

DRAFT ADVERTISEMENT
GOVERNMENT OF INDIA, MINISTRY OF DEFENCE
INDIAN ORDNANCE FACTORY
FIELD GUN FACTORY, KALPI ROAD, KANPUR- 208 009(U.P.)

On line Applications are invited for recruitment to the following Group 'C' posts in Pay Band and Grade Pay shown against the posts in Non-Industrial Establishment of the Field Gun Factory, Kanpur 208009 from the eligible Indian citizens who are fulfilling the requisite qualifications as mentioned in the online advertisement. The intending candidates shall visit the factory's website www.fieldgunindia.gov.in for more details and information.

1. Name of Post, Pay Scale and number of vacancies.

Sl. No.	Name of Post	Scale of Pay+GP	UR	OB C	SC	Total No. of vacancy	PH	Identified suitable for PHP category	Ex. SM
1	Pharmacist	Rs. 5200-20200+Rs.2800/-	01	-	-	01	-	OL, BL	-
2	Supervisor-NT(Other than Stores)	-do- + Rs. 2400/-	01	-	-	01	-	OL, BL, OA, OAL, B, LV, HH	-
3	Supervisor Grade-III	-do- + Rs.1900/-	01		-	01		OA,OL, LV	-
4	Lower Division Clerk	-do- + Rs 1900/-	02	02	01	05	-	OA, OL,BL, B, LV,HH	-
5	Telephone Operator Grade-II	-do- + Rs 1900/-	01	-	-	01	-	OA, OL, BL, B, LV	-
6	Fireman	-do- + Rs 1900/-	01	-	01	02	-	-	-
7	Multi Tasking Staff	-do- + Rs 1800/-	03	02	-	05	(01) VH/HH	OA, OL,HH, LV,B	-
8	Medical Assistant	-do- + Rs 1800/-	-	01	-	01	-	OL, HH	-
9	Durwan	-do- + Rs 1800/-	01	-	-	01	-	OA	-

(OA=One Arm, OL= One Leg, OAL= One Arm & One Leg, BL=Both leg, LV=Low Vision, B=Blind, HH=Hearing Handicapped, VH= Visually Handicapped)

Note:

- (i)The above vacancies are provisional and may increase or decrease in changed circumstances / discretion of competent authority.
- (ii)The General Manager Field Gun Factory Kanpur reserves the right to modify/alter/restrict/cancel the recruitment process if need so arises in changed circumstances.
- (iii)Horizontal reservation will apply where the Post is reserved for Physically Handicapped category candidate i.e. the candidate selected against Physically Handicapped quota will be adjusted against the categories of SC/ST/OBC/GEN to which he belongs.

2 Age limit and qualification for each posts are as under:-

Sl.No.	Name of the post	Age limit	Qualification
1.	Pharmacist	Minimum Age 18 years but not exceeding 32 years	<p>Essential:</p> <p>(i) Passed 10+2 or equivalent with Science subject from a recognized Institution.</p> <p>(ii)Candidate should possess Certificate as Registered Pharmacist having passed two years diploma course with three months training in Pharmacy from an institution recognised by the Pharmacy Council of India.</p> <p>Desirable: Should have working knowledge of Computer</p>

2	Supervisor-NT(Other than Stores)	Minimum Age 18 years but not exceeding 27 years (Relaxable for Government Servants up to five years in accordance with the instructions or orders issued by the Central Government)	Essential Degree in any subject from a recognized university Desirable Should have “O” level certificate as per Department of Electronics Accreditation Committee Certificate.
3	Supervisor Grade-III	Between 18 to 27 years (Relaxable for Government Servants in accordance with the instructions or orders issued by the Central Government)	Essential: Matriculation or equivalent . Desirable: Basic knowledge of computer application and having “O” level certificate as per Department of Electronics Accreditation Committee Certificate.
4	Lower Division Clerk	Between 18 and 27 years of (Relaxable for Government Servants upto forty years in accordance with the instructions or orders issued by the Central Government)	(i) 12 th Class or equivalent qualification from a recognized Board or University. (ii) Skill Test Norms ‘only on Computer’ A typing speed of thirty five words per minute in English or thirty words per minute in Hindi on computer. (Thirty-five words per minute and thirty words per minute correspond to ten thousand and five hundred key depressions per hours or nine thousand key depressions per Hours on an average of five key depressions per word)
5	Telephone Operator Grade-II	Minimum Age 18 years but not exceeding 27 years (Relaxable for Government Servants up to five years in accordance with the instructions or orders issued by the Central Government)	Class XII pass. Proficiency in handling of PBX Board and Electronics Exchanges.
6	Fireman	Minimum Age 18 years but not exceeding Twenty Seven years (Relaxable for departmental candidates up to 40 years of age in	(i)Tenth class pass from recognized Board/Institution. (ii)Must have completed basic course on elementary fire fighting from a recognized Institute. (iii)Must be physically fit and capable of performing strenuous duties. This requirement will be tested as under: (a)Height (without shoes):165 cms,

