



INDIAN ORDNANCE FACTORIES
HEAVY VEHICLES FACTORY, AVADI, CHENNAI
GOVERNMENT OF INDIA, MINISTRY OF DEFENCE

DRAFT ADVERTISEMENT

Applications are invited for the following posts from the citizens of India, who are fulfilling the requisite qualifications/specifications as mentioned below on plain paper duly typed or neatly handwritten in the following format only. Applications should be addressed to the Sr. General Manager, Heavy Vehicles Factory, Avadi, Chennai – 600 054 (Tamil Nadu) and the same should reach within 21 days from the date of publication of the Advertisement in the Employment News.

Sl. NO.	Name of the Post & Scale of Pay	No. of Posts	Reserved for
01.	SENIOR NURSE GRADE-II Pay Band - 2 ₹ 9300 - 34800 + ₹ 4600 Grade Pay	03	02-UR 01-SC
02.	MIDWIFE Pay Band - 1 ₹ 5200 - 20200 + ₹ 2000 Grade Pay	02	01-UR 01-OBC
03.	FIREMAN Pay Band ₹ 5200-20200 + 1900 Grade Pay	01	01-UR
04.	WARD SAHAYAK Pay Band - 1 ₹ 5200 - 20200 + ₹ 1800 Grade Pay	04	02-UR 01-SC 01-OBC
05.	DURWAN Pay Band ₹ 5200-20200 + 1800 Grade Pay	02	02-UR

Only the post of Durwan is identified for PWD/OH (One Arm). PWD candidates coming within the ambit of the identified category for Durwan may apply against the General vacancies.

1.) DETAILED SPECIFICATION FOR THE POSTS:-

1. SENIOR NURSE GRADE-II

EDUCATIONAL AND OTHER QUALIFICATION

- (I) Essential:-
- (i) Passed 10, +2 or equivalent examination with Science Subject.
 - (ii) Candidates should possess Certificate as Registered Nurse and Midwife having passed General Nursing and Midwifery course from a School of Nursing or other institution recognized by the Indian Nursing Council.
 - (iii) Minimum 02 (Two) years experience in a recognized hospital out of which 01 (One) year in Operation Theatre.

Contd..2..

- (iv) Must have working knowledge of Computers.
- (II) Desirable:- (i) Possessing a recognized Certificate in Public Health Nursing.
- (ii) Knowledge of Hindi and Local Language. Preference may be given to Ex-Army Medical Corps Officers if suitably qualified.

AGE LIMIT Not below 18 years and Not exceeding 27 years.

(Relaxable upto 40 years in case of Govt. Servant and relaxable upto 32 years in case of SC candidates).

Further relaxation if any applicable in according with orders and instructions issued by the Government from time to time shall also be applicable.

SCHEME OF EXAMINATION

(A) Written Examination : 150 Marks

Sl. No.	SUBJECT	MARKS	DURATION OF EXAMINATION
Part-I			2 (Two) Hours
1.	General Intelligence (10,+2 Standard) Objective/Multiple-Choice type	25	
2.	General Awareness(10,+2 Standard) Objective/Multiple-Choice type	25	
Part-II			
3.	Technical Knowledge Objective/Multiple-Choice type	100	

(B) Skill Test : 50 Marks

Only those candidates who attain a minimum-qualifying standard of 40% in the written examination will be eligible to be called for skill test. The candidates qualifying as above shall be called for skill test subject to the condition that the total number of candidates called for skill test does not exceed five times the declared vacancies.

SYLLABUS FOR EXAMINATION

(A) General Intelligence :

The questions will be of 10, +2 Standard and would include both verbal and non-verbal type. The test may include questions to test the candidates understanding of English language and its correct usage.

(B) General Awareness :

The questions will be designed to test the ability of the general awareness of the environment around the candidate and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person of 10, +2 standard. The test will also include questions relating to India and its neighbouring countries especially pertaining to History, Culture, Geography, Economic Scene, General Polity and Scientific Research.

(C) Technical Knowledge :

The questions will be designed to test the knowledge and competence of the candidates' technical knowledge as per standard syllabus of Diploma in General Nursing and Midwifery.

