

GOVERNMENT OF INDIA
MINISTRY OF DEFENSE
INDIAN ORDNANCE FACTORIES
HIGH EXPLOSIVES FACTORY
KHADKI, PUNE - 411 003

Applications are invited from the Indian nationals to fill up the following vacancy of Group 'C' on Non-Industrial Establishment at HIGH EXPLOSIVES FACTORY, KHADKI, PUNE 411 003 in the enclosed PROFORMA furnishing details together with attested copies of certificates and testimonials inclusive of Community Certificate wherever necessary. The specification for the post and other details are as under:

SL. NO	NAME OF POST	PAY BAND AND GRADE PAY	NUMBER OF VACANCIES TO BE FILLED	RESERVATION BREAKUP			
				UR	SC	ST	OBC
1	LOWER DIVISION CLERK	PB-1 ₹ 5,200-20,200/- Grade Pay ₹1900/-	08 (Eight)	05	01	02	-
2	STORE KEEPER	PB-1 ₹ 5,200-20,200/- Grade Pay ₹1900/-	01 (ONE)	01	-	-	-
3	MEDICAL ASSISTANT	PB-1 ₹ 5,200-20,200/- Grade Pay ₹1800/-	01 (ONE)	01	-	-	-
4	FIREMAN	PB-1 ₹ 5,200-20,200/- Grade Pay ₹1900/-	01 (ONE)	01	-	-	-
5	DURWAN	PB-1 ₹ 5,200-20,200/- Grade Pay ₹1800/-	01 (ONE)	-	-	-	01
6	TELEPHONE OPERATOR	PB-1 ₹ 5,200-20,200/- Grade Pay ₹1900/-	01 (ONE)	01	-	-	-

SPECIFICATIONS FOR THE POST OF LOWER DIVISION CLERK

(1) **EDUCATIONAL QUALIFICATIONS :**

ESSENTIAL

Must have passed 10 + 2 Examination.

Desirable

A typing speed of Thirty-Five (35) words per minute in English or Thirty (30) words per minute in Hindi on Computer.

(2) **AGE**

Between 18 to 27 years

Age relaxation upto 40 years for Departmental candidates or in accordance with instructions issued by the Govt. from time to time.

Age relaxation in upper age limit for SC/ST candidates will be 5 years.

MODE OF SELECTION

On the basis of merit of written test.

SCHEME & SYLLABUS - LOWER DIVISION CLERK**SCHEME OF EXAMINATION :-**

- (1) The examination will consist of a Written Examination of 200 marks and Typing Test on Computer.
- (2) After the written Examination the number of candidates to be called on the basis of merit for the Typing Test shall be in the ratio of 1:5 i.e. five times the number of vacancies.
- (3) Merit of Candidates will be decided on the basis of the total marks scored in the Written Examination subject to qualifying in the typing test.
- (4) The Typing Test is of qualifying in nature. Failure in the Typing Test shall be failure in the examination.
- (5) Resolution of Tie Cases - Tie cases will be resolved by applying one after another, as applicable till the Tie is resolved:
 - (i) Date of Birth, with older candidate placed higher.
 - (ii) Alphabetical order in which the first names of the candidates appear.

SCHEME OF WRITTEN EXAMINATION :-

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

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

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

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

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.

SYLLABIIS O F W RITTEN EXAMINATIO N : -

General Intelligence:

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

II. English Language :

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

III. Quantitative Aptitude:

Arithmetic :	<p>1. Number Systems: Computation of Whole Number, decimal and Fractions, Relationship between numbers.</p> <p>2. Fundamental arithmetical operations: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time and work.</p>
Algebra:	<p>1. Basic algebraic identities of School Algebra (and their simple applications) e.g. Formulas for $(a+b)^2$, $(a-b)^2$, $(a+b)^3$, $(a-b)^3$, $(a+b)^2$, a^3-b^3, a^2-b^2, if $a+b+c=0$, then $a^3+b^3+c^3 = 3abc$ etc. and Elementary surds (simple problems).</p> <p>2. Graphs of Linear Equations.</p>
Geometry :	<p>Familiarity with elementary geometric figures and facts:</p> <p>1. Triangle and its various kinds of centres viz. Centroid, In-centre, Orthocentre, Circumcentre.</p> <p>2. Congruence and similarity of triangles.</p> <p>3. Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.</p>
Mensuration:	<p>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.</p>
Trigonometry :	<p>1. Trigonometry (for acute angles θ with $\leq \theta \leq 90$) : Trigonometric ratios, Degree and Radian Measures, Standard Identities like $\sin^2 \theta + \cos^2 \theta = 1$ etc.</p> <p>2. Complementary Angles, Heights and Distances (simple problems only).</p>
Statistical Charts	<p>Use of Tables and Graphs :</p> <p>1. Histogram</p> <p>2. Frequency polygon</p> <p>3. Bar-diagram</p> <p>4. Pie-chart</p>

