

भारत सरकार, रक्षा मंत्रालय  
आयुध उपस्कर निर्माणी,  
कानपुर-208 001 उप्र  
तार :हार्नेस- कानपुर  
फैक्स: 0512.2311186  
दूरभाष: 2311181-2311185



Govt. of India, Ministry of Defence  
Ordnance Equipment Factory,  
**Kanpur – 208 001 ( U.P.)**  
Telegram : “Harness” Kanpur  
Fax : 0512- 2311186  
Phone : 2311181- 2311185

On line Applications are invited for recruitment to the following Group ‘C’ posts in the pay Band and Grade pay shown against the post in the Non Industrial and Industrial Establishment of the Ordnance Equipment Factory, Kanpur-208001 (U.P.) from Indian citizens, who are fulfilling the requisite qualifications as mentioned in the online advertisement. The intending candidates shall visit the factory’s website [www.oefkanpur.gov.in](http://www.oefkanpur.gov.in) and carefully read all the instructions given in the detailed advertisement available on the website before applying online.

Name of Post	UR	SC	ST	OBC	Total	PHP	Post Identified for	EX-Ser. Man	Pay Band	G.Pay
Sr.Nurse Grade II	--	01	--	--	01 *	--		--	9300-34800	4600/-
Ward Sahayak	02	--	--	--	02*	--		--	5200-20200	1800/-
L.D.C.	06	02	--	06	14*	01	OA, OL, BL, OAL, B, LV, HH	02	5200-20200	1900/-
Store Keeper	02	--	--	02	04	--	OA, OL, HH	01	5200-20200	1900/-
Fireman	--	--	--	01	01	--	HH	--	5200-20200	1900/-
Cook (NIE)	01	--	--	--	01	--	OL, LV, HH	--	5200-20200	1900/-
CMD(OG)	01	--	--	--	01	--	--	--	5200-20200	1900/-
Staff Car Driver (OG)	01	--	--	--	01	--	--	--	5200-20200	1900/-
Stenographer	01	--	--	--	01	--	OA, OL, BL, OAL, B, LV	--	5200-20200	2400/-
Welder	--	01	--	--	01*	04	OL, HH	12	5200 –20200	1800/-
Carpenter	--	01	--	--	01*		OL		5200 –20200	1800/-
Leather Worker	05	02	--	03	10*		--		5200 –20200	1800/-
Fitter Gen.	06	03	--	04	13		OL,BL,HH,LV		5200 –20200	1800/-
Tailor men	51	23	01	27	100+02* = 102		BL, OL, HH		5200 –20200	1800/-
<b>Total</b>	<b>76</b>	<b>33</b>	<b>01</b>	<b>43</b>	<b>153</b>	<b>05</b>		<b>15</b>		

\*Backlog vacancy

(OA= One Arm, OL= One Leg, BL= Both Leg, OAL=One Arm and one Leg, B = Blind, LV= Low Vision, HH = Hearing Impaired)

The relevant details of recruitment including educational qualifications, reservations, age limit, fees, recruitment procedure, relaxation etc. are available in the factory website.

**Closing Dates :-**

- Filling of on line application will start 7 days after publication in Employment News ( to be counted from the 1<sup>st</sup> date of the week of publication)
- Closing date of application on On Line system** – 21 days from the date of publication of advertisement in Employment News(English). (to be counted from the next day of the last date of the week of publication)
- Closing date of receipt of the filled in hard copy of the application form filled in On line up to 7 days from the closing date of on line application.(This is the last date of receipt of hard copy of the application forms filled in “On line” along with requisite documents. Age limit and qualification will not be computed with reference to this date).
- If the closing date for both ii) & iii) above falls on Sunday or Holiday, then the next working day will be taken as closing date.
- Important actual dates shall be notified in website for information and the candidates are advised to visit OEF website [www.oefkanpur.gov.in](http://www.oefkanpur.gov.in) regularly for viewing updates.

**Sr. General Manager**  
**OEF KANPUR**

## **Essential Educational and other Qualifications :-**

### **1. SENIOR NURSE GRADE -II :**

- Essential :** (i) Passed 10+2 or equivalent examination with Science Subjects.  
(ii) Candidate should possess Certificate as Registered Nurse and Midwife having passed General Nursing and Midwifery course from a school of Nursing or other Institution recognized by the Indian Nursing Council.  
(iii) Minimum 2 years experience in a recognized hospital out of which 1 year in Operation Theatre.  
(iv) Must have working knowledge of computers.

