



ORDNANCE FACTORY, ITARSI
A Unit of Munitions India Limited
Govt. of India enterprise, Ministry of Defence
Itarsi, Distt-Narmadapuram, MP, 461122



ENGAGEMENT OF TENURE BASED CPW

**Document verification followed by Joining of
Provisionally Selected Candidates**

Date: 17-07-2023

References:

- (i) Full Advertisement published on 15/04/2023 in website of Munitions India Limited
- (ii) Abridge advertisement published in Employment News and Rozgar Samachar on 22-28 April 2023 (No. 10201/10/0001/2324)
- (iii) Abridge advertisement published in local newspapers on 15/04/2023
- (iv) Amendment dt. 06-05-2023, dt. 29/05/2023 & dt. 22/06/2023
- (v) List of Provisionally Selected Candidates published on 10/07/2023

All the provisionally selected candidates are directed to report at **09:00** hrs to **16:00** hrs on **Thursday, 27/07/2023 to Monday, 31/07/2023** except Sunday at Main Gate of Ordnance Factory Itarsi. Candidates must bring the following Certificates/Documents in ORIGINAL as well as a set of self-attested photocopies of the same:

1. Documentary evidence in proof of Date of Birth i.e. SSC Board Certificate or Secondary School Leaving Certificate only;
2. Documents/Certificates in proof of Educational and Technical Qualifications;
3. Character Certificate in original from two different Gazetted Officers (they should have known the candidate for at least six months at the time of signing the Certificate-Format attached) or the Principal / Head of the Department of College, where the candidate had studied last;
4. Caste Certificate/Community Certificate in the case of Scheduled Caste and Scheduled Tribe/OBC/EWS candidates in the **prescribed format** (Format is enclosed). In case of OBC Candidates, valid Non-Creamy Layer Certificate is essential in the **prescribed format** (format is enclosed) required for appointment to the posts under Government of India;
5. Police clearance certificate from the jurisdictional police station (i.e. Police station under whose jurisdiction the candidate is presently staying) stating that there is nothing adverse against you in the Police records;
6. Medical Report from the Civil Surgeon of any Govt. Hospital in the **prescribed format** (format is enclosed). if candidates fail to submit Medical Report, Medical examination may also be conducted at OFI Hospital;
7. Attestation forms duly filled in 5 (Five) copies in **prescribed format** (format is enclosed) ;

8. 5 copies of your recent passport size photograph ;
9. Experience Certificates on the Company letter head, which has the details of the Company etc., If employed,
10. Vigilance Clearance from the concerned Authorities, if any;

02. Based on the satisfactory completion of document verification and above mentioned other formalities/requirement, the provisionally selected candidates will be immediately issued "**Offer of Engagement**". The candidate will be required to "**Accept**" the Offer. After the acceptance of "Offer of Engagement", the candidates will be allowed to join immediately.

03. The candidates are requested to visit the MIL website regularly for further updates.

Enclosures:

- (i) Prescribed Format of Character Certificate
- (ii) Prescribed Format of Caste Certificate
- (iii) Prescribed Format of Non-creamy layer certificate
- (iii) Sample format of Police Clearance Certificate
- (iv) Prescribed Format of Medical Certificate
- (v) Prescribed Format of Blank Attestation Forms



(Ashish Sharma)
Jt. General Manager
For General Manager