(D) Skill Test :

The skill test shall be designed to test the practical ability and skill of the candidates' in the following fields:-

- (1) Setting the trolley for a specified surgical operation.
- (2) Identification of surgical instruments and surgical materials, practical knowledge about their usage, practical knowledge about surgical knots and OT table positions.
- (3) Practical knowledge of Scrubbing, gowning, gloving and draping.
- (4) Application of plaster cast.
- (5) Practical knowledge of basic life support, advanced life support and trauma care.
- (6) Practical knowledge regarding emergency medicines and operation of emergency equipments.
- (7) Practical knowledge in assisting different procedures carried out in the Hospitals, like pleural tapping, Lumbar Puncture, bone marrow aspiration etc.
- (8) Practical knowledge of delivery and care of the new born, setting up delivery tray, emergency evacuation, antenatal care, post-natal cares.
- (9) Practical knowledge of vital signs monitoring.
- (10) Skills of working on Computer.

2. MIDWIFE

EDUCATIONAL AND OTHER QUALIFICATION

- (II) Essential:-
- (i) Passed 10, +2 or equivalent examination with Science Subjects.
 - (ii) Two years Auxiliary Nursing Midwife Course from a recognised Institution and registered with respective Nursing Council.
 - (iii) Must have working knowledge of Computers.
- (II) Desirable:-
- (i) Knowledge of Hindi and local language.

AGE LIMIT Not below 18 years and Not-exceeding 27 years.

(Relaxable upto 40 years in case of Govt. Servant and relaxable upto 30 years in case of OBC candidates).

Further relaxation if any applicable in according with orders and instructions issued by the Government from time to time shall also be applicable.

SCHEME OF EXAMINATION

(A) Written Examination : 150 Marks

Sl. No.	SUBJECT	MARKS	DURATION OF EXAMINATION
Part-I			2 (Two) Hours
1.	General Intelligence (10, + 2 Standard) Objective/Multiple-Choice type	25	
2.	General Awareness(10, + 2 Standard) Objective/Multiple-Choice type	25	
Part-II			
3.	Technical Knowledge Objective/Multiple-Choice type	100	

(B) Skill Test : 50 Marks

Only those candidates who attain a minimum-qualifying standard of 40% in the written examination will be eligible to be called for skill test. The candidates qualifying as above shall be called for skill test subject to the condition that the total number of candidates called for skill test does not exceed five times the declared vacancies.

SYLLABUS FOR EXAMINATION

(A) General Intelligence :

The questions will be of 10, +2 Standard and would include both verbal and non-verbal type. The test may include questions to test the candidates understanding of English language and its correct usage.

(B) General Awareness :

The questions will be designed to test the ability of the general awareness of the environment around the candidate and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person of 10, +2 standard. The test will also include questions relating to India and its neighbouring countries especially pertaining to History, Culture, Geography, Economic Scene, General Polity and Scientific Research.

(C) Technical Knowledge :

The questions will be designed to test the knowledge and competence of the candidates' technical knowledge as per standard syllabus of Auxiliary Nursing Midwifery.

(D) Skill Test

The skill test shall be designed to test the practical ability and skill of the candidates' in the following fields:-

(1) Setting up of instruments trolley for different emergency and non-emergency obstetric procedures.

- (2) Antenatal care, antenatal advice to patients, examination of antenatal patients.
- (3) Practical knowledge of commonly used drugs and instruments in Labour Room.
- (4) Scrubbing, gloving, gowning and draping.
- (5) Skills in writing a delivery records.
- (6) Conduct of delivery and care of new born.
- (7) Skills of working on Computer.

3. FIREMAN

- (i) Tenth class pass from recognised Board/Institution.
- (ii) Must have completed basic course on elementary fire fighting from a recognized Institute.
 - a) The duration of the Basic Fire Fighting course will not be less than six (6) months.
 - b) The Institutes offering Basic Courses on Fire Fighting should be recognized by State Government / Government of India.
- (iii) Must be physically fit and capable of performing strenuous duties. This requirement will be tested as under:-
 - a) Height without shoes : 165 cms.
 - b) Chest : unexpanded : 81.5 cms.
On expansion : 85 cms.
 - c) Weight : 50 kgs. (Minimum)

ENDURANCE TEST:-

- d) Carrying a man (Fireman lift of 63.5 kgs. to a distance of 183 metres within 96 seconds)
- e) Clearing 2.7 metres wide ditch landing on both feet (long jumps).
- f) Climbing 3 metres vertical rope using hands & feet.

NOTE:- Concession of 2.5 cms. in height and/or chest may be allowed for the candidates from hilly areas.

AGE LIMIT:- Between 18 and 27 years

(Relaxable for Departmental candidates upto 40 years of age in accordance with the instructions or order issued by the Central Government).

