



INDIAN ORDNANCE & ORDNANCE EQUIPMENT FACTORIES
ORDNANCE FACTORY, ITARSI (MP) – 461122
GOVERNMENT OF INDIA, MINISTRY OF DEFENCE

Applications are invited from Indian Nationals to fill up the following vacancies in Non-Industrial Establishment and Industrial Establishment in Semi Skilled grade at Ordnance Factory, Itarsi. Complete application along with required details and documents should reach to the **General Manager, Ordnance Factory, Itarsi, Madhya Pradesh -461 122** within 21 days from the 1st date of the week of the publication of this Advertisement in the Employment News and Rozgar Samachar :-

Sl. No	NAME OF THE POSTS	BREAK UP OF VACANCIES							PAY BAND & GRADE PAY*
		UR	SC	ST	OBC	TOTAL	PHP	Ex-Man	
1	Post Graduate Teacher (Chemistry)	1	-	-	-	1	-	-	PB-2, R 9300-34800 + Grade Pay R 4800/-
2	Sr. Nurse Grade II	2	-	-	-	2	-	-	PB-2, R 9300-34800 + Grade Pay R 4600/-
3	Laboratory Assistant	2	-	-	-	2	1 OH (OA, OL)	-	PB-I, R 5200 -20200 + Grade Pay R 2400/-
4	Store Keeper	1	-	-	-	1	-	-	PB-I, R 5200 -20200 + Grade Pay R 1900/-
5	Civilian Motor Driver (OG)	4	1	2	-	7	-	1	
6	Supervisor Gr. III Canteen	1	-	-	-	1	-	-	
7	Fireman	3	1	2	7	13	-	3	
8	Photographer	1	-	-	-	1	-	-	
9	Telephone Operator Gr. II	1	-	-	-	1	-	-	

Sl. No	NAME OF THE POSTS	BREAK UP OF VACANCIES							PAY BAND & GRADE PAY*
		UR	SC	ST	OBC	TOTAL	PHP	Ex-Man	
10	Ward Sahayak	2	-	-	-	2	-	-	PB-I, R 5200 -20200 + Grade Pay R 1800/-
11	Durwan	4	7	0	6	17	-	3	
12	Multi Tasking Staff	8	0	2	5	15	1 OH (OA, OL)	1	
13	CPW (SS)	19	3	8	5	35	-	3	
14	Electrician (SS)	5	2	1	1	9	-	1	
15	Carpenter (SS)	3	-	-	-	3	1 HH (D, PD)	-	
16	Fitter Refrieration(SS)	1	1	1	1	4	1 VH (LV)	-	
17	Fitter Electronics (SS)	3	-	-	-	3	-	-	
18	Fitter General (SS)	1	1	-	1	3	-	-	
19	Fitter Instrument (SS)	-	-	1	-	1	-	-	
20	Boiler Attendant (SS)	-	1	1	-	2	-	-	

* Other admissible allowances , as per rules will also be applicable in addition to the above.

(In case of applicants residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Laddakh division of Jammu & Kashmir, Lahaul & Spiti District and Pangi sub division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island, Lakshadweep, the closing date will be **28 (Twenty Eight)** days from the 1st date of the week of the publication of advertisement in Employment News and Rozgar samachar.)

Applicants applying from any of those areas should superscribe the name of area on the envelope in CAPITAL LETTERS. The application must reach to the addressee on or before the closing date.

Last date of receipt of application- The Last date of receipt of application will be counted from 1st date of the week of the publication of this advertisement in Employment News and Rozgar samachar. For example, if the advertisement is published in E/News on 1-7 November 2013, the last date of receipt of application will be 22nd of November 2013. If the same falls on Sunday/holiday, then the next working day will be the last date of receipt of application.

02. EDUCATIONAL AND TECHNICAL QUALIFICATION

Sl.No.1 – Post Graduate Teacher (Chemistry)

(i) Essential

- (a) Masters Degree in concerned subject from a recognized university or equivalent.
- (b) Degree or Diploma in Teaching or Education from a recognized University or institution or equivalent.
- (c) 3 (Three) years teaching experience in Higher Secondary School.

Desirable:-

- (a) Proficiency in Teaching both in English and Regional Language.

(ii) Mode of Selection & syllabus of examination-

Will be intimated to eligible candidates through Admit card/Call letter.

Sl.No.2 – Sr. Nurse Grade II

(i) Essential-

- (i) Passed 10+2 or equivalent examination with Science subjects.
- (ii) Candidates should possess certificates 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 **2** years experience in a recognized hospital out of which 1 year in Operation Theater.
- (iv) Must have working knowledge of computers.

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.

(ii) **Mode of Selection-**

A. Written Examination: 150 Marks

Part	Subject		Marks	Duration of examination
Part-I				Two Hours
1	General Intelligence	(10+2 Standard) Objective/ Multiple Choice Type Questions	25	
2	General Awareness		25	
Part-II				
3	Technical Knowledge	Objective Multiple Choice Type Questions	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 should 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.

(iii) **Syllabus of 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. Question will also be designed to test the knowledge of current events and of such matters of everyday observation and experience in their scientific aspect 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 should 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 & 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 newborn, setting up delivery tray, emergency evacuation, antenatal care, post-natal cares.
9. Practical knowledge of vital signs monitoring.
10. Skills of working on computer.

Sl.No.3- Laboratory Assistant

(i) Essential-

- (1) Higher Secondary in Science or equivalent from a school or Board recognized by Government of India or State Government.

Desirable-

- (1) Post qualification experience of (full time) at least Two years as Laboratory Assistant from a recognized School in regular capacity.
- (2) Competent to teach both in Hindi or English and medium of instruction of the school.

(ii) **Mode of Selection-**

Written Test:-

Paper	Subject	Marks	Duration
Objective Type	i) Science	65	2 hours
	ii) Math	20	
	iii) English	15	

(iii) **Syllabus of Examination:-**

Science: Higher Secondary Standard with emphasis on experiments conducted and aids required.

