

**FULL NOTICE/ADVERTISEMENT FOR RECRUITMENT IN
ORDNANCE FACTORY ITARSI
Advertisement No. 10201/11/2050/1516 dt. 27 Feb-4 Mar 2016**

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Details of vacancies
Non-Gazetted Officer (Group 'B')

Sl. No	NAME OF THE POSTS	BREAK UP OF VACANCIES							Age Limit for General candidate	PHP identification	Pay Band & GP*
		UR	SC	ST	OBC	TOTAL	PH	Ex-Man			
1	Trained Graduate Teacher (Maths)	1	-	-	-	1	-	-	18 to 30 years	OA,OL,OAL,BL,B,LV	PB-2, R 9300-34800 + GP R 4600/-
2	Trained Graduate Teacher (English)	1	-	-	-	1	-	-	18 to 30 years	OA,OL,OAL,BL,B,LV	PB-2, R 9300-34800 + GP R 4600/-

Non-Industrial Employees (Group 'C')

Sl. No	NAME OF THE POSTS	BREAK UP OF VACANCIES							Age Limit for General candidate	PHP identification	Pay Band & GP*
		UR	SC	ST	OBC	TOTAL	PH	Ex-Man			
3	Stenographer	1	-	1	-	2	-	-	18 to 27 years	OA,OL,OAL,BL,B,LV	PB-I, R 5200-20200 + GP R 2400/-
4	Supervisor (Other than store)	2	-	-	-	2	-	-	18 to 27 years	OA,OL,OAL,BL,B,LV,HH	PB-I, R 5200-20200 + GP R 2400/-
5	Lower Division Clerk	5	1	3	-	9	1 (VH-LV)	-	18 to 27 years	OA,OL,OAL,BL,B,LV,HH	PB-I, R 5200-20200 + GP R 1900/-
6	Store Keeper	1	-	1	-	2*	-	-	18 to 27 years	OA,OL,HH	PB-I, R 5200-20200 + GP R 1900/-
7	Civil Motor Driver (Ordinary Grade)	4	-	-	1	5	-	1	18 to 32 years	Not identified	PB-I, R 5200-20200 + GP R 1900/-
8	Fireman	6	-	-	1	7	-	1	18 to 27 years	HH	PB-I, R 5200-20200 + GP R 1900/-
9	Cook (NIE)	6	1	2	1	10	2 (VH-LV)	1	18 to 32 years	OL, LV, HH	PB-I, R 5200-20200 + GP R 1900/-
10	Fire Engine Driver Gr'A'	2	-	-	-	2	-	-	18 to 32 years	Not identified	PB-I, R 5200-20200 + GP R 1900/-
11	Durwan	12	5	1	6	24	1 (OH-OA)	4	20 to 27 years	OA	PB-I, R 5200-20200 + GP R 1800/-
12	Multi Tasking Staff (Sweeper)	2	-	1	1	4	-	-	18 to 25 years	OA, OL, OAL, BL, B, LV, C, HH	PB-I, R 5200-20200 + GP R 1800/-
13	Ward Sahayak	1	-	-	-	1	-	-	18 to 27 years	Not identified	PB-I, R 5200-20200 + GP R 1800/-
14	Medical Assistant	1	-	-	-	1	-	-	18 to 27 years	OA, OL, HH	PB-I, R 5200-20200 + GP R 1800/-

*The vacancies for the post of Store Keeper may increase upto 7 depending upon internal review.

Industrial Employees (Semi Skilled) (Group 'C')

Sl. No	NAME OF THE POSTS	BREAK UP OF VACANCIES							Age Limit for General candidate	PHP identification	Pay Band & Grade Pay*
		UR	SC	ST	OBC	TOTAL	PH	Ex-Man			
15	Boiler Attendant	8	2	3	3	16	1(VH-LV)	2	18 to 32 years	OL, LV	PB-I,R 5200-20200 + GP R1800/-
16	Chemical Process Worker	121	35	47	35	238	-	24	18 to 32 years	Not identified	PB-I,R 5200-20200 + GP R1800/-
17	Carpenter	4	1	2	1	8		1	18 to 32 years	OL	PB-I,R 5200-20200 + GP R1800/-
18	Fitter General (Mech)	17	6	6	5	34	2 (VH-LV)	3	18 to 32 years	OL, BL, HH, LV	PB-I,R 5200-20200 + GP R1800/-
19	Fitter Refrigeration	8	3	4	1	16	2(VH-LV)	2	18 to 32 years	OL, BL, HH, LV	PB-I,R 5200-20200 + GP R1800/-
20	Fitter Auto	3	1	-	1	5		-	18 to 32 years	OL, BL, HH, LV	PB-I,R 5200-20200 + GP R1800/-
21	Fitter Boiler	3	-	1	-	4		-	18 to 32 years	OL, BL, HH, LV	PB-I,R 5200-20200 + GP R1800/-
22	Fitter Electric	6	1	2	1	10	1(HH-D, PD)	1	18 to 32 years	OL, BL, HH, LV	PB-I,R 5200-20200 + GP R1800/-
23	Fitter Pipe	6	1	2	1	10	1(VH-LV)	1	18 to 32 years	OL, BL, HH, LV	PB-I,R 5200-20200 + GP R1800/-
24	Fitter Electronics	8	2	3	2	15	2(VH-LV)	2	18 to 32 years	OL, BL, HH, LV	PB-I,R 5200-20200 + GP R1800/-
25	Mason	6	1	2	1	10	-	1	18 to 32 years	Not identified	PB-I,R 5200-20200 + GP R1800/-
26	Rigger	6	1	2	1	10	-	1	18 to 32 years	Not identified	PB-I,R 5200-20200 + GP R1800/-
27	Examiner	18	5	7	5	35	2 (HH-D, PD)	4	18 to 32 years	OL,BL,HH	PB-I,R 5200-20200 + GP R1800/-
28	Operator Material Handling Equipment	10	3	4	3	20	-	2	18 to 32 years	Not identified	PB-I,R 5200-20200 + GP R1800/-
29	Sheet Metal Worker	1	-	-	-	1	-	-	18 to 32 years	OL, HH	PB-I,R 5200-20200 + GP R1800/-
30	Millwright	5	1	2	-	8	1(HH-D, PD)	-	18 to 32 years	OL, HH	PB-I,R 5200-20200 + GP R1800/-
31	Machinist	2	-	1	1	4	1(VH-LV)	-	18 to 32 years	OL, HH, LV	PB-I,R 5200-20200 + GP R1800/-
32	Turner	15	4	7	4	30	1 (HH-D, PD)	3	18 to 32 years	OL, HH	PB-I,R 5200-20200 + GP R1800/-
33	Miller	1	-	-	-	1	-	-	18 to 32 years	OL, HH, LV	PB-I,R 5200-20200 + GP R1800/-
34	Welder	6	1	2	1	10	1 (HH-D, PD)	1	18 to 32 years	OL,HH	PB-I,R 5200-20200 + GP R1800/-

