

Indian Ordnance Factories

Ordnance Factory, Kanpur-208009 (UP)

Applications are invited for the following Para Medical Staff post of Group 'C' vacancies from citizens of India, who are fulfilling the requisite qualification/specification as mentioned below on plain paper duly typed or neatly hand-written in the indicated format on A-4 size paper preferably.

Application should be addressed to the General Manager, Ordnance Factory, Kanpur, Pin code No 208009 (UP) and the same should reach **within 21 days** from the date of publication of Advertisement in the Employment News.

Name of Post	Pay Band + Grade Pay	Total	Reservation position				Ex Service man Horizontal reservation	PWD	Qualification
			UR	SC	ST	OBC			
Ambulance Motor Driver (Ordinary Grade) Group 'C'	5200-20200 + G.P. 1900/-	01	—	—	—	01	Nil	Nil	Qualification:- (i) Matriculation pass or equivalent from a recognised Board. (ii) Must possess driving licence (iii) Knowledge of maintenance and minor repairs. (iv) Preliminary knowledge of First Aid. Desirable: 03 years experience of driving light/heavy vehicles. Qualification:-
Ward Sahayak Group 'C'	5200-20200 + G.P. 1900/-	06	02	03	—	01	01	Nil	(i) Matriculation pass or equivalent from a recognised Board. (ii) Knowledge of First Aid, Nursing and Ward procedure.

Age Limit :- Not exceeding 27 years.

(Relaxable upto 40 years in case of Govt. Servants)

Age Relaxation (admissible for following categories):

(i) For SC/ST candidates : Relaxation upto 05 (Five) years.

(ii) For OBC candidates : Relaxation upto 03 (Three) years.

(iii) For PH (PC) candidate : Relaxation upto 10 (Ten) years for UR candidates.

Relaxation upto 15 (Fifteen) years for SC/ST candidates

(iii) For Ex-Serviceman candidate :

Relaxation as per Govt. Rules that every Ex-Serviceman who has put in not less than six months continuous service in the Armed Forces of the Union shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed the maximum age-limit prescribed for the post or service for which he seeks appointment by more than three years, he shall be deemed to satisfy the condition regarding age-limit.

Scheme of Examination

Ambulance Motor Driver (Ordinary Grade)

A. Written Examination: 150 Marks.

Sl. No.	Subject	Marks	Duration of examination
Part-I			
1.	General Intelligence (10th standard) Objective/Multiple-choice type	25	Two Hours
2.	General Awareness (10th standard) Objective/Multiple-choice type	25	
Part-II			
3.	Technical Knowledge Objective/Multiple-choice type	100	

B. Skill Test: 50 Marks

Only those candidates who attain a minimum qualifying standard of 40% in the written examination will be eligible to be called for skill test. The candidates qualifying as above should be called for skill test subject to the condition that the total number of candidates called for skill test does not exceed five times the declared vacancies.

Syllabus For Examination:

A. General Intelligence:

The question will be of 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 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 Polity 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 Driving, transportation of sick and injured and basic knowledge of First-aid'.

D. Skill Test:

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

- Driving Test:** The test will be same/similar to the tests as are being conducted by the RTOs before issuing Driving License.
- Concepts of transportation of sick and injured.
- Basic knowledge of First-aid.
- Basic knowledge about preliminary maintenance/repairs of Ambulance vehicles.

Scheme of Examination

Ward Sahayak

A. Written Examination: 150 Marks.

Sl. No.	Subject	Marks	Duration of examination
Part-I			
1.	General Intelligence (10th standard) Objective/Multiple-choice type	25	Two Hours
2.	General Awareness (10th standard) Objective/Multiple-choice type	25	
Part-II			
3.	Technical Knowledge		

B. Skill Test: 50 Marks.

Only those candidates who attain a minimum-qualifying standard of 40% in the written examination will be eligible to be called for skill test. The candidates qualifying as above should be called for skill test subject to the condition that the total number of candidates called for skill test does not exceed five times the declared vacancies.

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

- Bed making.
- Concepts of transportation of sick and injured, carrying patients in trolley, stretcher wheel chair etc.
- Sponging patients.
- Practical knowledge of First-aid, nursing and ward procedures.
- Identification of simple Hospital equipments and their uses.
- Dressing simple wounds.

Instructions:

01. Application form & documents should be submitted preferably on A-4 size paper. Name, Father's/Husband's Name, Address for correspondence and Nearest Railway Station must be filled in Capital Letters of English Language only. Application forms must be filled either in English or Hindi. No other language will be accepted.

02. Upper age limit is relaxable by 05 years for SC/ST and 03 years for OBC candidates with Creamy Layer exclusion Certificate. No such relaxation would be available for SC/ST/OBC candidates applying for UR posts/vacancies. The upper age limit for Ex-Serviceman is as per existing Government Orders.

03. Age relaxation for candidates already employed and has rendered minimum 03 years continuous service in Central/State Govt./PSU's is upto 40 years. Such age limit is relaxable up to 05 years in case of SC/ST and 03 years in case of OBC Govt. servants respectively. Persons working in Central/State Govt./PSUs must apply through proper channel only, along with a certificate from their Head of Office/Establishment that neither any vigilance nor disciplinary action is pending nor contemplated against them, and that they have no objection in releasing them in case of selection. Application not accompanying with No Objection and or received after due date will be summarily rejected without any communication.

