

भारत सरकार, रक्षा मंत्रालय  
आयुध उपस्कर निर्माणी,  
कानपुर-208 001 उ०प्र०  
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 'B & Group 'C' posts in the pay Band and Grade pay shown against the post in the Non 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
<b>T.G.T</b> (Maths-01, Hindi- 01)	01	--	--	01	02	--	OL,BL,OA	--	9300-34800	4600/-
<b>Teacher Primary</b>	01	--	--	--	01	--	OL,BL,OA	--	9300-34800	4200/-
<b>Fireman</b>	01	--	--	--	01	--		--	5200-20200	1900/-
<b>Cook (Canteen)</b>	01	--	--	--	01	--	PD, D, OL	--	5200-20200	1900/-
<b>Photographer</b>	01	--	--	--	01	--	OL,D,PD	--	5200-20200	1900/-
<b>Supervisor Grade III</b>	01	--	--	--	01	--	OA, OL	--	5200-20200	1900/-
<b>CMD(OG)</b>	01	--	--	--	01	--		--	5200-20200	1900/-
<b>Multi Tasking Staff</b>	13	04	--	06	23	02	OA,OL,PD,LV	02	5200-20200	1800/-
<b>L.D.C.</b>	04	01	--	02	07	--	OL, BL	01	5200-20200	1900/-
<b>Total</b>	<b>24</b>	<b>05</b>	<b>--</b>	<b>09</b>	<b>38</b>	<b>02</b>		<b>03</b>		

(OA= One Arm, OL= One Leg, BL= Both Leg, D= Deaf, PD= Partial Deaf, LV= Low Vision)

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.

*General Manager*  
*OEF KANPUR*

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

### **1. Trained Graduate Teacher ( T.G.T.) :**

**Essential** : (a) Graduation and 2-year Diploma in Elementary Education ( by whatever name known)

OR

Graduation with at least 50% marks and 1- year Bachelor in Education (B.Ed.)

OR

Graduation with at least 45% marks and 1- year Bachelor in Education, in accordance with the NCTE (Recognition Norms and Procedure) Regulations issued from time to time in this regard.

OR

Senior Secondary (or its equivalent) with at least 50% marks and 4-year Bachelor in Elementary Education ( B. El. Ed.)

OR

Senior Secondary ( or its equivalent )with at least 50% marks and 4-year B.A./B.Sc. Ed or B.A. Ed./B.Sc. Ed.

**Note** : Relaxation up to 5% in the qualifying marks shall be allowed to the candidates belonging to reserved categories, such as SC/ST/OBC/PH .

AND

(b) Pass in Teacher Eligibility Test (TET), to be conducted by the appropriate Government in accordance with the Guidelines framed by the NCTE for the purpose.

**Desirable** Competent to teach both in Hindi or English and medium of instruction of the school.

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

**Classification of the post** : Group- B' Non-Gazetted, Non-Ministerial

**Age limit** : Not exceeding 30 Years.  
( Relaxable up to five years for Government servant)

### **Scheme of Examination-**

(1) **Written Test – There will be a written Examination of 200 Marks. Question paper will consist multiple choice objective questions in two parts as per the following :-**

Part	Subject	Maximum No. of Questions	Maximum No. of Marks	Minimum Qualifying Marks (subject wise) (40%)	Minimum Qualifying Marks (Aggregate) (45%)	Duration of Examination
Part- I	English	20	20	8	18	3 Hours
	Hindi/ Medium of Instruction of school	20	20	8		
Part-II	Current Affairs	20	20	NA	NA	
	Reasoning & Numerical Ability	20	20	NA	NA	
	Concerned Subject	120	120	NA	NA	

**Note :-** (i) Part-II of the Question Paper of the candidate will be evaluated only if he/she qualifies in Part-I  
(ii) The merit will be based only on the basis of performance in written test.