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

How To Apply

1. The candidate is required to apply online through website address “**<http://i-register.org/ofioreg/index.php>**”. The schedule of applying online will be as under:

1	Opening Date and Time for on-line Registration	 at 00:00 Hrs
2	Closing Date and Time for on-line Registration	 at 00:00 Hrs

2. Click on “Apply online” button to submit the information online.

3. Choose the post for which the applicant wants to apply. Accept the declaration & click submit button.

4. After filling up all the information, candidate will be required to upload his/her scanned photograph, signature, Left Thumb impression and self attested copies of all essential documents such as proof of date of birth, academic qualification, belonging to reserve category i.e. SC/ST/OBC/PHP/Ex-serviceman, any one Identity proof such as Adhaar Card/PAN Card/Passport/Voter ID/valid Driving licence, NAC/NTC certificate etc.

5. Thereafter, the candidate will be required to submit application fees. The candidates who have been exempted from paying application fees, need not to submit the application fees. After submitting fees, note down the unique id no./serial no. of the application for downloading the admit card in future.

6. No manual or offline applications would be entertained.

7. The Agency will carry out the scrutiny of the application forms and status of acceptance or rejection shall be displayed on-line by the Agency.

8. Admit Cards will have to be downloaded from the website by the applicant. Candidate must check the website for updates on the examination process. The agency will complement on-line application with facility for SMS & e-mail alerts through which candidates are provided with the information such as date and time of Examination, Documents Verification Dates etc. on their registered cell phones. The candidate must also check the website regularly for downloading the Admit Card. **No postal communication shall be made with the applicant in this regard, which may be noted.**

9. Written Test shall be conducted by the hired Agency in Bhopal, M.P. and the candidate has to report to the venue mentioned in the Admit Card. Due to increase in number of candidates or due to unavoidable exigencies, the venue can be changed. The information of change in venue will be intimated to the eligible candidates through SMS on their registered cell phones.

10. The examination for all the posts may be conducted same day as per the functional requirement and number of applications. In such case, the application fees will not be reimbursable to the candidates applying for more than one post.

11. List of candidates successful in written test will be uploaded by the agency on its website.

12. After appearing in the test, the candidate must check the website regularly for downloading the Admit Card for Practical/Skill/Endurance Test.

13. After the Practical/Skill/Endurance/Trade Test, the provisional select list based on the performance of candidates in Written and Practical/Skill/ Endurance/Trade Test will be uploaded by Agency on its own website. After the publication of provisional Select List, the candidates will be called for documents verification.

14. The selection will be purely provisional subject to document verification. If any discrepancy or shortcomings are found at this stage, his candidature & selection will be cancelled. The candidates applying for the examination should ensure that they fulfill all the eligibility conditions (age, educational qualification, meeting physical standard, category etc.) for admission to the examination. Their admission at all the stages of examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification of document, at any time before or after the written examination, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by OFI.

15. The application will be scrutinize only online. It is a possibility that some non-eligible candidate may also get selected in written examination due to technical problem in software, or providing wrong information at the time of submitting online applications or any other reasons. Therefore, after a written examination, the detail verification of hard copy of application as well as credential/marksheets will be done in respect of candidate whose name has been appeared in the Merit list. If the application is found to be not fulfilling the criteria, the candidature will be straightway rejected. The candidate who will meet all the eligible criteria will only be placed in Select list.

16. The result of recruitment i.e. the list of selected candidates (for offer of appointment) shall also be uploaded at the Website.

17. Merely appearing name in Merit List or provisional list of selected candidate does not confer any right of appointment. The appointment will purely depend on successful completion of Police Verification and Medical examination and other formalities.

18. Please refer to the above mentioned website for important updates on the examination. No further information/amendment/ corrigendum, if any, will be published in Employments news/Rozgar Samachar/local newspaper.

19 Documents and other information furnished by the candidates would be verified after declaring the result. During documents 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. If any discrepancy or shortcoming found in the documents, the candidature will also be liable to be cancelled.