(2) The sequence of tests for direct recruitment to the post of Fireman will be as follows:-

- (i) Written test
- (ii) Measurement of physical standards (as specified in the SRO)
- (iii) Endurance test (as specified in the SRO)

(3) After the written test the number of candidates to be called on the basis of merit for measurement of physical standards test and endurance test shall be in the ratio of 1:10 i.e. 10 times the number of vacancies. For the candidates called after written test the measurement of physical standards will be carried out first. Then only those candidates who qualify in the measurement of physical standards shall be subjected to the endurance test.

- (4) The measurement of physical standards test and endurance test are of qualifying nature only. Failure in any of these tests shall be failure in the examination. Candidates will be recommended for selection on the basis of their marks or merit in the written examination only.

SUBJECT	MAXIMUM MARKS	NUMBER OF QUESTIONS	DURATION
General Intelligence (10 th Standard) (Objective Type)	50	50	2 Hours
General Awareness (10 th Standard) (Objective Type)	50	50	
General Awareness on Fire Fighting (Objective Type)	50	50	

SYLLABUS

(i) GENERAL INTELLIGENCE:-

The questions will be of 10th Standard and would include both verbal and non-verbal type. The test may include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgement, decision making, visual memory, discrimination observation, relationship concept, figure classification, arithmetical number series, verbal and non-verbal series & mathematics of 10th Standard. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, mathematical computation and other analytical functions.

(ii) GENERAL AWARENESS:-

The questions will be of 10th Standard. Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an 10th Standard educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic Scene, General Polity including Indian Constitution, and Scientific Research, etc. These questions will be such that, they do not require a special study of any discipline.

(iii) GENERAL AWARENESS ON FIRE FIGHTING:-

This test will include questions on knowledge of Fire Fighting, operational use of Fire Fighting Equipments, life saving drills, causes of fire, etc.

Final Grading will be decided based on marks obtained in written test subject to qualifying in the measurement of physical standards test and endurance test.

4. WARD SAHAYAK

EDUCATIONAL AND OTHER QUALIFICATION

- (i) Must pass 10 or equivalent examination of School.
- (ii) Knowledge of First Aid, Nursing and Ward procedure.

AGE LIMIT Not below 18 years and Not exceeding 27 years.

(Relaxable upto 40 years in case of Govt. Servant, relaxable upto 30 years in case of OBC candidates and relaxable upto 32 years in case of SC candidates).

Further relaxation if any applicable in according with orders and instructions issued by the Government from time to time shall also be applicable.

SCHEME OF EXAMINATION

(A) Written Examination : 150 Marks

Sl. No.	SUBJECT	MARKS	DURATION OF EXAMINATION
Part-I			2 (Two) Hours
1.	General Intelligence (10 th Standard) Objective/Multiple-Choice type	25	
2.	General Awareness(10 th Standard) Objective/Multiple-Choice type	25	
Part-II			
3.	Technical Knowledge Objective/Multiple-Choice type	100	

(B) Skill Test : 50 Marks

Only those candidates who attain a minimum-qualifying standard of 40% in the written examination will be eligible to be called for skill test. The candidates qualifying as above shall be called for skill test subject to the condition that the total number of candidates called for skill test does not exceed five times the declared vacancies.

SYLLABUS FOR EXAMINATION

(A) General Intelligence :

The questions will be of 10th Standard and would include both verbal and non-verbal type. The test may include questions to test the candidates understanding of English language and its correct usage.

(B) General Awareness :

The questions will be designed to test the ability of the general awareness of the environment around the candidate and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person of 10th standard. The test will also include questions relating to India and its neighbouring countries especially pertaining to History, Culture, Geography, Economic Scene, General Polity and Scientific Research.

(C) Technical Knowledge :

The questions will be designed to test the knowledge and competence of the candidates' technical knowledge in the field of First-Aid, Nursing, Ward procedure, etc.

(D) Skill Test :

The skill test will be designed to test the practical ability and skill of the candidates' in the following fields:-

- (1) Bed making.
- (2) Concepts of transportation of sick and injured, carrying patients in trolley, stretcher wheel chair, etc.
- (3) Sponging patients.
- (4) Practical knowledge of First-aid, Nursing and Ward procedures.
- (5) Identification of simple Hospital equipments and their uses.
- (6) Dressing simple wounds.

5. DURWAN

ESSENTIAL:-

- (i) Matriculation or equivalent pass.
- (ii) Must be physically fit for the duties of Durwan as per specified standard indicated below:-
 - a) Height without shoes : 165 cms.
 - b) Chest : unexpanded : 77 cms.
On expansion : 82 cms.
 - c) Weight : 45 kgs. (Minimum)

DESIRABLE

- (i) Ex-Servicemen.
- (ii) Three years service as Home Guard / Civil Defence volunteer and training in at least basic and re-fresher courses in Home Guard and Civil Defence.

