Govt. Of India
Ministry Of Defence

Indian Ordnance Factories

Metal & Steel Factory, Ishapore
West Bengal, Pin-743144

Applications are invited from Matriculate Nationality, the following vacancies Group C (Non Industrial Establishment) Post at Metal & Steel Factory, Ishapore. Complete applications along with required details should reach the General Manager, Metal & Steel Factory, Ishapore, (WB)-743144 **within 21 days** from the date of publication of Advertisement in the Employment News (Closing date upto 4.30 PM). However, services are liable to be transferred to any of the Ordnance & Ordnance Equipment Factories in India.

(1)

Name of post	Total Number of Vacancy				Qualification
	UR	SC	Total	Ex-Serviceman	
Durwan Scale of Pay/ Pay Band Rs. 5,200/- - 20,200/- in PB-I with Grade Pay Rs. 1800/- Plus usual allowances as admissible to Central Govt. Employees from time to time.	02	01	03	01	**Essential:** i) Must have passed Matriculation or equivalent. 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 (Minimum) **Desirable:** i) Ex-Serviceman ii) Three years service as Home Guard/ Civil Defence volunteer and training at least basic and desirable to use in Home Guard and Civil Defence.

Age Limit: Not more than 27 Years and not less than 20 years on last date of receipt of application. Relaxable for SC and Ex-serviceman as per Government rules (relaxable for Govt servant in accordance with instructions so as issued by the Central Government from time to time).

Scheme & Syllabus:

2. Screening Test: Screening Test shall be done only for those candidates who qualify in the measurement of Physical Standards.

a) Running of 100 Meters in 15 seconds. This is the next Screening test. Those who Qualify will be asked for the test.

b) **Written Test:** Only for those who possess prescribed physical standards and qualify in the Screening Tests.

Subject	Maximum Marks	Number of Questions	Duration
General Intelligence (10th Standard) (Objective Type)	25	25	2 (Two)
General Awareness (10th Standard) (Objective Type)	50	50	Hours
English Language (10th Standard) (Objective Type)	50	50	
Numerical Aptitude (10th Standard) (Objective Type)	25	25	

Syllabus:-

I. General Intelligence:
The questions will be of 10th Standard and will include questions of non verbal type. The test may include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, figure classification, arithmetical numbers series, non verbal series. The test will also include questions designed to test the candidate's ability to deal with abstract symbols and relationships, arithmetical computations and other analytical functions.

II. General Awareness:-
The questions will be of 10th Standard. Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in his scientific aspects as may be expected of a 10th Standard educated person. The test will 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. These questions will be such that they do not require a special study of any discipline.

III. English Language:-
The Questions will be of 10th Standard. Candidate's understanding of the Basics of English language, its vocabulary, Grammar, sentence structure, synonyms, antonyms and its correct usage etc. and writing ability would be tested.

IV. Numerical Aptitude:-
This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationships between Numbers, Fundamental mathematical 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.

Grading will be done based on marks obtained in Written Test.

General Conditions:

01. The General Manager reserves the right to change the number of vacancies and to adopt any reasonable method to grade the shortlisted candidates such as conducting interviews of candidates having suitable qualification.

02. Applications should be accompanied with a fee of Rs. 50/- (Except SC/ST/PWD/Ex-servicemen) through Crossed Indian Postal Order or Bank Draft (Nationalised Bank) in the name of General Manager, Metal & Steel Factory, Ishapore (payable at Kolkata). Postal Order/Demand Draft (non refundable) should be issued after publication of the advertisement. This issuing date is on the Postal Order should be legible.

03. The applicants should ensure that all the eligibility criteria regarding Educational qualification, Age and Caste Particulars furnished in the Application Form should be correct as per certificates/documents/proof furnished by the Applicant at the date of any stage, failure of which will be treated as Wrong Particulars and Cheating and Fraud on the part of the candidate.

04. The candidates applying for the above posts should submit their application as per Proforma given on the last page only.

05. Newspaper Cuttings should not be used as Application Form. The Last Date of receipt of applications is **21 (Twenty one) days** from the date of publication of this advertisement (Closing date upto 4.30 PM). Applications received after the date whether considered or any correspondence in this regard will be accepted. Name of post applied for must be clearly written on the **Top of Envelope (in Block Letters).** The Factory will not be responsible for any postal delay.

06. The candidates working Government Service/PSUs must submit their application through proper channel along with the Details from the Head of Establishment along with the Order/Circulars issued by Government/Competent Authority in the matter (And that they have no objection in releasing them in case of selection). Application not accompanied with the attested copies/documents to be received after last date will be summarily rejected.