General Terms & Conditions

1. As a general rule, if not specified separately, the minimum qualifying marks in the written test will be 40% for unreserved and 35% for reserved vacancies of SC/ST/OBC/PHP and Ex-serviceman category.
2. 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.
3. These vacancies are exclusively meant for Ordnance Factory Itarsi and generally, application for transfer to another factory will not be entertained. However, in exceptional conditions, as per requirement of Government work, the services of persons appointed are liable to be transferred to any Ordnance and Ordnance Equipment Factories in India.
4. The selected candidate will be governed by "New Defined Contribution Pension Scheme" introduced from 01/01/2004 for Central Govt. employee.
5. General Provident Fund (GPF) and Death Cum Retirement Gratuity (DCRG) scheme are not admissible to any post.
6. 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.
7. If any false/incorrect information furnished by the Applicant is detected at any stage, candidature will be cancelled without prejudice to taking legal action against him.
8. Incomplete application, application not confirming/fulfilling to the required specifications/eligibility criteria; the candidature will also be summarily rejected.
9. Ordnance Factory, Itarsi management will not be responsible for late/non-receipt of hard copy of applications at the address of the Agency, due to delay in postal channel or any other reason.
10. As per Ministry of Finance, Dept. of Expenditure O.M. No. 19014/2/80-E.IV dt. 2nd November 1982, no traveling or other expenses will be paid by OFI for attending the written test. However, if eligible SC/ST candidates called for Skill/ Practical/Endurance test after the declaration of the provisional select list will be reimbursed to and fro 2nd Class Railway fare or bus fare chargeable by the shortest route, provided that the fare of the first 30 kms in both cases is borne by the candidate. No extra charges, if any incurred for reserving seats, sleeping berths in the train, will, however, be reimbursed to the candidate. The candidate must furnish details like distance of traveling, mode of travel, ticket number, actual fare paid by the candidate etc. SC/ST candidate in service and under the Central/ State Government, Corporation, Public Sector Undertakings, local Government institutions/ panchayat will not, however, be eligible for such reimbursement.
11. Central Government civilian employees claiming age relaxation should upload certificate in the prescribed format, available on website, from their office/competent authority in respect of the length of continuous service, which should be not less than three years during the period immediately preceding the closing date for receipt of

application. They should remain Central Government civilian employees till the time of appointment, in the event of their selection.

12 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 hard copy/print out of online application in the proforma/format given in application form.

13. 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.

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

15. In case of non-conformity between the advertisements published in Employment News, Rozgar Samachar, Local News paper & advertisement published in website, the advertisement published in website is to be treated as correct. In case of any doubt or confusion arising out from the publication, the English version of advertisement will only be acceptable.

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

17. 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 and in a transparent manner.

18. Merely selection in this examination does not confer upon candidates any right of appointment in Ordnance Factory Itarsi.

AGE LIMIT

- (i) Age limit will be reckoned as on the last date of submitting online application.
- (ii) Relaxation in upper age limit will be available 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, subject to the condition that the maximum age limit of applicant shall not exceed 56 years.
- (iv) Ex-serviceman will be given relaxation of 3 years after deduction of the military service rendered from the actual age for Group 'C' posts. Further relaxation for SC/ST and OBC will also be applicable.
- (v) Candidates with three years continuous service in Central Govt. will be given age relaxation in upper age limit as under:

S.No.	Name of the post	Relaxation in upper age limit as per SRO of the post
1	TGT (Maths)	Upto 35 Years
2	TGT (English)	Upto 35 Years
3	Stenographer	Upto 40 years *
4	Supervisor (Other than store)	Upto 32 Years *
5	Lower Division Clerk	Upto 40 years *
6	Store Keeper	Upto 40 years *
7	Civil Motor Driver (OG)	Upto 40 years *
8	Fireman	Upto 40 years *
9	Cook (NIE)	Upto 40 years *
10	Fire Engine Driver G'A'	Upto 40 years *
11	Durwan	Upto 40 years *
12	Multi Tasking Staff (Sweeper)	Upto 40 years *
13	Ward Sahayak	Upto 40 years *
14	Medical Assistant	Upto 40 years *
15	Boiler Attendant	Upto 40 years *
16	Chemical Process Worker	Upto 40 years *
17	Carpenter	Upto 40 years *
18	Fitter General (Mech)	Upto 40 years *
19	Fitter Refrigeration	Upto 40 years *
20	Fitter Auto	Upto 40 years *
21	Fitter Boiler	Upto 40 years *
22	Fitter Electric	Upto 40 years *
23	Fitter Pipe	Upto 40 years *
24	Fitter Electronics	Upto 40 years *
25	Mason	Upto 40 years *
26	Rigger	Upto 40 years *
27	Examiner	Upto 40 years *
28	OMHE	Upto 40 years *
29	Sheet Metal Worker	Upto 40 years *
30	Millwright	Upto 40 years *
31	Machinist	Upto 40 years *
32	Turner	Upto 40 years *
33	Miller	Upto 40 years *
34	Welder	Upto 40 years *

Note: *Further relaxation for SC/ST candidates against reserved vacancies will also be available.

- (vi) 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.
- (vii) 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 for the applying against industrial establishment (Sl. No. 15 to 34) only.

Note- Candidate who wish to be considered against vacancies reserved along with unreserved vacancies or who are seeking age relaxation, exemption in fees must upload the scan copy of requisite certificate from the competent authority, in the prescribed format along with hard copy of application. 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.

General Instruction for Physically Handicapped Persons

- (A) Vacancies are reserved for Disabled (Physically Challenged) Persons under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) as per government guidelines.
- (B) Only such physically handicapped persons would be eligible for reservation in service/ posts against the vacancies reserved for them who suffer from not less than 40% of relevant disability.
- (C) Person having prescribed degree of disability (not less than 40%) only, as per rules, is also eligible to apply for the post **identified** for PHP.
- (D) Physically handicapped persons must upload a scan copy of Disability Certificate issued by Medical Board duly constituted by Central or State Government as per proforma published while submitting his application. **The certificate should be issued on or before closing date.**
- (E) No relaxataion in mode of selection will be given to those PHP candidates for whom the vacancy has not been reserved.

EDUCATIONAL AND TECHNICAL QUALIFICATION

Sl.No.1 & 2 - Trained Graduate Teacher (Maths & English)

(i) Essential-

(a) Graduation and 2 Year Diploma in Elementary Education (by whatever name known)

OR

Graduation with at least 50% marks and 1 year Bachelor in Education (B.Ed)

OR

Graduation with at least 45% marks and 1- year Bachelor in Education (B.Ed.), in accordance with the NCTE (Recognition Norms and procedure) Regulations issued from time to time in this regard.