SPECIFICATIONS FOR THE POST OF STOREKEEPER

(i) **EDUCATIONAL QUALIFICATIONS :**

ESSENTIAL - Must have passed 10 + 2 Examination.

DESIRABLE - Basic knowledge of Computer application having 'O' level certificates as per Department of Electronics Accreditation Committee Certificate (DOEACC)

(ii) **AGE** - Not exceeding 27 years

SCHEME & SYLLABUS - STORE KEEPER

SCHEME OF THE WRITTEN EXAMINATION

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

Part	Subject	Max Marks	Number of Questions	Total Duration / Timings
I.	General intelligence (Objective Type Multiple Choice Questions)	50	50	2 Hours
II)	English languages (Basic Knowledge) (Objective Type Multiple Choice Questions)	50	50	
III)	Quantitative Aptitude (Basic Arithmetic Skill) (Objective Type Multiple Choice Questions)	50	50	
IV)	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

General Intelligence

1	Semantic Analogy	16	Space Orientation
2	Symbolic/Number Analogy	17	Venn Diagrams
3	Figural Analogy	18	Drawing Inferences
4	Semantic Classification	19	Punched Hole/Pattern-folding & Unfolding
5	Symbolic/Number Classification	20	Figural Pattern – folding and completion
6	Figural Classification	21	Indexing
7	Semantic series	22	Address matching
8	Number Series	23	Data and City matching
9	Figural Series	24	Classification of centre codes/roll number
10	Problem Solving of 12 th Standard	25	Small & Capital Letter/Number-coding, decoding and classification
11	Word Building	26	Embedded figures
12	Coding and de-coding	27	Critical Thinking
13	Numerical Operations	28	Emotional Intelligence
14	Symbolic operations	29	Social Intelligence
15	Trends	30	Other Sub-topics, if any

English Language

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

Numerical Aptitude

1. Arithmetic	<p>a. Number System : Computation of Whole Number Decimal and Fractions Relationship between Numbers</p> <p>b. Fundamental Arithmetical Operations Percentages Ratio and Proportion Square roots Averages Interest (Simple and Compound) Profit and Loss Discount Partnership Business Mixture and Allegation Time and distance Time and work</p>
2. Algebra	<p>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 $a^3+b^3+c^3=3 abc$ etc. and Elementary surds(simple problems) Graphs of Linear Equations.</p>
3. Geometry	<p>Familiarity with elementary geometric figures and facts: Triangle and it various kinds of centers 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.</p>
4. Mensuration	<p>Triangle, Quadrilaterals Regular Polygons (sum of the internal angle of a polygon) Circle Right Prism Right Circular cone Right Circular Cylinder Sphere, Hemispheres Rectangular Parallelepiped (Regular right pyramid with triangular or square base)</p>

5. Trigonometry	Trigonometry (for acute angles θ° with $0^\circ \leq \theta^\circ \leq 90^\circ$) Trigonometric ratio 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

General Awareness : Questions are designed to test the ability of the candidate is 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 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 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 (The 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)

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

SPECIFICATIONS FOR THE POST OF MEDICAL ASSISTANT

(1) **EDUCATIONAL QUALIFICATIONS :**

I) **Essential** : **Non-Ex-Service Persons**

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

Ex-Service Persons

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

II) **Desirable** : Preliminary working knowledge of computers.

2. **Age** : Between 18 years to 27 years.

3. **Age Relaxation** : Relaxable for Departmental candidates in accordance with the instructions issued by Govt. of India from time to time)
Age relaxation in up age limit for PHP 10 years, for Ex - Service Men 3 years in addition to the period of service rendered in the Defence Services.

Cut off date for eligibility of age for the post will be closing date of receipt of application, which is twenty first day from the date of publication of the advertisement in the Employment News.