- Desirable :** (i) Possessing a recognized certificate in Public Health Nursing  
(ii) Knowledge of Hindi and local language preference may be given to Ex-Army Medical Corps officers if suitably qualified.

**Pay Band : ( PB-2) , Rs. 9300 – 34800/- + Grade Pay : Rs. 4600/-**

**Classification of the post : Civilian in Defence Service, Non –Industrial Group C, Non-Ministerial**

**Age limit : From 18 to 27 Years.**  
( Relaxable up to 40 years in case of Government servant )

### **Scheme of Examination-**

#### **(A) Written Examination – 150 Marks**

Sl.No.	Subject	Marks	Duration of Examination
<b>Part- I</b>			
1.	General Intelligence (10+2 standard) Objective/Multiple-choice type	25	<b>Two Hours</b>
2.	General Awareness (10+2 standard) Objective/Multiple-choice type	25	
<b>Part- II</b>			
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 written Examination**

- A. General Intelligence :** The question 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. Question 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 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 question will be designed to test the knowledge and competence of the candidates technical knowledge as per standard syllabus of Diploma in General Nursing and Midwifery.

#### **D. Skill Test :**

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

1. Setting the trolley for a specified surgical operation.
  2. Identification of surgical instruments and surgical materials, practical knowledge about their usage, practical knowledge about surgical knots and OT table positions.
  3. Practical knowledge of Scrubbing, gowning, gloving and draping.
  4. Application of plaster cast.
  5. Practical knowledge of basic life support, advanced life support & trauma care.
  6. Practical knowledge regarding emergency medicines and operation of emergency equipments.
  7. Practical knowledge in assisting different procedures carried out in the Hospitals, like pleural tapping, Lumbar Puncture, bone marrow aspiration etc.
  8. Practical knowledge of delivery and care of the newborn, setting up delivery tray, emergency evacuation, antenatal care, post-natal cares.
  9. Practical knowledge of vital signs monitoring.
  10. Skills of working on computer.
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## 5. WARD SAHAYAK :

- Essential:** (i) Must pass class 10 or equivalent examination of School.  
(ii) Knowledge of First-aid, Nursing and Ward procedure.

**Pay Band** : ( PB-2 ), Rs. 5200 – 20200/- + **Grade Pay** : Rs. 1800/-

**Classification of the post** : Civilian in Defence Service, Non –Industrial, Group C, Non-Ministerial

**Age limit** : From 18 to 27 Years.  
( Relaxable up to 40 years in case of Government servants )

### Scheme of Examination-

(A) **Written Examination – 150 Marks**

Sl.No.	Subject	Marks	Duration of Examination	
<b>Part- I</b>				
1.	General Intelligence (10 standard) Objective/Multiple-choice type	25	<b>Two Hours</b>	
2.	General Awareness (10 standard) Objective/Multiple-choice type	25		
<b>Part- II</b>				
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 written Examination

- A. General Intelligence** : The question will be of 10<sup>th</sup> 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. Question 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 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 question 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. Concept of transportation of sick and injured, carrying patients in trolley, stretcher wheel chair etc.
3. Sponging patients.
4. Practical knowledge of First-aid, Nursing and ward procedures.
5. Identification of simple Hospital equipments and their uses.
6. Dressing simple wounds.

## **LOWER DIVISION CLERK :**

**Essential** : (a) Passed 12<sup>th</sup> class or equivalent qualification from a recognized Board or University.

(b) Skill Test norms “ Only on computers”

English Typing @ 35 W.P.M. Hindi Typing @ 30 W.P.M.  
( Time allowed – 10 minuts)  
( 35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH  
on an average of 5 Key depression for each word.