OR

Senior Secondary (or its equivalent) with at least 50% marks and 4- year Bachelor in Elementary Education (B. El. Ed.)

OR

Senior Secondary (or its equivalent) with at least 50% marks and 4- year B.A./B.Sc.Ed or B.A.Ed., B.Sc.Ed.

Note: Relaxation up to 5% in the qualifying marks shall be allowed to the candidates belonging to reserved categories, such as SC/ST/OBC/PH.

AND

(b) Pass in Teacher Eligibility Test (TET)*, to be conducted by the appropriate Government in accordance with the Guidelines framed by the NCTE for the purpose.

Note:- *CTET or MPET will only be acceptable.

Desirable: Competent to teach in Hindi.

(ii) SCHEME OF EXAMINATION -

(a) **Written Test-** There will be a written examination of 200 marks. Question paper will consist multiple choice objective questions in two parts as per the following:-

Part	Subject	Maximum No. of Questions	Maximum No. of Marks	Minimum Qualifying Marks (Subject wise) (40%)	Minimum Qualifying marks (Aggregate) (45%)	Duration of examination
Part-I	English	20	20	8	18	3 Hours
	Hindi	20	20	8		
Part-II	Current Affairs	20	20	NA	NA	
	Reasoning & Numerical Ability	20	20	NA	NA	
	Concerned subject	120	120	NA	NA	

Note-

- (i) Part -II of the question paper of the candidate will be evaluated only if he/she qualifies in Part-I.
- (ii) The merit will be based only on the basis of performance in Written Test

- (b) **Teaching Skill Test-** Candidates to be called on the basis of merit in written test in the ratio of 1:5. The Teaching Skill Test will be of qualifying nature only. The Teaching skill of the candidates will be assessed in the following parameters/areas:-

- (i) Communication Skills
- (ii) Teaching Methodology

(iii) (A) **SYLLABUS- TGT (Maths)**

Real Numbers: - Representation of natural numbers, integers, rational numbers on the number line. Representation of terminating / non-terminating recurring decimals, on the number line through successive magnification. Rational numbers as recurring / terminating decimals. Examples of non-recurring / non terminating decimals. Existence of non-rational numbers (irrational numbers) and their representation on the number line. Explaining that every real number is represented by a unique point on the number line and conversely, every point on the number line represents a unique real number. Laws of exponents with integral powers. Rational exponents with positive real bases. Rationalization of real numbers. Euclid's division lemma, Fundamental Theorem of Arithmetic. Expansions of rational numbers in terms of terminating / non-terminating recurring decimals.

Elementary Number Theory:- Peano's Axioms, Principle of Induction; First Principle, Second Principle, Third Principle, Basis Representation Theorem, Greatest Integer Function, Test of Divisibility, Euclid's algorithm, The Unique Factorisation Theorem, Congruence, Chinese Remainder Theorem, Sum of divisors of a number . Euler's totient function, Theorems of Fermat and Wilson.

Matrices- R , R^2 , R^3 as vector spaces over R and concept of R^n . Standard basis for each of them. Linear Independence and examples of different bases. Subspaces of R^2 , R^3 . Translation, Dilation, Rotation, Reflection in a point, line and plane. Matrix form of basic geometric transformations. Interpretation of eigenvalues and eigenvectors for such transformations and eigenspaces as invariant subspaces. Matrices in diagonal form. Reduction to diagonal form upto matrices of order 3. Computation of matrix inverses using elementary row operations. Rank of matrix. Solutions of a system of linear equations using matrices.

Polynomials: - Definition of a polynomial in one variable, its coefficients, with examples and counter examples, its terms, zero polynomial. Degree of a polynomial. Constant, linear, quadratic, cubic polynomials; monomials, binomials, trinomials. Factors and multiples. Zeros / roots of a polynomial / equation. Remainder Theorem with examples and analogy to integers. Statement and proof of the Factor Theorem. Factorization of quadratic and of cubic polynomials using the Factor Theorem. Algebraic expressions and identities and their use in factorization of polynomials. Simple expressions reducible to these polynomials.

Linear Equations in two variables: -Introduction to the equation in two variables. Proof that a linear equation in two variables has infinitely many solutions and justify their being written as ordered pairs of real numbers, Algebraic and graphical solutions.

Pair of Linear Equations in two variables: - Pair of linear equations in two variables. Geometric representation of different possibilities of solutions / inconsistency. Algebraic conditions for number of solutions. Solution of pair of linear equations in two variables algebraically - by substitution, by elimination and by cross multiplication.

Quadratic Equations: -Standard form of a quadratic equation. Solution of the quadratic equations (only real roots) by factorization and by completing the square, i.e. by using quadratic formula. Relationship between discriminant and nature of roots. Relation between roots and coefficients, Symmetric functions of the roots of an equation. Common roots.

Arithmetic Progressions:-Derivation of standard results of finding the n th term and sum of first n terms.

Inequalities: Elementary Inequalities, Absolute value, Inequality of means, Cauchy-Schwarz Inequality, Tchebychev's Inequality.

Combinatorics;

Principle of Inclusion and Exclusion, Pigeon Hole Principle, Recurrence Relations, Binomial Coefficients.

Calculus:

Sets. Functions and their graphs: polynomial, sine, cosine, exponential and logarithmic functions. Step function. Limits and continuity. Differentiation. Methods of differentiation like Chain rule, Product rule and Quotient rule. Second order derivatives of above functions. Integration as reverse process of differentiation. Integrals of the functions introduced above.

Euclidean Geometry:

Axioms / postulates and theorems. The five postulates of Euclid. Equivalent versions of the fifth postulate. Relationship between axiom and theorem. Theorems on lines and angles, triangles and quadrilaterals, Theorems on areas of parallelograms and triangles, Circles, theorems on circles, Similar triangles, Theorem on similar triangles. Constructions. Ceva's Theorem, Menelaus Theorem, Nine Point Circle, Simson's Line, Centres of Similitude of Two Circles, Ptolemy's Theorem, Steiner's Theorem.