SCHEME OF EXAMINATION (MEDICAL ASSISTANT)

A. Written Examination : 150 Marks

Sl. No	Subject	Marks	Duration of examination
Part-I			02 Hrs. TWO HOURS
1	General intelligence (10+2 standard) Objective/Multiple-Choice type	25	
2	General Awareness (10+2 standard) Objective/Multiple-Choice type	25	
Part-II			
3	Technical knowledge Objective/Multiple-choice type	100	

B. Skill Test: 50 Marks

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

Syllabus for examination:

A. General Intelligence :

The questions will be of 10+2 Standard and would include both verbal and non-verbal type. The test may include 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 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 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, Ward procedure, Operation Theatre procedure and Sterilization etc.

D. Skill Test:

The Skill Test will be designed to test the practical ability and skill of the candidate's in following field.

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 type of dressings and bandages.
4. Concept of transportation of sick and injured.
5. Practical knowledge regarding Oxygen administration and using suction apparatus.
6. Practical knowledge about common ward procedures like Catheterization, Draining of Wounds, insertion of feeding tubes, Steam inhalation, sponging administration of ice-bag, hot bag etc.
7. Practical knowledge about attachment of ECG cables, Monitor equipment etc.
8. Pre-operative preparation of patient, Knowledge about patient registration and admission protocol.
9. Practical knowledge of infection control and waste disposal protocol.
10. Gloving, gowning, draping, concept and procedure for theatre entry, aseptic techniques.
11. Preparation and packing of sterile supplies, room sterilisation, surface sterilisation etc.
12. Practical knowledge regarding surgical instruments and material and their usage, trolley setting for various surgeries etc.
13. Concepts about OT tables, its various positions, handling OT instruments like Surgical Cautery, Boyles's apparatus.
14. Skills of working on computer.

Selection :

The selection will be made strictly on the basis of Merit.

SPECIFICATIONS FOR THE POST OF FIREMAN

(1) EDUCATIONAL/PHYSICAL QUALIFICATIONS : (ESSENTIAL)

- i) Must have passed Matriculation.
- ii) Must have adequate knowledge of operational use of Fire Fighting equipment. The duration of the Basic Fire Fighting course will not be less than six (6) months. The Institutes offering Basic courses on Fire Fighting should be recognized by **State Govt. / Govt. of India.**
- iii) Must be physically fit and capable of performing strenuous duties.

This requirement of physical standards will be tested as under :

- | | | | |
|----|----------------------|---|------------------|
| a) | Height without shoes | - | 165 cms |
| b) | Chest (Un-expanded) | - | 81.5 cms |
| c) | Chest (Expanded) | - | 85 cms |
| d) | Weight | - | 50 Kgs (Minimum) |

Endurance Test :

- a) Carrying a Man (Fireman lift of 63.5 Kgs to a distance of 183 mtrs within 96 Sec.)
- b) Clearing 2.7 Mtrs wide ditch landing on both feet (long jumps).
- c) Climbing 3 Mtrs vertical rope using hands and feet.

Note : Concession of 2.5 cms in height or chest may be allowed for Members of Scheduled Castes or Scheduled Tribes candidates from hill areas.

AGE LIMIT : 18 years to 25 years.

Age relaxation upto 35 years for Departmental candidates or in accordance with instructions issued by the Govt. from time to time.

Age relaxation in up age limit for Ex - Service Man 3 years in addition to the period of service rendered in the Defence Services.

MODE OF SELECTION : On the basis of merit of written test and passing the Skill test(endurance test).

SCHEME & SYLLABUS FOR FIREMAN

1. **MEASUREMENT OF PHYSICAL STANDARDS (as per the specifications given above)**
2. **ENDURANCE TEST (AS SPECIFIED IN THE SRO)** : Endurance Test shall be done only for those candidates who qualify in the measurement of Physical Standards.
3. **WRITTEN TEST** : Only for those who possess prescribed physical standards and qualify the endurance test.

Subject	Maximum Marks	Number of Questions	Duration
General Intelligence (10 th Standard (Objective Type)	50	50	2 Hours
General Awareness (Objective Type)	50	50	
General Awareness on Fire Fighting (Objective Type)	50	50	

SYLLABUS

- I. **GENERAL INTELLIGENCE** : The question will be of 10th Standard and would include both verbal and non-verbal type. The test may include question on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination observation, relationship concept, figure classification, arithmetical number series, verbal and non-verbal series and mathematics of 10th Standard. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, mathematical computation and other analytical functions.

