



**GOVERNMENT OF INDIA, MINISTRY OF DEFENCE
INDIAN ORDNANCE FACTORIES**

ORDNANCE FACTORY KHAMARIA, JABALPUR, M.P - 482005

Tel : 0761-2337021 to 2337033, FAX : 91-761-2337301, 2430202

**FILLING UP POST OF FAMILY WELFARE EXTENSION EDUCATOR ON
DEPUTATION/SHORT TERM CONTRACT BASIS**

One (01) vacancy in the post of Family Welfare Extension Educator (FWEE) in the Family Welfare Centre, Ordnance Factory Hospital Khamaria, Jabalpur is proposed to be filled on Deputation (including Short Term Contract) basis as per the details given in the Annexure -I. The proforma of application is given in the Annexure-II. The pay and allowances and other terms of deputation of the officers/officials selected for the said post will be regulated in accordance with the instructions contained in the DOPT OM No 6/8/2009-Estt (Pay-II), Dtd 17/06/2010 as amended time to time.

02. Applications of such officers will be considered that are routed through proper channel and are accompanied with :

- (i) Bio-data in the prescribed format at Annexure-II
- (ii) The APAR dossiers of the officers with APARs of at least 05 years or clear photocopies of the APARs of the officers of at least 05 years, duly attested by a Group "A" officer, with a certificate that no "Adverse Remarks" remain in the APARs for the past years.
- (iii) Cadre clearance
- (iv) Clearance from vigilance and disciplinary angle.
- (v) Statement giving details of major or minor penalties, if any, imposed on the officer during the last 10 years.
- (vi) He/she should not be more than 56 years of age on the closing date of receipt of application
- (vii) A certificate that in the event of selection, the officer would be relieved to join the duties to the post.
- (viii) 02 passport sized coloured photographs similar to the one pasted in the application form/bio-data.
- (ix) Attested copies of the certificates of educational qualifications.

03. The willing officers having the above requisite qualification and experience may forward the application through proper channel in the prescribed format to "**The General Manager, Ordnance Factory Khamaria, Jabalpur, Madhya Pradesh, PIN - 482005**" through Speed Post/Registered Post. Applications received after the last date or application incomplete in any respect or those not accompanied by the documents/information mentioned above or not forwarded through proper channel will not be considered. The last date of receipt of applications will be 60 days from the date of publication of advertisement in the Employment News. The details including the prescribed proforma are also available in the OFK website (www.ofb.gov.in/units/OFK)


Jt. General Manager/AS
For General Manager

1.	Name of the post	Family Welfare Extension Educator
2.	No. of post	01
3.	Classification	General Central Services, Group 'B', Non-Gazetted, Non-Ministerial
4.	Pay Scale & Level in Pay Matrix	Level - 7 (₹ 44,900 - 1,42,000)
5.	Qualifications	<p>Officers under the Central Government or State Governments or Union Territories or Public Sector Undertakings or recognised research institutions or universities or semi-Government or statutory or autonomous organizations:</p> <p>(A) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with 05 years' service in the grade rendered after appointment thereto on a regular basis in posts in Level 6 (₹ 35,400 - 1,12,400) in the pay matrix or equivalent in the parent cadre or department; and</p> <p>(B) possessing the following educational qualification and experience, namely:</p> <p>Essential : Master's Degree in Social Sciences or Sociology or Social Work or Social Psychology or Social Anthropology or Cultural Anthropology from a recognised university.</p> <p>Desirable : (i) Diploma in Health Education. (ii) Working knowledge in Hindi. (iii) 02 years experience in Health Education or Social Work.</p> <p>Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisations or department of the Central Government shall ordinarily not to exceed 03 years. The maximum age-limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on closing date of receipt of application.</p>
6.	Duties	<p>Brief description of duties which is not exhaustive is as under :</p> <ol style="list-style-type: none"> 1. Organising work of Family Welfare Centre. 2. Duties of Controlling Staff & Staff I/C FWC. 3. Health education of patients & community. 4. Liaison with the outside agencies. 5. Preparation of reports and returns. 6. Arranging MCH Drugs and Vaccines required for Family Welfare Centre. 7. Organising special events such as family planning camps, mass immunization programmes, etc. 8. Carry out house & field visits to achieve good health & family welfare education of public. 9. Hold charge of the Family Welfare Imprest Fund account, Miscellaneous Purpose Fund account, and other fund accounts if any, and be responsible for proper expenditure, recouping and accounting of the same. 10. Help Lady Health Visitor and Public Health Nurse in conducting antenatal, post-natal and under - 5 - clinics. 11. Ensuring that targets allotted by CMO/PMO IC/OFB are fulfilled.
7.	Place of posting	Family Welfare Centre, Ordnance Factory Hospital Khamaria, Jabalpur, MP
8.	Application should be addressed to	The General Manager, Ordnance Factory Khamaria, Jabalpur, Madhya Pradesh - 482005
9.	Period of deputation	03 years
10.	Date of receipt of applications	Within 60 days from the date of notification in the Employment News


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