(2) **Teaching Skill Test :-** Candidates to be called on the basis of merit in written test in the ration of 1:5. The Teaching Skill Test will be of qualifying nature only. The Teaching skill of the candidates will be assessed in the following parameters/areas :-

- Communication Skills
- Teaching Methodology

**Note :-** Only CTET/ State TET pass candidates will be allowed to apply as per recruitment rules.

## **Syllabus for written Examination of TGT (Mathematics)**

**Real Numbers :** Representation of natural numbers, integers, rational numbers on the number line. Representation of terminating/ non-terminating recurring decimals, on the number line through successive magnification, Rational numbers as recurring/terminating decimals. Examples of non-recurring/non terminating decimals. Existence of non-rational numbers (irrational numbers) and their representation on the number line. Explaining that every real number is represented by a unique point on the number line and conversely, every point on the number line represents a unique real number. Laws of exponents with integral powers. Rational exponents with positive real bases. Rationalization of real numbers. Euclid's division lemma, fundamental Theorem of Arithmetic. Expansions of rational numbers in terms of terminating/ non-terminating recurring decimals.

**Elementary Number Theory :-** Peano's Axioms, Principle of Induction ; First Principle, Second Principle, Third Principle, Basis Representation Theorem, Greatest Integer Function, Test of Divisibility, Euclid's algorithm, The Unique Factorisation Theorem, Congruence, Chinese Remainder Theorem, Sum of divisors of a number. Euler's totient function, Theorems of Fermat and Wilson.

**Matrices :-**  $R$ ,  $R^2$ ,  $R^3$  as vector space over  $R$  and concept of  $R^n$ . Standard basis for each of them. Linear Independence and examples of different basis. Subspaces of  $R^2$ ,  $R^3$ . Translation, Dilation, Rotation, Reflection in a point, line and plane. Matrix form of basic geometric transformations. Interpretation of eigenvalues and eigenvectors for such transformations and eigenspaces as invariant subspaces. Matrices in diagonal form. Reduction to diagonal form upto matrices of order 3. Computation of matrix inverses using elementary row operations. Rank of matrix. Solutions of a system of linear equations using matrices.

**Polynomials :-** Definition of a polynomial in one variable, its coefficients, with examples and counter examples, its terms, zero polynomial. Degree of a polynomial. Constant, linear, quadratic, cubic polynomials; monomials, binomials, trinomials. Factors and multiples. Zeros/ roots of a polynomial/ equation. Remainder Theorem with examples and analogy to integers. Statement and proof of the factor Theorem. Factorization of quadratic and of cubic polynomials using the factor Theorem. Algebraic expressions and identities and their use in factorization of polynomials. Simple expressions reducible to these polynomials.

**Linear Equations in two variables :-** Introduction to the equation in two variables. Proof that a linear equation in two variables has infinitely many solutions and justify their being written as ordered pairs of real numbers, Algebraic and graphical solutions.

**Pair of Linear Equations in two variables :-** Pair of linear equations in two variables. Geometric representation of different possibilities of solutions/ inconsistency. Algebraic conditions for number of solutions. Solution of pair linear equations in two variables algebraically – by substitution, by elimination and by cross multiplication.

**Quadratic Equations :-** Standard form of a quadratic equation. Solution of the quadratic equations (only real roots) by factorization and by completing the square, i.e. by using quadratic formula. Relationship between discriminant and nature of roots. Relation between roots and coefficients, symmetric functions of the roots of an equation, common roots.

**Arithmetic Progression :-** Derivation of standard results of finding the  $n$ th term and sum of first  $n$  terms.

**Inequalities :-** Elementary Inequalities, Absolute value, Inequality of means, Cauchy-Schwarz Inequality, Tchebychev's Inequality.

**Combinatorics :** Principle of Inclusion and Exclusion, Pigeon Hole Principle, Recurrence Relations, Binomial Coefficients.

**Calculus :-** Sets. Functions and their graphs : Polynomial, Sine, cosine, exponential and logarithmic functions. Step function. Limits and continuity. Differentiation, Methods of differentiation like Chain rule, Product rule and Quotient rule, Second order derivatives of above functions. Integration as reverse process of differentiation. Integrals of the functions introduced above.

