



**GOVERNMENT OF INDIA, MINISTRY OF DEFENCE**  
**INDIAN ORDNANCE FACTORIES**  
**ORDNANCE FACTORY KHAMARIA, JABALPUR, M.P - 482005**

**DETAILED ADVERTISEMENT**

(Advt No. 1480/E/DR/GP.I)

**Direct Recruitment of Non-Industrial Employees & Para-Medical Staff for Ordnance Factory Khamaria**

**ORDNANCE FACTORY, KHAMARIA, JABALPUR** invites applications for filling up of following NIE & Para-Medical post(s) of Group "C" vacancies from citizen(s) of India, who are fulfilling the requisite qualification/specification as mentioned below, in the prescribed format (Annexure "A") on A-4 size paper preferably. Applications received in any other format will be rejected. The services are liable to be transferred to any other factory or office in Ordnance Factories Organization.

Application(s) should be addressed to the Senior General Manager, Ordnance Factory Khamaria, Dist-Jabalpur, Pin-482005(M.P) and the same should reach within 21 Days from the date of publication of Advertisement (to be counted from last date of the week of publication) in the Employment News i.e. till 22/08/2014.

**(1) NAME OF THE POSTS, PAY SCALE & NUMBER OF VACANCIES.**

S. No	Name of the post	Scale of pay	No. of vacancies	Category wise Distribution						Category of PWD identified
				UR	SC	ST	OBC	Ex-SM	PWD	
01	Mid-Wife	5200 - 20200 + 2000/- (G.P)	01	01	00	00	00	00	00	Not Identified
02	Fireman	5200 - 20200 + 1900/- (G.P)	18	09	04	04	01	03	01 (HH)	HH
03	Store Keeper	5200 - 20200 + 1900/- (G.P)	09	05	01	02	01	01	02 (OL)	OL,HH
04	Civilian Motor Driver (OG)	5200 - 20200 + 1900/- (G.P)	07	04	00	02	01	01	00	Not Identified
05	Telephone Operator Grade II	5200 - 20200 + 1900/- (G.P)	01	01	00	00	00	00	00	OA,OL,BL,B, LV
06	Durwan	5200 - 20200 + 1800/- (G.P)	19	10	04	04	01	03	00	Not Identified
07	Ward Sahayak (Female)	5200 - 20200 + 1800/- (G.P)	03	03	00	00	00	00	01 (LV)	OA,OL,LV,HH

**Note:** The number of vacancies mentioned above is provisional. The Sr. General Manager/General Manager, Ordnance Factory Khamaria, Jabalpur reserves the right to increase/decrease the number of vacancies, if necessary.

**Abbreviations :** PWD - Person with Disability, OH - Orthopaedically Handicapped, HH - Hearing Handicapped, VH - Visually Handicapped, OA - One Arm, OL - One Leg, BL - Both Leg, LV - Low Vision, B - Blind

**(2) AGE LIMIT & QUALIFICATION.**

S.N	Name of the post	Age Limit (details of age relaxation for reserved category is given in note below)	Qualification
01	Mid-Wife	Between 18 and 27 years (Relaxable upto 40 years in case of Govt. servants)	<b>Essential:</b> (i) Passed 10+2 or equivalent examination with Science subjects. (ii) Two years Auxiliary Nursing Midwife Course from a recognised Institution and registered with respective Nursing Council. (iii) Must have working knowledge of computers. <b>Desirable:</b> Knowledge of Hindi and Local language.
02	Fireman	Between 18 and 27 years (Relaxable for departmental candidates upto 40 years of age in accordance with instructions or orders issued by the Central Government)	(i) Tenth class pass from recognised Board/Institution. (ii) Must have completed basic course on elementary fire fighting from an recognized Institute. The duration of the Basic Fire Fighting course will not be less than 06 months. The institute offering Basic course on Fire Fighting should be recognized by State Government/Government of India. (iii) Must be physically fit and capable of performing strenuous duties. This requirement will be tested as under :- (a) Height (without Shoes): 165 cms. (b) Chest: (unexpanded)-81.5 cms (Expanded)-85 cms. (c) Weight: 50 kgs minimum. <b>Endurance test.</b> (a) Carrying a man (Fireman lift of 63.5 kgs to a distance of 183 mtrs. within 96 seconds.) (b) Clearing 2.7 mtrs. wide ditch landing on both feet (long jumps) (c) Climbing 3mtrs. 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.
03	Store Keeper	Between 18 and 27 years	<b>Essential:</b> 10+2 <b>Desirable:</b> Basic Knowledge of computer application having "O" level certificate as per Department of Electronics Accreditation Committee Certificate (DOEACC)
04	Civilian Motor Driver (OG)	Between 18 and 32 years (Relaxable for Government servant in accordance with instructions or orders issued by the Government from time to time)	(i) Matriculation from a recognised University or Board. (ii) Must possess license for driving light and heavy vehicles with basic knowledge in automobile repairing.
05	Telephone Operator Grade II	Between 18 and 27 years (Relaxable for Government servant up to five years in accordance with instructions or orders issued by the Government from time to time)	Class 12th pass. Proficiency in handling of PBX Board and Electronics Exchanges.