**Pay Band** : ( PB-1) , Rs. 5200 –20200/-

**Grade Pay** : Rs. 1900/-

**Classification of the post** : Group- C’ Non-Industrial, Non-Ministerial

**Age limit** : 18 to 27 Years.

### **Scheme and Syllabus**

#### **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
<b>I</b>	General Intelligence	50 (50 questions)	<b>2 Hours</b>	2 Hours 20 Minutes
<b>II</b>	English Language ( Basic Knowledge)	50 ( 50 questions)		
<b>III</b>	Quantitative Aptitude (Basic Arithmetic Skill)	50 ( 50 questions)		
<b>IV</b>	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. 12<sup>th</sup> 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 paper 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

### Syllabus of Written Examination :

#### I. General Intelligence :

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

## II. English Language :

1	Spot the Error
2	Fill in the Blanks
3	Synonyms/ Homonyms
4	Antonyms
5	Spelling/Detecting Mis-spelt words
6	Idioms and 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 sentence in a passage
13	Cloze Passage
14	Comprehension Passage

## III. Quantitative Aptitude :

### Arithmetic :

1. Number Systems : Computation of whole Number, Decimal and Fractions, Relationship between numbers.
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.

### Algebra :

1. Basic algebraic identities of School Algebra ( and their simple applications)  
e.g. Formulas for  $(a+b)^2$ ,  $(a-b)^2$ ,  $(a+b)^3$ ,  $(a-b)^3$ ,  $a^3-b^3$ ,  $a^3+b^3$ ,  $a^2-b^2$ , if  $a+b+c=0$ , then  $a^3+b^3+c^3=3abc$  etc. and Elementary surds (simple problems)
2. Graphs of Linear Equations.

### Geometry :

Familiarity with elementary geometric figures and facts :

1. Triangle and its various kinds of centres viz. Centroid, In-centre, Orthocentre, Circumcentre
2. Congruence and similarity of triangles.
3. Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

### Mensuration :

Triangle, Quadrilaterals, Regular Polygons (sum of the internal angles of a polygon), Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

## Trigonometry :

1. Trigonometry (for acute angles  $\theta$  with  $0 \leq \theta \leq 90$ )  
Trigonometric ratios, Degree and Radian Measures, Standard Identities like  $\sin^2 \theta + \cos^2 \theta = 1$  etc.
2. Complementary Angles, Heights and Distance (simple problems only)

## Statistical Charts :

Use of Tables and Graphs :

1. Histogram
2. Frequency polygon
3. Bar- diagram
4. Pie- chart

**IV. General Awareness :** Question are designed to test the candidate's general awareness of the environment around him/her and its application to society. Question are also 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. 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.

## **TYPING TEST :-**

- (1) The Typing Test will be conducted in English or Hindi and candidates while applying for the examination, will have to indicate their option.
- (2) Typing test will be administered on computer, to be provided by the factory/unit
- (3) Candidates opting for English Typing shall have typing speed of 35 words per minute and those opting for Hindi Typing shall have Typing speed of 30 words per minute on computer. Thirty five w.p.m. and thirty w.p.m. correspond to 10500 key depressions per hour and 9000 key depressions per hour respectively. The speed will be adjudged on the accuracy of typing on the computer of a given text passage in 10 minutes.
- (4) Visually Handicapped candidates ( with 40% disability and above) will be provided Passage Dictators for the Typewriting test by the factory/unit. The Passage Dictators will read out the passage to the VH candidates within the allotted time period.

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## **STORE KEEPER :**

**Essential** : Passed 10+2 Examination from a recognized Board or University.

**Desirable** : Basic knowledge of computer application having 'O' Level Certificate as per Department of Electronics Accreditation Committee Certificate (DOEACC)

**Pay Band** : (PB-1), Rs. 5200 –20200/-

**Grade Pay** : Rs. 1900/-

**Classification of the post :** Civilian in Defence Services, Non-Industrial, Group 'C' Ministerial

**Age limit** From 18 to 27 Years.

### **Scheme and Syllabus**

#### **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	<b>2 Hours</b>
II	English Language (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**

#### **Qualifying Marks in the written examination will be as follows :**

<i>Paper/Part</i>	<i>Minimum qualifying marks in each paper/Part for candidates</i>		<i>Minimum qualifying marks in aggregate for candidates</i>	
	<b>General</b>	<b>SC/ST/PH</b>	<b>General</b>	<b>SC/ST/PH</b>
I	40%	35%	--	--
II	40%	35%	--	--
III	40%	35%	--	--
IV	40%	35%	--	--
<b>Aggregate</b>			45%	40%