		accordance with the instructions or orders issued by the Central Govt.)	(b)Chest: unexpanded -81.5 cms Expanded -85 cms (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.
7	Multi Tasking Staff	Between 18 and 25 years of age.	Matriculation pass from recognized Board or University or equivalent
8	Medical Assistant	Minimum Age 18 years but not exceeding 27 years. (Relaxable upto 40 years in case of Government servants)	Non-Ex-service Persons (i) Passed 10+2 or equivalent examination. (ii)Undergone a course of Instruction in first-aid from recognized Institution/St.John's Ambulance. (iii)Knowledge of First-aid. (iv)Knowledge of Operation Theatre and sterilization procedure. Ex-Service Persons: Worked as Nursing Assistant in the armed Forces after passing qualifying test of the Medical Corps. Desirable: Preliminary working knowledge of computers.
9	Durwan	Minimum Age 20 years but not more than 27 years.	(i) Matriculation or equivalent (ii) Must be physically fit for the duties of Durwan as per specified standard indicated below: (a) Height without shoe 165 cms (b)Chest unexpanded 77 cms expanded 82 cms (c)Weight 45 Kgs. Desirable: (i) Ex-Servicemen (ii) Three years service as Home Guard/Civil Defence volunteers having basic and refresher courses in Home Guard and Civil Defence.

Age limit will be reckoned as on 28.06.2014.

3 Relaxation in Age Limit

(i)Upper age limit is relaxable for Government Servant (DepartmentalCandidate) upto 40 years with 3 years continuous service.

(ii)Upper age limit for SC/ST/OBC category candidate will be relaxable as specified below where vacancy is reserved for them:-

- | | |
|------------------------|-----------------------------------|
| (a) For SC candidates | Relaxation upto 05 (five) years. |
| (b) For OBC candidates | Relaxation upto 03 (Three) years. |

(On production of OBC Certificate and not belonging to Creamy Layer which should not be older than 03 years as on **28.06.2014**) (i.e. not older than **28.06.2011**)

- | | |
|---|--|
| (iii)Upper age limit for PHP candidates | Relaxation upto 10 (Ten) years for UR candidates.
Relaxation upto 15 (Fifteen) years for SC (where vacancy is reserved for SC candidates).
Relaxation upto 13 (Thirteen) years for OBC candidates where vacancy is reserved for OBC vacancy. |
| (iv)For Ex-Serviceman | Relaxation as per Government Rules that every Ex-Serviceman who has put in not less than six months continuous service in Armed Forces of the Union shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed the maximum age-limit by more than three years he shall be deemed to satisfy the condition regarding age limit. |

4. APPLICATION FEE:

An application fee of Rs. 50.00 (Fifty Rupees only) is to be paid through Demand Draft/Indian Postal Orders only in favour of General Manager Field Gun Factory, Kanpur -208009. The Application Fee is non refundable. The issuing date of DD/IPO should be clearly indicated in the application form and the issuing date will be of later date from the date of advertisement.

No fee will be charged from **SC, ST, PH, Woman and Ex-Serviceman**. Hence SC, ST, PH, Woman and Ex-Serviceman candidates need not to send any fee in the form of DD/IPO.