Coordinate Geometry:

The Cartesian plane, coordinates of a point, Distance between two points and section formula, Area of a triangle.

Areas and Volumes:

Area of a triangle using Hero's formula and its application in finding the area of a quadrilateral. Surface areas and volumes of cubes, cuboids, spheres (including hemispheres) and right circular cylinders / cones. Frustum of a cone. Area of a circle; area of sectors and segments of a circle.

Trigonometry:

Trigonometric ratios of an acute angle of a right-angled triangle. Relationships between the ratios. Trigonometric identities. Trigonometric ratios of complementary angles. Heights and distances.

Statistics:

Introduction to Statistics: Collection of data, presentation of data, tabular form, ungrouped / grouped, bar graphs, histograms, frequency polygons, qualitative analysis of data to choose the correct form of presentation for the collected data. Mean, median,

mode of ungrouped data. Mean, median and mode of grouped data. Cumulative frequency graph.

Probability:

Elementary Probability and basic laws. Discrete and Continuous Random variable, Mathematical Expectation, Mean and Variance of Binomial, Poisson and Normal distribution. Sample mean and Sampling Variance. Hypothesis testing using standard normal variate. Curve Fitting. Correlation and Regression.

(iii) (B) **SYLLABUS - TGT(ENGLISH)**

Reading Comprehension (Section - A)- 25 Marks

Ability to comprehend, analyse and interpret an unseen text: Three/four unseen texts of varying lengths (150-250 words) with a variety of objective type, multiple choice questions (including questions to test vocabulary) testing factual and global comprehension.

Writing ability (Section - B)- 25 Marks

Testing ability to express facts views / opinions in a coherent and logical manner in a style suitable to the task set.

- B.1 One short writing task such as: notice, message or a postcard.
- B.2 Writing a report of an event, process, or place.
- B.3 Writing an article / debate / speech based on visual / verbal input on a given current topic for e.g. environment, education, child labour, gender bias, drug- abuse etc presenting own views fluently.
- B.4 Writing a letter (formal/informal) on the basis of verbal / visual input. Letter types include: (a) letter to the editor; (b) letter of complaint ; (c) letter of request ; (d) descriptive , personal letters.

Grammar and Usage (Section - C)- 35 Marks

Ability to apply the knowledge of syntax, language/ grammatical items and to use them accurately in context. The following grammatical structures will be tested :

- (1) Tenses
- (2) Modals
- (3) Voice
- (4) Subject- verb concord
- (5) Connectors
- (6) Clauses
- (7) Parts of speech
- (8) Punctuation
- (9) Sequencing to form a coherent sentence or a paragraph.

Literature (Section - D)- 35 Marks

To test the candidate's familiarity with the works of writers of different genres and periods of English Literature .

The candidate should have a thorough knowledge of :-

- ✓ Shakespeare's works.
- ✓ Romantic Period (e.g. Shelley, Wordsworth , Keats, Coleridge, Byron etc.)
- ✓ 19th & 20th Century American and English Literature (e.g. Robert Frost Hemingway, Ted Huges, Whitman, Hawthorne, Emily Dickinson, Bernard Shaw etc)
- ✓ Modern Indian Writing in English (e.g. Anita Desai, Vikram Seth , Nissim Ezekiel, K.N. Daruwala, Ruskin Bond, R.K. Narayan, Mulk Raj Anand, Khushwant Singh etc.)
- ✓ Modern Writings in English from different parts of the world.

Sl.No.3 - STENOGRAPHER

(i) **Essential-**

- (a) 12th class pass or equivalent from a recognized board or University.
- (b) Skill Test Norms 'Only on Computers' Dictation: 10 minutes at the rate of 80 words per minute in Stenography (English/Hindi). Transcription: 50 minutes (English) 65 minutes (Hindi)

(ii) **SCHEME OF EXAMINATION:**

- 1) The examination will consist of a Written Examination of 200 marks and skill test in Stenography.
- 2) After the written examination the number of candidates to be called on the basis of merit for the Skill Test shall be in the ratio of 1:5 i.e. five times the number of vacancies.
- 3) Merit of the candidates will be decided on the basis of total marks scored in the written examination subject to qualifying in the skill test in Stenography.
- 4) The skill test is of qualifying nature. Failure in the skill 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.

(A) **SCHEME OF THE WRITTEN EXAMINATION AND SYLLABUS**

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

Part	Subject & No. of questions	Maximum Marks	Total Duration for General Candidates	Total Duration for Visually Handicapped candidates
I	General Intelligence and Reasoning (50 questions)	50	2 Hours	2 Hours 20 Minutes
II	General Awareness (50 questions)	50		
III	English Language and Comprehension (100 questions)	100		

NOTE-1: The Paper will consist of Objective Type- Multiple choice questions only. The questions except in Part III will be set both in English & Hindi.

NOTE-2: There will be negative marking of 0.25 marks for each wrong answer. Candidates are, therefore advised to keep this in mind while answering the questions.

NOTE-3: Standard of questions will be of the level to commensurate with educational qualification for the post i.e. 12th standard.

NOTE-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 Papers and Answer Sheets will not be provided in Braille.

NOTE-5: Persons with visual disability of less than 40% 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 :

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

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. Questions 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 etc. These questions will be such that they do not require a special study of any discipline.

Note- For VH candidates of 40% and above visual disability and opting for SCRIBE there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning / General Awareness Paper.

English Language & Comprehension:

In addition to the testing of candidates' understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. his/her writing ability, would also be tested.