07. Candidates appearing for Screening Test and Written Test will have their own expenses. However, outstation SC/ST candidates will be paid TA of second class Railway/Bus fare on production of Railway/Bus tickets by shortest route as per rules. For this purpose the name of the **Nearest Railway Station** must be mentioned in the application.

08. Only attested copies of Educational & Technical Qualifications, Experience Certificates, Caste/Physically Handicapped and other relevant documents will be required to be submitted.

09. Applications without the attested copies of Certificates, Self attested Photograph and also not fulfilling the required qualifications and received after the last date will be summarily rejected and no correspondence will be made or entertained in this regard.

10. The eligible and duly filled in application forms may be submitted to The General Manager, Metal & Steel Factory, Ishapore, P.O. Ishapur-Nawabganj, Pin-743144 (W.B.) on plain paper duly typed or printed as per prescribed proforma.

11. The candidates should fill the column in the application and affix a recent (not more than **03 months old, self attested passport size photograph on the application form and enclose 02 (Two) more copies of same Photograph duly self attested along with his application.**

12. Upper age limit is relaxable by 10 years for PWD (General)/15 years for disabled PWD (SC) Candidates Govt Employees who have rendered 03 years continuous service for the above post and Ex-servicemen are eligible for age relaxation as per Govt rules.

13. Ex-serviceman candidates should submit attested Discharge Certificate along with the application, otherwise application will be rejected.

14. Medical Certificate for Physically Handicapped candidates should have been issued by the Competent Authority and should be in prescribed format applicable for reservation in jobs under Government of India.

15. Only selected candidates would be informed of the selection. In case use of the selection process and no other correspondence on the subject would be entertained.

16. No GPF and DCRG Scheme are admissible under Central Govt. w.e.f. 01-01-2004. The New Pension Scheme i.e. **Defined Contribution Pension Scheme** is compulsory for all Central Govt Employees.

17. Selection will be based on Physical Standards, Screening Test & Written Test. In support of Physical Standards and fitness, candidates are required to produce Medical Certificate in absence of which the application will be summarily rejected.

18. Outstations will be given wide state for equipping application.

19. No application will be accepted By Hand Delivery.

20. The above recruitment of the candidates is subject to such amendments as may be warranted due to change in circumstances, if any under any order/judgment passed by the Hon'ble Court.

21. As per Rules, the post of Durwan is identified for Person with Disability for PH (OA) only.
*PH (OA)-Physically Handicap (One Arm).

Annexure - "A"

Application Format
(To be fetched in A-4 Size paper and Each Capital Letters Only)
Ref.: Employment News/Advt. No. & Date _____

Application for the post of _____

To
The General Manager
Metal & Steel Factory, Ishapore,
24- Parganas (N) (W.B.)

Affix a Passport Size Photograph not more than 3 months old duly self-signed (Not Staple)

01. Name of applicant (in block letter):							
02. Father's/Husband's Name							
03. Nationality	04. Religion		05. Date of Birth (Copy of the certificate attached)	Day	Month	Year	
06. Age on the last date of submission of Application	Day	Month	Year	08. Marital Status (Mark tick (✓))		Single	Married
09. i) Whether belonging to Gen/SC/ST/OBC/Ex-Serviceman/PWD (Copy of the certificate to be attached) ii) Whether employed in Govt, Service/PSU (If yes, No Objection Certificate from employer to be Attached)						Yes	No
10. Educational Qualification (Attested copies of Certificate to be enclosed)							
Name of Examination Passed	Year of Passing	Name of Board/University		Subject Studied	Division & % of Marks	Remarks	
11. Professional/Additional Qualification (Attested copies of certificate to be attached)							
12. Experience (if any) (Attested copies of Certificate to be enclosed)							
13. Present full address for communication with Pin code							
i) Nearest Railway Station							
14. Medium of Examination		English/Hindi					
15. Details of IPO/DD	Sl. No.	IPO/DD issued by		IPO/DD No.		Date	Amount
16. Physical Standard:	A Certificate regarding the physical ability issued from Registered Physician is to be attached.						
17. Details of Attested Copies of Testimonials Attached							

Declaration

I _____ do hereby declare that the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or any ineligibility being detected before or after the Written Test/Medical Examination, my candidature may be cancelled/rejected at any time without any notice.

Place:
Date:
List enclosures-

Signature of the applicant
Name:.....

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