5.HOW TO APPLY

- (a) Candidates must carefully read all the provisions/conditions/instructions etc. given in the advertisement before they apply for any post so as to avoid any disappointment at later stage. The candidates, who fulfill the requisite qualifications/specifications, have to apply on the website www.fieldgunindia.gov.in. The candidates should cross check the information furnished in the “Application Form” before finally submitting the same; as no correction will be possible later.
- (b) Before registering/submitting applications on the website, the candidates should possess the Valid E-mail ID and Mobile Number. The E-mail ID and Mobile No. entered in the Online Application form should remain valid / active until the recruitment process is completed. No change in the E-mail ID and Mobile No. will be allowed once submitted. The candidate himself/herself will be responsible for wrong or expired E-mail ID & Mobile No.
- (c) After submitting the On Line Application and uploading clearly visible recent colour photograph with signature in digital format (jpg or jpeg file of max. 20 KB) as per instruction available on the website, a unique Registration No. will be generated automatically. The Registration No. and Password of the candidate should be used for downloading the filled in Application form and for further information. The candidate should take print of dully filled in Application form in two copies. The candidate has to append his signature and Left Hand Thumb impression and affix same photograph on the place specified on the Application Form generated through on line, One copy is to be retained by the candidate for further reference and other one is to be sent enclosing IPO/Bank Draft to **“The General Manager, Field Gun Factory, Kalpi Road, Kanpur-208009” (Uttar Pradesh)** along with the following documents.
 - (i) Self Attested copies of Educational/Professional/Technical qualifications and Experience.

- (ii) SC/ST/OBC(Non Creamy Layer)/PHP/Ex-Serviceman certificates issued by the Competent Authority as applicable in prescribed proforma as per Govt. Instructions.
- (iii) Certificate of age proof.
- (iv) Rs.50/-(Fifty) through crossed Indian Postal Order (I.P.O.) or crossed Bank Draft issued from Nationalized Bank, in favour of **The General Manager, Field Gun Factory, Kalpi Road, Kanpur** (Registration No. must be written on the backside of the IPO/DD). Candidates belonging to SC/ST/Ex-Serviceman and PHP category and Female Candidates are exempted from submitting the Fee. The Postal Order/Bank Draft should be issued on or after date of publication of the advertisement in the Employment News, Instruments (Postal Order or Bank Draft) issued prior to the date of advertisement are not acceptable. The application fee is non-refundable.
- (d) The candidates may send the filled in application form along with requisite documents sufficiently in advance. Application received after the closing date of submission of Application form is not acceptable.
- (e) The General Manager, Field Gun Factory, Kanpur is not responsible for postal delay.
- (f) Important actual dates regarding Written Examination, Admit Cards etc. shall be notified in website for information. Admit cards to the eligible candidates will be uploaded on the website and the candidates are advised to visit FGK website www.fieldgunindia.gov.in regularly for viewing updates.

START OF FILLING OF ONLINE APPLICATION AND CLOSING DATE AND CLOSING DATE FOR RECEIPT OF HARD COPY OF ONLINE APPLICATION IN THE FACTORY

- (1) The candidates should read the instructions given in website carefully before filling up the application .
- (2) The candidates shall apply for the above posts through **ONLINE** i.e. www.fieldgunindia.gov.in from **28.06.2014 at 10.00** Hrs. onwards. The last date for online registration will be **18.07.2014 upto 2400** hrs.
- (3) The candidates should fill up all the columns in the online application, then click SUBMIT button and take two printouts of their submitted application.
- (4) After taking printout of the 'filled' online application, the candidates should append his signature and Left Hand Thumb impression and affix same photograph as uploaded on line, at the specified place and send one copy of the same alongwith copy of all required testimonials/documents duly self attested addressed to **"The General Manager, Field Gun Factory, Kalpi Road, Kanpur(UP) Pin- 208009"**.
- (5) Printout of filled online application, duly completed in all respects, alongwith enclosures should reach this office on or **before 25.07.2014**. However a further 07 days time will be admissible in respect of the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State Lahul and Spiti District and Pang sub-division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Nicobar Islands or Lakshadweep. Applications received after the closing date of receipt of application form will not be accepted. **"THIS OFFICE WILL NOT BE RESPONSIBLE FOR ANY POSTAL DELAY."**

IMPORTANT INSTRUCTIONS TO THE CANDIDATES

- (i) Candidates have to submit separate application in case they wish to apply for more than one post.
- (ii) Name of the post must be clearly super-scribed/written on the top of the envelop in capital letters. For example – FOR THE POST OF LOWER DIVISION CLERK.
- (iii) **Travelling Allowance:** Candidates appearing in Written Test and Skill Test will have to come at their own expenses. However 'SC' & 'ST' candidates appearing in the Written Test/Skill Test will be paid travelling allowance of Second (2nd) class Railway/Bus fare as per existing Govt. Rules for to and fro journey performed by shortest route on production of journey details including Railway/Bus Tickets by the shortest route.

