



आयुध निर्माणी भर्ती केंद्र ORDNANCE FACTORY RECRUITMENT CENTRE



HOW TO APPLY

1. Candidates are advised to click on the advertisement hyperlink first and read it thoroughly.
2. Candidates must ensure that they are eligible as per age limit and educational qualifications as mentioned in the advertisement and go through Apprentice Act 1961, Apprenticeship Rules 1992 and amendments thereof.
3. Candidates are advised to keep soft copies of their Photo, Left Thumb Impression, Signature and all relevant documents as mentioned in the advertisement before clicking on "Register Now" button.
4. In case of any doubt / problem, candidates are advised to refer to "Frequently Asked Question (FAQ)" section, given in the web page. Candidates can seek OFRC's help, by clicking on the 'Help Desk' hyperlink and entering the details of problem / doubts.

STEPS TO APPLY

1. Click on the "Register Now" button on the home page. A web page with Registration for New Candidates page will be displayed.
2. After clicking Signup button, an OTP will be sent to your registered mobile number and registered email id entered above. Please ensure that the mobile number and the e-mail ID entered in the form are valid and correct.
3. After verifying mobile number and email id, the candidate will be registered and redirected to login page. The candidates are advised to wait for two minutes for receiving OTP on Mobile and email
4. Please note your User ID, which is a unique 7 digit number and first default password will be your date of birth in DDMMYYYY format. For example, if your date of birth is 17/03/2000, your password will be 17032000. After clicking to login, the candidate will be directed to LOGIN page. Please login with your user ID and password, after entering Captcha, which is case sensitive.
5. Candidate are required to change their password immediately after first login. A form for changing the password will be displayed as shown below.
6. After change of password, the following message will be displayed.
7. After changing the password, a new web page with data entered by the candidate will be displayed. If the candidate finds that the data displayed is correct, then, he / she may click Confirm button to confirm the data. Candidate can click on edit button to edit any data that was displayed.

Registration for New Candidates

First Name

Middle Name

Last Name

Gender

Non-ITI or Ex-ITI

Category

Whether Physically Disabled

Date Of Birth

Email ID

Mobile No.

Note : Please read the detailed advertisement carefully for your eligibility and other important details before applying. No Duplicate application shall be accepted. For providing any wrong information in your application, your application/candidature will be summarily rejected.


[Click Here to View TA Vacancy](#)



The OTP is sent to the mobile number : 99#####



The OTP is sent to the Registered Email ID : abc@xyz.com



Your login id is 1##### and your default password is your Date of Birth in ddmmyyy format.

Thank you for registration. Please click Login to go to login page.

[Click Here to Login](#)

The Login ID and password which is displayed on the screen will be sent as SMS to your registered mobile.

Please Login

 Login

 Password

Hjywm3 
(Captcha is Case Sensitive)

[Login](#) [Signup](#) [Forget Password](#)

You are logged in. Please Change your Password

(Password length should be minimum 8 characters)

Enter Your New Passowrd

Re-Enter Your Passowrd

[Change password](#) [Cancel](#)

Candidate can enter a new password (minimum 8 characters, alpha numeric) of his/her choice and click Change Password Button. The password must contain one alphabet, one digit and one special character !, @, #, \$, %, ^, &, or *.

Password changed Successfully

[Proceed to Apply](#)

Confirm

Preview for confirmation of information submitted

First Name (As on class X Marksheet) :	ABCD	Middle Name :	
Last Name :	CDEF	Gender :	MALE
Non-ITI or Ex-ITI :	EX ITI	Duration of ITI Certification:	1 Year, 9 Month
Date of Birth :	01/01/1985	Community :	SC
Physically Handicap :	HH		

If Confirm button is clicked, the candidate will be redirected to another web page for entering Personal Details, trade and educational qualifications.

PERSONAL DETAILS, EDUCATION QUALIFICATION:-

The candidate has to enter his/her Aadhaar No. If the candidate does not have Aadhaar No and has applied for the same, the candidate can click on “I Have Aadhaar Enrolment No” and enter first 14 digits of Enrolment number carefully.

If the candidate has neither of the above, then the candidate can click on “I do not have Aadhaar card” and select one of the Photo IDs viz. Passport, Voter ID, PAN Card, Driving Licence, Photo ID issued by school/Institution, Bank Pass Book.

Please note that a candidate can apply to one factory only.

The EX-ITI (ITI Pass) candidate can select the ITI passed trade from the drop down list. Then the candidate has to select the trade in which he/she wants to apply. (This will be compatible trade to candidates ITI passed trade) The candidate will next select the factory where he/she wants to undergo Apprenticeship training. Please note that only those factories will be displayed in the drop down list, where vacancies against the selected trade are available.