Maths: Higher Secondary Standard

English: Higher Secondary Standard

Sl.No.-4- STORE KEEPER

(i) **Essential-**

12th (10+2) or Equivalent examination pass.

Desirable-

Basic Knowledge of computer application having “O” level certificate as per Department of Electronics Accreditation Committee Certificate (DOEACC).

(ii) **Mode of selection-**

The Written examination will consist of one objective type paper as shown below:-

Part	Subject		Max. Marks	Number of Questions	Total Duration
I	General Intelligence	Objective Type Multiple Choice Questions	50	50	2 Hours
II	English Language (Basic Knowledge)		50	50	
III	Numerical Aptitude (Basic Arithmetic Skill)		50	50	
IV	General Awareness		50	50	

Note-1-The questions will be set both in English & Hindi for Part I, III, IV.

Note-2-There will be negative marking of 0.25 marks for each wrong answer.

(iii) **Syllabus of written examination-**

General Intelligence

1	Semantic Analogy	11	Word Building	21	Indexing
2	Symbolic Number Analogy	12	Coding and decoding	22	Address Matching
3	Figural Analogy	13	Numerical operations	23	Data and city matching
4	Semantic Classification	14	Symbolic operations	24	Classification of Center codes/Roll numbers
5	Symbolic/ Number Classification	15	Trends	25	Small & Capital letters/ Number-coding, decoding, and classification
6	Figural Classification	16	Space orientation	26	Embedded Figures
7	Semantic series	17	Venn Diagrams	27	Critical Thinking
8	Number series	18	Drawing inferences	28	Emotional Intelligence
9	Figural series)	19	Punched Hole/ Pattern folding and unfolding	29	Social Intelligence
10	Problem solving of 12 th standard	20	Figural pattern-folding and completion	30	Other sub-topics, if any

English Language

1	Spot the error	6	Idioms and Phrases	11	Shuffling of sentence parts
2	Fill in the blanks	7	One word substitution	12	Shuffling of sentences in a passage
3	Synonyms	8	Improvement of sentences	13	Cloze Passage
4	Antonyms	9	Active/Passive Voice of verbs	14	Comprehension passage
5	Spellings/ Detecting Mis-spelt words	10	Conversion into Direct / Indirect narration		

Numerical Aptitude

1	Arithmetic	Number system-Computation of Whole number, Decimal and Fractions, Relationship between numbers
		Fundamental Arithmetical Operations -Percentage, Ratio and proportion, square roots, Averages, Interest (simple and compound), Profit and loss, Discount, Partnership

		Business, Mixture and alligation, Time and distance, Time and work
2	Algebra	Basic algebraic identities of School Algebra (and their simple applications) e.g. formulas for $(a+b)^2$, $(a-b)^2$, $(a+b)^3$, $(a-b)^3$, a^3-b^3 , a^3+b^3 , a^2-b^2 , if $a+b+c=0$ then $a^3+b^3+c^3=3abc$ etc and Elementary surds (simple problem) Graphs of linear equations.
3	Geometry	Familiarity with elementary geometric figures and facts, Triangle and its various kinds of centers viz. Centroid, In-center, Ortho center, Circumcenter, Congruence and similarity of triangles, circle and its chords, tangents, angles subtended by chords of circle, common tangents to two or more circles
4	Mensuration	Triangle, Quadrilaterals, Regular Polygons (sum of the internal angles of a polygon), Circle, Right Prism, Right Circular Cone, Right circular cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base
5	Trigonometry	Trigonometry (for acute angles θ° with $0^\circ \leq \theta \leq 90^\circ$) Trigonometric ratios Degree and Radian Measures, Standard Identities Like $\sin^2\theta + \cos^2\theta = 1$ etc. Complementary, Angles, Heights and Distances (simple problems only).
6	Statistical Chart	Use of Tables and Graphs : Histogram, Frequency Polygon, Bar-diagram

General Awareness –Questions are designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions are also designed to test the knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. 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.

Note-1- The question will be of the level to commensurate with Educational Qualification prescribed for the post i.e. 12th standard.

Note-2-Resolution of tie cases,(Tie cases i.e. more than one candidate secure equal marks in the written examination, the same will be resolved by applying the following one after another, as applicable till the tie is resolved)

- (i) Date of Birth, with older candidate placed higher.
- (ii) Alphabetical order in which the first name of the candidate appear.

Sl.No.5- CIVILIAN MOTOR DRIVER (OG)

(i) **Essential**

- (a) Matriculation from a recognized University or Board
- (b) Must Possesses licence for driving light and heavy vehicles with basic knowledge in automobile repairing.

(ii) **Mode of Selection-**

Written Examination- The written examination consists of one objective type multiple choice question paper as shown below:-

Part	Subject	Maximum Marks & Number of questions	Dura- tion
I	General Intelligence (10 th Standard)	40 (40 Question)	2 hours
II	General English (10 th Standard)	10(10 Question)	
III	General Driving Awareness	50(50 Question)	

Note- Question paper will be set in English & Hindi except Part-II which will be set in English only.

(iii) **Syllabus**

I. **General Intelligence-** The questions will include both verbal and non-verbal type. The test may include questions on analogies, similarities, differences, space visualization, visual memory, discrimination observation, relationship concept & 10th standard arithmetic.

II. **General English-**The questions will include candidate's understanding of the Basics of English Language, its vocabulary, grammer, sentence structure, synonyms, antonyms and its correct usage etc.

III. **General Driving Awareness-** The test will include common questions on General Knowledge, Traffic Rules, Knowledge about Motor Vehicles, their maintenance and repair.

Skill Test- Skill test on Driving shall be conducted for only those candidates who attain a minimum qualifying standard in the written examination. Number of candidates to be called for the skill test should be 1:5 i.e. five times the number of vacancies.

The skill test on driving will be same/similar to the tests as are being conducted by the RTOs for giving Driving Licence.