- (iv) The candidature of candidate shall be cancelled if he/she submits more than one application form for same post.
- (v) Submission of false/incorrect/incomplete information and /or dubious document shall disqualify the candidate at any stage of selection.
- (vi) Copies of all the documents i.e. Date of Birth certificate, Educational Qualification certificates, Mark sheets, Caste certificate, Ex. Serviceman certificate, Physical disability certificate duly self attested should be enclosed with the application. No document should be enclosed in original except "No Objection Certificate from a Govt. Deptt.
- (vii) Candidate should enclose self attested copy of Matriculation Certificate in proof of date of birth.
- (viii) Government servant 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.
- (ix) SC/ST/OBC/PHP/Ex-Serviceman certificates issued by the competent authorities only and in the prescribed format only will be acceptable. OBC certificate must specifically include clause regarding "Non-Creamy Layer" and should be updated/valid at the relevant point of time as per Government Rules. A specimen certificate of OBC (Non-Creamy Layer) is available on the website for ready reference. OBC (Non-Creamy Layer) Certificate is to be submitted in the given format only. OBC Certificate should not be older than 03 years from the date **28.06.2014**.
- (x) Mere submission of application form does not guarantee issue of Admit Card for Written Test.
- (xi) Only those candidates who come in merit as per Scheme of Selection for the posts will be communicated separately for further process of recruitment.
- (xii) It may be noted that bringing any outside/extraneous/political influence for getting employment in the factory shall render the candidate ineligible.

6 REJECTION OF APPLICATION:

The application shall be summarily rejected on following grounds, if

- (i) Date and signature is not appended in the Application Form at all the prescribed places.
- (ii) The candidate does not put "left hand" thumb impression in the application form at the prescribed column of the proforma.
- (iii) Same Photograph is not affixed at the specified place in the application Form as uploaded on website.
- (iv) Copies of supporting documents duly self attested are not enclosed.
- (v) Application not accompanied with DD/IPO of value Rs. 50/- except in cases so exempted.
- (vi) DD/IPO is of the date prior to the date of advertisement.
- (vii) Essential qualification is not met.
- (viii) The age of the candidate exceeds the prescribed age limit on the last date.
- (ix) Applications received after the last date of receipt of application.
- (x) Application is not complete in any respect as per the requirement given in the advertisement.
- (xi) The application submitted is other than not generated on online.
- (xii) OBC Certificate of Non-creamy Layer is prior to 28.06.2011 i.e. more than 03 years old.

7 SCHEME & SYLLABUS FOR EACH POSTS ARE GIVEN BELOW:-

(1) POST : PHARMACIST

Scheme of Examination for Pharmacist

Sl.No..	Subject	Marks	Duration
Part – I			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 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.**

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 question to test the candidates understanding of English Language and its correct usage.

B. *General Awareness:*

The question 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 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 question relating to India and its neighbouring countries especially pertaining to History, Culture, Geography, Economic scene, General polity and scientific Research.

C. *Technical Knowledge:*

The question will be designed to test the knowledge and competence of the candidates' technical knowledge as per standard syllabus for the course of Diploma in Pharmacy.

D. **SKILL TEST:**

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

- 1, Practical ability of making various pharmacological composition like Calamine lotion, sodi-bi-carb eardrops etc. and dispensing the same.
2. Dispensing drugs as per given prescriptions to patients.
3. Practical knowledge regarding Medical Stores procedure.
4. Skills of working on computer.

2. POST : SUPERVISOR – NT(OTHER THAN STORES)

Scheme of examination for Supervisor-NT (Other than Stores)

- (1) The Examination will consist of a written test of **three objective type multiple choice question** papers conducted in Two Tiers. Paper-I will be conducted in the **First Tier** and **Paper-II & III** will be conducted in the Second Tier.
- (2) **After the First Tier examination the number of candidates to be called on the basis of merit for the Second Tier examination shall be in the ratio of 1:20 i.e. twenty times the number of vacancies.**
- (3) **Merit of Candidates will be decided on the basis of the total marks scored in the First Tier and Second Tier Written Examinations.**
- (4) Resolution of Tie Cases- Tie cases will be resolved by applying one after another, as applicable till the Tie is resolved:
 - (i) By referring to the total marks in Tier-II
 - (ii) By referring to the total marks in Tier-I
 - (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:

First Tier

Paper No.	Subject	Maximum Marks & Number of Questions	Duration
I	A. General Intelligence & Reasoning (Graduation level)	200(200 Questions) Part A, B, C & D-45 Questions each Part E-20 questions	2 Hours
	B. General Awareness (Graduation level)		
	C. Quantitative Aptitude (10+2 level)		
	D. English Comprehension (Graduation level)		
	E. Basic Computer Concepts (Certificate level)		

NOTE 1: Question paper will be set in English/Hindi except Part-D of paper-I which will be set in English

NOTE 1: **There will be negative marking of 0.25 marks for each wrong answer in paper-I.**

Second Tier :-

Paper No.	Subject	Maximum Marks & Number of Question	Duration
II	Quantitative Ability (Graduation level)	200(100 Questions)	Two Hours
III	English Language & Comprehension (10+2 level).	200(200 questions)	Two Hours

NOTE 1:- Question paper for paper- II will be set in English/Hindi and that of Paper-III will be set in English.

NOTE 2:- **There will be negative marking of 0.50 marks for each wrong answer in Paper-II & negative marking of 0.25 marks for each wrong answer in Paper-III.**

SYLLABUS OF WRITTEN TEST:-

First Tier:-

Paper-I:-

A. General Intelligence & Reasoning: It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding statement conclusion, syllogistic reasoning etc. The topics are, semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving , Word Building, Coding & de-coding, Numerical Operations, Symbolic Operations, Trends, Space Orientation, space Visualization, Venn Diagrams, Drawing inferences, punched hole/pattern – folding & un-folding, figural pattern- folding and completion, indexing, Address matching, Date & City matching, Classification of centre codes/roll number, Small & Capital letters / number coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence, Other sub- topics, if any.

B. General Awareness: Questions in this component will be aimed at testing the candidate's general awareness of the environment around him and its application to society. Question will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and it's neighbouring countries especially pertaining to History, Culture, Geography, Economic Scene, General Police & Scientific Research.

C. Quantitative Aptitude : The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers. Percentage, Ratio & Proportion, Square roots, Averages, Interest, Profit and loss , Discount, Partnership Business, Mixture and Alligation, Time and Distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, Triangle and its various kinds of centers, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemi Sphere, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency Polygon, Bar diagram & Pie chart.

D. English Comprehension: Candidates' ability to understand correct English, his/her basic comprehension and writing ability, etc would be tested.

E. Basic Computer Concepts : The questions will be designed to test the candidates computer literacy, Computer concepts, MS-windows, Note Pad, Word Pad, MS-Word, MS-Excel, MS-Power Point, MS- Access, Computer Communication, Internet (user Account, E-mail, Browsers, Searching).

Second Tier :-

Paper-II : Quantitative Ability : The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals, Fractions and relationships between numbers. Percentage, Ration & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and Distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, Triangle and its various kinds of centers, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon bar diagram & pie chart.

Paper-III : English Language & Comprehension : Questions in this components will be designed to test the candidate's understanding and knowledge of English Language and will be based on spot the error, fill in the blanks, synonyms, antonyms, spelling/detecting miss-spelt words, idioms & phrases, one word substitution, improvement of sentences, active/passive voice of verbs, conversion into direct indirect narration, shuffling of sentence parts, shuffling of sentences in a passage, close passage& comprehension passage.

3. POST : SUPERVISOR GRADE-III

Scheme of examination for Supervisor Grade-III:-

- (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 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 :

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

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

Note : 1. Question paper will be set in English/Hindi except Part-II which will be set in English.

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

3. Standard of questions will be of the level to commensurate with educational qualification for the post.

SYLLABUS OF WRITTEN TEST:-

I. General Intelligence:

1	Semantic Analogy	14	Symbolic Operations
2	Symbolic/Number Analogy	15	Trends
3	Figural Analogy	16	Space Orientation
4	Semantic Classification	17	Venn Diagrams
5	Symbolic/Number Classification	18	Drawing inferences
6	Figural Classification	19	Punched hole/pattern-folding & Unfolding
7	Semantic Series	20	Figural Pattern-folding and completion
8	Number Series	21	Embedded figures
9	Figural Series	22	Critical Thinking
10	Problem Solving	23	Emotional Intelligence
11	Word Building	24	Social Intelligence
12	Coding and de-coding	25	Other sub-topics, if any
13	Numerical Operations		

II. English Language :

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

III. Quantitative Aptitude :

Arithmetic :

1. Number Systems: Computation of whole number, Decimal and Fractions, Relationship between numbers.
2. Fundamental arithmetical operations: Percentages, 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.

