

**GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
INDIAN ORDNANCE FACTORIES
ORDNANCE FACTORY, AMBARNATH - 421 502**

Applications are invited from Indian Nationals who fulfill the requisite qualification for filling up of the following posts in Ordnance Factory Ambarnath, Dist.Thane, (Maharashtra State) Pin code-421502.

Sl. No	Name of the Post	Gr.	Pay Band	Initial Pay in the Pay Band	Grade Pay	Reservation	Total Vacancies **
01.	Pharmacist	'C'	(₹.5200-20200)	₹.8560/-	₹.2800/-	01 (UR)	01
02.	Medical Assistant	'C'	(₹.5200-20200)	₹.5200/-	₹.1800/-	03 (UR)	03

The vacancies may increase/decrease without any notice depending upon the position at the time of final selection. **

Detailed Specification for the Posts:

1. PHARMACIST - 01 Post (UR)

i.	Essential Qualification:	(i) Passed 10 + 2 or equivalent with Science Subjects from a recognized institution. (ii) Candidate should possess Certificate as registered Pharmacist having passed 2 years diploma course with three months training in Pharmacy from an institution recognized by Pharmacy Council of India.
ii.	Desirable Qualification	Should have working knowledge of computers.
iii.	Age :	Not exceeding 27 years as on last date of closing of application. (For Dept candidates with more than 03 years continuous service age relaxation available upto 42 yrs of age)

Scheme of Examination:

A. Written Examination: 150 Marks

Sl. No.	Subject	Marks	Duration of examination
Part-I			TWO HOURS
1.	General Intelligence (10+2 Standard) (Objective / Multiple Choice Type)	25	
2.	General Awareness (10+2 Standard) (Objective / Multiple Choice Type)	25	
Part-II			
3.	Technical Knowledge (Objective / Multiple Choice Type)	100	

Contd...P.2/-

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 would 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 questions will be of 10+2 standard and would include both verbal and non-verbal type. The test may include questions to test the candidates understanding of English language and its correct usage.

B. General Awareness:

The questions will be designed to test the ability of the general awareness of the environment around the candidate and its application to society. Questions will also be designed to test knowledge of current events of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person of 10+2 standard. The test will also include questions relating to India and its neighboring countries especially pertaining to History, culture, Geography, Economic scene, General Polity and Scientific Research.

C. Technical Knowledge:

The questions will be designed to test the knowledge and competence of the candidates' technical knowledge as per standard syllabus for the course of Diploma in Pharmacy.

D. Skill Test:

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

1. Practical ability of making various pharmacological compositions like calamine lotion, sodi-bi-carb ear drops etc. and dispensing the same.
2. Dispensing drugs as per given prescriptions to patients.
3. Practical knowledge regarding medical stores procedure.
4. Skill of working on computer.

2. MEDICAL ASSISTANT = 03 Posts (UR)

(Male = 01 and Female = 02)

i.	Essential Qualification	<p>Non-Ex-Service Persons</p> <ol style="list-style-type: none"> ① Passed 10+2 or equivalent examination. ② Undergone a course of Instructions in First-aid from a recognized Institution/St.John's Ambulance. ③ Knowledge of First-aid. ④ Knowledge of Operation Theatre and sterilization procedure. <p>Ex-Service Persons:</p> <p>Worked as Nursing Assistant in the Armed Forces after passing qualifying test of the Medical Corps.</p> <p>Desirable: Preliminary working knowledge of computers.</p>
ii.	Age	<p>Between 18 to 27 years as on last date of closing of application.</p> <p>(For Dept candidates with more than 03 years continuous service age relaxation available upto 42 yrs of age)</p>

Contd....P.3/-

Scheme of Examination:**A. Written Examination: 150 Marks**

Sl. No.	Subject	Marks	Duration of examination
Part-I			
1.	General Intelligence (10+2 Standard) (Objective / Multiple Choice Type)	25	TWO HOURS
2.	General Awareness (10+2 Standard) (Objective / Multiple Choice Type)	25	
Part-II			
3.	Technical Knowledge (Objective / Multiple Choice Type)	100	

B. Skill test: 50 Marks

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

Syllabus for examination:**A. General Intelligence:**

The questions will be of 10+2 standard and would include both verbal and non-verbal type. The test may include questions to test the candidate's understanding of English language and its correct usage.

B. General Awareness:

The questions will be designed to test the ability of the general awareness of the environment around the candidate and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person of 10+2 standard. The test will also include questions relating to India and its neighbouring countries especially pertaining to History, Culture, Geography, Economic scene, General Polity and Scientific Research.