The grading of candidates (selected in Written test) will be done based on their assessed skill in driving, without taking into account the marks scored in the written test.

Sl.No.-6- SUPERVISOR GRADE –III (CANTEEN)

(i) Essential-

- (i) Matriculation or equivalent

Desirable-

- (i) Basic Knowledge of computer application and having “O” level certificate as per Department of Electronics Accreditation Committee Certificate.

(ii) Mode of Selection

- (1) The examination will consist of a Written Test of 200 Marks.
- (2) Merit of candidates will be decided on the basis of the total marks scored in the written examination.
- (3) Resolution of Tie cases-Tie cases will be resolved by applying the following one after another, as applicable till the tie is resolved:-
 - (i) By referring to the marks in Part-III of the written paper.
 - (ii) By referring to the marks in Part-II of the written paper.
 - (iii) Date of Birth, with older candidate placed higher,
 - (iv) Alphabetical order in which the first names of the candidates appear.

Scheme of Written Test:- One Objective type multiple choice question as shown below-

Part	Subject	Maximum Marks & Number of questions	Duration
I	General Intelligence	50 (50 Question)	2 hours
II	English Language (Basic Knowledge)	50 (50 Question)	
III	Quantitative Aptitude (Basic Arithmetic Skill)	50 (50 Question)	
IV	General Awareness	50 (50 Question)	

- Note-1- Question paper will be set in English & Hindi except Part-II which will be set in English.
- Note-2- There will be negative marking of 0.25 marks for each wrong answer.
- Note-3- Standard of questions will be of the level to commensurate with educational qualification for the post.

(iii) **Syllabus**

General Intelligence

1	Semantic Analogy	9	Figural series	17	Venn Diagrams
2	Symbolic Number Analogy	10	Problem solving of 12 th standard	18	Drawing inferences
3	Figural Analogy	11	Word Building	19	Punched Hole/ Pattern folding and unfolding
4	Semantic Classification	12	Coding and decoding	20	Figural pattern- folding and completion
5	Symbolic/ Number Classification	13	Numerical operations	21	Embedded Figures
6	Figural Classification	14	Symbolic operations	22	Critical Thinking
7	Semantic series	15	Trends	23	Emotional Intelligence
8	Number series	16	Space orientation	24	Social Intelligence
				25	Other sub-topics, if any

English Language

1	Spot the error	6	Idioms and Phrases	11	Shuffling of sentence parts
2	Fill in the blanks	7	One word substitution	12	Shuffling of sentences in a passage
3	Synonyms	8	Improvement of sentences	13	Cloze Passage
4	Antonyms	9	Active/Passive Voice of verbs	14	Comprehension passage
5	Spellings/ Detecting Mis-spelt words	10	Conversion into Direct / Indirect narration		

Quatitative Aptitude

1	Arithmetic	1. Number systems-Computation of Whole number, Decimal and Fractions, Relationship between numbers
		2. Fundamental Arithmetical Operations -Percentage, Ratio and proportion, square roots, Averages, Interest (simple and compound), Profit and loss, Discount, Partnership Business, Mixture and alligation, Time and distance, Time and work
2	Algebra	1. Basic algebraic identities of School Algebra (and their simple applications) e.g. formulas for $(a+b)^2$, $(a-b)^2$, $(a+b)^3$, $(a-b)^3$, a^3-b^3 , a^3+b^3 , a^2-b^2 , if $a+b+c=0$ then $a^3+b^3+c^3=3abc$ etc and Elementary surds (simple problem).
		2. Graphs of linear equations.
3	Geometry	1. Familiarity with elementary geometric figures and facts , Triangle and its various kinds of centers viz. Centroid, In-center, Ortho center, Circumcenter,
		2. Congruence and similarity of triangles,
		3. Circle and its chords, tangents, angles subtended by chords of circle, common tangents to two or more circles
4	Mensuration	Triangle, Quadrilaterals, Regular Polygons (sum of the internal angles of a polygon) , Circle, Right Prism, Right Circular Cone, Right circular cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base
5	Trigonometry	1. Trigonometry (for acute angles θ° with $0^\circ \leq \theta \leq 90^\circ$) Trigonometric ratios, Degree and Radian Measures, Standard Identities Like $\sin^2 \theta + \cos^2 \theta = 1$ etc.
		2. Complementary angles, Heights and Distances (simple problems only).
6	Statistical Chart	Use of Tables and Graphs : 1. Histogram, 2. Frequency Polygon, 3. Bar-diagram 4. Pie Chart

General Awareness –Questions are designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions are also designed to test the knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. 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.

Sl.No.7- FIREMAN

(i) Essential Qualification-

- (i) Tenth class pass from recognized Board/Institution.
- (ii) Must have completed basic course on elementary fire fighting from a recognized institute.

Note- The duration of the Basic Course on Fire Fighting should not be less than 6 (Six) months and the institute offering Basic courses should be recognized by State Govt/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 cm
 - (b) Chest unexpanded- 81.5cm, expanded-85 cm
 - (c) Weight 50 Kgs. Minimum

Endurance test

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

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

(ii) Mode of Selection –

- (i) Written test-
- (ii) Measurement of Physical Standards (As specified above)
- (iii) Endurance Test- (As specified above)

Note- 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. 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.

(iii) **Scheme & Syllabus of written examination-**

Subject		Maximum Marks	No. of questions	Duration
General Intelligence	(10 th Standard)	50	50	2 hours
General Awareness	(Objective type)	50	50	
General Awareness on fire fighting	Objective Type	50	50	

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.

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. Question will also be designed to test the knowledge of current events and of such matters of everyday observation and experience in their scientific aspect 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 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.

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

Grading will be done based on the marks obtained in Written test.

Sl.No. 8- PHOTOGRAHPER

(i) **Essential-**

Matriculate with Diploma in Photography and two years experience in photography.

