

9. **Options once exercised in the online application shall be final and no request for change shall be entertained. Candidates should ensure that their Name, Father's Name, Date of Birth, Category, Marks & other particulars should match as recorded in Matriculation or equivalent certificate. Any deviation found during document verification will lead to cancellation of candidature and also to debarment**.

10. Candidates are required to upload scanned copies of the following documents: -

(a) ID Proof (PAN Card, Voter ID, Passport only of size 30-50 KB each).

(b) Latest passport size photograph (not more than 3 months old from the date of application and the face of the candidate should be clearly visible with both the ears and should cover atleast 70% of the photo. The size of the photo not to exceed 20 KB).

(c) Class 10th passing certificate, issued by Matriculation board or equivalent from a recognized board any other such documents as per General Instructions on the website (only in JPEG/JPG format of size 30-50 KB each).

11. Candidates are required to submit the online application form and take a printout of the application form and e-acknowledgement for future references.

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12. Depending on the number of applications received, the number of candidates for tests will be restricted by the system based short listing process, based on the marks obtained in the prescribed minimum educational qualification for the post(s). Minimum ratio i.e. No of vacancies versus No of Admit Cards shall be 1:50 per post for each category to be maintained for such cut offs (Material Assistant, Tele Operator Grade-II & MTS). In case of the posts where Skill & Physical/ Endurance Test is prescribed prior to Written Test like Junior Office Assistant (JOA), Civil Motor Driver (OG), Carpenter & Joiner, Painter & Decorator, Fireman, Tradesman Mate, a ratio of 1:75 per post for each category will be considered.

13. Candidates are advised to keep their mobile and valid e-mail ID mentioned in online application form active while applying online application till the entire recruitment process is completed as important messages will be sent by email/SMS which will be deemed to have been read by the candidates.

14. To avoid last minute rush, candidates are advised in their own interest to submit online application much before the closing dates since there may be a possibility of inability/failure to log in to the website on account of heavy load on the internet or website during last days.

15. Commandant, Army Ordnance Corps Centre, Secunderabad will not accept any responsibility for the candidates for not being able to submit their application within the last day for any other reasons.

16. Commandant, Army Ordnance Corps Centre, Secunderabad reserves the right not to fill up all the posts, if it desires. The number of vacancies indicated above may vary i.e. increase or decrease at any stage during the course of recruitment.

17. Details of candidates shortlisted for Recruitment Test after scrutiny and shortlisting of applications received online will be hosted on the Web Application **https://aocrecruitment.gov.in**. No emails/ messages/ phone calls will be entertained of those candidates not shortlisted.

18. **Choice of Exam Centre**. The candidates will give five choices of Exam Centres online, to be allotted to the shortlisted candidates on **'First Come First Serve'** basis. In case of non availability of vacancy at the choice Exam Centres, the allotment will be made by the application software. Admit Card will be sent to the shortlisted applicants through registered email ID.

19. The venue and schedule of Recruitment Rally will be indicated in the **Admit Card** and candidates will be required to report at the allotted Exam Centre accordingly.

20. Where physical/skill test precede written exam, only those candidates who qualify in the physical/skill test will be given Call letter for Written Test through e-mail ID. Candidates will be required to report at Exam Centre with the Call Letter.

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21. **Details of Physical Endurance/ Skill Tests**.

Name of Post	Stage-I (Qualifying)	Stage-II
Material Assistant	-	Written Exam
JOA	**Typing Proficiency Test**:- 35 Words Per minute in English (or) 30 Words Per minute in Hindi on computer.	Written Exam
CMD (OG)	Driving Test & Verbal questioning about internal functioning of heavy and light vehicles.	Written Exam
Tele Operator Grade-II	-	Written Exam
Fireman	**Physical Measurements (Qualifying)**	Written Exam
	(a) Height without shoes - 165 cms (A concession of 2.5 cms shall be allowed for members of ST cat)	
	(b) Chest (unexpanded) - 81.5 cms	
	(c) Chest (expanded) - 85 cms	
	(d) Weight (minimum) - 50 Kg	
	Physical Endurance Test	
	(a) 1.6 Km Run	
	(i) Candidates other than ESM/Female candidates - 06 mins	
	(ii) Female Candidates - 08 min 26 secs	
	(iii) ESM Candidates	
	(aa) Below 40 yrs - 7 min 11 secs	
	(ab) Between 40-45 yrs - 7 min 48 secs	
	(ac) Above 45 Yrs - 9 min 22 secs	
	(b) Carrying a person of 63.5 Kgs to a distance of 183 meters within 96 seconds	
	(c) Clearing 2.7 meters wide ditch landing on both feet (long jump)	
	(d) Climbing 3 meters vertical rope using hands and feet	
Carpenter & Joiner	Making furniture (wooden items) with proper finishing & Verbal questioning about types of wood, furniture and all other pertains to it.	Written Exam
Painter & Decorator	Painting of wooden and iron items verbal questioning about mixing of colours.	Written Exam
MTS	-	Written Exam