- II. **GENERAL AWARENESS**

The 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 every day observation and experience in their scientific aspects as may be expected of a 10th Standard educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Policy including Indian Constitution, and Scientific Research etc. These questions will be such that, they do not require a special study of any discipline.

- III. **GENERAL AWARENESS ON FIRE FIGHTING**

This test will include questions on knowledge of Fire Fighting, operational use of Fire Fighting Equipments, Life Saving Drills and causes of fire.

Grading will be done based on marks obtained in written test.

SPECIFICATIONS FOR THE POST OF DURWAN

(i) EDUCATIONAL/PHYSICAL QUALIFICATIONS : (ESSENTIAL)

- a) Must have passed Metriculation.
- b) Must be Physically fit for the duties of Durwan as per specified standards indicated below :

This requirement of physical standards will be tested as under :

- | | | | |
|----|----------------------|---|------------------|
| a) | Height without shoes | - | 165 cms |
| b) | Chest (Un-expanded) | - | 77 cms |
| c) | Chest (Expanded) | - | 82 cms |
| d) | Weight | - | 45 Kgs (Minimum) |

(ii) AGE LIMIT :

Not exceeding 27 years and not less than 20 years as on the last date of receipt of application.

AGE RELAXATION :

- A) 3 Years for OBC candidates & for Ex -Serviceman (OBC) 3 years in addition to the period of service rendered in the Defence Services.
- B) Age relaxation upto 35 years for Departmental candidates or in accordance with instructions issued by the Govt. from time to time.

MODE OF SELECTION

On the basis of merit of written test.

MEDIUM OF EXAMINATION : Hindi/English

Choice to be indicated in the application form. In absence of indication of any choice, it will be considered as English.

SCHEME & SYLLABUS OF EXAMINATION FOR DURWAN :

A. Written Examination :

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

SYLLABUS FOR DURWAN :

I) GENERAL INTELLIGENCE :

The questions will be of 10th Standard and would 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 number series, 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 function.

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 their scientific aspects as may be expected of a 10th Standard educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Policy including Indian Constitution, and Scientific Research etc. These questions will be such that, they do not require a special study of any discipline.

III) ENGLISH LANGUAGE :

The questions will be of 10th Standard, Candidate's understanding of the Basic 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 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 and Work etc. The question will be 10th Standard.

7. PHYSICAL TEST & SCREENING TEST

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) **Physical Test** : Measurement of Physical Standards (as stated above). Only for those who qualify the written test.
- (b) **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

SPECIFICATIONS FOR THE POST OF TELEPHONE OPERATOR

(i) EDUCATIONAL QUALIFICATIONS :

(ESSENTIAL)

12th Class or equivalent from a Recognized Board or University. Proficiency in handling of PBX Board and Electronics Exchanges.

(ii) AGE LIMIT :

Not exceeding 27 years and not less than 18 years as on the last date of receipt of application.

(iii) AGE RELAXATION :

Relaxable for Government servant up to five years in accordance with instruction or order issued by the Government from time to time.

MODE OF SELECTION

On the basis of merit of Written Test & Skill Test.

SCHEME AND SYLLABUS FOR THE POST OF TELEPHONE OPERATOR

(I) WRITTEN TEST :

PAPER	SUBJECT	MARKS	DURATION
Objective Type	(i) General English	50	TWO HOURS
	(ii) General Studies (English/Hindi)	100	
	(iii) 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 :

GENERAL STUDIES :

The question will be designed to test the candidates understanding of the English Language and its correct usage, his writing ability would also be tested, Questions Paragraph Writing/Report Writing/Letter Writing etc. may be included.

GENERAL 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 neighboring countries especially pertaining to History, Culture, Geography, Economic Scene, General Polity and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

The test will also include question relating to the knowledge of PBX Board and its operation.

ARITHMETIC :

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

(iii) 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 as may be fixed, will be eligible to be considered for appearing in the Skill Test.
- * This is a qualifying test only.