#### **Syllabus of the written Examination:**

## General Intelligence :

01	Semantic Analogy	16	Space Orientation
02	Symbolic/Number Analogy	17	Venn Diagrams
03	Figural Analogy	18	Drawing inferences
04	Semantic Classification	19	Punched hole/pattern-folding & unfolding
05	Symbolic/Number Classification	20	Figural pattern- folding & completion
06	Figural Classification	21	Indexing
07	Semantic Series	22	Address matching
08	Number Series	23	Data and city matching
09	Figural Series	24	Classification of centre codes/roll numbers
10	Problem solving of 12 <sup>th</sup> standard	25	Small & Capital Letters/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 perations	29	Social Intelligence
15	Trends	30	Other sub-topics, if any

## English Language

01	Spot the Error	08	Improvement of sentences
02	Fill in the Blanks	09	Active/Passive Voice of Verbs
03	Synonyms	10	Conversion into Direct/Indirect narration
04	Antonyms	11	Shuffling of sentence parts
05	Spellings/Detecting Mis-spelt words	12	Shuffling of sentences in a passage
06	Idioms & Phrases	13	Cloze Passage
07	One Word substitution	14	Comprehension passage

## Numerical Aptitude

<b>1. Arithmetic</b>	<b>a. Number Systems :</b> Computation of Whole Number Decimal and Fractions Relationship between Numbers
	<b>b. Fundamental Arithmetical Operations :</b> 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
<b>2. Algebra</b>	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.
<b>3. Geometry</b>	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
<b>4. Mensuration</b>	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
<b>5. Trigonometry</b>	Trigonometry (for acute angles $\Theta$ with $0 < \Theta < 90$ ) 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 )
<b>6. Statistical Charts</b>	Use of Tables and Graphs, Histogram, Frequency Polygon, Bar- diagram

**General Awareness :**

Questions are designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions are also designed to test knowledge of current events and of such matters of every day 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, Economics 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. 12<sup>th</sup> standard.

**Note 2 :** Resolution of the 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)

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

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# Fireman:

## Essential :

1. 10<sup>th</sup> class pass from recognized Board/ Institution.
2. Must have completed basic course on elementary Fire Fighting from a recognized Institute.  
( The duration of the basic Fire Fighting course will not be less than 06 months. The Institute should be recognized by State Govt. / Govt. of India.)
3. 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

## Endurance Test:

- (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 3 mtrs. Vertical rope using hands and feet .

**Note :** Concession of 2.5 cms in height or chest may be allowed for the members of Schedule Castes or Schedule Tribes candidates from hill areas.

**Pay Band :** ( PB- 1) Rs. 5,200 – 20,200/-

**Grade Pay :** Rs. 1900/-

**Classification of the post :** General Central Service, Group- C'  
Non-Industrial, Non-Ministerial

**Age :** Between 18 and 27 Years.

Relax able for Departmental candidates up to 40 years of age in accordance with the instructions or orders issued by the Central Government and further relaxation for five year as in the case of Scheduled Caste and Scheduled Tribe.

## Scheme and Syllabus

### 1. Written Test :

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

## Syllabus :

**I. General Intelligence** : The question will be of 10<sup>th</sup> 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, judgement, decision making, visual memory, discrimination observation, relationship concept, figure classification, arithmetical number series, verbal and non-verbal series and mathematics of 10<sup>th</sup> standard . The test will also include questions designed to test the candidates abilities to deal with abstract ideas and symbols and their relationship, mathematical computation and other analytical functions.

**II. General Awareness** : The question will be of 10<sup>th</sup> Standard. Question will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Question will also be designed to test 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 neighboring 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.