EX-ITI candidates are requested to check availability of vacancies against trades of their choice, in the factory they wish to apply. Please note that the EX-ITI candidates should apply only as per Apprenticeship Rules, 1992 for relevance of trades and vacancies available in a particular factory in that trade. The ITI pass candidates are therefore, strictly advised to refer to schedule-I of per Apprenticeship Rules, 1992 to ensure the correctness of their eligibility in relevant trade only, which shall solely be the responsibility of the candidate.

After entering above data, the system will calculate the percentage of marks obtained in ITI and then calculate the average of percentages obtained in matriculation and ITI. As per the advertisement, the minimum average percentage of marks obtained by the candidate should be 50%. The web page will display error, if the average percentage is less than 50% and will not allow to proceed further.

The form for entering candidate details like Personal information, Trade and educational qualifications details for EX-ITI candidate will be as follows.

In case the candidate is NON-ITI, he / she has to select the Factory Applied for as shown below. The drop down list of Ordnance Factories will contain only those factories where there are NON-ITI vacancies. The candidate has to provide choice (In options) of trades as per available vacancy against NON-ITI trades in the selected factory. Please note that candidate had to provide choice (options) of all the trades displayed in the drop down list. The selected Non-ITI candidates will be allotted trade by the respective factory as per merit and choice of the candidate.

The form for entering Personal, Trade and educational qualifications details for NON-ITI candidate is given below.

The percentage of marks will be calculated by the system. As per minimum qualification criteria given in the advertisement, the candidate should have minimum 40% marks in science and maths each. If marks are less than 40%, the web page will display error and will not allow to proceed further.

The aggregate or total marks obtained in all subjects should be minimum 50%. The web page will display error, if minimum qualification criteria is not met.

After clicking the submit button, the preview of the Personal Details, Trade and Educational qualifications will be displayed. The candidate should carefully check the details filled and has the option of edit before submitting the details. The sample preview page is shown below.

Personal details, trade and educational qualifications

Choose Aadhaar Type

I have my Aadhaar Card I have Aadhaar Enrolment ID I do not have Aadhaar Card

Aadhaar Card No. / Enrollment ID (First 14 Digit)

Name as per matriculation / class 10th certificate

Father's Name (as per matriculation certificate)

Mother's Name (as per matriculation certificate)

Candidate Correspondence Address

City/ District

State / Union Territory

--Select--

Pin Code

Visible Identification Mark

Visible Identification Mark

[Selection for the Trade/Factory](#) ([Click Here to Check Vacancy](#))

Non-ITI or Ex-ITI

EX ITI

Candidate ITI Passed Trade

--Select--

Trade Applied for (out of Compatible Trades)

--Select--

Factory Applied for

--Select--

[Educational Qualifications \(matriculation or its equivalent\)](#)

Name of Board / Exam Authority

--Select--

Name of Educational Institute

Year of Passing matriculation

--Select--

matriculation or Equivalent Mark sheet No

Roll No. as per 10th or Equivalent

Total Marks obtained in All Subjects (Aggregate)

Total Marks(Out Of)

Percentage

[ITI Technical Qualification](#)

Name of ITI Institute

Year of Passing ITI

--Select--

ITI Certificate No.

Certificate Issuing Authority

Total Marks Obtained in all semesters/years

Max Marks

Percentage

Average Percentage (10th & ITI)

BACK

SUBMIT

Personal details, trade and educational qualifications

Choose Aadhaar Type

I have my Aadhaar Card I have Aadhaar Enrolment ID I do not have Aadhaar Card

Aadhaar Card No. / Enrollment ID (First 14 Digit)

Name as per matriculation / class 10th certificate

Father's Name (as per matriculation certificate)

Mother's Name (as per matriculation certificate)

Candidate Correspondence Address

City/ District

State / Union Territory

Pin Code

Visible Identification Mark

Visible Identification Mark

[Selection for the Trade/Factory](#) ([Click Here to Check Vacancy](#))

Non-ITI or Ex-ITI

Factory Applied for

Choice of Trades from the selected Factory

[Educational Qualifications \(matriculation or its equivalent\)](#)

Name of Board / Exam Authority

Name of Educational Institute

Year of Passing matriculation

matriculation or Equivalent Mark sheet No

Roll No. as per 10th or Equivalent

Marks obtained in Science

Total Marks(Out Of)

Percentage

Marks obtained in Maths

Total Marks(Out Of)

Percentage

Total Marks obtained in All Subjects (Aggregate)

Total Marks(Out Of)

Percentage

BACK

SUBMIT

Preview for Confirmation - Personal details, trade and educational qualifications

Name	Abcdefgh Xyz		
Father Name	ABC	Mother Name	XYZ
Correspondence Address	abc, cde, efg	City/ District	New City
State / Union Territory	New State	Pin Code	111111
ID Type	Adhar Card	ID No.	123456789012
Non-ITI or Ex-ITI	EX ITI	Factory Applied for	Ordinance Factory
Trade Applied for	FITTER	ITI Pass Trade	FITTER

