



# Jeewan Welfare Foundation

H No. 5306/A/16 Gopala Apartment Sharda Sqaure, 440024

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Reg. No. :IN-DL23542515575817R

Advertisement Notification No.: JWF/HR/UA1/2019 Date. 01 August 2019

Application Start From on NCS Portal – 05 August 2019

Last date of submission of online registration on NCS – 30th September 2019

Date of Exam – To be notified later

Exam Mode –(Offline Exam (Pen or Paper Mode))

Recruitment to The Post of State Coordinator, District Coordinator, Block Manager & Project Assistant at Block Level in All Over India

Candidate Must Register on Govt of India National Career Service Portal [ncs.gov.in](http://ncs.gov.in)

Applications is prescribed format are invited from Indian citizen as defined in Part 2nd of the constitution of India for recruitment to the post of State Coordinator, District Coordinator, Block Manager & Project Assistant at Block level under jwf. Willing candidates shall be required to apply online in the website <https://www.jwfh.com> OR <https://www.ncs.gov.in/> on & from 05 august 2019 to 30 September 2019. The relevant particulars like names of the post, qualifications, age limit, salary, and anticipated vacancy position etc. under each category of the posts are stated in the following paragraphs. A candidate must go through the instruction thoroughly and read carefully before submitting online application. Any omission/suppression of information shall lead to rejection of application or candidature at any stage of the process without further intimation. The conditions so prescribed shall not be relaxed. Selection will be made through an open merit list to be conducted by the central selection committee, jwf.

## CANDIDATES TO ENSURE THEIR ELIGIBILITY FOR THE EXAMINATION:

The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the Examination. Their admission at all the stages of the examination will be purely provisional subject to satisfying the prescribed eligibility conditions. Mere issue of Admission Certificate to the candidate will not imply that his candidature has been finally cleared by the Institute.

| Sr. No. | Name of the post  | Eligibility Criteria<br>Age<br><b>Any gradu10+2<br/>any recognized<br/>Board/University</b> | Anticipated<br>Vacancies           | Salary Essential                                   |
|---------|---|---|------------------------------------|--|
| 1       | State Coordinator<br>NCS Job ID<br>( <a href="#">14T78-1527391674</a> )       | 01/08/2018<br>GEN–18-40Yrs<br>OBC- 18-43 Yrs<br>SC – 18-45 Yrs<br>ST- 18-45 Yrs             | All India one State<br>One Post    | Project Wise<br>Approx. (20000/-<br>To<br>30000/-) |
| 2       | District<br>Coordinator<br>NCS Job ID<br>( <a href="#">14T78-1550002039</a> ) | 01/08/2018<br>GEN–18-40Yrs<br>OBC- 18-43 Yrs<br>SC – 18-45 Yrs<br>ST- 18-45 Yrs             | All India one<br>District One Post | Project Wise<br>Approx. (15000/-<br>To<br>25000/-) |

|   |   |   |                                 |   |
|---|---|---|---------------------------------|---|
| 3 | Block Manager<br>NCS Job ID<br>( <a href="#">14T78-1559264400</a> )     | 01/08/2018<br>GEN-18-40Yrs<br>OBC- 18-43 Yrs<br>SC – 18-45 Yrs<br>ST- 18-45 Yrs | All India one<br>Block One Post | Project Wise<br>Approx(10000/-<br>To<br>20000/-)  |
| 4 | Project Assistant<br>NCS Job ID<br>( <a href="#">14T78-1603461572</a> ) | 01/08/2018<br>GEN-18-40Yrs<br>OBC- 18-43 Yrs<br>SC – 18-45 Yrs<br>ST- 18-45 Yrs | All India one<br>Block 10 Post  | Project Wise<br>Approx. (8000/-<br>To<br>15000/-) |

#### Requirement before filling online Application Form:

- The candidate must have an active email ID and Mobile number which must be valid for at least 1 year as all future communications with candidates will take place through email. Candidates are advised to all future communications shall be display only Official website.
- The candidate must ascertain the correctness of all information before filling in the “Online Application Form” and its final submission. The candidate shall be wholly / exclusively responsible for the information provided in his / her online application form. Cut-off date: The candidate must possess the prescribed qualification, age as on 01.08.2019