Name of Post	Stage-I (Qualifying)	Stage-II
Tradesman Mate	**Physical Endurance Test**	Written Exam
	(a) 1.5 Km run in 6 mins	
	(b) Carrying a weight 50 Kg to a distance of 200 mtr in 100 secs	
	For ESM	
	(Below 40 yrs)	
	(a) 1.5 Km run in 7 min 11 sec (431 secs)	
	(b) Carrying a weight 50 Kg to a distance of 200 Mtr in 2 mins (120 secs)	
	(40-45 Yrs)	
	(a) 1.5 Km run in 7 min 48 Secs (468 Sec)	
	(b) Carrying a weight 50 Kg to a distance of 200 mtr in 2 min 10 Secs (130 Sec)	
	(Above 45 Yrs)	
	(a) 1.5 Km run in 9 min 22 secs (562 secs)	
	(b) Carrying a weight 50 Kg to a distance of 200 mtr in 2 min 40 secs (160 secs)	
	For Female Candidates	
	(a) 1.5 Km run in 8 min 26 secs	
	(b) Carrying a weight 50 Kg to a distance of 200 mtr in 3 min 45 secs (225 secs)	

22. **Details of Syllabus for Written Test**.

SYLLABUS FOR POSTS IN PAY LEVEL-1 & 2 (MATRIC LEVEL STANDARD)			
Subject	**No of Questions**	**Marks**	**Duration of Examination**
General Intelligence & Reasoning	50	50	2 Hours (20 Minutes extra for each hour for visually handicapped candidates only)
Numeric Aptitude	25	25	
General English	25	25	
General Awareness	50	50	
Total	150	150	
SYLLABUS FOR POST IN PAY LEVEL - 2 (10+2 LEVEL STANDARD)			
Subject	**No of Questions**	**Marks**	**Duration of Examination**
General Intelligence & Reasoning	50	50	2 Hours (20 Minutes extra for each hour for visually handicapped candidates only)
Numeric Aptitude	25	25	
General Awareness	25	25	
English Language & Comprehension	50	50	
Total	150	150	

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SYLLABUS FOR POST IN PAY LEVEL - 5 (GRADUATE LEVEL STANDARD)			
Subject	**No of Questions**	**Marks**	**Duration of Examination**
General Intelligence & Reasoning	50	50	2 Hours (20 Minutes extra for each hour for visually handicapped candidates only)
Numeric Aptitude	25	25	
General Awareness	25	25	
English Language & Comprehension	50	50	
Total	150	150	

Note-I The paper will consist of objective type-multiple choice questions only. The questions will be set both in English and Hindi, except General English, English Language & Comprehension.

Note-II Examination will be conducted in objective type questions and to be answered on Optical Mark Recognition (OMR) Sheets, the sample of which is given under 'Candidates Corner' on Web Application https://aocrecruitment.gov.in.

Note-III There will be provision of negative marking **(0.25 marks for each wrong answer)** in written test for incorrect answers.

Note-IV. Syllabus: -

(i) **General Intelligence & Reasoning**. It would include questions of both verbal and non-verbal type. The test will include questions on analogies and differences, space visualization, problem solving analysis, judgement, decision making, visual memory, discriminating observation, relationship, concepts, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions etc.

(ii) **General English**. Candidates understanding of English language and its correct usage, vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage etc.

(iii) **Numerical Aptitude**. The paper will include questions on problems relating to Number systems, computation whole numbers, Decimals and Fractions and relationship between numbers, fundamental arithmetical operations, percentages, ratio and proportion, averages, interest, profit and loss, discount, use of tables and graphs, mensuration, time and distance, ratio and time, time and work etc.

(iv) **General Awareness**. Questions will be designed to test the ability of the candidate's general awareness of the environment around them and its applications to society. Questions will also be designed to test knowledge of currents events and of such matters of everyday observation and experience in their scientific aspects as may be expected out of educated personnel. The test will also include questions relating to India and its neighbouring countries especially pertaining to sports, history, culture, geography, economic scene, general policy including Indian

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constitution and scientific research etc. These questions will be such that they do not require a special study of any discipline.