(ii) **Mode of Selection**

(a) **Written Test**

Subject		Maximum Marks	Number of question	Dura-tion
General Intelligence	(10 th Standard) (Objective type Multiple choice question)	70	70	2 hours
General Awareness		70	70	

(b) **Skill Test:**

Photography and Development: 60 Marks

Note:- Skill Test on Photography and Development shall be conducted for only those candidates who attain a minimum qualifying standard in the written examination. Number of candidates to be called for the Skill Test should be 1:6 i.e. Six times the number vacancies.

(iii) **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, visual memory, discrimination observation, relationship concept, of 10th standard, arithmetic.

(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. Question will also be designed to test the knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an 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.

This test will also include general question on Camera and Photography.

Skill Test: Photography and Development

The same object in the same ambience will be photographed by all the candidates called for such test.

Sl.No.9- TELEPHONE OPERATOR GRADE-II

(i) **Essential-**

Class XII pass. Proficiency in handling of PBX Board and Electronics Exchanges.

(ii) **Mode of Selection**

(i) **Written Test**

Subject	Marks	Duration
General English	50	2 hours
General Studies	100	
Arithmetic	50	

(ii) **Skill Test: -**

Skill Test for finding out their proficiency in handling PBX Board. This is a qualifying test only.

(iii) **Syllabus:-**

A. **General English-** Initiation to the testing of candidates understanding of the English Language and its correct usage, his writing ability would also be tested, questions, Paragraph writing/report writing /letter writing etc. may be included.

B. **General Studies** –Questions in this component will be aimed at testing the candidates' general awareness of the environment around him and its application to society. Question will also be designed to test the knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. 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. These questions will be such that they do not require a special study of any discipline.

The test will also include question relating to the knowledge of PBX Board and its operations.

C. Arithmetic-

Questions of this component will cover number system including questions on simplification, Decimals, Fractions, LCM, HCF, Ratio and proportion, Percentage, Average, Profit and Loss, Discount, Simple and Compound Interest, Mensuration, Time and Work, Time and Distance, Tables and Graphs etc.

D. Skill Test:

The candidates who qualify the main examination(s) will have to undergo a Skill Test for finding out their proficiency in handling PBX Board.

Only those candidates who secure in the written (Main) Examination such minimum qualifying marks as may be fixed, will be eligible to be considered for appearing in the skill test. This is a qualifying test only.

Sl.No. 10- WARD SAHAYAK

(i) Essential-

- (i) Must pass class 10th or equivalent examination of School
- (ii) Knowledge of First-aid, Nursing and Ward Procedure.

(ii) Mode of Selection-

(A) Written Examination- 150 Marks

Sl.No	Subject		Max. Marks	Total Duration
	Part-I			
1	General Intelligence	10 th Standard Objective Type Multiple Choice Questions	25	2 Hours
2	General Awareness		25	
3	Part-II Technical Knowledge	Objective Type Multiple Choice Questions	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.

(iii) Syllabus of examination

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.

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. Question will also be designed to test the knowledge of current events and of such matters of everyday observation and experience in their scientific aspect 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.

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.

Skill Test- The skill test should 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.

Sl.No.11- FOR DURWAN

(i) Essential–

- (i) Matriculate or equivalent pass.
- (ii) Must be physically fit for the duties of Durwans as per specified standard indicated below:-
 - (a) Height without shoes – 165 cm
 - (b) Chest unexpanded- 77 cm, Expanded-82 cm
 - (c) Weight - 45 Kgs. minimum

Desirable–

- (i) Ex-Serviceman
- (ii) Three years service as home guard/Civil Defence volunteer and training in atleast basic and refresher courses in Home guard and civil defence.

(ii) Mode of Selection-

- (i) Written Test
- (ii) Measurement of Physical Standards (As specified above)
- (iii) Screening Test-Running of 100 meters in 15 seconds.

Note- The number of candidates to be called for the measurement of physical standards & screening test on the basis of merit in the written test shall be in the ratio of 1:10 to the number of vacancies. The physical test & 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.

iii) **Scheme & Syllabus of written examination:-**

Subject		Maximum Marks	Number of question	Duration
General Intelligence	(10 th Standard) (Objective type)	25	25	2(Two) hours
General Awareness		50	50	
English Language		50	50	
Numerical Aptitude		25	25	

General Intelligence- The questions will be of 10th standard and would include questions of both 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, arithmetical computation and other analytical functions.

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. Question will also be designed to test the knowledge of current events and of such matters of everyday observation and experience in their scientific aspect 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 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.

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.

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, Percentage, Ratio and Proportion, Averages, Interest, Profit & Loss, Discount, use of Tables and Graphs, Mensuration. The questions will be of 10th standard.

Sl.No. 12- MULTI TASKING STAFF

(i) Essential

- (1) Matriculation pass from a recognized Board or University or equivalent.

(ii) Mode of Selection-

- (1) The examination will consist of a Written Test of 150 Marks having one objective type multiple choice question paper as shown below:-

Scheme of Written Test:-

Part	Subject (10 th Standard)	Maximum Marks & Number of questions	Dura- tion
A	General Intelligence & Reasoning	25 (25 Question)	2 hours
B	Numerical Aptitude	25 (25 Question)	
C	General English	50 (50 Question)	
D	General Awareness	50 (50 Question)	

Note-1- Question paper will be set in English & Hindi except Part-C which will be set in English.

Note-2- There will be negative marking of 0.25 marks for each wrong answer.

Note-3- Merit of candidates will be decided on the basis of the total marks scored in the written examination.

Note-4 Resolution of Tie cases-Tie cases will be resolved by applying the following one after another, as applicable till the tie is resolved:-

- (i) By referring to the marks in Part-C of the written paper.
- (ii) By referring to the marks in Part-B of the written paper.
- (iii) Date of Birth, the candidate older in age gets preference.
- (iv) By referring to the alphabetical order of the names taking first name into consideration.