B. SKILL TEST IN STENOGRAPHY:

Candidates who obtain the qualifying marks in the Written Examination will only be called for the Skill Test. THE SKILL TEST WILL BE OF QUALIFYING NATURE. The candidates will have to appear for the stenography test. The candidates will be given one dictation for 10 minutes in English / Hindi at the speed of 80 w.p.m. The matter will have to be transcribed on computer only. The transcription time is as follows:-

50 minutes (English)

65 minutes (Hindi)

NOTE:

1. If the candidates do not indicate the medium of STENOGRAPHY TEST at the relevant place in the Application Form, ENGLISH will be considered as the medium of STENOGRAPHY TEST for such candidates and the candidates will not be allowed to change the medium at a subsequent stage.
2. There is no exemption from skill test for any category of candidates.
3. Candidates who opt to take the Stenography Test in Hindi will be required to learn English Stenography and vice versa after their appointment.
4. VH candidates will be required to transcribe the matter in 75 minutes for English Shorthand or in 105 minutes for Hindi Shorthand.

Sl.No.4 - SUPERVISOR (OTHER THAN STORE)

(i) **Essential-**

Degree in any subject from a recognized University.

Desirable:- Should have “O” level certificate as per Department of Electronics Accreditation Committee Certificate.

(ii) **SCHEME OF EXAMINATION-**

(a) The examination will consist of 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.

(b) 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.

(c) Merit of Candidates will be decided on the basis of the total marks scored in the First Tier and Second Tier Written Examinations.

(d) 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 name of the candidates appear.

(iii) **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) PartA, B,C & D-45 questions each. Part E-20 questions.	Two 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 2: There will be negative marking of 0.25 marks for each wrong answer in Paper-I.

SCHEME OF WRITTEN TEST : Second Tier:

Paper No.	Subject	Maximum Marks & Number of Questions	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.

(iv) **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, judgement, decision making, visual memory, discrimination observation, relationship concept, arithmetical reasoning & figural classification, arithmetic number 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 operation, symbolic operations, Trends, Space orientation, Space visualization, Venn Diagrams, Drawing inferences, punched hole/pattern-folding & unfolding, Figural Pattern - folding and completion, Indexing, Address matching, Date & City matching, Classification of center codes/roll numbers, 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. Questions will also be designed to test 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.

C. Quantitative Aptitude- The questions will be designed to test the ability of appropriate use of number and number sense of the candidate. The scope of the test will be computation of whole number, 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 centres, 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.

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 candidate's computer literacy. Computer concepts, MS-windows Note pad, Word pad, MS-word, MS excel, MS Power Point, MS-Acceis, computer communication, Internet (User Account, E-mail, Browsers, Searching).

Syllabus of Written Test :-Second Tier (Paper-II):

Quantitative Ability- As mentioned in para C above.

Paper-III:- English Language and 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 mis-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.

Sl.No.5 - LOWER DIVISION CLERK

(i) **Essential-**

- (a) 12th Class or equivalent from a recognized Board or University.
- (b) Skill Test Norms 'only on computers'. A typing speed of thirty five words per minute in English or thirty words per minute in Hindi on computer. (35 words per minute and 30 words per minute correspond to 10500 Key Depression Per Hour or 9000 Key Depression Per Hour on an average of 5 key depressions for each word)".

(ii) **SCHEME OF EXAMINATION:-**

- (a) The examination will consist of a Written Examination of 200 marks and Typing Test on Computer.
- (b) 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.
- (c) 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.
- (d) The Typing Test is of qualifying in nature. Failure in the Typing Test shall be failure in the examination.
- (e) Resolution of Tie Cases-Tie cases will be resolved by applying one afteranother, 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.

(iii) **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.

NOTE 3- Standard of questions will be of the level to commensurate with educational qualification for the post i.e.12th standard.

NOTE 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 Papers and Answer Sheets will not be provided in Braille.

NOTE 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.

(iv) Syllabus of examination:
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/ Homonyms	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	Familiarity with elementary geometric figures and facts , 1. 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.

(v) **TYPING TEST:-**

- (a) The Typing Test will be conducted in English or Hindi and candidates while applying for the examination, will have to indicate their option.
- (b) Typing Test will be administered on computer, to be provided by the Factory/Unit.
- (c) 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 key 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.
- (d) 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.

Sl.No.-6- STORE KEEPER

- (i) **Essential-**
12th (10+2) 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. The Total Duration of examination will be 2 (Two) hours:-

Part	Subject (Objective Type Multiple Choice Questions)	Max. Marks & Number of Questions	Minimum qualifying marks in each paper for General & OBC candidates and aggregate marks	Minimum qualifying marks in each paper for SC/ST/PH/ Ex- Man and aggregate marks
I	General Intelligence	50 (50)	40% & 45%	35% & 40%
II	English Language (Basic Knowledge)	50 (50)	40% & 45%	35% & 40%
III	Numerical Aptitude (Basic Arithmetic Skill)	50 (50)	40% & 45%	35% & 40%
IV	General Awareness	50 (50)	40% & 45%	35% & 40%

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.

SI.No.7- 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) **Scheme of Examination:** The examination consists of a written test of 100 marks and skill test of 100 marks.
- (iii) **Mode of Selection:**

Written Examination (100 Marks)- 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.

(iv) **Syllabus**

(a). **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.

(b). **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.

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

Skill Test- (100 Marks)- 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.

SI.No.8- 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) (Objective type)	50	50	2 hours
General Awareness		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

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, 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.9- Cook

(i) **Essential Qualification-**

- (a) Matriculate.
- (b) Must Possess knowledge of cooking
- (c) Must possess knowledge of Hospital diets approved by a testing board (for cook attached to Hospitals)

(ii) **Scheme & Syllabus of written examination-** This is only a qualifying examination

Paper	Subject	Maximum Marks	Dura- tion
Objective Type	General Cooking Knowledge	50	2 hours
	General Awareness	25	
	General Intelligence	25	

(a) **General Cooking Knowledge** - General Knowledge on Cooking.

(b) **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 and scientific research etc.
Common General Knowledge on Hygiene & Health.