**Euclidean Geometry** : Axioms/ postulates and theorems. The five postulates of Euclid. Equivalent versions of the fifth postulate. Relationship between axiom and theorem. Theorems on lines and angles, triangles and quadrilaterals, Theorems on areas of parallelograms and triangles, Circles, Theorems on circles, Similar triangles, Theorem on similar triangles, Constructions. Ceva's Theorem, Menelaus Theorem , Nine point circle, Simson's Line, Centres of Similitude of Two Circles, Lehmus Steiner Theorem, Ptolemy's Theorem.

**Coordinate Geometry** : The Cartesian plane, coordinates of a point, Distance between two points and section formula, Area of a triangle.

**Areas and Volumes** : Area of a triangle using Hero's formula and its application in finding the area of a quadrilateral. Surface areas and volumes of cubes, cuboids, spheres (including hemispheres) and right circular cylinders/cones. Frustum of a cone. Area of a circle; area of sectors and segments of a circle.

**Trigonometry** : Trigonometric ratios of an acute angle of a right- angled triangle. Relationships between the ratios. Trigonometric identities. Trigonometric ratios of complementary angles. Heights and distance.

**Statistics** : Introduction to Statistics ; Collection of data, presentation of data, tabular form, ungrouped/ grouped, bar graphs, histograms, frequency polygons, qualitative analysis of data to choose the correct form of presentation for the collected data. Mean, Median, Mode of ungrouped data, Mean, Median and Mode of grouped data, Cumulative frequency graph.

**Probability** : Elementary Probability and basic laws. Discrete and Continuous Random variable, Mathematical Expectation, Mean and Variance of Binomial , Poisson and Normal distribution. Sample mean and Sampling Variance. Hypothesis testing using standard normal variate. Curve Fitting. Correlation and Regression.

### **Syllabus for written Examination of TGT ( Hindi )**

**हिन्दी साहित्य का इतिहास** - आदिकाल, भक्तिकाल (संत काव्य, सूफी काव्य, राम काव्य, कृष्ण काव्य) , रीतिकाल, आधुनिक काल, भारतेन्दु युग, द्विवेदी युग, छायावसद, प्रगतिवाद, प्रयोगवाद, नयी कविता ।

**हिन्दी गद्य साहित्य का विकास** - निबन्ध, नाटक, उपन्यास, कहानी, हिन्दी गद्य की लघु विधाएं-जीवनी,आत्मकथा, संस्मरण रेखा चित्र, यात्रा-साहित्य, गद्यकाव्य व्यंग्य ।

**हिन्दी के रचनाकार एवं उनकी रचनाएँ**

**काव्य के भेद रस-** अवयव भेद, छन्द, अलंकार, शब्दालंकार, अर्थालंकार, काव्यगुण, काव्य दोष ।

हिन्दी की बोलियों, विभाषाएं, हिन्दी की शब्द सम्पदा,हिन्दी की ध्वनियों, देवनागरी लिपि नामकरण,विकास विशेषताएं,त्रुटियों सुधार के प्रयत्न

व्याकरण, लिंग वचन, कारक सन्धि समास, वर्तनी, वाक्य, शुद्धिकरण, शब्द रूप -पर्यायवाची, विलोम,श्रुति समभिन्नार्थक शब्द, काव्यों के लिए एक शब्द, मुहावरा, लोकोक्ति, निबन्ध/अनुच्छेद लेखन, आवेदन/पत्र लेखन अथवा संवाद लेखन ।

**संस्कृत साहित्य :-**

(क) संस्कृत के प्रमुख रचनाकार एवं उनकी रचनाएं, कालिदास, भवभूति, भारवि, माघ, दण्डी, श्री हर्ष ।

(ख) सन्धि- स्वर एवं व्यंजन सन्धि, समास, शब्द रूप, धातु रूप कारक प्रयोग ।

(ग) अनुवाद ।

## **2. Teacher Primary:**

### **Essential**

(a) Senior Secondary (or its equivalent) with at least 50% marks and 2-year Diploma in Elementary Education ( by whatever name known)

OR

Senior Secondary (or its equivalent) with at least 45% marks and 2-year Diploma in Elementary Education ( by whatever name known), in accordance with the NCTE(Recognition Norms and Procedure), Regulations, 2002.