#### Note:

- Total vacancies as stated above is purely provisional and subject to revision.
- Conditions of recruitment will guided by the provisions of the jwf rules 2017 and subsequent amendment thereof.
- Qualification as stated in the Table A & B above must be possessed by the candidate on or before the date of publication of publication of the advertisement. If it is found during verification of testimonials at any stage that the candidates has acquired qualifications as stated above at any date after the date of publication of this advertisement, his/her candidature shall be summarily rejected.
- The applicant must be resident of local area in district. The post of Project supervisor and Project assistant carries a consolidated remuneration of project basis, time to time. Candidates follow as our website for any information

#### CENTERS OF EXAMINATION:

- The Examination will be held at the following Centers :  
NAGPUR, AGARTALA, AHMEDABAD, AIZAWL, ALLAHABAD, BENGALURU, BAREILLY, BHOPAL, CHANDIGARH, CHENNAI, CUTTACK, DEHRADUN, DELHI, DHARWAD, DISPUR, GANGTOK, HYDERABAD, IMPHAL, ITANAGAR, JAIPUR, JAMMU, JORHAT, KOCHI, KOHIMA, KOLKATA, LUCKNOW, MADURAI, MUMBAI, NAGPUR, PANAJI (GOA), PATNA, PORT BLAIR, RAIPUR, RANCHI, SAMBALPUR, SHILLONG, SHIMLA, SRINAGAR, THIRUVANANTHAPURAM, TIRUPATI, UDAIPUR AND VISAKHAPATNAM.

Applicants should note that there will be a ceiling on the number of candidates allotted to each of the Centers except Chennai, Delhi, Dispur, Kolkata and Nagpur. Allotment of Centers will be on the first-apply-first-allot basis and once the capacity of a particular Center is attained, the same will be frozen. Applicants, who cannot get a Center of their choice due to ceiling, will be required to choose a Center from the remaining ones. Applicants are, thus, advised that they may apply early so that they could get a Center of their choice.

➤ NB : "Notwithstanding the aforesaid provision, we reserve the right to change the Centers at their discretion if the situation demands." Candidates admitted to the examination will be informed of the time table and place or places of examination. Candidates should note that no request for change of Center will be granted.

➤ NOTE : While filling in his/her online Application form, the candidates should carefully decide about his/her choice for the Center for the examination.

**APPLICATION FEE AND MODE OF PAYMENT:**

➤ Fee Payable: Rs. 600/- For General/OBC Candidates, Rs. 500/- For SC/ST Candidates, Rs. 450/- For Candidates.

➤ Fee can be paid through Online Payment.

➤ Online Payment Mode (Credit card, Debit Card, Net Banking, Wallet, UPI, NEFT/Bank Transfer),

➤ Fee once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection.

➤ For the applicants in whose case payments details have not been received from the bank, they will be treated as fictitious payment cases and their applications will be rejected in the first instance. A list of all such applicants shall be made available on the Institute website within two weeks after the last day of submission of online application. The applicants shall be required to submit the proof of their fee payment within 10 days from the date of such communication either by hand or by speed post to the Institute. On receipt of documentary proof, genuine fee payment cases will be considered and their applications will be revived, if they are otherwise eligible.

**Scheme of Examination:**

➤ All candidates whose offline applications are found to be in order will be called to appear in the examination. The exam will consist of one objective type question paper containing 100 questions carrying 200mark, with the following composition.

| Subject  | Maximum Marks | Duration | Number of Questions |
|--|---------------|----------|---------------------|
| Part A General Intelligence and Reasoning      | 25            | 40       | 50                  |
| Part B General Knowledge and General Awareness | 20            | 40       |                     |
| Part C Elementary Math's                       | 15            | 40       |                     |
| Part D English Language                        | 15            | 40       |                     |
| Part E Indian Socialism                        | 25            | 40       |                     |

➤ Indicative Syllabus:

➤ Examination: (A): General Intelligence & Reasoning: It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem 18 solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are, Semantic Analogy, Symbolic/ Number Analogy, Figural Analogy, Semantic Classification, Symbolic/ Number Classification, Figural Classification, Semantic Series, Number Series,

Figural Series, Problem Solving, Word Building, Coding & decoding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/ pattern- folding & un-folding, Figural Pattern- folding and completion, Indexing, Address matching, Date & city matching, Classification of Center codes/ roll numbers, Small & Capital letters/ numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence, Other sub-topics, if any.