(c) **General Intelligence-** The questions will be of matriculation and would include both verbal and non-verbal type. The test may include questions on analogies, similarities, differences, space visualization, visual memory, discrimination observation, relationship concept, Matriculation standard Arithmetic.

(iii) **Skill Test-** Only for those who qualify in the written test. Number of candidates to be called for the Skill Test should be in the following ratio:-
$$2 \times \text{No. of vacancies} + 4$$

Syllabus for Skill Test-

- (a) Preparing a meal as per menu
- (b) Arranging a table
- (c) Ability to serve courteously

SL.NO. 10- FIRE ENGINE DRIVER GRADE 'A'

(i) **ESSENTIAL QUALIFICATION:**

- (a) Matriculation
- (b) Must possess licence for driving heavy vehicles and have two years driving Experience.
- (c) Must be physically fit and capable for performing strenuous duties. This requirement will be tested as under:
 - (a) Height without shoes 165 cms
 - (b) Chest (Un expanded) 81.5 cms ,
 - (c) Chest (on expansion) 85 cms
 - (d) Weight 50 Kgs. (Minimum)

(ii) **Endurance test**

- (e) Carrying a man fireman lift of 63.5 Kg to distance of 183 meters within 96 seconds.
- (f) Climbing 3 meters vertical rope using hand and feet.
- (g) Clearing 2.7 meter wide ditch landing on both feet. (long jump)

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

(iii) **MODE OF SELECTION:**

- (a) Measurement of Physical Standards (as indicated above)
- (b) Endurance test - (As indicated above) Endurance test will be done only for those candidates who qualify in measurement of physical standard.
- (c) Written test: Only for those who possess the prescribed physical standards and qualify in the endurance test.

Subject	Marks	Duration
General Intelligence - (10 th Standard) (Objective Type)	70	1½ Hours
General Driving Awareness: (English/Hindi) (Objective type)	30	

(iv) **Syllabus**

- (a) **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, differences, space visualization, visual memory, discrimination observation, relationship & mathematics of 10th standard.
- (b) **General Driving Awareness-** The test will include common questions on General Knowledge, Traffic Rules, Knowledge about Motor Vehicle, their maintenance and repair.

(v) Skill test on Driving Shall be conducted for only those candidates who attain a minimum qualification 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 license. The grading of candidates (selected in written test) will be done based on their assessed skill in driving.

Sl.No.11- 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	Dura- tion
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.

SI.No.-12-MULTI TASKING STAFF

(i) **Essential**

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

(ii) **Mode of Selection-**

- (a) 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	Duration
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- WARD SAHAYAK

(i) **Essential-**

- (a) Must pass class 10th or equivalent examination of School
- (b) 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 should 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.

SI.No. 14- MEDICAL ASSISTANT

(i) **Essential-**

Non-Ex-service persons

- (i) Passed 10+2 or equivalent examination.
- (ii) Undergone a course of instructions in First-aid from a recognized institution/St.John's Ambulance.
- (iii) Knowledge of First Aid
- (iv) Knowledge of Operation Theater and sterlisation procedure.

Ex-Service persons

- (i) Worked as Nursing Assistant in the Armed Forces after passing qualifying test of the Medical Corps.

Desirable

Preliminary working knowledge of computers

(ii) **Scheme of examination-**

(A) Written Examination- 150 Marks

Sl.No	Subject		Marks	Total Duration
	Part-I			
1	General Intelligence	10+2 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 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.

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.

Technical Knowledge- The questions will be designed to test the knowledge and competence of the candidates' technical knowledge in the field of First-aid, Ward procedure, Operation Theater procedure and sterlization etc.

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. Concepts 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 icebag, hot bag etc.
7. Practical knowledge about attachment of ECG cables, monitor equipments etc.
8. Pre-operative preparation of patients, knowledge about patient registration and admission protocol.
9. Practical knowledge of infection control & procedure for waste disposal protocol.
10. Gloving, gowning, draping, concept & procedure for theater entry, aseptic techniques.
11. Preparation and packing of sterile supplies, rooms sterilisation, surface sterilisation 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.

Sl.No. 15 to 34- Industrial Employees

(1) **Essential qualification:**

- (i) Matriculation.
- (ii) The National Apprentice Certificate (NAC) and National Trade Certificate (NTC) issued by National Council of Vocational Training (NCVT) in the relevant trade. The relevant trades are as under:

SN	Name of the post	Relevant Trades
1	Boiler Attendant	Boiler Attendant
2	Chemical Process Worker	Attendant Operator (Chemical Plant)/ Mechanic Maintenance (Chemical Plant)/ Instrument Mechanic (Chemical Plant)/ Laboratory Attendant (Chemical Plant)/ Fitter General/ Machinist/ Turner/ Sheet Metal Worker/ Electrician/ Electronic Mechanic/ Boiler Attendant/ Mechanic Industrial Electronics/ Refrigeration & Air Cond. Mechanic
3	Carpenter	Carpenter/ Shipwright (wood)
4	Fitter General (Mech)	Fitter
5	Fitter Refrigeration	Refrigeration & Air-Conditioning Mechanic
6	Fitter Auto	Mechanic (Motor Vehicle)
7	Fitter Boiler	Fitter Boiler/ Boiler Attendant
8	Fitter Electric	Electrician/ Winder (Armature)/ Cable Jointer/ Mechanic (HT, LT Equipments and Cable Jointing)/ Mechanic (Repair and Maintenance of instruments used in Electrical Engineering)
9	Fitter Pipe	Plumber
10	Fitter Electronics	Fitter Electronics/ Electronics Mechanic
11	Mason	Building Constructor
12	Rigger	Fitter/ Rigger
13	Examiner (Filling)	Attendant Operator (Chemical Plant),
14	Operator Material Handling Equipment	Material Handling Equipment Mechanic-cum-Operator/ Crane Operator (Overhead Steel Industry)/ Operator Material Handling at Raw Material Handling Plant
15	Sheet Metal Worker	Sheet Metal Worker
16	Millwright	Mechanic Machine Tool Maintenance
17	Machinist	Machinist
18	Turner	Turner
19	Miller	Machinist
20	Welder (G&E)	Welder (Gas & Electric)

Note: Degree and Diploma in Engineering, without possessing NAC/NTC certificate, will not be accepted as required qualification for the above posts.