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 problems)
2. Graphs of Linear Equations.

Geometry:

Familiarity with elementary geometric figures and facts:

1. Triangle and its various kinds of centre viz. Centroid, In-centre, Orthocentre, Circumcentre
2. Congruence and similarity of triangles.
3. Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

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 Parellelepiped, Regular Right Pyramid with triangular or square Base.

Trigonometry :

1. Trigonometry (for acute angles θ with $0 < \theta < 90$)
2. Trigonometric ratios, Degree and Radian Measures, Standard Identities like $\sin^2 \theta + \cos^2 \theta = 1$ etc.
3. Complementary Angles, Heights and Distance (simple problems only)

Statistical Charts :

Use of Tables and Graphs:

1. Histogram
2. Frequency polygon
3. Bar-diagram
4. Pie-chart

IV. General Awareness: Questions are designed to test the candidate's general awareness of the environment around him/her and its application to society. Questions are also 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. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economic scene, General Polity and Scientific Research.

4. POST : LOWER DIVISION CLERK**Scheme of Examination for Lower Division Clerk****SCHEME OF EXAMINATION:**

- (1) The Examination will consist of a Written Examination of 200 Marks and Typing Test on Computer.
- (2) After the written examination the number of candidates to be called on the basis of merit for the Typing Test shall be in the ratio of 1:5 i.e. five times the number of vacancies.
- (3) Merit of candidates will be decided on the basis of the total marks scored in the written examination subject to qualifying in the typing test.
- (4) The Typing Test is of qualifying in nature. Failure in the Typing Test shall be failure in the examination.
- (5) Resolution of Tie Cases – Tie cases will be resolved by applying 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 names of the candidates appear.

SCHEME OF WRITTEN EXAMINATION :

The written examination consists of one objective type multiple choice question paper of 200 marks as shown below:

Part	Subject	Maximum Marks & Number of Questions	Time Duration for General Candidates	Time Duration for Visually Handicapped Candidates.
I	General Intelligence	50 (50 questions)	2 Hours	2 Hours 20 Minutes.
II	English Language (Basic Knowledge)	50 (50 questions)		
III	Quantitative Aptitude (Basic Arithmetic Skill)	50 (50 questions)		
IV	General Awareness	50 (50 questions)		

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**

- 3.. Standard of questions will be of the level to commensurate with educational qualification for the post i.e. 12th standard.
4. Visually handicapped (VH) candidates with visual disabilities of forty percent or above can avail the assistance of a Scribe in the Written Examination, subject to such requests being made at the time of applying for the examination. Question paper and Answer Sheets will not be provided in Braille.
5. Persons with visual disability of less than forty percent will not be considered as visually handicapped persons. One eyed candidates and partially blind candidates who are able to read with or without magnifying glass will be allowed to use the magnifying Glass in the Examination Hall and will not be entitled to a Scribe. Such candidates will have to bring their own Magnifying Glass to the Examination Hall.

SYLLABUS OF WRITTEN EXAMINATION:

I. General Intelligence :

1	Semantic Analogy	14	Symbolic Operations
2	Symbolic/Number Analogy	15	Trends
3	Figural Analogy	16	Space Orientation
4	Semantic Classification	17	Venn Diagrams
5	Symbolic/Number Classification	18	Drawing inferences
6	Figural Classification	19	Punched hole/pattern-folding & Unfolding
7	Semantic Series	20	Figural Pattern – folding and completion
8	Number Series	21	Embedded figures
9	Figural Series	22	Critical Thinking
10	Problem Solving	23	Emotional Intelligence
11	Word Building	24	Social Intelligence
12	Coding and de-coding	25	Other sub-topics, if any
13	Numerical Operations		

II. English Language :

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

III. Quantitative Aptitude :

Arithmetic :

- 1 Number Systems: Computation of whole number, Decimal and Fractions, Relationship between numbers.
- 2 Fundamental arithmetical operations: Percentages, 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.

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 problems)
- 2 Graphs of Linear Equations.

Geometry:

Familiarity with elementary geometric figures and facts:

- 1 Triangle and its various kinds of centre viz. Centroid, In-centre, Orthocentre, Circumcentre
- 2 Congruence and similarity of triangles.
- 3 Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

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.