23. **Posting**. **Candidates will be required to indicate their choice of Region for posting, in order of preference. This information will be utilized by Central Recruitment Cell, C/o Army Ordnance Corps Centre, Secunderabad to determine the place of posting, to the extant feasible in respect of selected candidates. Candidates will remain under all India Service liability obligation and are likely to be posted to Hard Areas/High Altitude Areas/ Remote Locality areas irrespective of choice of Region of the candidate based on the organizational requirements**. Candidates will be under probationary period of two years from date of employment. Completion of probation period will be subject to satisfactory performance of the candidate during the tenure. Candidates are liable to be transferred anywhere in India at any time during their service.

24. **Health**. A candidate must be in a sound mental and bodily health and free from any physical illness which is likely to interfere with the efficient discharge of his/her duties. Candidate who are likely to be considered for appointment will be medically examined and have to be declared medically fit by the Competent Medical Authority.

25. Number of posts/vacancies are tentative and Recruitment process can be cancelled/ suspended/ terminated by the Appointing Authority at any stage, due to any reasons.

26. SC/ST/OBC/EWS/ESM/PwBD candidates have a right to compete with General Category (UR) Candidates against General Vacancies. In such cases, no concession or relaxation will be provided to the SC/ST/OBC/EWS/ESM/PWD Candidates.

27. No extra weightage will be given for additional/extra/higher qualification.

28. Candidates should read carefully, the procedure / instructions available on 'Candidate Corner' on Web Application https://aocrecruitment.gov.in prior to commencing online submission of application **and submit their consent to there so, by clicking the dialog box and proceed to submit the application**.

29. No TA/DA is admissible. Candidates will have to make their own arrangements for lodging / boarding during the tests.

30. **Covid 19 Protocols**. Candidates shortlisted for recruitment Test will be required to adhere to the Covid 19 protocols of Central/State Government existing at the time of recruitment tests. They must be in possession of hand sanitizers and masks.

31. **Disqualification**. Individual who has entered into or contracted a marriage with a person already having a living spouse;

or

32. Individual who, having a spouse living, has entered into or contracted a marriage with any person, shall not be eligible for appointment to the service.

Note: Central Government may exempt any person from the operation of rules at Para quoted above, if satisfied that such marriage is permissible under the personal law applicable to such person and other party to the marriage and that there are other grounds for doing so.

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33. Individual who has furnished false/wrong information in the application form, fake certificate to avail benefits/reservation or who have willfully suppressed any material information, shall be liable to cancellation of candidature at any stage of recruitment process and / or termination of service, if the candidate has been selected.

34. **Action Against Candidates Found Guilty of Misconduct**. Candidates are warned that they should not furnish any particulars that are fake and suppress any material information in filling up the application form. Candidates are also warned that they should in no case tamper with any document or its attested / certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy between two or more such documents or their attested/ certified copies, an explanation regarding the discrepancy should be submitted.

35. A candidate who is or has been declared by the Department to be guilty of the acts/omissions specified below at Para 36 including attempt to commit, or abet, as the case may be to all or any of the acts specified in the under mentioned clauses may, in addition to rendering himself/ herself liable to criminal prosecution, will also be liable to be disqualified permanently or for a specified period: -

(a) By the Department from any examination or selection held by thereon.

(b) By the Central Government from any examination or selection under them, and

(c) If he/she is already in service under Government; to disciplinary action under the appropriate rules.

36. The acts/ omissions which will invite the prosecution mentioned in Para 35 above are:-

(a) Obtaining support of his/her candidature by any illegal means, or

(b) Impersonating, or

(c) Procuring impersonation by any person, or

(d) Submitting fabricated documents or documents which have been tampered with, or

(e) Making statements which are incorrect or false or suppressing material information, or

(f) Resorting to any other irregular or improper means in connection with his/her candidature for the selection, or

(g) Using unfair means during the test, or

(h) Writing irrelevant matter including obscene language or pornographic matter, in the scripts(s), or

(j) Misbehaving in any other manner in the examination hall, or

(k) Harassing or doing bodily harm to the staff employed by the Department for the conduct of recruitment process, or

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(l) Bringing mobile phone/ communication device in the examination hall/interview room, or

(m) Canvassing in any form.