(iii) Syllabus

Questions on 'General Intelligence and Reasoning' will be non-verbal. Questions on Numerical Aptitude and General English will be simple, of a level that an average Matriculate will be in a position to answer comfortably. Questions on General Awareness will be also of similar standard.

General Intelligence- It would include questions of non-verbal type. The test will include questions on similarities and differences, space visualization, problem solving, analysis, judgement, decision making, visual memory, discrimination observation, relationship concept, 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.

English Language- 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.

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, Percentage, Ratio and Proportion, Averages, Interest, Profit & Loss, Discount, use of Tables and Graphs, Mensuration, Time & Distance, Ratio and Time, Time and Work etc.

General Awareness –Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Question will also be designed to test the knowledge of current events and of such matters of everyday observation and experience in their scientific aspect 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 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.

Sl.No. 13 to 20-Semiskilled (SS) trades

(i) **Essential-**

- (1) 10th or Equivalent examination pass.
- (2) National Council for Vocational Training Certificate in the relevant trades. The relevant trades are as under:-

Sl.No.	Name of the Post	Relevant Trades
1	Chemical Process Worker (CPW)	Attendant Operator (Chemical Plant), Mechanic Maintenance (Chemical Plant) Instrument Mechanic (Chemical Plant), Laboratory Attendant (Chemical Plant)
2	Electrician	Electrician
3	Carpenter	Carpenter, Furniture and Cabinet Maker,
4	Fitter Refrigeration	Refrigeration & Air Conditioning
5	Fitter Electronics	Electronics Mechanic
6	Fitter General	Fitter General
7	Fitter Instrument	Instrument Mechanic
8	Boiler Attendant	Boiler Attendant

“ The **National Apprentice Certificate (NAC)** and **National Trade Certificate (NTC)** issued by **National Council of Vocational Training (NCVT)** in the relevant trade will only be accepted as qualification required for the above posts. Degree and Diploma in Engineering will not be accepted as required qualification for the above posts.

(ii) **MODE OF SELECTION**

- (i) The selection process shall comprise of **written test of 100 marks** and Trade test (Practical). Written test shall be fully objective type and OMR based. The duration of written examination will be of 2 hours. The trade test (Practical) shall be only qualifying in nature, without any marks. On the basis of merit list based on marks obtained in written test, candidates **1:1.25** times the number of vacancies shall be called for trade test (Practical). The final select list shall be based on marks in the written test only, the trade test (Practical) being qualifying in nature.

(ii) Only those candidates who attain minimum qualifying marks (i.e. 40% for General and 35% for reserved vacancy of SC/ST/OBC/PHP and Ex-serviceman category) in the written test will be called for Trade test (Practical).

(iii) In the selection process, other things being equal i.e. marks being equal, trained Ex-Trade apprentices of the recruiting Ordnance Factory and sister factories shall be given preference in the order in which they are stated. If two or more ex-trade apprentices of Ordnance Factories secure the same marks, then preference shall be given on the basis of batch seniority. However, if no Ex-Trade Apprentice of Ordnance factories are available, in such cases, the merit will be decided on the basis of **Age seniority**.

(iv) The syllabus for written test for a trade will be broadly as that of NCTVT examination syllabus for that trade. The syllabus for trade test (Practical) will be as per trade test specification of the semi-skilled grade of the relevant trade.

03. AGE LIMIT: On the last date of receipt of application. The Last date of receipt of application will be counted from 1st date of the week of the publication of this advertisement in Employment News and Rozgar samachar.

(i)

Sl.No	NAME OF THE POSTS	Age between
1	Post Graduate Teacher (Chemistry)	18 to 30 years
2	Sr. Nurse Grade- II	18 to 27 years
3	Laboratory Assistant	18 to 30 years
4	Store Keeper	18 to 27 years
5	Civilian Motor Driver (OG)	18 to 32 years
6	Supervisor Grade III (Canteen)	18 to 27 years
7	Fireman	18 to 27 years
8	Photographer	18 to 27 years
9	Telephone Operator Gr. II	18 to 27 years
10	Ward Sahayak	18 to 27 years
11	Durwan	20 to 27 years
12	Multi Tasking Staff	18 to 25 years
13	Chemical Process Worker	18 to 32 years
14	Electrician	18 to 32 years
15	Carpenter	18 to 32 years
16	Fitter Refrigeration	18 to 32 years
17	Fitter Electronics	18 to 32 years
18	Fitter General	18 to 32 years
19	Fitter Instrument	18 to 32 years
20	Boiler Attendant	18 to 32 years

- (ii) Relaxation in upper age limit for the reserved post for SC/ST- 5 years and OBC-3 Years.
- (iii) Relaxation in upper age limit for PHP will be 10 years for identified category only. Further relaxation for SC/ST and OBC will also be applicable.
- (iv) Departmental candidates with three years continuous service in Central Govt. will be given age relaxation as per rules.
- (v) Ex-serviceman will be given relaxation of 3 years after deduction of the military service rendered from the actual age. Further relaxation for SC/ST and OBC will also be applicable.
- (vi) Ex-Trade Apprentices of the Ordnance Factory will be given relaxation in age to the extent of the period for which they had undergone training under the Apprentice Act 1961 for Semi Skilled posts only.
- (vii) Candidates who had ordinarily been domiciled in the state of Jammu & Kashmir during the period from 1st Jan 1980 to 31st Dec 1989 will be given age relaxation of 5 years.

Note- The crucial date for determining the age limit shall be last date for receipt of application i.e. 21 days from the 1st date of the week of the publication of this advertisement in the Employment News and Rozgar Samachar for all candidates irrespective of their area.

Note- Candidate who wish to be considered against vacancies reserved along with unreserved vacancies or who are seeking age relaxation, exemption in fees must submit requisite certificate from the competent authority, in the prescribed format. In the absence of above certificate, their claim for SC/ST/OBC/Ex-Man/PHP status will not be entertained and their candidature/application will be considered only for Unreserved category, if found eligible otherwise.