06	Durwan	Between 20 and 27 years	(i) Matriculation or equivalent passed. (ii) Must be physically fit for the duties of Durwan as per specified standard indicated below: (a) Height without shoes 165 cms (b) Chest unexpanded 77 cms, expanded 82 cms (c) Weight 45 kgs <b>Skill Test:</b> Running 100 mts in 15 seconds. <b>Desirable:</b> (i) Ex-Servicemen (ii) Three years service as Home Guard/Civil Defence volunteer and training in atleast basic and refresher courses in Home Guard and Civil Defence.
07	Ward Sahayak (Female)	Between 18 and 27 years (Relaxable upto 40 years in case of Govt. servants)	(i) Must pass Class 10 or equivalent examination of school. (ii) Knowledge of First-aid, Nursing and Ward procedure.

**Note:**

(i) As per Govt instructions upper age limit is relaxable by 05 years for SC/ST, 03 years for OBC candidates with Creamy layer exclusion Certificate and 10 years to PH persons. No such relaxation would be available for SC/ST/OBC/PHP candidates applying against UR posts/vacancies. The upper age limit for EX-Serviceman is as per existing Government Orders i.e. 03 years after deduction of the military service rendered from the actual age as on the date.

(ii) Age relaxation for Departmental Candidates with three years continuous service in Central Government is upto 40 years for UR, 45 years for SC/ST candidates (if not mentioned elsewhere), provided that the Persons working in Central Government must apply through proper channel along with No Objection Certificate from their Head of Office/Establishment stating that their is no disciplinary action is on templated/pending against the candidate and that they have no objection in releasing him/her in case of selection. Application not accompanying with No Objection Certificate and or received after due date will be summarily rejected without any communication.

(iii) The Crucial date for determining the age limit shall be closing date of receipt of application.

**(3) APPLICATION FEE:**

Candidate must send Examination Fees in the form of crossed Indian Postal Order of value of ₹ 50/- (Rs Fifty only) in favour of the Senior General Manager, Ordnance Factory Khamaria, Jabalpur, MP-482005. The exam fee is not refundable. The Postal Order must be issued after the date of publication of this advertisement. However SC/ST/EX-Serviceman and PH candidates are exempted from the fee.

**(4) GENERAL INSTRUCTIONS**

01. Candidates must carefully read all the conditions/instructions etc. given in the advertisement before they apply for any post so as to avoid any disappointment at later stage.

02. Application form in the prescribed format given in the Annexure "A" alongwith the relevant documents (mentioned below) should be submitted on A-4 size paper. The application form must be filled neatly in Capital Letters of English Language only. Application form received in any other format will be rejected.

- (i) **Copy** of Educational/Professional/Technical qualifications and Experience duly attested by Gazetted Officer.
- (ii) **Copy** of SC/ST/OBC(Non Creamy Layer)/PHP/Ex-Serviceman certificates issued by the Competent Authority as applicable in the prescribed proforma as per Government Instructions duly attested by Gazetted Officer.
- (iii) **Copy** of certificate of Date of Birth or certificate of 10<sup>th</sup>/High School indicating date of birth duly attested by Gazetted Officer.
- (iv) In case of Government servants, No Objection Certificate (**in original**) from their Head of Office/Establishment stating that there is no disciplinary action is contemplated/pending against the candidate and that they have no objection in releasing him/her in case of selection.
- (v) Indian Postal Order of amount ₹ 50/- (Rs Fifty only) in favour of the Sr. General Manager, Ordnance Factory Khamaria, Jabalpur, MP-482005

03. SC/ST/OBC/PH certificates should be issued by Competent Authority and should be in the prescribed format applicable for reservation in jobs under Government of India. OBC Certificate must specifically include the clause regarding "Exclusion from Creamy Layer" and should be updated/valid at the relevant point of time (i.e. last date of receipt of applications).