OR

Senior Secondary (or its equivalent) with at least 50% marks and 4-year Bachelor of Elementary Education ( B. El. Ed.)

OR

Graduation and Two year Diploma in Elementary Education ( by whatever name known)

### **Note :**

**Relaxation up to 5% in the qualifying marks shall be allowed to the candidates belonging to reserved categories, such as SC/ST/OBC/PH .**

**AND**

(b) Pass in Teacher Eligibility Test (TET), to be conducted by the appropriate Government in accordance with the Guidelines framed by the NCTE for the purpose.

### **Desirable**

**Competent to teach both in English or Hindi and medium of instruction of the School**

**Pay Band : ( PB-2) , Rs. 9300 – 34800/- Grade Pay : Rs. 4200/-**

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

**Age limit : Not exceeding 30 Years.**

**( Relaxable up to five years for Government servant)**

### **Scheme of Examination-**

(1) **Written Test – There will be a written Examination of 200 Marks. Question paper will consist multiple choice objective questions in two parts as per the following :-**

Part	Subject	Maximum No. of Questions	Maximum No. of Marks	Minimum Qualifying Marks (subject wise) (40%)	Minimum Qualifying Marks (Aggregate) (45%)	Duration of Examination
Part- I	English	25	25	10	23	3 Hours
	Hindi/ Medium of Instruction of school	25	25	10		
Part-II	Current Affairs	25	25	NA	NA	
	Reasoning & Numerical Ability	25	25	NA	NA	
	(i) General Science (ii) General Maths (iii) Environmental Science	100	100	NA	NA	

**Note :- (i) Part-II of the Question Paper of the candidate will be evaluated only if he/she qualifies in Part-I**

**(ii) The merit will be based only on the basis of performance in written test.**

(2) **Teaching Skill Test :- Candidates to be called on the basis of merit in written test in the ration of 1:5. The Teaching Skill Test will be of qualifying nature only. The Teaching skill of the candidates will be assessed in the following parameters/areas :-**

- (a) Communication Skills
- (b) Teaching Methodology

**Note :- Only CTET/ State TET pass candidates will be allowed to apply as per recruitment rules.**

## Syllabus for Direct Recruitment for the post of Teacher Primary (PRT)

1. **Written Test** – Question papers will assess the candidates ability in the following areas : ( Standard of questions/level of difficulty to be of Senior Secondary Level ) :-

(i) **Core language Competency** ( English and Hindi/ Medium of Instruction of the School ) – 50 Marks (25+25)

**CORE LANGUAGE COMPETENCY** - The candidate should have adequate understanding of English and Hindi /Medium of instruction of the school to deal with students of Elementary Classes. The ability to comprehend texts and express them effectively in writing/orally will be measured through Written Test and teaching Skill Test.

**English** : Articles/Determinals, Prepositions, Verb Forms, Adjectives, Tense, Modal Auxiliaries, Active/Passive, Reported speech, Punctuations, Letter Writing- formal & informal, Essay on current issues, Speech, vocabulary, idioms and phrases, Antonym & Synonyms, Methods of teaching English at Elementary level.