INSTRUCTIONS TO THE CANDIDATE

- (1) Application should be in the format given below. Candidates should superscribe "the name of the post applied for" on the top of the envelope in bolder letter.
- (2) Applicants are required to send four recent passport size photograph (not more than 3 months old) i.e. one photograph should be pasted on the application at the appropriate place duly attested by a Gazetted Officer and the other three photograph unattested duly signed by the candidate on the reverse and put in small cover, should be enclosed with the application.
- (3) Incomplete applications/applications received without attested copies of documents and received after due date will not be entertained/considered and will be summarily rejected without any communication. Call Letters to the eligible candidates will be sent through ordinary post and no representation on non-receipt / delay etc. will be entertained.
- (4) Only male candidates are eligible to apply for the post of Fireman & Durwan.
- (5) Persons applying for the post Fireman/Durwan should furnish medical certificate from a Registered Medical Practitioner regarding physical standards/fitness along with their applications.
- (6) Attested copies of all the certificates and mark sheets pertaining to the educational qualifications as notified, Date of Birth, Caste certificate other additional qualifications connected with the post etc. must be enclosed with the application.
- (7) In case it is found that any of the certificates/mark sheets etc. pertaining to essential/desirable qualifications, date of birth, caste certificate etc. are not authentic or are fake, the General Manager reserves the right to reject the candidature of such candidates at any stage.
- (8) Candidates working in Govt. Service/Public Sector Undertaking must submit their applications through proper channel along with the Certificate from their Head of Office/Establishment that no vigilance or disciplinary action is pending nor contemplated against them (and that they have no objection in releasing them in case of selection). Application not accompanied with no objection certificate and received after due date will be summarily rejected without any communication.
- (9) OBC reservation will be available only to such OBC candidates who do not fall in the creamy layer. OBC candidates must, therefore, furnish valid and updated OBC certificates which should specifically include the clause regarding "Exclusion from Creamy Layer" in order to be considered against the post reserved for OBC.
- (10) Candidates appearing for Written Test/Physical Test/Interview will come at their own expenses. However, SC/ST candidate will be paid traveling allowances of Second Class Railway / Bus Fere as per rules for onward and return journey performed by shortest route on production of Railway receipts/Bus Ticket and attested photocopy of SC/ST certificate and also the to and fro distance travelled is more than 30 KMs. For this purpose, the name of the nearest Railway station must be mentioned in the application.

- (11) Ex-servicemen should submit copies of service discharge certificate duly attested by a Gazetted Officer with regard to their service in Armed Forces.
- (12) No GPF and DCRG scheme is admissible under Central Govt. w.e.f. 01.01.2004. The new Pension Scheme i.e. Defined Contribution Pension is compulsory for all Central Govt. employees.
- (13) The crucial date for reckoning of the age limit will be the closing date of receiving the application.
- (14) The appointment of selected candidates are proposed to be made in High Explosives Factory, Khadki, Pune 411 003 (Maharashtra State) But services are liable to be transferred to any Ordnance/Ordnance Equipment Factories in India.
- (15) Eligible candidates fulfilling the requisite Qualifications and Specifications for the post may submit their applications to **General Manager, High Explosives Factory, Khadki, Pune (Maharashtra) Pin Code - 411 003** on plain paper neatly typed/hand written in double space as per proforma given below. **Candidates should mention the post applied for on top of the application as well as on the envelope.**
- (16) Factory shall not be responsible for any postal delay or failure.
- (17) Only those candidates who qualify endurance/physical test above will be called for written test.
- (18) Only selected candidates would be informed of their selection in due course after the selection process and no correspondence/enquiry on the subject would be entertained. It may be noted that bringing any outside, extraneous or political influence for getting employment in the factory shall render a candidate ineligible

LAST DATE FOR RECEIPT OF APPLICATION IS 21 DAYS FROM THE FIRST DATE OF NOTIFICATION OF THIS ADVERTISEMENT

CAUTION TO ALL APPLICANTS

Some unscrupulous elements may approach you with assurance of procuring appointment for you in the factory through illegal gratification. You must not fall prey to such false assurance or exploitation and must not entertain or encourage such elements in any way, it is emphasized and reassured that the selection test and exercise will be done on merit only in a transparent manner.

APPLICATION FEE : Candidates must send examination fees in the form of demand draft or crossed Indian postal order for Rs.50/- (Rupees Fifty only) in favour of **General Manager, High Explosives Factory, Khadki, Pune 411 003.** The Postal order must be issued after the date of this advertisement. The Exam fee is not refundable **No examination fee is required for SC/ST and Ex-servicemen candidates. The examination fee is not refundable. The issuing date of Postal Order should be indicated clearly**

The following applications will be summarily rejected :

- a) Application without Postal Order/DD
- b) Application without signature on the application & thumb impression of the candidate
- d) Application received through FAX
- e) Application received after due date for any reason.
- f) Incomplete applications.
- g) Application will be rejected due to mismatching of records/data.
- h) Application not confirming / fulfilling the required specifications / eligibility criteria will also be rejected.