Note: the trade apprentice of Ordnance Factory Itarsi would be required to apply online.

(2) **Scheme:**

- (i) There will be a written examination of one paper. The paper will be of “ Objective Multiple –choice-type” of maximum 100 marks.
- (ii) The paper will consist of two parts:
 - (a) Part-A will consist of 20 marks having questions on General Science and Quantitative Aptitude, each having weightage of 10 marks. The question will of upto 10th standard.
 - (b) Part-B will consist of 80 marks of NCVT syllabus for the relevant trade.

Note: All questions will be compulsory. There will be no negative marking.

The subject of the written examination, the maximum marks allotted to each paper, no. of questions and the time allowed is given in the table below:

Subject	No. of Questions	Maximum Marks	Time Allowed
Part A (Objective Type)	1. General Science (10 Questions) 2. Quantitative Aptitude (10 Questions)	10 Marks 10 Marks	2 hrs
Part B (Objective Type) Questions from the NCVT Syllabus of relevant trade	80 Questions	80 Marks	
Total	100 Questions	100 Marks	

Note:

- (i) The paper would be bilingual i.e. it would be printed in Hindi as well as English.
- (ii) The paper would be required to be answered in OMR sheets.
- (iii) Candidates would be required to darken the circles in the OMR sheet with black pen. OMR sheets marked in pencil would be rejected.
- (iv) No marks would be allotted for questions in which multiple darkening has been done in the OMR sheets.
- (v) 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**.

(3) **Syllabus:**

- (A) General Science (10 Questions)- Question will be aimed at testing the candidate's General Awareness of the environment around him. Question will also be designed to test knowledge of basic science studied upto 10th standard and would include such matters of every day observations and experience as may be expected of any educated person.
- (B) Quantitative Aptitude (10 Questions)- The candidate will be tested for general mathematics of upto 10th Standard involving number systems, equations in two variables, simple and compound interest, perimeter area and volume of geometrical figures, Direct and inverse proportions, Pythagoras theorem and trigonometry.
- (C) NCVT Trade (80 Questions)- Questions from the NCVT Syllabus of relevant trade.
- (D) **TRADE TEST:** - The syllabus for trade test (Practical) will be as per trade test specification of the semi-skilled grade of the relevant trade. Trade test will be merely qualifying nature. It will not decide the merit of the selected candidates. The merit will be decided solely based on the results of written examination. Candidates who fail the trade test would not be considered for recruitment, irrespective of marks scored by them in the written examination. No. of candidates to be called for Trade test would be 1.25 times the number of vacancies in each trade.

No. of candidates to be called for Trade/Skill/Practical/Endurance test

S. No.	Name of the post	Vac- ancy	Ratio for Trade/ Practical/ Skill Test
1	Trained Graduate Teacher (Maths)	1	5 times
2	Trained Graduate Teacher (English)	1	5 times
3	Stenographer	2	5 times
4	Supervisor (Other than store)	2	NA
5	Lower Division Clerk	9	5 times
6	Store Keeper	2	NA
7	Civil Motor Driver (Ordinary Grade)	5	5 times
8	Fireman	7	10 times
9	Cook (NIE)	10	2*10+4
10	Fire Engine Driver Grade 'A'	2	5 times
11	Durwan	24	10 times
12	Multi Tasking Staff (Sweeper)	4	NA
13	Ward Sahayak	1	5 times
14	Medical Assistant	1	5 times
15	Boiler Attendant	16	1.25 times
16	Chemical Process Worker	238	1.25 times
17	Carpenter	8	1.25 times
18	Fitter General (Mech)	34	1.25 times
19	Fitter Refrigeration	16	1.25 times
20	Fitter Auto	5	1.25 times
21	Fitter Boiler	4	1.25 times
22	Fitter Electric	10	1.25 times
23	Fitter Pipe	10	1.25 times
24	Fitter Electronics	15	1.25 times
25	Mason	10	1.25 times
26	Rigger	10	1.25 times
27	Examiner	35	1.25 times
28	Operator Material Handling Equipment (OMHE)	20	1.25 times
29	Sheet Metal Worker	1	1.25 times
30	Millwright	8	1.25 times
31	Machinist	4	1.25 times
32	Turner	30	1.25 times
33	Miller	1	1.25 times
34	Welder	10	1.25 times
	Total	556	

Abbreviations

Sl.No.		
1	B	Blind
2	BL	Both Leg Affected
3	C	Communication
4	D	Deaf
5	Ex-Man/XSM	Ex-Serviceman
6	FED 'A'	Fire Engine Driver 'A'
7	HH	Hearing Handicapped
8	LV	Low Vision
9	MPTET	Madhya Pradesh Teacher Eligibility Test
10	MTS	Multi Tasking Staff
11	NAC	National Apprenticeship Certificate
12	NCVT	National Council of Vocational Training
13	NTC	National Trade Certificate
14	NCL	Non-Creamy Layer
15	OA	One Arm Affected
16	OAL	One Arm and One Leg Affected
17	OBC	Other Backward Class
18	OG	Ordinary Grade
19	OH	Orthopaedically Handicapped
20	OL	One Leg Affected
21	PD	Partially Deaf
22	PHP/ PWD	Physically Handicapped Persons/ Pesons with disabilities
23	SC	Scheduled Caste
24	ST	Scheduled Tribe
25	TET	Teacher Eligibility Test
26	TGT	Trained Graduate Teacher
27	UR	Unreserved
28	VH	Visually handicapped