**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, cause of Fire etc.

### **2. 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 the measurement of physical standards.

**3. 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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# COOK ( NIE )

**Essential** : (a) Matriculation.  
(b) Must possess knowledge of cooking.  
(c) Must possess knowledge of Hospital diets approved by a testing board  
( for cooks attached to Hospitals )

**Pay Band** : ( PB-1), Rs. 5200 –20200/-

**Grade Pay** : Rs. 1900/-

**Classification of the post** : Group- C' Non-Industrial, Non-Ministerial

**Age limit** : From 18 to 32 Years.  
( Relax able for Government servants in accordance with Instructions or Orders issued by the Government from time to time )

## Scheme and Syllabus

**I. Written Test : This is only a qualifying examination.**

Paper	Subject	Marks	Duration
Objective Type	General Cooking Knowledge	50	2 Hours
	General Awareness	25	
	General Intelligence	25	

## Syllabus :

**I. General Cooking Knowledge** : General Knowledge on Cooking.

**II. General Awareness** : Question will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Question will also be designed to test 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. 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.

Common General Knowledge on Hygiene and Health.

**III. General Intelligence** : The question will be of Matriculation Standard and would include both verbal and non-verbal type. The test may include question on analogies, similarities, differences, space visualization, visual memory, discrimination observation, relationship concept. Matriculation standard Arithmetic .

## SKILL TEST :

Only for those who qualify in the written test. Number of candidates to be called for the skill test should be in the following ratio :

1 Post - 5  
2 & above - 2x +4

## Syllabus for the Skill Test

- Preparing a meal as per menu.
- Arranging a table.
- Ability to serve courteously.

## **CIVILIAN MOTOR DRIVER (OG) :**

**Essential Qualification:** (a) Matriculation from a recognized University or Board.  
(b) Must possess license for driving light and heavy vehicles with basic knowledge in automobile repairing.

**Pay Band** : ( PB-1 ) , Rs. 5200 –20200/-

**Grade Pay** : Rs. 1900/-

**Classification of the post** : Group- C' Non-Industrial, Non-Ministerial

**Age limit** : From 18 to 32 years.

( Relaxable for Government servants in accordance with the instructions or orders issued by the Government from time to time in this regard )

### **Scheme and Syllabus**

**SCHEME OF EXAMINATION :-** The Examination consists of a Written Test of 100 marks and Skill test of 100 Marks.

**SCHEME OF WRITTEN TEST :-** The written 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 :-**

#### **I. 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.*

#### **II. 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.*

#### **III. General Driving Awareness :-**

*The test will include common question on General Knowledge, Traffic Rules, Knowledge about Motor Vehicles, their maintenance and repair.*

**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 tests as are being conducted by the RTOs for giving Driving License.**

**The Grading of candidates (Selected in written Test) will be done based on their assessed skill in driving, without taking into account the marks scored in the Written Test.**

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# **STENOGRAPHER :**

**Essential Qualification:** (a) Passed 10+2 or equivalent examination from a recognized University or Board.

(b) A speed of 80 (eighty) words per Minute in Stenography (English or Hindi)

**Pay Band :** (PB-1), Rs. 5200 –20200/-

**Grade Pay :** Rs. 2400/-

**Classification of the post :** Group- C' Non-Industrial, Ministerial

**Age limit :** From 18 years to 27 years

( Relax able for departmental employees up to forty years in accordance with the instructions or orders issued by the Central Government )

## **Scheme and Syllabus**

### **SCHEME OF EXAMINATION :-**

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

### **SCHEME OF THE WRITTEN EXAMINATION AND SYLLABUS :-**

The written Examination consists of one objective type paper as shown below :-

Part	Subject	Maximum Marks	Total Duration for General Candidates	Total Duration for Visually Handicapped Candidates
I	General Intelligence & Reasoning (50 questions)	50	2 Hours.	2 Hours 20 mins.
II	General Awareness ( 50 questions )	50		
III	English Language and Comprehension (100 questions )	100		

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

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

NOTE 3 : Standard of questions will be of the level to commensurate with educational qualification for the post i.e. 12<sup>th</sup> 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 paper 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

### **SYLLABUS** :-

#### **I. General Intelligence & Reasoning :-**

*It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgement, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidates abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.*

#### **II. General Awareness :-**

*Questions will be designed to test the ability of 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 matter of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.*

**NOTE** : For VH Candidates of 40% and above visual disability and opting for SCRIBE there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning/General Awareness paper.

#### **III English Language & Comprehension:-**

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

### **SKILL TEST IN STENOGRAPHY** :-

Candidates who obtain the qualifying marks in the written Examination will only be called for the Skill Test. THE SKILL TEST WILL BE OF QUALIFYING NATURE.