- General Awareness: Questions in this component will be aimed at testing the candidates' general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries especially pertaining History, Culture, Geography, Economic Scene, General Policy & Scientific Research.
- Quantitative Aptitude: The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers, Percentage, Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, Triangle and its various kinds of Centers, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart
- Candidates' ability to understand correct English, his/ her basic comprehension and writing ability, etc. would be tested. The questions in Parts A, B, & D will be of a level commensurate with the essential qualification viz. Graduation and questions in Part-C will be of 10th standard level.
- Any representation to answer keys of the examination will be scrutinized with the help of experts, wherever necessary, and evaluation in that case will be done with modified answer key. The decision of the Institute in this regard will be final and no further representation will be entertained
- All questions will be of objective multiple choice type. The examination will be conducted in English and Hindi only.
- Note-I: Candidates are not permitted to use mobile phone, calculators, Bluetooth devices or any other electronic/ electrical device. Therefore candidates must not bring mobile phone, calculators or any other electronic/ electrical device inside the examination hall. Possession of these items,

whether in use or otherwise, will be considered as "use of unfair means" in the examination and appropriate action will be taken by the Institute against such candidates.

- Note-II: Answer Keys, in due course after the written examination, will be placed on website. Any representation regarding answer keys received within the time limit fixed by the jwf at the time of uploading of the answer keys will be scrutinized and the decision of the jwf in this regard will be final. No representation regarding Answer keys shall be entertained, afterwards.
- Note-III: The dates of Examination are subject to change and in such event, the new dates will be notified through official's website and the Admit Cards for the examination will be available to be downloaded accordingly. Document Verification (DV): All the candidates qualified for Document Verification are required to come for Document Verification. Those who fail to do so will not be considered for any post at the time of final selection. Candidates will have to submit copies of various documents like Matriculation Certificate, educational qualification, caste certificate, relevant document, if any relaxation is taken, etc. Candidates will be required to produce all documents in original for verification at the time of document verification. Information about the required documents will be provided while calling candidates for DV. Detailed options for posts will be taken either online or at the time of document verification.

How to Apply

## Mode of Application:

### Step-1:- (Online Registration):

- All applicants shall apply for any post by submitting their in the Govt of India National career service portal website

<https://www.ncs.gov.in>.

- Successful register with NCS, Generate NCS ID, Candidate Note / Write this id in online application form.
- Applicant fill Part 1 Registration and make payment, after you receive registration id on Mobile Number and email id.
- After All applicants shall apply for any post by submitting their applications in the website <https://www.jwfh.com> through PART 2nd REGISTRATION (online submission). Submission of more than one application for a single post is strictly forbidden. For other post apply new application.
- This registration number shall have to preserve by the applicant for any future reference.

### Mode of selection:

- The cut off marks in exam, for eligibility to selection will be as under:

\* General – 50%

\* Reserved Category – 45 %

- For State Coordinator On the basis of the marks obtained in the higher secondary examinations and graduate exam, the highest scoring candidates @ 5 Per vacancy available screened. Thereafter the selection from amongst these candidates will be on the basis of their performance out of a total of 30 marks to be distributed in the following manner: 30 marks jwf interview.
- For District Coordinator On the basis of the marks obtained in the higher secondary examinations, the highest scoring candidates @ 5 Per vacancy available screened. Thereafter the selection from amongst these candidates will be on the basis of their performance out of a total of 30 marks to be distributed in the following manner: 30 marks jwf interview.

#### General Instructions:

- For Block Manager On the basis of the marks obtained in the higher secondary examinations, the highest scoring candidates @ 5 Per vacancy available screened. Thereafter the selection from amongst these candidates will be on the basis of their performance out of a total of 30 marks to be distributed in the following manner: 30 marks jwf interview.

#### General Instructions.

- For Project Assistant On the basis of the marks obtained in the higher secondary examinations, the highest scoring candidates @ 5 Per vacancy available screened. Thereafter the selection from amongst these candidates will be on the basis of their performance out of a total of 30 marks to be distributed in the following manner: 30 marks jwf interview.

#### General Instructions

- Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before submission of online application.
- If the application is not submitted in line with the eligibility criteria, terms & conditions, then the application is liable for rejection.
- The last date for submission of on-line application is 30.09.2019. Candidates are requested to apply well in advance before the closing date.
- Candidates are advised to periodically visit our above website as all future correspondence and latest information shall be made available only on our website.