Trigonometry :

- 1 Trigonometry (for acute angles θ with $0 < \theta < 90$)
- 2 Trigonometric ratios, Degree and Radian Measures, Standard Identities like $\sin^2 \theta + \cos^2 \theta = 1$ etc.
- 3 Complementary Angles, Heights and Distance (simple problems only)

Statistical Charts :

Use of Tables and Graphs:

1. Histogram
2. Frequency polygon
3. Bar-diagram
4. Pie-chart

IV. General Awareness: Questions are designed to test the candidate's general awareness of the environment around him/her and its application to society. Questions are also 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. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economic scene, General Polity and Scientific Research.

TYPING TEST :-

- (1) The Typing Test will be conducted in English or Hindi and candidates while applying for the examination, will have to indicate their option.
- (2) Typing test will be administered on computer, to be provided by the factory/unit
- (3) Candidates opting for English Typing shall have typing speed of 35 words per minute and those opting for Hindi Typing shall have Typing speed of 30 words per minute on computer. Thirty five w.p.m. and thirty w.p.m. correspond to 10500 keys depressions per hour and 9000 key depressions per hour respectively. The speed will be adjudged on the accuracy of typing on the computer of a given text passage in 10 minutes.
- (4) Visually Handicapped candidates (with 40% disability and above) will be provided Passage Dictators for the Typewriting test by the factory/unit. The Passage Dictators will read out the passage to the VH candidates within the allotted time period.

5. POST : TELEPHONE OPERATOR GRADE-II

Scheme of Examination for Telephone Operator Grade-II

(I) WRITTEN TEST :

Subject	Marks	Duration
General English	50	2 Hours
General Studies (English/Hindi)	100	
Arithmetic (English/Hindi)	50	

(II) **SKILL TEST** : Skill Test for finding out their proficiency in handling PBX Board. This is qualifying test only.

SYLLABUS

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.

GENERAL ENGLISH:

Questions in this component will be aimed at testing the candidates' 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 observations and experience in their scientific aspect as may be expected of any educated person.

The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economic Scene, General Polity and Scientific Research etc. 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.

6. **POST : FIREMAN**
Scheme of Examination for Fireman

(1) **Written Test : 150 Marks**

Subject	Maximum Marks	No. of Question	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 question will be of 10th standard and would include both verbal and non-verbal type. The test may include question on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination observation, relationship concept, figure classification, arithmetical number series, verbal and non-verbal series and 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 question will be of 10th Standard. Question 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 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 neighboring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Policy 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:** The test will include questions on knowledge of Fire Fighting, operational use of Fire Fighting Equipments, life saving drills, cause of Fire etc.

2. Measurement of Physical Standards Test & Endurance Test:-

The number of candidates to be called for the measurement of Physical Standards test & endurance 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 standards measurement test & endurance test are only of qualifying nature.

(a) **Measurement of Physical Standards Test : (as specified in the SRO)**

(b) **Endurance Test : (as specified in the SRO) Endurance Test shall be done only for those candidates who qualify in the measurement of physical standards.**

3. Final grading will be decided based on marks obtained in written test subject to qualifying in the measurement of physical standards test & endurance test. Failure in any of these tests shall be failure in the Examination.

7. POST : MULTI TASKING STAFF

Scheme of Examination for Multi Tasking Staff

SCHEME OF EXAMINATION:

The Examination will consist of a written test of 150 marks.

SCHEME OF WRITTEN TEST:

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

Part	Subject	Maximum Marks & Number of Questions	Duration
A	General Intelligence & Reasoning (10 th standard)	25 (25 questions)	2 Hours
B	Numerical Aptitude (10 th standard)	25 (25 questions)	
C	General English (10 th standard)	50 (50 questions)	
D	General Awareness (10 th standard)	50 (50 questions)	

Note: 1. Question Paper will be set in English/Hindi/Measure Regional Language of the State the factory is situated 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 one after another, as applicable till the Tie is resolved.:

- By referring to the marks in Part-C of the written objective type paper.
- By referring to the marks in Part-B of the written objective type paper.
- Date of Birth, i.e. the candidate older in age gets preference.
- By referring to the alphabetical order of the names taking first name into consideration.

SYLLABUS OF WRITTEN TEST:

Question 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. Question 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, discriminating 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. His/her 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, 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.