Note- Documents would be verified at the second stage i.e. Trade Test (Practical)/Skill Test/Endurance Test/Physical Test etc. During document verification, the candidates will have to produce their original certificates. No additional time will be given and the candidature of the candidates not producing their original documents on the date of verification is liable to be cancelled.

04. Instruction for Physically Handicapped Persons-

- (A) The identification of posts for Physically Handicapped Persons is as under:-

SN	Name of the post	Categories identified for PHP
1	Post Graduate Teacher Chemistry)	OA, OL, BL, B, LV
2	Sr. Nurse Grade -II	OL
3	Laboratory Assistant	OA, OL, BL, HH
4	Store Keeper	OL, OA, LV
5	Civilian Motor Driver (OG)	Not identified
6	Supervisor Grade III(Canteen)	OA, OL
7	Fireman	Not identified
8	Photographer	OL, HH
9	Telephone Operator Gr. II	OA, OL, BL,B, LV
10	Ward Sahayak	Not identified
9	Durwan	OA
10	Multi Tasking Staff	OA, OL, PD
11	CPW(SS)	Not identified
12	Electrician(SS)	OL, HH
13	Carpenter(SS)	OL, HH
14	Fitter Refrigeration (SS)	OL, LV, HH
15	Fitter Electronics (SS)	Not Identified
16	Fitter General(SS)	OL, BL, LV, HH
17	Fitter Instrument(SS)	Not identified
18	Boiler Attendant(SS)	OL, HH

(B) Person having prescribed degree of disability (not less than 40%) only, as per rules, is eligible for the post **reserved or identified** for PHP. They shall be required to produce disability certificate in the prescribed proforma issued by the competent medical authorities as per rules.

(C) No relaxataion in mode of selection will be given to those PHP candidates for whom the vacancy has not been reserved.

05. Application fees-Candidates (except SC/ST/PHP and Ex-Serviceman) must send **application fee of R100/-(Hundred only) for the post mentioned at Sl.No. 1 & 2 (i.e. Post Graduate Teacher-Chemistry & Senior Nurse Grade -II) and R 50/- (Fifty only) for the post mentioned at Sl.No. 3 to 20 in the form of Crossed Indian Postal Order/Demand Draft** in favour of General Manager, Ordnance Factory, Itarsi The Postal order/Demand Draft should be issued after the date of publication of the advertisement and issuing date of Postal Order should be indicated clearly. The application fee is not refundable. Candidates seeking relaxation in fees must enclose attested copy of their caste certificate/disability certificate/discharge certificate issued by a competent authority with application forms.

06. GENERAL INSTRUCTIONS:-

(a) As a general rule, if not specified separately, if two or more than two candidates secure same marks during the written examination then, their merit will be decided as per age seniority. (excluding industrial employees semi skilled category)

(b) If more than one application is received from a candidate for same post, his candidature will be cancelled. Candidates who wish to apply for more than 1 post, they must send separate application for each post.

(c) As a general rule, if not specified separately, the minimum qualifying marks in the written test will be 40% for General and 35% for reserved vacancy of SC/ST/OBC/PHP and Ex-serviceman category.

(d) The services of persons appointed are liable to be transferred to any Ordnance and Ordnance Equipment Factories in India.

(e) General Provident Fund (GPF) and Death Cum Retirement Gratuity (DCRG) scheme are not admissible to any post. The selected candidate will be governed by “New Defined Contribution Pension Scheme” introduced from 01/01/2004.

(f) Relaxation of standards in selection against Reserved Vacancies only- If sufficient numbers of **SC/ST/OBC/PHP/Ex-Man** persons are not available on the basis of general standard to fill up all the vacancies reserved for them, candidates belonging to these categories may be selected under the relaxed standard of selection to make up the deficiency in the reserved quota.

07. How to Apply-

(i) The application proforma should be duly typed or printed or written neatly **as per the proforma published** in the Employment News and Rozgar Samachar. Application found in different format will be rejected.

(ii) Application should be filled in by the candidate **either in Hindi or English in his/her own handwriting** and must be signed at appropriate place as well as his/her full Thumb Impression at the prescribed space. Thumb impression should be clear and visible otherwise application will be rejected.

(iii) Photo should be of high resolution from Camera. Computer generated photo, photo with cap, wearing goggles, disfigured, unrecognizable, or scanned copy will not be accepted.

(iv) The candidate should fill up all the columns in the application form. If any information in any column is not applicable, the same should be filled in Application form as Not Applicable.

(v) The applicant should paste, not staple one recent (not more than 3 months old) passport size photograph on application form. **The candidate should sign on pasted photo in such a way that his signature appears partially on the photograph and partially on application form and the photograph should be duly attested by a Gazetted officer also. Seal of Gazetted officer should be clear.**

(vi) The candidate must attach two more copies of same photograph. Name of candidate and post applied for should be written on backside of each extra photograph.

(vii) All the attached certificates should be attested by a Gazetted officer only.

(viii) Attested copy of ID proof (Adhaar Card, PAN Card, Passport, Voter ID, valid Driving licence etc.), must also be enclosed.

(ix) Applications should be addressed to the General Manager, Ordnance Factory, Itarsi (M.P)-461122 and should reach to the General Manager on or before the last date. The last date of receiving application will be counted from the 1st date of the week of the publication of advertisement in Employment News/Rozgar Samachar only.

08. Name of the post should be written in CAPITAL LETTERS on the envelope.

09. If any false/incorrect information furnished by the Applicant is detected at any stage, his candidature will be cancelled without prejudice to taking legal action against him.

10. The following documents must be attached with the application form, otherwise it will be summarily rejected and no correspondence will be entertained in this regard:-

- (a) Copies of required certificates (Educational, Technical qualification, Caste, proof of Date of Birth etc) duly attested by a Gazetted officer. OBC certificate must include **Non-creamy layer** clause.
- (b) Postal order/Demand Draft (Wherever applicable)
- (c) Two additional passport size photos of same origin.
- (d) Attested copy of Identification (ID) proof.