- All appointments will initially be made on a temporary (life/part time-jwf project) basis.
- Any corrigendum/addendum etc. or updates with regard to this advertisement shall be made available on our website.
- The candidature of the applicant would be provisional and subject to subsequent verification of certificates and testimonials. In case, it is detected at any stage of engagement or thereafter, that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect / doctored / false information / certificate / documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after engagement if any, his/her engagement is liable to be terminated.
- The decision of the Management will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the applications, mode of selection, cancellation of the selection process either in part or full, etc. No correspondence will be entertained in this regard. Filling up of the seats is solely at the discretion of the management based on suitability of candidates and no claim will arise for engagement, if some of these seats are not filled due to unsuitability/insufficient number of candidates.
- Applications/Registrations which are incomplete or are received in any other mode/form, or not fulfilling the eligibility criteria and/or those received after the last date of submission of on-line applications shall not be considered “Eligible” and they shall be treated as “Rejected”. Canvassing of any kind shall disqualify the candidate.
- Reservation for SC/ST/OBC shall be as per Government guidelines.
- For claiming the benefit of OBC category, the candidate should submit a proper Caste Certificate as per the proforma prescribed by the Government of India (copy available on our website [www.jwf.com](http://www.jwf.com)), which would, among others, specifically mention that the candidate does not belong to the persons/sections (Creamy Layer) as mentioned in column 3 of the Schedule to OM No.36012/22/93-Estt.(SCT) dated 08-09-1993 of the Department of Personnel and Training in the Govt. of India.
- Furnishing false / incorrect information or suppression of material fact(s), if detected at any stage even after engagement, shall invite termination of the training without any notice.
- Note: (if any change takes place in the eligibility criteria, syllabus for examination, vacancy position or any others issue directly related with this notifications will be brought to the notice of candidates in manner as decided by the jwf) The decision of the Institute in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination Centers, selection and allotment of posts/organizations to selected candidates will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard. If any of their claims is found to be incorrect/false/fraud/fabricated they may render themselves liable to disciplinary action by the Institute in terms of the following provisions: A candidate who is or has been declared by the Institute to be guilty of :
  - obtaining support for his/her candidature by any means, or
  - impersonating, or
  - procuring impersonation by any person, or
  - submitting fabricated documents or documents which have been tampered with, or
  - making statements which are incorrect or false or suppressing material information, or
  - resorting to any other irregular or improper means in connection with his/her candidature for the examination, or
  - using unfair means during the examination, or
  - writing irrelevant matter, including obscene languages or pornographic matter, in the script(s), or
  - misbehaving in any other manner in the examination hall, or
  - harassing or doing bodily harm to the staff employed by the Institute for the conduct of their examination, or
  - being in possession of or using mobile phone, pager or any electronic equipment or device or any other equipment capable of being used as a communication device during the examination, or

- violating any of the instructions issued to candidates along with their Admission Certificates permitting them to take the examination, or
- Any dispute in regard to this recruitment will be subject to courts/ tribunals having Nagpur jurisdiction.
- attempting to commit or as the case may be abetting the Institute of all or any of the acts specified in the foregoing clauses, may in addition to rendering himself/herself liable to criminal prosecution be liable:
  - \* to be disqualified by the Institute from the examination for which he/she is a candidate and/or
  - \* to be debarred either permanently or for a specified period :
    - by the Institute from any examination or selection held by them;
    - by the Central Government from any employment under them; and

\* if he/she is already in service under Government to disciplinary action under the appropriate rules.

#### Special Instructions to Candidates for objective type tests

1. Articles permitted inside Examination Hall Clip board or hard board (on which nothing is written) a good quality Black Ball Pen for marking responses on the Answer Sheet. Answer Sheet and sheet for rough work will be supplied by the invigilator.

#### 2. Articles not permitted inside Examination Hall

Do not bring into the Examination Hall any article other than those specified above e.g. books, notes, loose sheets, electronic or any other type of calculators, mathematical and drawing instruments, Log Tables, stencils of maps, slide rules, Test Booklets and rough sheets pertaining to earlier session(s) etc.

Mobiles, phones, Bluetooth, pagers or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail disciplinary action including ban from future examinations. Candidates are advised in their own interest not to bring any of the banned items including mobile phones/Bluetooth/pagers to the venue of the examination, as arrangements for safekeeping cannot be assured. Candidates are advised not to bring any valuable/costly items to the Examination Halls, as safe keeping of the same cannot be assured.