AGE LIMIT:- Not more than 27 years and not less than 20 years.

(Relaxable for Departmental candidates upto 40 years of age in accordance with the instructions or order issued by the Central Government).

(2) The sequence of tests for direct recruitment to the post of Durwan will be as follows:-

- (i) Written test
- (ii) Measurement of physical standards
- (iii) Screening test of 100 metres running in 15 seconds.

(3) After the written test the number of candidates to be called on the basis of merit for physical test and screening test of 100 metres running in 15 seconds shall be in the ratio of 1:10 i.e. 10 times the number of vacancies.

(4) The physical test and screening test are only of qualifying nature but failure in these tests shall be failure in the examination i.e. the candidates who fail in any of these qualifying tests should not be considered for selection at all. Candidates will be recommended for selection on the basis of their marks or merit in the written examination only.

SUBJECT	MAXIMUM MARKS	NUMBER OF QUESTIONS	DURATION
General Intelligence (10 th Standard) (Objective Type)	25	25	2 Hours
General Awareness (10 th Standard) (Objective Type)	50	50	
English Language (10 th Standard) (Objective Type)	50	50	
Numerical Aptitude (10 th Standard) (Objective Type)	25	25	

SYLLABUS

(i) GENERAL INTELLIGENCE:-

The questions will be of 10th Standard and would include questions of non-verbal type. The test may include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgement, decision making, visual memory, discrimination observation, relationship concept, figure classification, arithmetical number series, verbal and non-verbal series. 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.

(ii) GENERAL AWARENESS:-

The questions will be of 10th Standard. Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of a 10th Standard educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic Scene, General Polity including Indian Constitution, and Scientific Research, etc. These questions will be such that, they do not require a special study of any discipline.

(iii) ENGLISH LANGUAGE:-

The questions will be of 10th Standard. Candidate's understanding of the Basics of English language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. and writing ability would be tested.

(iv) NUMERICAL APTITUDE:-

This paper will include questions on problems relating to Number Systems, Computation of 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. The questions will be of 10th Standard.

Final Grading will be decided based on marks obtained in written test subject to qualifying in the measurement of physical standard test and screening test.

2) Crucial Date:- The crucial date for determining age limit shall be the last date of receipt of application, i.e., 21 days from the date the Employment News notifying the advertisement.

3) Fees:- Candidates must enclose examination fee of Rs.50/- in the form of Crossed Postal Order/Demand Draft drawn from any one of the Nationalised Banks in favour of Sr. General Manager, Heavy Vehicles Factory, Avadi, payable at Avadi. The examination fee is not refundable. SC/ST, Ex-Servicemen and Persons with Disabilities (PWD) candidates are exempted from the fee.

4) Photographs:- The candidates should affix a recent (not more than three months old) passport size photograph, duly signed by the candidate which should be pasted (Not stapled) at the place provided on the application form. In addition, 02 (two) copies of the same photograph should be stapled with the application. Candidates should write their name, date of birth and post applied for on the backside of the 2 additional photos.

5) General Note:-

- i) Candidates appearing for written test and skill test will travel on their own expenses.
- ii) Unemployed SC/ST candidates residing beyond 30 kms. from the factory shall be paid Second Class TA as admissible under the rules on production of Bus/Train ticket and Community Certificate.
- iii) Persons working in Central/State Govt./PSU must apply through proper channel along with the certificate from their Establishment that NO DISCIPLINARY ACTION IS CONTEMPLATED/PENDING against them and that they have no objection in releasing them in case of selection.
- iv) Mere submission of application form does not guarantee issue of Admit card.
- v) HVF, Avadi will not be responsible for any postal delay.
- vi) Canvassing of any kind will disqualify the candidature.
- vii) Name of post must be clearly written on the top of the envelope in capital letters.
- viii) Ex-Servicemen certificates should have been issued by the Competent Authorities. A copy of Discharge certificate should also be enclosed.
- ix) No GPF and DCRG Scheme is admissible to the post under Central Govt. for those appointed on or after 01-01-2004. The New Pension Scheme i.e., DEFINED CONTRIBUTION PENSION SCHEME is Compulsory for all Central Govt. Employees who are appointed on or after 01-01-2004.
- x) Copies of all the certificates pertaining to Academic & Professional Qualification, Date of Birth and Caste Certificate duly attested by a Gazetted Officer must be enclosed with the application.
- xi) Services after appointment are liable to be transferred to any Ordnance Factory in India, in exigencies of service.
- xii) News paper cutting should not be used as an application form.
- xiii) Only selected candidates would be informed of their selection in due course after the selection process and no other correspondence on the subject would be entertained.