- D. **General Awareness:** Questions will be designed to test the ability of the candidate's general awareness of the environment around him/her 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. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economic scene, General Polity and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

8. POST : MEDICAL ASSISTANT

Scheme of Examination for Medical Assistant

Scheme of Examination

(A) **Written Examination : 150 Marks**

Sl.No.	Subject	Mark	Duration of examination
Part – I			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 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.**

Syllabus for examination:

A. ***General Intelligence:***

The question will be of 10+2 standard and would include both verbal and non-verbal type. The test may include question to the candidates understanding of English Language and its correct usage.

B. ***General Awareness:***

The question 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 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 question relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economic scene, General polity and scientific Research.

C. ***Technical Knowledge:***

The question will be designed to test the knowledge and competence of the candidates' technical knowledge in the field of First- aid, Ward procedure, Operation Theatre procedure and sterilization etc.

D. SKILL TEST:

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

1. Principles of First-aid of wounds, dressing of wounds, stitching of simple wounds.
2. Practical knowledge about vital signs and basic life support.
3. Splinting of fractures, different types of dressings and bandages.
4. Concept of transportation of sick and injured.
5. Practical knowledge regarding Oxygen administration and using suction apparatus.
6. Practical knowledge about common ward procedures like catheterization, draining of wounds, insertion of feeding tubes, steam inhalation, sponging administration of ice bag, hot bag etc.
7. Practical knowledge about attachment of ECG cables, monitor equipment etc.
8. Pre-operative preparation of patients, knowledge about patient registration and admission protocol.
9. Practical knowledge of infection control and waste disposal protocol.
10. Gloving, gowning, draping, concept & procedure for theatre entry, aseptic techniques.
11. Preparation and packing of sterile supplies, room sterilization, surface sterilization Etc.
12. Practical knowledge regarding surgical instruments and materials and their usage trolley setting for various surgeries etc.
13. Concepts about OT tables, its various positions, handling OT instruments like surgical cautery, Boyle's apparatus.
14. Skills of working on computer.

9. POST : DURWAN**Scheme of Examination for Durwan****(1) WRITTEN TEST :**

Subject	Maximum Mark	Number of Question	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 question will be of 10th standard and would include non-verbal type. The test may include on analogies, similarities and difference, space visualization problem solving analysis. Judgment, decision making, visual memory, discrimination, observation, relationship concept, figure classification, arithmetical number series, non-verbal series. The test will also include question designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship arithmetical computation and other analytical function.

II..GENERAL AWARENESS:

The question will be of 10th Standard. Question will be designed to the ability of candidate's general awareness of the environment around him and its application to society. Question 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 10th Standard educated persons. The test will also include question relating to India and its neighboring 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 question 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. NUNERICAL APTITUDE:

This paper will include question on problems relating to Number Systems, Computation of whole Numbers, Decimals and Factions and relationship between Number, Fundamentals arithmetical operation 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.

2 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.

(a). MEASUREMENT OF PHYSICAL STANDARD (As Specified in the SRO)

(b). SCREENING TEST : Running of 100 Meters in 15 seconds.

3. Final grading will be decided based on marks obtained in Written Test subject to qualifying in the measurement of Physical standards & Screening Test.

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

[G.I., Dept. of Per. & Trg., O.M. No.36033/28/94-Estt.(Res.) dated 2-7-1997]

This is to certify thatson/daughter of.....of village
.....District/Division belongs to the Community which is
recognized as a Backward Class under-

(Here mention the relevant order)

Shri and/ or his family ordinarily reside(s) in the District/
Division of theState. This is also to certify that he/she does not
belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the
Schedule to the Government of India, Department of Personnel and Training O.M.
No. 36012/22/93-Estt.(SCT), dated 8-9-1993.

Dated:

District Magistrate

Seal

Deputy Commissioner, etc.

**NOTE:-(a) The term ‘ordinarily’ used here will have the same meaning as in Section
20 of the Representation of the People Act, 1950.**

(b) The authorities competent to issue caste certificates are indicated below:-

- (i) District Magistrate/Additional Magistrate/Collector/Deputy
Commissioner/Additional Deputy Commissioner/Deputy Collector/ I
Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka
Magistrate/ Executive Magistrate/Extra Assistant Commissioner (not
below the rank of I Class Stipendiary Magistrate).**
- (ii) Chief Presidency Magistrate/Additional Chief Presidency
Magistrate/Presidency Magistrate.**
- (iii) Revenue Officer not below the rank of Tehsildar; and**
- (iv) Sub-Divisional Officer of the area where the candidate and/ or his
family resides.**