**हिन्दी पाठ्यक्रम** : भाषा, संज्ञा, सर्वनाम, विशेषण, क्रिया, अव्यय, लिंग, पुल्लिंग, स्त्रीलिंग, उपसर्ग, प्रत्यय, वचन, एकवचन, बहुवचन, वाक्य रचना , विलोम या विपरीतार्थक शब्द, समरूपी भिन्नार्थक शब्द, मुहावरे, अलंकार, विराम चिन्ह, पदपरिचय, संधि, एकार्थी शब्द, अनेकार्थी शब्द, अनेक शब्दों के लिए एक शब्द, तत्सम-तदभव शब्द, समास लोकाक्तियों, मुहावरे । अपठित गद्यांश एवं भाषा शिक्षण की प्रभावी विधियाँ ।

**Language of instruction of the School** - The syllabus will be as per the guidelines given for English/Hindi.

(ii) Current Affairs – 25 Marks

(iii) Reasoning ability – 25 Marks

(iv) (a) General Science – 100 Marks

(b) General Maths

(c) Environmental Science

(a) **GENERAL SCIENCE** - Living world, Human Body, Plant Life, Natural Vegetation and Wild Life, Food, The Universe :- Natural phenomenon, planets, Indian Space Research program me; Our country :- Its surface, natura resources, food & crop. Matter :- concept of elements, molecule and atom. Basic structure of atom. Radioactivity, gases and liquids, classification of Hydrocarbons. Chemical and physical changes Green house effect, photo synthesis, Motion :- displacement, velocity; uniform and non-uniform motion along a straight line; acceleration, distance- time and velocity, idea' of uniform circular motion. Force and motion, inertia, momentum, force and acceleration action and reaction forces. Elementary idea of conservation of momentum, conservation of energy, simple machine.

(b) **GENERAL MATHS** - Number System, estimation of numbers, Place value, use of symbols, word problems on number operations involving large numbers, conversions of units of length & mass, Multiples and factors, even, odd and prime/composite numbers, prime factorization, HCF and LCM, Rationale numbers. Whole numbers, Seeing patterns:- identifying and formulating, rules, Integers, Properties of integers, Fractions, Ration and Proportion, percentages, profit & loss, work & time, velocity & distance, simple and compound interest, binomials, polynomials, basic of algebra, linear equation, quadratic equation & word related problems, Basic geometrical ideas ; Line, line segment, ray. Open and closed figures. Angle-Vertex, arm, interior and exterior, Triangle, vertices, sides, angles, interior, Quadrilateral- Sides, vertices, angles, Circle- Center, radius, diameter, arc, Concept of perimeter, Data handling, Pictograph- scaling in pictographs and its interpretation. General understanding of perimeter using regular shapes. Shapes of different kinds with the same perimeter. Area of various regular geometric shapes. Measuring areas of different shapes with the help of graph. Concept of volume, measurement of volume using a basic unit, volume of a cube, cuboids and cylinder, Volume and capacity (measurement of capacity). Surface area of a cube, cuboids and cylinder.

- (c) **Environmental Science** – Primary Institutions of democracy, Local bodies, State bodies, National bodies, citizen's right in democracy, Role of Panchayat and Nagarpalikas in education, health and other social services. Population growth in India; distribution, density & growth, sex ratio, rural urban composition, education, Human development indicators. Common Diseases, Deficiency diseases & communicable diseases and their prevention. First Aid and our Health Services at village and District Level, Natural Calamities – their causes, impact and step to reduce the effect, Transport and Communication – their impact, Natural Resources- Air, Water, Soil and Land ( Minerals, Metals, non-metals), Resources and Development; Natural resources:- forest and minerals, water resources, rivers, irrigation system and crop pattern. Map of India : Location of identification, understanding of globe with special reference to Latitude, Longitude & time, Five Years plans, National freedom movement, cultural renaissance, social reforms of India.

**Teaching Skill Test** :- For assessing the Teaching ability of the candidates :- it will interalia, include test of communication skills and teaching methodology.

### **3 . Fireman:**

#### **Essential :**

1. **Matriculaton .**
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 for 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 : Group- C' Non-Industrial, Non-Ministerial**

**Age : Between 18 and 25 Years.**

**Relaxable upto 35 years for Departmental candidates or in accordance with instructions issued by the Government from time to time**

## 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** : The 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. Failure in any of these tests shall be failure in the Examination.