11. In addition to para 10 above, the application having following discrepancies will also be summarily rejected:-

- (a) Photo pasted on application and without signed by the candidate **partially on the photograph and partially on the application and without attested by a Gazetted officer.**
- (b) Application without signature or mismatching of signatures (on application and pasted photo, declaration etc.), and without visible & full Thumb impression of the candidate on application form.

- (c) Application having computer generated or blurred photograph.
- (d) Application in other than prescribed format as per the advertisement.
- (e) Application received after the due date for any reason.
- (f) Application received through FAX.
- (g) Incomplete application.
- (h) News paper cutting should not be used as application form. Application may be rejected due to mismatching of records/data, overwriting and unclear document.
- (i) Application not confirming/fulfilling to the required specifications/eligibility criteria will also be rejected.
- (j) Application not having Declaration clause applicable for OBC and Ex-Serviceman.

12. The Ordnance Factory, Itarsi management will not be responsible for late/non-receipt of applications or call letters for examination due to delay in postal channel.

13. The list of candidates who will be called for test and final result of test i.e. the list of selected candidates will be uploaded at OFB website and it can be seen at the home page of OFB website: **www.ofbindia.gov.in (Home<Our factories<Factories<Ordnance Factory, Itarsi < downloads).**

14. All SC/ST candidates called for examination will be paid travelling allowance only once as per existing Central Govt. rules after producing journey ticket. The reimbursement of journey fare for first 30 kms of each side is not payable. The aforesaid concession is not admissible to those SC/ST candidates who are already in Central/State Govt service.

15. Candidate already in service in Central Government department/State Government department/Semi Government department/Public Sector Undertaking etc. must submit his/her applications through proper channel along with the certificate from his/her Head of office/Establishment that neither any vigilance/disciplinary case is pending nor contemplated against him/her.

16 **A serving Defence Services personnel** will be eligible for applying for the above posts only if he completes the prescribed period of Armed services within a year from the last date for receiving application. A certificate from the employer has to be produced along with the application in the proforma/format given in application form.

17. If the numbers of applications received for the above post are on large scale and where, it will not be convenient or possible for this factory to call all eligible candidates for Test, the General Manager may restrict the number of candidates to be called for written test to reasonable limit on the basis of higher qualification/desirable qualification.

18 The General Manager reserves the right to increase/decrease the number of vacancies depending upon the actual requirement without any notice and these vacancies are further subject to any subsequent order of Court/MoD/Ordnance Factory Board.

19. In case of non-conformity between the advertisements published in Employment News and Local News paper, advertisement published in Employment News may be treated as correct.

20. The adjudication/Jurisdiction of any legal matter will be under Central Administrative Tribunal, Jabalpur, M.P.

21. Caution to all candidates- Some unscrupulous elements may approach you with the assurance of procuring appointment for you in the factory through illegal gratification. You must not fall prey to such false assurance or exploitation. You must not entertain or encourage such elements in any way also. It is emphasized and reassured that the selection will be done purely on merit, in a transparent manner.

22. If at any stage of selection , it is found that application is not filled by the candidate himself/herself in his/her own handwriting, his/her candidature will be cancelled.

Abbreviations: - UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Class, PH-Physically Handicapped, Ex-Man- Ex-Serviceman, VH-Visually handicapped, OH- Orthopaedically Handicapped, HH- Hearing Handicapped, LV-Low vision , OL-One Leg Affected, OA-One Arm Affected, B-Blind, BL-Both Leg affected, SS-Semi Skilled

Encl: Annexure 'A'

Jt. GENERALMANAGER/A
FOR GENERAL MANAGER

To,
The General Manager
Ordnance Factory, Itarsi
461 122 (M.P.)

**Recent passport size
photograph duly
Self attested
(partially on
application and
partially on
photograph) and
also attested by any
Gazetted officer.**

Sub: Application for the post of
(Name of the post is to be mentioned)

Ref:-Advertisement No. _____ date _____

PART –I –Applicable to all candidates

1. Name of applicant in Capital letters

FIRST NAME

MIDDLE NAME

SURNAME

- 2 Father's Name/Husband Name: _____
- 3 Sex (Male/Female) _____
- 4 Date of Birth: _____
- 5 Age as on the last date of receipt of application _____
- 6 Category to which the candidate belongs _____
(Mention the category i.e. SC/ST/OBC, whichever is applicable & enclose a copy of certificate attested by a Gazetted officer. If the candidate does not enclose the required certificate, he will not be given benefit of that category. OBC certificate should include Non-Creamy Layer clause.)
7. Educational qualifications 10th and onwards including 12th, Graduation etc.

Sl. No.	Name of Examination	Name of Board/ University recognized by Central or state Govt.	Year of passing	Certificate No. & date

8. Whether PHP, if yes, furnish details and enclose copy of disability certificate:-

Whether VH, HH or OH	Type of Disability (OL, LV, OA etc)	Percentage of Disability	Certificate No. & date

9. Whether Ex-serviceman or employed in Armed forces, if yes, please furnish the detail and enclose copy of discharge certificate:-

Date of Entry in Armed Forces	Date of Discharge	No. of Years service rendered	Whether service is pensionable or not	Reason for Release/ Discharge

10. Whether employed in Govt/PSU etc., if yes, furnish following details:-

Name of Organisation/ Department	Nature of work and Designation	Emoluments being paid	Date from which employed	Permanent or Temporary

11. Have you domiciled in Jammu and Kashmir during the period from 1st Jan 1980 to 31st Dec 1989 _____
12. Indian Postal Order No/Demand Draft No. _____
13. Nationality: _____
14. Permanent address with pincode _____
15. Present address for communication with Pincode _____
16. Nearest Railway Station: _____
17. Medium of Examination (Hindi/English) _____
18. Religion- _____
19. Phone No/Contact No. _____
20. E-mail ID, if any _____
21. Any other essential detail _____
22. Details of Identification Proof (i.e. Voter ID, Passport, Aadhar Card etc.) _____
23. Left Thumb Impression

DECLARATION

I do hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the test/interview my candidature /appointment is liable to be cancelled.