C. Technical Knowledge:

The questions will be designed to test the knowledge and competence of the candidates' technical knowledge in the field of First-aid, Ward procedure, Operation Theatre procedure and sterilization 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. Principles of First-aid of wounds, dressing of wounds, stitching of simple wounds.
2. Practical knowledge about vital signs and basic life support.
3. Splinting of fractures, different types of dressings and bandages.
4. Concepts of transportation of sick and injured.
5. Practical knowledge regarding Oxygen administration and using suction apparatus.
6. Practical knowledge about common ward procedures like catheterization, draining of wounds, insertion of feeding tubes, steam inhalation, sponging, administration of ice-bag, hot bag etc.
7. Practical knowledge about attachment of ECG cables, monitor equipment etc.
8. Pre-operative preparation of patients, knowledge about patient registration and admission protocol.
9. Practical knowledge of infection control and waste disposal protocol.
10. Gloving, gowning, draping, concept & procedure for theatre entry, aseptic techniques.
11. Preparation and packing of sterile supplies, room sterilization, surface sterilization etc.
12. Practical knowledge regarding surgical instruments and materials and their usage, trolley setting for various surgeries etc.
13. Concepts about OT tables, its various positions, handling OT instruments like surgical cautery, Boyle's apparatus.
14. Skills of working on computer.

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GENERAL CONDITIONS

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1. Application shall be made on A-4 size paper neatly typed or handwritten in the prescribed format. Newspaper cutting should not be used as an application form.
2. The crucial date for reckoning the age will be the closing date for receiving application.
3. Govt. servants, departmental candidates, ex-servicemen, will be allowed age relaxation as admissible under rules.
4. Allowances as admissible on Pay on Central Govt. rates.
5. Those working in Govt. establishments, public sector undertakings and autonomous bodies should apply through channel. Advance applications will not be considered.
6. The appointments are proposed to be made at Ordnance Factory Ambarnath but after appointment the candidates are liable to be posted to any other Ordnance Factory in India
7. A crossed Indian Postal Order or Demand Draft from any Nationalized Bank worth `50/- (**Rupees Fifty only**) drawn in favour of **General Manager, Ordnance Factory Ambarnath** towards application fee should be submitted along with application. The Examination fees is non refundable. However, candidates belonging to SC/ST/Ex-Serviceman and PWD candidates need not send any postal order/DD. The candidates doing Exam fee concession on grounds of being SC/ST/Ex Serviceman should submit relevant certificate in the prescribed format.
8. The attested Xerox copies of educational qualifications, attested copy of certificate in proof of age, if any and attested Xerox copies of experience certificate from institutions, if any, should be furnished along with the application.
9. Incomplete or unsigned applications and applications received without prescribed certificates, **IPO/DD of Rs.50/-** and applications received after the due date will be summarily rejected and no correspondence will be entertained.
10. The address for communication would be : **The General Manager, Ordnance Factory, Ambarnath, Dist: Thane, Maharashtra State, Pin- 421502.**
11. One envelope should contain one application only. The envelope must be superscribed as: "**APPLICATION FOR THE POST OF MEDICAL ASSISTANT (MALE/FEMALE) / PHARMACIST**"
12. Ordnance Factory, Ambarnath will not be responsible for late/non-receipt of call letters/admit cards for test due to postal delay.
13. Canvassing in any form is a disqualification and the applications of such candidates will be summarily rejected.
14. Last date for receiving of application will be 21 days from the date of first appearance of the Advertisement in the Employment News/News Papers.
15. Three self attested recent passport size photographs (not more than three months old), one of which is to be pasted on the space earmarked in the application format and others two are to be enclosed separately with the application with name written on reverse side.
16. Choice of language for examination (**ENGLISH or HINDI**) should be clearly indicated in the application format. In absence of indication of choice, it will be considered as English.
17. Please note that bringing any outside, extraneous or political influence for getting employment in the factory shall render a candidate ineligible.
18. GPF or DCRG Scheme is not applicable. The New Pension Scheme i.e. Defined contribution Pension Scheme is compulsory for all appointments in Central Govt. on or after 01.01.2004.
19. Candidates appearing for examination will travel at their own expenses. Traveling allowance (only 11nd Class Fare) will be reimbursed only for SC/ST candidates called for written test as per rules on production of **Caste certificate and Rail/Bus tickets** by the shortest route.

Candidates should beware of unscrupulous elements who promise selection. The Selection would be on merits only in a transparent manner and candidates should not fall prey to this exploitation.

GOVERNMENT STRIVES TO HAVE A WORKFORCE WHICH REFLECTS GENDER BALANCE AND WOMEN CANDIDATES ARE ENCOURAGED TO APPLY.



[एफ.जे. सलडाना]

स.कारण प्रबंधक / प्रशासन एवं संरक्षा
कुते महाप्रबंधक