The candidates will have to appear for the stenography test. The candidates will be given one dictation for 10 minutes in English/Hindi at the speed of 80 w.p.m. The matter will have to be transcribed on computer only. The transcription time is as follows :-

50 Minutes ( English)

65 Minutes ( Hindi )

#### **NOTE** :-

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

## स्टाफ कार ड्राइवर सामान्य श्रेणी

- अनिवार्य :** 1. किसी मान्यताप्राप्त विद्यालय से मैट्रीकुलेशन ।  
2. मोटर कार चलाने के लिये वैध चालन अनुज्ञप्ति होनी चाहिये ।  
3. मोटर के अनुरक्षण और संसाधनों का ज्ञान होना चाहिये ।  
(वाहनों में छोटी मोटी खराबियों को ठीक करने में अभ्यर्थी को योग्य होना चाहिये)

**वांछनीय :** मोटर कार चलाने का कम से कम दो वर्ष का अनुभव ।

**पे बैण्ड :** (PB-1), Rs. 5200 –20200/-

**ग्रेड पे :** Rs. 1900/-

**आयु सीमा :** 18 वर्ष से कम एवं 30 वर्ष से अधिक नहीं होनी चाहिये ।

### Scheme and Syllabus

**SCHEME OF EXAMINATION :-** The Examination consists of a Written Test of 100 marks and Skill test of 100 Marks.

**SCHEME OF WRITTEN TEST :-** The written 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 :-

#### **I. 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.*

#### **II. 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.*

#### **III General Driving Awareness :-**

*The test will include common question on General Knowledge, Traffic Rules, Knowledge about Motor Vehicles, their maintenance and repair.*

**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 tests as are being conducted by the RTOs for giving Driving License.**

**The Grading of candidates (Selected in written Test) will be done based on their assessed skill in driving, without taking into account the marks scored in the Written Test.**

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## TRADESMEN/SEMI SKILLED POSTS

### [Welder, Carpenter, Mach. Leather, Fitter Gen. & Tailor(men) ]

1. **Qualification**:- Passed Matriculation (10<sup>th</sup>) or equivalent examination + NAC/NTC issued by NCVT.

#### 2. **Scheme**

I) There will be a written examination of one paper. The paper will be OMR based of “objective-multiple-choice-type” of maximum 100 marks.

II) The paper would be bilingual (Hindi as well as English) and consist of two parts:

a) Part-A will consist of 20 marks having questions on General Science and quantitative aptitude, each having weightage of 10 marks. The question will be of up to 10<sup>th</sup> Standard.

b) Part-B will consist of 80 marks of NCVT syllabus for the relevant trade.

**All the Questions will be compulsory. There will be no negative marking.**

Subject	No. of Questions	Maximum Marks	Time allowed
Part-A (objective Type)	1. General Science (10 Questions)	10 Marks	02 Hrs.
	2. Quantitative Aptitude (10 Questions)	10 Marks	
Part-B (objective Type)	80 Questions	80 Marks	

#### 3. **Syllabus**:

##### (A) **General Science (10 Questions)**

Question will be aimed at testing the General Awareness of the candidate’s environment around him. Question will also be designed to test knowledge of basic science studied upto 10<sup>th</sup> standard and would include such matter of every day observations and experience as may be expected of any educated person.

##### (B) **Quantitative Aptitude (10 Questions)**

The Candidate will be tested for general mathematics of upto 10<sup>th</sup> standard involving number system, equations in two variables, simple and compound interest, perimeter, area and volume of geometrical figures, Direct and inverse proportions, Pythagoras theorem and Trigonometry.

##### (C) **NCVT Trade (80 Questions)**

Questions from the NCVT Syllabus of relevant trade.

#### 4. **Mode of Selection**

**Written Test of 100 marks**:- Written test of 100 marks shall be fully “objective-multiple-choice-type” and OMR based.

**Trade test (Qualifying only- No marks)**:- The syllabus for the trade test (practical) will be as per trade test specification of the Semi-skilled grade of the relevant trade.