6) Physical Standards specified for Fireman and Durwan must be supported by Medical Certificate, in the absence of which the application will be summarily rejected.

7) The candidates furnishing any fake certificates are liable to be terminated after appointment. Apart from this, suitable action may also be initiated as per the Law of the Land. Hence, candidates are advised not to submit dubious certificates.

- 8) Candidates are also advised to indicate their contact details like phone number and/or E-mail ID, if available.
- 9) Sr. General Manager, Heavy Vehicles Factory, Avadi reserves the right to change the number of vacancies and to adopt any reasonable criteria for selection of candidates such as giving preference to candidates having any desirable Qualification.
- 10) Applications should be submitted to the **Sr. General Manager, Heavy Vehicles Factory, Avadi, Chennai – 600 054, Tamil Nadu** in the following format. Application should not be addressed to any officer by name.

INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM:-

- 1) Application should be filled in Block capital letters.
- 2) If filled by hand, it should be in the candidate's own handwriting.
- 3) No column should be left blank.
- 4) Application is liable to be rejected if:-
 - (a) It is not signed;
 - (b) Each and every enclosure stated to be enclosed is not attested by a Gazetted Officer.
 - (c) Any claim regarding age / qualification / experience is not supported by document.
 - (d) There is over-writing.
 - (e) Photograph is not pasted and / or self-signed.
 - (f) Two additional photographs with details on the back are not stapled.
 - (g) Application is received late due to any reason whatsoever.
 - (h) Postal order / Demand draft are not enclosed.
 - (i) Application is incomplete in any respect.
 - (j) Details furnished on the manner of filling up the application form gives reasonable doubt regarding the authenticity of any claim made.
 - (k) Date and place are not mentioned.

SR. GENERAL MANAGER/HVF

FORMAT FOR APPLICATION

Post Applied for:.....

Employment News No. _____ dated _____

**Recent
Passport size
Photograph
duly signed by
the candidate to
be pasted here.**

1. Name in full (Block Letters) :
2. Father's/Husband's Name :
3. Nationality :
4. Date of Birth :
(Attested copy of School Certificate showing Date of Birth must be enclosed)
5. Age on the last date of submission of Application :
6. Present postal Address for correspondence with pin code :
7. Category (Gen/SC/ST/OBC) :
8. Whether Ex-Servicemen or Person with disability :
9. Academic Qualifications :

Name of School/College	Name of Recognized University/Board of Examination	Examination Passed	Division / Class	Registration details in respect of Nursing & Midwifery only

(Attested copy of all Educational Qualification Certifications to be enclosed)

10. Technical / Professional Qualification :
(Attested copies of Certificates as proof)
11. Experience (if any) :
(Attested copies of certificates to be attached)
12. For SR. NURSE GRADE-II & MIDWIFE post only
Knowledge of working in Computers :
(Attested copies of certificates to be attached) :

13. For FIREMAN and DURWAN

Physical Standards (Actual):-

Height (without shoes) : _____ in Cms.
Chest Unexpanded : _____ in Cms.
Expanded : _____ in Cms.
Weight : _____ in Kgs

(Note: Physical standards must be duly supported by a Medical Certificate)

14. For FIREMAN post only

Fire Fighting Course details:-

- a) Duration of Course : _____ (in months)
b) Name of Institute : _____ Recognised by Govt. of _____
c) Name of Course : _____

15. For WARD SAHAYAK post only

- (i) Knowledge of First-Aid : _____ (Write YES or NO)
(ii) Knowledge of Ward Procedure : _____ (Write YES or NO)
(iii) Knowledge of Nursing : _____ (Write YES or NO)

16. Whether employed in Govt. Service/PSU
If yes, indicate : Post held & Pay scale :

17. Details of Examination fee : IPO/DD Amount _____ No. _____ dated _____

18. Number of enclosures : _____ Sheets.

19. Contact Details : _____
(Phone number, E-mail ID. If not available, please mention NA)

20. Medium of Examination : English / Hindi (Tick the choice)

DECLARATION

I hereby declare that all the statements made in this application are true, complete, and correct to the best of my knowledge and belief. In the event of any information being found false/incorrect or ineligibility being detected before or after the test, my candidature will stand automatically cancelled.

Place:

Date:

(Signature of Candidate)

Name:

Deep 10201/11/3021/1213