04. The application alongwith the above mentioned documents must reach Ordnance Factory Khamaria, Jabalpur - 482005 till 22/08/2014 in an envelope super scribing " APPLICATION FOR THE POST OF \_\_\_\_\_ " (whichever is applicable). Incomplete applications or applications received after 4.30 PM on the last date of receipt will not be considered and will be summarily rejected without any communication. Sr. General Manager, OFK shall not be liable for any postal delay/damage.

05. Candidates must paste (not staple) a recent passport size coloured photograph (not more than 03 months old) duly attested by Gazetted Officer on the application form at the place provided for it and also enclose 03 (self attested in front and name of candidate & post applied for at the back of the photograph), more copies of the same photographs with the application form in a firm condition, in absence of which, the application form shall be summarily rejected.

06. The e-mail ID and Mobile No. entered in the 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. The candidate himself/herself will be responsible for wrong or expired E-mail ID & Mobile No.

07. Mere submission of application form does not guarantee issue of Admit Card for the Written Test. Admit card will be issued only to those candidates who will be found FIT in the scrutiny of applications.

08. No traveling allowances will be paid to the candidates (Except "SC" & "ST" candidates) for appearing in the Written Examination/Skill Test. However, for SC/ST candidates, Traveling Allowance, only IIInd class ordinary fare for to and fro shall be reimbursed as per Rules on production of journey details including Railway/Bus Tickets by the shortest route.

09. Candidates furnishing dubious certificate regarding educational qualification, Caste/category, experience or No-objection certificate are liable to be disqualified for the post and will be terminated after appointment, as the case may be. Apart from this, other suitable action may also be initiated as per the Law of Land. Hence, candidates are advised not to submit dubious/bogus certificate.

10. The candidates should be beware of unscrupulous elements that promise selection. The selection would be on merits only in a transparent manner and candidates should not prey for this exploitation.
11. In cases where more than one candidate secure the equal aggregate marks in examination, tie will be resolved by applying the following methods one after another:
- Date of Birth, with older candidate placed higher.
  - Alphabetical order in which the first names of the candidates appear.
12. On appointment, Pension benefits are applicable under New Pension Scheme termed as "NEW DEFINED CONTRIBUTION PENSION SCHEME". Existing provision(s) or GPF SCHEME is NOT applicable.
13. It may be noted that number of these vacancies are subject to variation at the discretion of Competent Authority i.e Sr.General Manager, Ordnance Factory Khamaria, if any, depending upon the order of any Hon'ble Court/CAT in any pending case and also upon the changed circumstances at the time of actual recruitment/inclusion.
14. The Sr.General Manager/Ordnance Factory Khamaria reserves the right to shortlist candidates to be called for selection test to a reasonable limit based on suitable criteria to be fixed by him and his decision in this respect shall be final and binding. Applicants may therefore, note that mere fulfilling the minimum criteria/standard for a post will not entitle them for being called for such test/interview.
15. The service are liable to be transferred to anywhere in India.
16. Candidates are advised to keep visiting the OFK website [www.ordkham.gov.in](http://www.ordkham.gov.in) on regular basis for further instruction & details regarding the examinations.
17. In case of any query, the candidates may contact at [ofk.establishment@gmail.com](mailto:ofk.establishment@gmail.com). The correspondence in any other format will not be entertained.

**(5) SCHEME & SYLLABUS:**

**I. MID WIFE**

**SCHEME OF EXAMINATION:**

- (i) **WRITTEN EXAMINATION : 150 Marks**

S.No	Subject	Marks	Duration
Part-I			02 Hrs
01	General Intelligence (10+2 Standard) objective/multiple choice type	25	
02	General Awareness (10+2 Standard) objective/multiple choice type	25	
Part-II			
03	Technical Knowledge objective/multiple choice type	100	

- (ii) **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 questions 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. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person of 10+2 standard. The test will also include questions relating to India and its neighbouring countries especially pertaining to History, Culture, Geography, Economic Scene, General Polity and Scientific Research.