#### **4. COOK ( CANTEEN )**

**Essential** : (a) Matriculation with one year experience in the trade.

**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.

( Relaxable for Government servants in accordance with the  
Instructions or Orders issued by the Government )

#### **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.

## **5. Photographer :**

**Essential** : (a) Matriculation with diploma in Photography and Two years Experience in Photography

**Pay Band** : (PB-1), Rs. 5200 –20200/- **Grade Pay** : Rs. 1900/-

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

**Age limit** : Not exceeding 27 Years.  
( Relaxable for Government servant in accordance with Instructions or Orders issued by the Government from time to time )

### **Scheme and Syllabus**

#### **I. Written Test**

<b>Subject</b>	<b>Maximum Marks</b>	<b>No. of Questions</b>	<b>Duration</b>
<b>General Intelligence (10<sup>th</sup> Standard) (Objective Type Multiple choice questions)</b>	<b>70</b>	<b>70</b>	<b>2 Hours</b>
<b>General Awareness English/Hindi (Objective Type Multiple choice questions) (10<sup>th</sup> Standard)</b>	<b>70</b>	<b>70</b>	

#### **II. Skill Test :**

**Photography and Development** 60 Marks

**Note** : Skill test on Photography and Development shall be conducted for only those candidate who attain a minimum qualifying standard in the written examination. Number of candidates to be called for the skill test should be 1:6 i.e. six times the number of vacancies.

#### **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, differences, space visualization, visual memory, discrimination observation, relationship concept. 10<sup>th</sup> standard arithmetic .

**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.

This test will also include general questions on Camera and Photography.

#### **SKILL TEST :**

**PHOTOGRAPHY AND DEVELOPMENT** : The same object in the same ambience will be Photographed by all the candidates called for such test

## 6. SUPERVISOR GRADE- III

**Essential** : (a) Matriculation Or equivalent

**Desirable** : Basic knowledge of Computer application and having “ O ” level certificate as per Department of Electronics Accreditation Committee Certificate.

**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.

( Relaxable for Government servants in accordance with the Instructions or Orders issued by the Central Government )

### Scheme and Syllabus

#### SCHEME OF EXAMINATION :-

- (1) The Examination will consist of a written test of 200 marks.
- (2) Merit of candidates will be decided on the basis of the total marks scored in the written examination.
- (3) Resolution of Tie cases- Tie cases will be resolved by applying one after another, as applicable till the Tie is resolved :
  - (i) By referring to the marks in Part-III of the written paper.
  - (ii) By referring to the marks in Part-II of the written paper.
  - (iii) Date of Birth, with older candidate placed higher.
  - (iv) Alphabetical order in which the first names of the candidates appear.

#### 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	50 ( 50 questions )	2 Hours
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. There will be negative marking of 0.25 marks for each wrong answer.
  2. Question paper will be in English/Hindi except Part-II

## **Syllabus of Written Test :**

### **I. 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	Figural Series	22	Critical Thinking
10	Problem Solving	23	Emotional Intelligence
11	Word Building	24	Social Intelligence
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	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  $a^3+b^3+c^3 = 3 abc$  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  $\text{Si}^{n2} \theta + \text{Co}^{s2} \theta = 1$  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.

## 7. CIVILIAN MOTOR DRIVER (OG) :

**Essential Qualification :** (a) Matriculation FROM A RECOGNISED University or Board.  
(b) Must possesses 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** : Not exceeding thirty two 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.

**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 and 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.

## **8. MULTI- TASKING STAFF**

**Essential** : (a) Matriculation pass from a recognized Board or University or equivalent

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

**Grade Pay** : Rs. 1800/-

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

**Age limit** : Between 18 and 25 Years of age

### **Scheme and Syllabus**

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

The Examination will consist of a written test of 150 marks.