Institute will not be responsible for any loss in this regard.

#### 3. Penalty for wrong Answers

There will be penalty (negative marking) for wrong answers marked by a candidate in the objective type question papers.

(i) There are four alternatives for the answer to every question. For each question for which a wrong answer has been given by the candidate. One third (0.33) of the marks assigned to that question will be deducted as penalty.

(ii) If a candidate given more than one answer, it will be treated as a wrong answer even if one of the given answers happens to be correct and there will be same penalty as above for that question.

(iii) If a question is left blank i.e. no answer is given by the candidate, there will be no penalty for that question.

4. Unfair means strictly prohibited No candidate shall copy from the papers of any other candidate nor permit his papers to be copied nor give nor attempt to give nor obtain nor attempt to obtain irregular assistance of any description.

5. Conduct in Examination Hall No candidate should misbehave in any manner or create disorderly scene in the Examination Hall or harass the staff employed by the Institute for the conduct of the examination. Any such misconduct will be severely penalized.

#### 6. Answer Sheet particulars

(i) Write with Black ball pen your Center and subject followed by test booklet series (in bracket), subject code and roll number at the appropriate space provided on the answer sheet at the top. Also encode your booklet series (A, B, C, or D as the case may be), subject code and roll number in the circles provided for the purpose in the answer sheet. The guidelines for writing the above particulars and for encoding the above particulars are given in Annexure. In case the booklet series is not printed on the test booklet or answer sheet is un-numbered, please report immediately to the invigilator and get the test booklet/answer sheet replaced.

(ii) Candidates should note that any omission/mistakes/discrepancy in encoding/filling of details in the OMR answer sheet, especially with regard to Roll Number and Test Booklet Series Code, will render the answer sheet liable for rejection.

(iii) Immediately after commencement of the examination please check that the test booklet supplied to you does not have any unprinted or torn or missing pages or items etc., if so, get it replaced by a complete test booklet of the same series and subject.

7. Do not write your name or anything other than the specific items of information asked for, on the answer sheet/test booklet/sheet for rough work.

8. Do not fold or mutilate or damage or put any extraneous marking in the Answer Sheet. Do not write anything on the reverse of the answer sheet.

9. Since the answer sheets will be evaluated on computerized machines, candidates should exercise due care in handling and filling up the answer sheets. They should use black ball pen only to darken the circles. For writing in boxes, they should use black ball pen. Since the entries made by the candidates by darkening the circles will be taken into account while evaluating the answer sheets on computerized machines, they should make these entries very carefully and accurately.

10. Method of marking answers

In the „OBJECTIVE TYPE“ of examination, you do not write the answers. For each question (hereinafter referred to as “Item”) several suggested answers (hereinafter referred to as “Responses”) are given. You have to choose one response to each item. The question paper will be in the Form of TEST BOOKLET. The booklet will contain item bearing numbers 1, 2, 3.....etc. Under each item, Responses marked (a), (b), (c), (d) will be given. Your task will be to choose the correct response. If you think there is more than one correct response, then choose what you consider the best response. In any case, for each item you are to select only one response, if you select more than one response, your response will be considered wrong. In the Answer Sheet, Serial Nos. From 1 to 160 are printed. Against each numbers, there are circles marked (a), (b), (c) and (d). After you have read each item in the Test Booklet and decided which one of the given responses is correct or the best. You have to mark your response by completely blackening with black ball pen to indicate your response.

For example, if the correct answer to item 1 is (b), then the circle containing the letter (b) is to be completely blackened with black ball pen as shown below :- Example : (a) • (c) (d).

11. Candidates must write the papers in their own hand. In no circumstances will they be allowed the help of a scribe.

12. Entries in Scannable Attendance List. Candidates are required to fill in the relevant particulars with black ball pen only against their columns in the Scan able Attendance List, as given below.

i) Blacken the circle (P) under the column (Present/Absent)

ii) Blacken the relevant circle for Test Booklet Series

iii) Write Test Booklet Serial No.

iv) Write the Answer Sheet Serial No. and also blacken the Corresponding circles below.

v) Append signature in the relevant column.

13. Please read and abide by the instructions on the cover of Test Booklet. If any candidate indulges in disorderly or improper conduct

he will render himself liable for disciplinary action and/or imposition of a penalty as the Institute may deem fit.

Chairman  
Anilkumar Raut  
Central Selection Committee, JWF