**(c) TECHNICAL KNOWLEDGE:**

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

**(d) SKILL TEST :**

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

1. Setting-up of instruments trolley for different Emergency and non-emergency obstetrics procedures.
2. Antenatal Care, Antenatal advice to patients, examination of antenatal patients.
3. Practical knowledge of commonly used drugs and instruments in Labour Room.
4. Scrubbing, gloving, gowning and draping.
5. Skill in writing a delivery records.
6. Conduct of delivery and care of new born.
7. Skills of working on computer.

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**II. FIREMAN****SCHEME OF EXAMINATION:****(i) WRITTEN TEST:**

Subject	Maximum Marks	No of questions	Duration
General Intelligence (10 <sup>th</sup> Standard) (Objective Type)	50	50	2 Hrs
General Awareness (10 <sup>th</sup> Standard) (Objective Type)	50	50	
General Awareness on Fire Fighting (Objective Type)	50	50	

**SYLLABUS:****(a) GENERAL INTELLIGENCE:**

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

(b) **GENERAL AWARENESS:**

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

(c) **GENERAL AWARENESS ON 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.

(ii) **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 measurement of physical standards.

(iii) Final grading will be decided based on marks obtained in Written Test subject to qualifying in the measurement of physical standards test & Endurance test.

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### III. **STORE KEEPER**

#### **SCHEME OF THE WRITTEN EXAMINATION**

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

Subject	Max. Marks	No. of Questions	Total Duration
General Intelligence (Objective type Multiple Choice Questions)	50	50	2 Hours
English Language (Basic Knowledge) (Objective type Multiple Choice Questions)	50	50	
Quantitative Aptitude (Basic Arithmetic Skill) (Objective type Multiple Choice Questions)	50	50	
General Awareness (Objective type Multiple Choice Questions)	50	50	

NOTE - I : The question will be set both in English & Hindi for Part-I, III & IV.

NOTE - II : There will be negative marking of 0.25 marks for each wrong answer.

#### **SYLLABUS OF THE WRITTEN EXAMINATION**

(a) **GENERAL INTELLIGENCE**

1.	Semantic Analogy
2.	Symbolic/Number Analogy
3.	Figural Analogy

4.	Semantic Classification
5.	Symbolic/Number Classification
6.	Figural Classification
7.	Semantic Series
8.	Number Series
9.	Figural Series
10.	Problem Solving of 12th Standard
11.	Word Building
12.	Coding and de-coding
13.	Numerical operations
14.	Symbolic operations
15.	Trends
16.	Space Orientation
17.	Venn Diagram
18.	Drawing inferences
19.	Punched hole/pattern-folding & unfolding
20.	Figural Pattern-folding and completion
21.	Indexing
22.	Address matching
23.	Data and City matching
24.	Classification of centre codes/roll numbers
25.	Small & Capital Letters/Number-coding, decoding and classification
26.	Embedded figures
27.	Critical Thinking
28.	Emotional Intelligence
29.	Social Intelligence
30.	Other sub-topics, if any

(b) **ENGLISH LANGUAGE**

Spot the error, Fill in the blanks, Synonyms, Antonyms, Spellings/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 sentence in a passage, Close Passage, Comprehension passage.

(c) **NUMERICAL APTITUDE**

1. Arithmetic	<b>a. Number Systems:</b> Computation of Whole Number, Decimal and Fractions, Relationship between Numbers
	<b>b. Fundamental Arithmetic Operations:</b> Percentages, Ratio and Proportions, 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 centres viz. Centroid, In-centre, Ortho-centre, Circumcentre Congruence and Similarity of triangles. Circle and its chords, tangents, angles, subtended by chords of a 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, Hemisphere, Rectangular Parallelopiped, Regular Right Pyramid with triangular or square base.
5. Trigonometry	Trigonometry (for acute angles $\theta$ 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 Charts	Use of Tables and Graphs: Histogram, Frequency Polygon, Bar-diagram

(d) **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 knowledge of current events and of such matters of everyday observation and experience in their specific 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 Policy and Scientific research.