On the basis of merit in written test, candidates to the extent of 1.25 times of the number of vacancies shall be called for the trade test. The result of the written test will be published in alphabetic order of names of the candidates to be called for the Trade test. **Final Selection/Merit will be based on marks obtained only in written test subject to qualifying in the prescribed trade test (practical).**

**1.1 Age Relaxation**:- Relaxation in upper age limit is admissible to the following categories of applicants as shown against each category.

- i) Up to 05 years for SC/ST (**only in respect of the posts reserved for them**)
- ii) Up to 03 years for OBC on production of **caste certificate with latest Non-creamy layer clause issued by the competent authority in prescribed proforma (only in respect of the posts reserved for them)**.
- iii) For PHP : Candidates belonging to UR= 10years, SC/ST= 15 years & OBC= 13years (**Only for the posts reserved for them**).
- iv) Up to the age of 40 years for Departmental candidates with 3 years continuous services.
- v) Up to 03 years in addition to the period of service rendered in the Defence services for Ex-Servicemen on production of Discharge Certificate issued by Competent Authority.

## **2. Mode of Selection**

On the basis of merit in written test, candidates to the extent of prescribed ratio given in advertisement will be called for the Skill test. **Final Selection/Merit will be based on marks obtained in written as well as in the Skill test.**

## **3- HOW TO APPLY:**

- (a)- Candidates must carefully read all the provisions/conditions/ instructions etc. given in the advertisement before they apply for any post so as to avoid any disappointment at later stage. The candidates, who fulfill the requisite qualifications/specifications, have to apply on the website **www.oefkanpur.gov.in** The candidates should cross check the information furnished in the “Application Form” before finally submitting the same; as no correction will be possible later.
- (b) Before registering/submitting applications on the website, the candidates should possess the Valid E-mail ID and Mobile Number. The E-mail ID and mobile No. entered in the Online 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 once submitted. The candidate himself/herself will be responsible for wrong or expired E-mail ID & Mobile No.
- (c) After submitting the On Line Application and uploading clearly visible recent colour photograph ( not more than three months old ) with signature(jpg or jpeg file of max. 15KB) and scanned left thumb impression in digital format (jpg or jpeg file of max. 10KB) as per instruction available on the website, a unique Registration No. will be generated automatically. This Registration No. and Password of the candidate should be used for downloading the filled in Application form and for further information. The candidate should take print of dully filled in Application form in two copies. One copy is to be retained by the candidate for further reference and other one is to be sent along with **Indian Postal Order** to **The Senior General Manager, Ordnance Equipment Factory, Phoolbagh Kanpur-208001**, Uttar Pradesh along with the following documents.

- i) Attested Copies of Educational / Professional /Technical qualifications and Experience,
- ii) SC/ST/OBC(Non Creamy Layer)/PHP/Ex-Serviceman certificates issued by Competent Authority as applicable in prescribed proforma. The Certificates attached in non-standard proforma shall not be considered at all.
- iii) Certificate of age proof.
- iv) Rs. 50/- (Fifty ) through crossed Indian Postal Order (I.P.O.) in favour of THE SENIOR GENERAL MANAGER OEF, KANPUR (*Registration No. must written on the backside of the IPO*). **Candidates belonging to SC/ST/Ex-Serviceman, Physically Handicapped Persons and Female Candidates are exempted from submitting the Fee. The Postal Order should be issued on or after the date of publication of the advertisement in the Employment News. Postal Order issued prior to that date are not acceptable. The application fee is non- refundable.**
- (d) The candidates may send the filled in application form along with requisite documents sufficiently in advance. Application received after the closing date of submission of Application form is not acceptable.
- (e) The Senior General Manager/OEFKANPUR is not responsible for postal delay.
- (f) After completion of necessary office formalities, Date of Written Examination & Admit cards to the eligible candidates will be uploaded on the website [www.oefkanpur.gov.in](http://www.oefkanpur.gov.in)

#### **4- CLOSING DATES:-**

- i) Filling of On line Application forms will start 7days after publication in Employment News (to be counted from the 1<sup>st</sup> date of the week of publication).
- ii) Closing date of Application on On line system – 21days from the date of publication of advertisement in Employment News (English) (to be counted from the next day of the last date of the week of publication).
- iii) Closing date of receipt of the filled in hard copy of the application form filled in On line upto 7 days from the closing date of on line application. (This is the last date of receipt of hard copy of the application forms filled in “On line” along with requisite documents. Age limit and qualification will not be computed with reference to this date).
- iv) If the closing date for both (ii) & (iii) above falls on Sunday or Holiday, then the next working day will be taken as closing date.
- v) Important actual dates shall be notified in website for information.