Educational Qualifications and Trade to which you wish to apply

Board / Exam Authority	ABC board	Name of Educational Institute	ABC High School
Year of Passing SSC	2009	SSC or Equivalent Mark sheet No	A-5478966
Total Marks obtained in All Subjects	425	Maximum Marks(Out Of)	500
Percentage	85		

Technical Qualifications

Name of Institute	Govt ITI	Year of Passing ITI	2011
Certificate No.	ITI65478	Certificate Issuing Authority	NCVT
Mark Obtained	625	Max Marks	900
Average Percentage	77.22	Percentage	69.44

PAYMENT OF FEE:-

After submission of educational qualification details, male candidates belonging to UR and OBC category have to pay online application fee of ₹ 100 (non-refundable) using the payment gateway displayed on the new web page. The available payment modes are (i) Net banking (ii) Debit Card (iii) Credit Card (iv) Cash Cards (v) UPI/BHIM (vi) Wallets. SC/ST/PH, female and transgender candidates are exempted from paying online fee.

makePayment**Please Pay Application Fee**

First Name :	ABCD	Middle Name :	MNOP
Last Name :	EFGH	Amount to Pay :	100.00 INR

The transaction charges applicable for various modes of payments are

Sl. No	Mode of Payment	Transaction Charges
1	MasterCard & Visa Credit Cards(Domestic)	Rs.1.95

2	Debit Card	NIL
3.	UPI/ BHIM	Rs.0.75
4.	Internet Banking	Rs.1.80
5.	Cash Cards	Rs.1.85
6.	Wallet	Rs.1.85

* 18% GST extra on Transaction charges only. The transaction charges will be borne by the candidates.

Payment Information

Credit Card >

Debit Cards

Net Banking

Mobile Payments

Paytm

Wallet

UPI

Card Number

American Express
MasterCard
RuPay
VISA

Expiry Date CVV

Month ▼ Year ▼ 576

Save your cards with CCAvenue Checkout for future payments ?
(Note: We do not store your CVV/CVC number.)

I agree with the [Privacy Policy](#) by proceeding with this payment.

INR 100 (Total Amount Payable)

Make Payment
Cancel

After successful payment of online fee, the transaction details will be displayed. A sample is given below:

Order ID	OFR168131000162
Transaction No.	109742969402
Amount	1.00
Payment Status	Success
Your Payment is Successfully Done.	
Click Here to Upload Document	

UPLOAD DOCUMENTS:-

Candidate has to upload his/her photo, signature, left thumb impression (LTI), Matriculation / SSC (Standard 10th) or its equivalent mark sheet, Proof of Date of birth, Consolidated mark sheet for all semesters / Years of the ITI trade (Only for EX-ITI candidates), National Trade Certificate (NCVT/SCVT) (Only for EX-ITI candidates), Caste certificate (SC/ST/OBC- Non-Creamy Layer), Disability certificate (Only for PH/PWD candidates). The size and format of files is mentioned against each type of document.

Please note that Matriculation / SSC (Standard 10th) or its equivalent mark sheet AND Proof of Date of birth may be same. In that case, the same document/marksheet having clear date of birth will be required to be uploaded twice.

For ITI Pass candidates, Consolidated mark sheet for all semesters / Years of the ITI trade (Only for EX-ITI candidates) AND National Trade Certificate (NCVT/SCVT) may also be same. In that case, National Trade Certificate (NCVT/SCVT)/ document showing final marks or summary of marks of all semesters / Years of the ITI will be required to be uploaded twice.

Candidates are advised to prepare scanned / soft copies of Photo, LTI, Signature and related documents in advance because these are essentially required to complete their online application.

Candidates are to please Note that:

There should be no cap or goggle in the candidate's photo. Spectacles are allowed only if they are being used regularly. There is no need to attest your photos.

For uploading signature candidate will sign on a white paper with black/blue ink pen and then scan this signature and upload its image / scanned copy in JPG/JPEG/PNG/BMP format. You need to put your full signature in running hand writing. Signatures in Capital letters are not acceptable.

Similarly, for uploading Left Thumb Impression (LTI), candidate has to take a clear Scanned picture of Left Thumb Impression impression on white paper with blue ink then upload its image in JPG/JPEG/PNG/BMP format. In case of any eventuality of left thumb being unavailable, you can use right-hand thumb impression.