NOTE 1 : The questions 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 one after another, as applicable till the Tie is resolved)

- Date of Birth, with older candidate placed higher.
- Alphabetical order in which the first names of the candidates appear.

#### IV. **CIVILIAN MOTOR DRIVER (ORDINARY GRADE)**

**SCHEME OF EXAMINATION:**

The examination consists of a written Test of 100 marks and Skill Test of 100 marks.

(i) **SCHEME OF WRITTEN TEST:**

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

Part	Subject	Maximum Marks & Number of Questions	Duration
I	General Intelligence (10 <sup>th</sup> Standard)	40(40 questions)	2 Hours
II	General English (10 <sup>th</sup> Standard)	10(10 questions)	
III	General Driving Awareness	50(50 questions)	

NOTE: Question paper will be set in English/Hindi/Major Regional Language of the state where the Factory is located except Part-II which will be set in English only.

**SYLLABUS OF WRITTEN TEST:****(a) GENERAL INTELLIGENCE:**

The questions will include both verbal and non-verbal type. The test may include questions on analogies, similarities, differences, space visualisation, visual memory, discrimination observation, relationship concept & 10<sup>th</sup> standard arithmetic.

**(b) GENERAL ENGLISH:**

The questions will include candidate's understanding of the Basics of English Language, its vocabulary, grammar, 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.

**(ii) SKILL TEST:**

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

The Skill Test on driving will be same/similar to the test 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, without taking into account the marks scored in the Written Test.**

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**V. 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 a qualifying test only.

**SYLLABUS****(a) GENERAL ENGLISH :**

Initiation to the testing of candidates understanding of the English Language and its correct usage, his writing ability would also be tested, questions Paragraph Writing/Report Writing/Letter Writing etc. may be included.

**(b) GENERAL STUDIES :**

Questions in this component will be aimed at testing the candidates' General Awareness of the Environment around him and its application to Society. 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 neighbouring 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.**

(c) **ARITHMETIC :**

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

(ii) **SKILL TEST :**

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

\* Only those candidates who secure in the Written (Main) Examination such minimum qualifying marks as may be fixed, will be eligible to be considered for appearing in the Skill Test.

\* This is a qualifying test only.

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## **VI. DURWAN**

(i) **WRITTEN TEST:**

Subject	Maximum Marks	Number of questions	Duration
General Intelligence (10 <sup>th</sup> Standard) (Objective Type)	25	25	2 Hrs
General Awareness (10 <sup>th</sup> Standard) (Objective Type)	50	50	
English Language (10 <sup>th</sup> Standard) (Objective Type)	50	50	
Numerical Aptitude (10 <sup>th</sup> Standard) (Objective Type)	25	25	

**SYLLABUS:**

(a) **GENERAL INTELLIGENCE:**

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

(b) **GENERAL AWARENESS:**

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

(c) **ENGLISH LANGUAGE:**

The questions will be of 10<sup>th</sup> 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.

(d) **NUMERICAL APTITUDE:**

This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work etc. The question will be of 10<sup>th</sup> standard.

(ii) 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 STANDARDS (AS SPECIFIED IN THE SRO)**

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

(iii) Final grading will be decided based on marks obtained in Written Test subject to qualifying in the measurement of physical standards test & Screening test.

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**VII. WARD SAHAYAK:**

**SCHEME OF EXAMINATION:**

(i) **WRITTEN EXAMINATION:** 150 Marks

S.No.	Subject	Marks	Duration of Examination
Part -I			TWO HOURS
1	General Intelligence (10 standard) Objective/Multiple-choice type	25	
2	General Awareness (10 standard) Objective/Multiple-choice type	25	
Part-II			
3	Technical Knowledge Objective/Multiple-choice type	100	

(ii) **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 10th standard and would include both verbal and non-verbal type. The test may include questions to test the candidates understanding of English language and its correct usage.

(b) **GENERAL AWARENESS :**

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

(c) **TECHNICAL KNOWLEDGE :**

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

(d) **SKILL TEST :**

The skill test 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 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.

Sd/-  
(Basant B. Singh, I.O.F.S.)  
Joint General Manager/Per  
For Sr.General Manager