#### **Scheme of Written Test :**

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

Part	Subject	Maximum Marks & Number of Questions	Duration
A	General Intelligence & Reasoning ( 10 <sup>th</sup> Standard ) ( English/Hindi )	25 ( 25 questions )	2 Hours
B	Numerical Aptitude ( 10 <sup>th</sup> Standard ) ( English/Hindi )	25 ( 25 questions )	
C	General English (10 <sup>th</sup> Standard )	50 ( 50 questions )	
D	General Awareness (10 <sup>th</sup> Standard ) ( English/Hindi )	50 ( 50 questions )	

- Note :**
- There will be negative marking of 0.25 marks for each wrong answer
  - Merit of candidates will be decided on the basis of the total marks scored in the written examination.
  - Resolution of Tie cases- Tie cases will be resolved by applying one after another, as applicable till the Tie is resolved :
    - By referring to the marks in Part-C of the written objective type paper.
    - By referring to the marks in Part-B of the written objective type paper.
    - Date of Birth, i.e. the candidate older in age gets preference.
    - By referring to the alphabetical order of the names taking first name into consideration.

## **Syllabus of Written Test :**

Question on General Intelligence and Reasoning will be non-verbal. Question on Numerical Aptitude and General English will be simple, of a level that an average Matriculate will be in a position to answer comfortably. Question on General Awareness will be also of similar standard.

**A. General Intelligence :** It would include questions of non-verbal type. The test will include questions on similarities and differences, space visualization, problem solving, analysis, judgement, decision making, visual memory, discrimination observation, relationship concept, figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

**B. English Language :** Candidate's understanding of the Basics of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. His/her writing ability would be tested.

**C. 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, Ration and proportion, Averages, Interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.

**D. General Awareness :** Question will be designed to test the ability of the candidate's general awareness of the environment around him/her 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 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.

## **9. LOWER DIVISION CLERK :**

**Essential** : (a) 12<sup>th</sup> class or equivalent 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** : Not exceeding 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)	2 Hours	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 :

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	Figural Series	22	Critical Thinking
10	Problem Solving	23	Emotional Intelligence
11	Word Building	24	Social Intelligence
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	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  $a^3+b^3+c^3 = 3 abc$  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  $\text{Si}^{n2} \theta + \text{Co}^{s2} \theta = 1$  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.

**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 for Ex-Servicemen 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 s of the number of candidates be called for the Skill test. **Final Selection/Merit will be based on marks obtained only in written test subject to qualifying in the prescribed Skill test (practical).**

## **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/submitted 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 with signature in digital format (jpg or jpeg file of max. 50KB or preferred size 15KB) 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 informations. 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 IPO/Bank Draft to **The 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.) or crossed Bank Draft issued from a Nationalized Bank in favour of THE GENERAL MANAGER OEF, KANPUR (**Registration No. must written on the backside of the IPO/DD**). **Candidates belonging to SC/ST/Ex-Serviceman and PHP category and Female Candidates are exempted from submitting the Fee.** The Postal Order/Bank Draft should be issued on or after date of publication of the advertisement in the Employment News. Instruments (Postal Order or Bank Draft) 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 General Manager/OEFKANPUR is not responsible for postal delay.
- (f) After completion of necessary office formalities, Dates 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.
- iii) **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.
- iv) 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.
- v) 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.
- vi) 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.
- vii) The information furnished in the application should be supported by relevant documents as stated in this advertisement.
- viii) Mere submission of application form does not guarantee issue of Admit card for written test.
- ix) Only selected candidates would be communicated of their selection in due course after the selection process.
- x) For Departmental Candidates relevant rules shall apply.
- xi) It may be noted that bringing any outside/extraneous/political influence for getting employment in the Factory shall render the candidate ineligible.

- xii) 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.
- xiii) 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)
- xiv) 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.
- xv) Computation of upper age limit for eligibility – Upper age limit shall be computed with reference to closing date of submission of “On Line” application.
- xvi) 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.
- xvii) Eligible candidates shall also be sent mobile alerts, however receipt of alerts is not the responsibility of GM/OEF, KANPUR.
- xix) After declaration of Final Result, Question Papers and their Answer Keys will be uploaded on the website.

## **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/Bank Draft of Rs. 50/- except in case so exempted.
- (g) If the postal order/Bank Draft 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.

GENERAL MANAGER  
O.E.F. KANDUR

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