



**GOVERNMENT OF INDIA,  
MINISTRY OF DEFENCE  
INDIAN ORDNANCE FACTORIES  
ORDNANCE FACTORY AMBAJHARI, NAGPUR – 440 021**

On line applications are invited for recruitment to the following NIEs Group- C posts in the Pay band and Grade pay shown against the post in the Non Industrial Establishment of the Ordnance Factory Ambajhari, Nagpur-440 021 from Indian citizen, who are fulfilling the requisite qualifications as mentioned in the Online advertisement. The intending candidates shall visit the factory's website [www.ofajadmin.com](http://www.ofajadmin.com) and carefully read all the instructions given in the detailed advertisement available on the website before applying online.

SI NO	Name of post	Post	Pay in Pay band	Reservation Split-up					
				SC	ST	OBC	UR	Ex'S Man	PHP
1.	Store Keeper	02	₹ 5200-20200+GP 1900	--	01	--	01	---	---
2.	Durwan (Male Candidate )	20	₹ 5200-20200+GP 1800	06	05	06	03	02*	---
3.	Cook(NIE)	03	₹ 5200-20200+GP 1900	--	--	--	03	--	01* (HH)
4.	Cook(Canteen)	01	₹ 5200-20200+GP 1900	--	--	--	01	--	--
5.	CMD (Ordinary Grade)	02	₹ 5200-20200+GP 1900	--	--	01	01	--	--

\* Horizontal Reservation

**SPORTS QUOTA**

SI NO	Name of post	Post	Pay in Pay band	Reservation
1.	Lower Division Clerk	02	₹ 5200-20200+GP 1900	UR
2.	Storekeeper	03	₹ 5200-20200+GP 1900	UR

- The number of vacancies mentioned above is provisional. The Sr. General Manager/General Manager, Ordnance Factory Ambajhari reserves the right to increase/decrease the number of vacancies without issuing further notification/corrigendum, if necessary.
- The relevant details of recruitment including educational qualification, fees, recruitment procedure, age relaxations etc. are available in website [www.ofajadmin.com](http://www.ofajadmin.com)

Closing dates:-

- Filling of on line application will start 7 days after the publication of advertisement in Employment News ( to be counted from the 1<sup>st</sup> date of the week of publication.)
- Closing date of application on On Line system-21 days from the date of publication of advertisement in Employment News. (to be counted from the next day of the last date of the week of publication)
- Closing date of receipt of hard copy of the application form filled on Online up to 7 days from the closing date of online application. **Hard copy of application to be submitted by the candidates applying against Sports Quota only. Others will not have to forward hard copy of application.**
- Important dates shall be notified in website for information and the candidates are advised to visit OFAJ website [www.ofajadmin.com](http://www.ofajadmin.com) regularly for viewing updates.

**How to apply**

The candidates who fulfill the requisite qualifications/specifications have to apply online through website [www.ofajadmin.com](http://www.ofajadmin.com) only with following steps after reading the detailed advertisement.

Step-1 Making data entries in the Online Application Format on [www.ofajadmin.com](http://www.ofajadmin.com)

Step-2 Uploading passport size color photograph, left hand thumb impression and signature.

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Step-3 Printout of Challan and payment of fees (wherever applicable).

Step-4 Up-dation of Challan Number given by Bank after two days of payment of fees.

**(For Sports Quota only)**

Step-5 Forward the printout/hard copy of filled in application and send this application to the Sr. General Manager, Ordnance Factory Ambajhari, Nagpur-440021 alongwith attested copies of certificates /diploma/documents in support of age(date of birth) and essential qualification, category, certificates in the appropriate prescribed proforma from competent issuing authority for participation in respective sport events.

The applications must be sent so as to avoid postal delay, as the same is not accepted beyond the cutoff date mentioned above. The applications received after the last date of receipt of applications will be rejected summarily.

(Sr. General Manager)  
Ordnance Factory Ambajhari

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