04. SC/ST/OBC certificates should be issued by competent authorities and should be in the prescribed format applicable for reservation jobs under Govt. 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). Ex-Serviceman seeking relaxation should enclose copy of discharge certificate along with the application.

05. Application in the prescribed format duly filled in all respects along with attested copies (By Gazetted Officer) of all the Essential and Desirable Qualification's certificate (Not original) pertaining to Academic/Professional/Technical Qualifications (Over and above the minimum prescribed qualifications), Date of Birth, Caste certificate, should be enclosed in the envelope superscribing "Application for the post of _____" (Whichever is applicable) to reach the **General Manager, Ordnance Factory, Kanpur-208009 within 21 days** from the date of the publication of the advertisement in Employment News. Application received after 4.30 PM on the last date of receipt will not be considered and General Manager, Ordnance Factory, Kanpur shall not be liable for any postal delay/damage.

06. The crucial date for determining the age limit shall be closing date of receipt of application from candidates.

07. Photocopies of Certificates in support of all essential qualifications and age proof (10th/High School pass Certificate) must be enclosed with respect to the post applied for, duly attested by Gazetted Officer.

08. Candidates must affix a recent (Not more than 03 months old) passport size photograph duly attested by Gazetted Officer on the application form at the place provided for it and also enclosed 02 (self-attested), 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.

09. Candidate must send Exam fees in the form of Crossed Indian Postal Order of value of ` 50.00 (Fifty Rupees only) in favour of the General Manager, Ordnance Factory, Kanpur-208009 (UP). 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/PH candidates are exempted from the fee.

10. Incomplete applications or applications received without attested copies of documents or photographs and received after due date will not be entertained /considered and will be summarily rejected without any communication. Only suitable candidates would be called for examination in due course and no correspondence in this regard would be entertained.

11. No travelling allowances will be paid to the candidates (Except 'SC' & 'ST' candidates) for appearing in the Written Examination/Screening Test. However, for SC/ST candidates, Travelling Allowance, only 11nd 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.

12. Candidates furnishing dubious experience certificate/Caste certificate or any other academic certificates are liable to be disqualified for the post/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.

13. On appointment, Pension benefits are applicable under New Pension Scheme termed as "New Defined Contribution Pension Scheme".

14. It may be noted that number of these vacancies are subject to variation at the discretion of Competent Authority i.e. General Manager, Ordnance Factory, Kanpur, 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.

15. The services are liable to be transferred to anywhere in India.

16. The General Manager, Ordnance Factory, Kanpur 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.

Format For Application
(To be filled in Capital Letters)

Application for the post of _____
Ref: Employment News, Advertisement No _____ Dated _____

01. Full name of the candidate :
(In block letters as per H.S. Certificate)
02. Father's/Husband's Name :
(In block letters as per H.S. Certificate)
03. Nationality :
04. Religion :
05. Date of Birth (in Christian Era) :
(Attested copy of Matriculation/10th/High School must be enclosed)
06. Write Category to which you belong to:
(SC/ST/OBC/Ex-Serviceman/Department candidate)
(Attested copy of certificate required, if OBC, certificate should show "Creamy Layer" criteria)
07. Academic/Professional/Technical Qualifications:

Paste recent
passport size
photograph duly
attested by
Gazetted Officer
(Not more than
03 months old)

Examination Passed	Year of passing	Name of Recognized University/ Board of Examination	Regular or Private	Division/ Class obtained	Percentage of Marks obtained

(Attested copies of above Certificate to be enclosed)

08. Experience (After securing minimum Essential Qualification for the post applied for, if any):

Post held	Emoluments	From	To	Nature & Address of Employer	Nature of work

(Attested copies of above Certificate to be enclosed)

10. a) Present postal address for correspondence:
..... Pin
b) Permanent postal address:
..... Pin
11. Nearest Railway Station (For SC/ST candidate only)
12. Choice of Language of Examination (viz. Hindi or English):
13. Indian Postal Order No. Date
14. List of documents attached – Attach documents as per the following order (as applicable):
a) Attested copy of school certificate showing Date of Birth proof.
b) Attested copies of all Essential Academic/Professional/Technical Qualifications/Experience certificates.
c) Attested copy of Caste Certificate.
d) Ex-service applicant to give service certificate/Discharge certificate.
e) 02 recent passport size photographs firmly enclosed (self-attested)

15. Any other information:

16. Left hand thumb impression 

Declaration

I, the undersigned, do hereby declare that all 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/incorrect or ineligibility being detected before or after Recruitment Test/ Appointment, my candidature will stand automatically cancelled and my claims for the recruitment shall stand forfeited.

Place: _____
Date: _____ (Signature of candidates)
Name of applicant:

- N.B.** (1) Application is to be filled up by capital letters only.
(2) Demand Draft/Crossed I.P.O. of value of Rs.50.00 (Rupees Fifty Only) (For General & OBC Candidates) in favour of Sr. General Manager, Ordnance Factory, Kalpi Road, Kanpur-208009.
(3) All certificates enclosed must be attested by a Central /State Govt. Gazetted Officer or any other Competent Authority as per Govt. Rules.

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