1. Colour photograph (size 3.5 cm x 3.5 cm taken not later than three months from the date of application, JPG/JPEG/PNG/BMP format, 100 DPI, size of the file should be between **20 kb-70 kb**).
2. Clear scan picture/images of signature by the candidate on white paper with black/blue ink pen (size 3.5 cm x 3.5 cm, JPG/JPEG/PNG/BMP format, 100 DPI, size of the file should be between **20kb - 30kb**).
3. Clear Scanned picture of Left Thumb Impression (LTI) by the candidate on white paper with blue ink shall also be uploaded (size 3.5 cm x 3.5 cm, JPG/JPEG/PNG/BMP format, 100 DPI, size of the file should be between **20kb-30kb**).
4. Legible scanned copy of all other original documents in PDF/JPG/JPEG format with size **100 kb to 200 kb**.

After uploading all documents, the webpage will look this as shown below. Please note that no preview of pdf documents will be available.

If you still want to change some file, you can change the file clicking on "Browse..." button. And press UPLOAD button.

After online payment of fee (if applicable) and uploading of all documents, the web page will display all the details entered by the candidate, photo, signature, Left Thumb Impression and all the documents uploaded by the candidate as shown below. The candidate can edit any data before final submission. If after careful checking, the candidate finds that his/her information displayed is correct, he / she must click final submit button.

Please note that, after final submission of online application form, modification/updation of any information will NOT be allowed in any circumstances.

After final submission, the application form of the candidate will be displayed on the web page and emailed to the candidate's registered email id. The candidate need not take a print out of the application form at this stage. The sample view of the application form is shown below. (with new declaration)

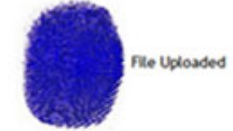
Recent Colour photograph : (size : 3.5 x 3.5 cm)
(20 kb-70 kb , JPG/JPEG/PNG/GIF/BMP Format) No file selected.



Signature :
(20kb - 30kb, JPG/JPEG/PNG/GIF/BMP Format) No file selected.



Left Hand Thumb Impression
(20kb - 30kb, JPG/JPEG/PNG/GIF/BMP Format) No file selected.



SSC (Standard 10th) or its equivalent mark sheet :
(100 KB to 200 KB, JPG/JPEG/PNG/PDF Format) No file selected.



Proof of Date of birth :
(100 KB to 200 KB, JPG/JPEG/PNG/PDF Format) No file selected.



Consolidated mark sheet for all semesters / Years of the
ITI trade :
(100 KB to 200 KB, JPG/JPEG/PNG/PDF Format) No file selected.



National Trade Certificate (NCVT/SCVT) :
(100 KB to 200 KB, JPG/JPEG/PNG/PDF Format) No file selected.



Caste certificate (SC/ST/OBC) :
(100 KB to 200 KB, JPG/JPEG/PNG/PDF Format) No file selected.



Disability certificate (DH, HH, VH) :
(100 KB to 200 KB, JPG/JPEG/PNG/PDF Format) No file selected.



Registration ID :	830218110002	Middle Name :		Last Name :	Cde
Candidate's Name (As Per Xth Certificate) :	ABC	Mother's Name :	mother	Community :	OBC
Father's/Husband Name :	father	Gender :	Male	NON ITI/Ex ITI :	EX ITI
Date of Birth :	16/12/1997	ID Number :	423424234234		
ID Type :	Adhar Card	Whether Physically Disabled : Yes / No :	NO		



Educational Qualification Details

Board/Exam Authority :	ABC Board	Name of Educational Institute :	ABC School
Roll No(Xth Class) :	fsdfsdf	SSC or Equivalent Marksheet no :	ABC123
Year passing SSC (Std. 10) :	2016	Percentage :	77.83
Marks :	467	Out of :	600

Technical Qualification Details

Name of Institute :	fsdfs	Certificate Issuing Authority :	fgbjj
Year of passing ITI :	2017	Maximum Marks :	1500
ITI Certificate No. :	2345567		
Total Marks Obtained (All Semester) :	1000		
Average Percentage(%) :	72.245		

Selection of the Trade/Factory

ITI pass Trade :	WELDER	Factory Applied For :	Ordnance Factory
Application for Trade :	WELDER(GAS AND ELECTRIC)		

Correspondence Details

Address :	123, abc, efgh,	City/District :	NEW CITY
State :	NEW STATE	Pin Code :	123456
Email ID :	ijk@mno.abc	Mobile No :	9900000000

List of Documents Uploaded

- SSC (STD. X)/Equivalent marksheet(Original)
- Date of Birth(Original)
- Consolidated mark sheet for all semesters / Years of the ITI trade
- National Trade Certificate

Declaration:

I have read, understood and agreed to the terms and conditions of advertisement. If I have furnished any wrong / misleading information, I will be wholly responsible for the data entered. My candidature shall be summarily rejected at any stage of the selection process and I may also be liable to be prosecuted.

Signature of the Applicant



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 [Contact Us \(../Home/contact\)](#)

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