37. **Recruiting Authority's Decision Final**. Commandant, Army Ordnance Corps Centre, Secunderabad will be the Recruiting Authority and the decision of the Recruiting Authority in all matters relating to eligibility, acceptance or rejection of the applicants, penalty for false information, mode of selection, conduct of examination (s) and allotments of Examination Centres, selection, allotment of posts and allotment of units to selected candidates will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

38. **Court Jurisdiction**. Any dispute in regard to this recruitment will be subject to jurisdiction of Telangana Court at Hyderabad/Tribunals having jurisdiction over Army Ordnance Corps Centre, Secunderabad (Telangana).

39. **Process of Certification and Format of Certificate**.

(a) Candidates who wish to be considered against reserved vacancies or seek age - relaxation must submit requisite certificate from the competent authority, in the prescribed format when such certificates are sought by CRC at the time of Skill Test/ Document Check. Otherwise, their claim for SC/ST/OBC/EWS/PwBD/ESM category will not be entertained and their candidature/ application will be considered under Unreserved (UR)/ relevant category. The formats of the certificates are annexed with the Notice of this Examination. The certificate of disability issued under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) will also be valid. Certificates in any other format are liable to be rejected.

(b) Crucial date for claim of SC/ST/OBC/EWS/PwBD status or any other benefit viz. fee concession, reservation, age-relaxation, etc., where not specified otherwise, will be the closing date for receipt of online applications.

(c) A person seeking appointment on the basis of reservation to OBCs must ensure that he/she possesses the caste/community certificate and does not fall in creamy layer on the crucial date.

(d) Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority. Candidates are cautioned that they will be debarred from the examination conducted by the CRC in case they fraudulently claim SC/ST/ OBC/EWS/PwBD/ESM status or avail any other benefit.

(e) **Provision of Compensatory Time and assistance of scribe**:

(i) In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy, the facility of scribe is provided, if desired by the candidate.

(ii) In case of remaining categories of persons with benchmark disabilities, the provision of scribe will be provided on production of a certificate at the time of examination to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a

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Government health care institution as per proforma (Refer paragraph 40 below).

(iii) The facility of scribes'/ passage reader will be provided to the PwBD candidates only if he/she has opted for the same in the online application form.

(iv) The candidate will have the discretion of opting for his own scribe or the facility of scribe provided by the Exam Centre. Appropriate choice in this regard will have to be given by the candidate in the online application form.

(v) In case a candidate opts for own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination. The candidates with benchmark disabilities opting for own scribe shall be required to submit details of the own scribe at the time of examination as per proforma (Refer paragraph 40 below). In addition, the scribe has to produce a valid ID proof in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with proforma. If subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his right to the post and claims relating thereto.

(vi) Own scribe should not be a candidate of this examination. If a candidate is detected as assisting another PwBD candidate as scribe in this examination, then the candidatures of both the candidates will be cancelled.

(vii) A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed scribe.

(viii) The candidates who are eligible for scribe but do not avail the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.

(ix) No attendant other than the scribe for eligible candidates will be allowed inside the examination hall.

(x) One eyed candidates and partially blind candidates who are able to read the normal Question Paper set with or without magnifying glass and who wish to write/indicate the answer with the help of magnifying glass will be allowed to use the same 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.

(xi) The PwBD candidates who have availed the facility of Scribes/Passage Reader and/or compensatory time must produce relevant documents for the eligibility of scribe/compensatory time at the time of Document Verification. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.

40. **Formats of Certificates**. Various format of certificates for Direct recruitment of Civilians to Army Ordnance Corps are available at AOC Web Application **https://aocrecruitment.gov.in** under **Candidates Corner**. Details are as under:

(a) Certificate regarding physical limitation for an examinee to write.

(b) Letter of Undertaking for Using Own Scribe.

(c) Form of Certificate to be submitted by Central Government Civilian Employees seeking age-relaxation.

(d) Form of Certificate for Serving Defence Personnel.

(e) Undertaking to be given by the Ex-Servicemen.

(f) Format for SC/ST Certificate.

(g) Format of Certificate to be produced by Other Backward Classes applying for appointment to posts under the Government of India.

(h) Certificate of Disability.

(j) Certificate of Disability. (In cases of multiple disabilities)

(k) Certificate of Disability. (In cases other than those mentioned in Para 40 (h) & (j) above.

(l) Form of Medical Certificate to be produced by the Persons with Benchmark Disabilities candidates who seek exemption from appearing in the Typewriting Test.

(m) Income & Asset Certificate to be produced by Economically Weaker Sections.