(Please write the above declaration in your own running handwriting at the space provided below)

Date: - -

Signature of the candidate

PART-II- Only for Post Graduate Teacher (Chemistry)-Sl.No.1

1. Details of Masters Degree in concerned Subject :-

Sl. No.	Name of Examination	Name of Board/ University recognized by Central or state Govt.	Year of passing	Certificate No. & date

2. Details of Degree or Diploma in Teaching or Education:-

Sl. No.	Name of Examination	Name of Board/ University recognized by Central or state Govt.	Year of passing	Certificate No. & date

3. Details of 3 (three) years teaching experience in Higher Secondary School:-

Name of School/ Institution	Post Held	From	To	Certificate No. & date

PART-III- Only for Sr. Nurse Grade –II -Sl.No.2

1. Details of certificate of General Nursing and Midwifery:-

Sl. No.	Name of Examination	Name of Board/ University recognized by Central or state Govt.	Year of passing	Certificate No. & date

2. Details of minimum 2 years experience in recognized hospital out of which 1 year in Operation Theater :-

Particulars of training	Name of institute/hospital	From	To	Certificate No. & date

(Please note the duration of experience must have been gained after obtaining the certificate of General Nursing and Midwifery)

- 3 Knowledge of Computer

Name of course	Name of institute	From	To	Certificate No. & date

PART-IV- Only for Civilian Motor Driver(OG) -Sl.No.5

1. Details of Driving licence -

Sl. No	Type of Licence, LMV, HGV, TP etc.	Date of First issue of such Licence in respect of each licence	Date of Renewal	Valid Upto	Licence No. & Date

2. Details of automobile repairing:-

Particulars of training	Name of institute	From	To	Certificate no. & date

PART-V- Only for Fireman -Sl.No.7

1. Measurement of physical standard :-.

- (a) Height without shoes ----- (in cm)
- (b) Chest (Un expanded) cms,
- (c) Chest (on expansion)cms
- (d) WeightKgs.

2. Details of basic course (minimum Six(6) months) on elementary fire fighting from a recognized institute:-

Name of Examination	Name of institute recognized by Central or state Govt.	From	To	Certificate No. & date

PART-VI- Only for Photographer -Sl.No.8

1. Details of Diploma in Photography:-

Name of Examination	Name of institute recognized by Central or state Govt.	From	To	Certificate No. & date

2. Details of experience in Photography:-

Name of Examination	Name of institute	From	To	Certificate No. & date

(Please note that the duration of experience in Photography must have been gained after obtaining the certificate of Diploma in Photography)

PART-VII- Only for Telephone Operator Grade -II -Sl.No.9

1. Details of proficiency in handling of PBX Board and Electronics Exchanges:-

Name of Examination	Name of institute recognized by Central or state Govt.	From	To	Certificate No. & date

PART-VIII- Only for Ward Sahayak -Sl.No.10

1. Knowledge of First-aid, Nursing and Ward procedure (Only for Ward Sahayak):-

Particulars of training	Name of institute	From	To	Certificate No. & date

PART-IX- Only for Durwan-Sl.No.11

1. Measurement of physical standard:-.

- (a) Height without shoes ----- (in cm)
- (b) Chest (Un expanded) cms,
- (c) Chest (on expansion)cms
- (d) WeightKgs.

PART-X- Only for Semiskilled Trades –Sl.No.13 to 20

1. Details of passing NCVT (NAC/NTC) examination:-

Name of the Trade	Whether Ex-Trade Apprentice of Ordnance Factories Yes/No	Name of Ordnance Factory or Institution	<u>Training Period</u>		NCVT Batch No.	Year of Passing	Certificate No. & Date of Issue
			<u>From</u>	<u>To</u>			

DECLARATION FOR OBC CANDIDATE ONLY

I----- S/D/W/ of Shri -----
resident of Village/Town/City----- District-----
State ----- hereby declare that I belong to the -----
community which is recognized as a backward class by the Government of India for
the purpose of reservation in services as per orders contained in Department of
Personnel and Training Office Memorandum No. 36012/22/93-Estt (SCT) dated
08/09/93. It is also declared that I do not belong to persons/sections (Creamy Layer)
mentioned in column 3 of the Schedule to the above referred office memorandum
dated 08/09/1993.”

Date - -

Signature of the candidate

**UNDERTAKING FOR EX-SERVICEMAN
AND EMPLOYED DEFENCE PERSONNEL ONLY**

I understand that, if selected on the basis of the recruitment/examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the armed forces and that I am entitled to the benefits admissible to ex-servicemen in terms of the Ex-servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979, as amended from time to time.

2. I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-serviceman in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/Statutory Bodies, Nationalised Banks, etc.) by availing of the concession of reservation of vacancies admissible to Ex-servicemen.

Date - -

Signature of the candidate

**CERTIFICATE TO BE ENCLOSED BY
EMPLOYED DEFENCE PERSONNEL ONLY**

I hereby, with the information available, certify that Shri..... (Name)
No..... (Rank) would complete prescribed period of appointment on
..... (Date)

Place
Dated

Signature
Commanding Officer
Office seal

List of enclosures: -

(i) Age Proof Certificate (2) Marksheet of 10th or equivalent examination and other qualification (3) SC/ST/OBC/PHP/Ex-serviceman certificate (4) Indian Postal Order/Demand Draft of R 100/- or R 50/- , whichever is applicable, for General and OBC candidates (5) Two extra passport size photographs, having name of candidate and post backside (6) Discharge Certificate (7) No objection certificate (8) Copy of ID proof (9) NAC/NTC certificate (10) ITI certificate (11) Computer certificate (12) Valid Driving Licence (13) Experience certificate (14) All other essential certificate

Davp 10201/11/1655/1314