#### **5- IMPORTANT INSTRUCTIONS TO THE APPLICANTS:-**

- i) Candidates should apply against any one post only mentioned in the Table. Applying for more than one post is not permissible and will lead to disqualification.
- ii) **Name of the post applied for must be clearly written on the top of the envelope in capital Letter.**

**Traveling Allowance :** Candidates appearing in Written Test and Skill Test will have to come at their own expenses. However, SC/ST candidates will be paid traveling allowance of second class Railway/Bus fare as per rules for onward and return journey performed by shortest route on production of journey details as well as Railway/Bus Ticket provided that the to and fro distance traveled is more than 30 KM for appearing in written test only.

- iii) Persons working in Central/State Govt. /PSU must apply through proper channel along with a certificate from their Establishment that neither any disciplinary case is pending nor contemplated against them. They must also enclose a certificate from the Establishment concern that in case of selection, their Establishment shall release them immediately.
- iv) New entrants to Government Service will be governed by New Pension Scheme termed as “Defined Contributory Pension Scheme” and existing provisions of CCS (Pension Rules ) 1972 will not be applicable.
- v) SC/ST/OBC/PHP/Ex-Serviceman certificates issued by the competent authorities only and in prescribed format only, will be acceptable. OBC certificate must specifically include clause regarding “Non-creamy Layer” and should be updated/valid at the relevant point of time. A specimen certificate of OBC(Non-Creamy layer) is available on the website for ready reference. OBC (Non-Creamy layer) certificate is to be submitted in the given format only.
- vi) The information furnished in the application should be supported by relevant documents as stated in this advertisement.
- vii) Mere submission of application form does not guarantee issue of Admit card for written test.
- viii) Only selected candidates would be communicated of their selection in due course after the selection process.
- ix) For Departmental Candidates relevant rules shall apply.
- x) It may be noted that bringing any outside/extraneous/political influence for getting employment in the Factory shall render the candidate ineligible.
- xi) The services of the candidates furnishing any fake/false certificates are liable to be terminated at any stage ever after appointment. Apart from this, suitable action will also be initiated as per the law of the land. Hence, candidates are advised not to submit dubious certificates.
- xii) Eligible/Non eligible candidates can see their status by entering Registration No. & password on the website [www.oefkanpur.gov.in](http://www.oefkanpur.gov.in)
- xiii) Admit cards for written exam shall be uploaded in the website [www.oefkanpur.gov.in](http://www.oefkanpur.gov.in) Candidates are advised to keep visiting the website.
- xiv) Computation of upper age limit for eligibility – Upper age limit shall be computed with reference to closing date of submission of “On Line” application.
- xv) Date on which certificate of eligibility for educational and technical qualification should be possessed by the applicant:- With reference to the closing date of submission of Online Application.
- xvi) Eligible candidates shall also be sent mobile alerts, however receipt of alerts is not the responsibility of GM/OEF, KANPUR.



## **6- REJECTION OF APPLICATION:**

The applications/candidature are liable to be rejected/cancelled on the following grounds:-

- (a) Application received after closing date as mentioned in para-4 of this advertisement.
- (b) If, the age of the candidate exceeds the prescribed age limit on the closing date of filling of Application.
- (c) If, the essential qualification is not possessed by the candidate on the closing date of receipt of on line application and/or as mentioned in para 5(xvi).
- (d) If, copies of all supporting documents i.e. academic or technical qualifications, age proof, caste certificate (as applicable) are not enclosed/attested.
- (e) If, application is not complete in any respect as per the requirement given in the advertisement.
- (f) If, application is not accompanied by the Postal Order of Rs. 50/- except in case so exempted.
- (g) If the postal order is of the date prior to the date of advertisement.
- (h) If, the applicant produced application form other than the one not generated from on line application.

### **CAUTION TO ALL APPLICANTS**

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

***Sr. GENERAL MANAGER***  
***O.E.F. KANDUR***

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