FORMAT OF APPLICATION

Affix
your recent
passport size
photograph.
Duly attested
by a Gazetted
Officer

To
The General Manager
High Explosives Factory,
Khadki, **PUNE - 411 003**

1. आवेदित पद का नाम
Applied For (Name of the Post)
2. पूरा नाम (बड़े अक्षरों में) (स्कूल प्रमाण पत्र के अनुसार)
Full Name (in Block Letters) (As per School Certificate)

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3. श्वता का नाम (बड़े अक्षरों में)
Father's Name (in Block Letters)

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4. जन्म तारीख (स्कूल प्रमाण पत्र के अनुसार) :
Date of Birth (As per School Certificate)

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(अक्षरों में In words)

5. स्थायी पता / Permanent Address :

जिला / District																													
राज्य / State																													
पिन कोड / Pin Code																													

6. वर्तमान / डाक पता
Present / Postal Address :

जिला / District																													
राज्य / State																													
पिन कोड / Pin Code																													

7. राष्ट्रियता / Nationality

8. धर्म / Religion

9. संगत बॉक्स में वर्ग लिखें
Write the category in the relevant Box

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सामान्य Gen/अनुसूचित जाति SC/अनुसूचित जनजाति ST/अन्य पिछड़ा वर्ग OBC

10. असेनिक / Ex - service Man

हॉ / Yes

नहीं / No

Cont...

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11. शैक्षणिक / व्यवसायिक / तकनीकी योग्यताएँ
ACADEMIC / PROFESSIONAL/TECHNICAL QUALIFICATIONS:

परीक्षा उत्तीर्ण EXAMINATION PASSED	बोर्ड / विश्वविद्यालय BOARD/ UNIVERSITY	उत्तीर्ण करने का वर्ष YEAR OF PASSING	अंकों का प्रतिशत PERCENTAGE OF MARK	श्रेणी DIVISION	विषय SUBJECT TAKEN

12. अनुभव का विवरण (यदि हो)
Details of Experience (if any) :

13. निकटतम रेल्वे स्टेशन
Nearest Railway Station :

14. भारतीय पोस्टल आर्डर संख्या एवं तारीख
Indian Postal Order No. & Date :

15. संलग्नको का विवरण
Details of enclosures :

- जन्म तारीख का प्रमाण की साक्षात्कृत प्रति (दसवीं कक्षा का प्रमाण पत्र)
Attested copy of Proof of Date of birth (Matriculation Certificate)
- स्वयं हस्ताक्षरित तीन फोटों ।
Three copies of self signed photographs
- शैक्षणिक योग्यताओं के प्रमाणपत्र की साक्षात्कृत प्रति ।
Attested copy of Educational Qualification Certificates
- जाति प्रमाण पत्र की साक्षात्कृत प्रति । / Attested copy of Caste Certificate.
- परीक्षा शुल्क (आई पी ओ) / Examination Fees (IPO)

नोट : यदि उपरोक्त उल्लेखित प्रमाण पत्रों / दस्तावेजों प्रस्तुत न करें तो आपका आवेदन निरस्त माना जाएगा ।

NOTE : In case of non submission of any of the above specified certificate/documents the application shall be summarily rejected.

17. अन्य सूचनाएँ
Any other information

18. बायें अंगूठे की छाप
Left Hand Thumb Impression : 

घोषणा / DECLARATION

मैं एतद्वारा घोषणा करता/करती हूँ कि इस आवेदन में दिए गए सभी विवरण मेरी जानकारी एवं विश्वास से सत्य, पूर्ण एवं सही है । किसी भी जानकारी के गलत/असत्य पाए जाने अथवा भर्ती/नियुक्ति से पहले या बाद में अयोग्य पाए जाने की स्थिति में मेरी उम्मीदवारी स्वतः निरस्त हो जाएगी तथा भर्ती हेतु दावे से मैं वंचित हो जाऊंगा।

I hereby declare that all the statement 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 / Appointment, my candidature will stand automatically cancelled and my claims for the recruitment stand forfeited.

स्थान / PLACE

आवेदक का हस्ताक्षर
(Signature of the candidate)-----

दिनांक / DATE

आवेदक का नाम
NAME OF APPLICANT-----

Handwritten signature and date: Adup 10201/11/2435/1415