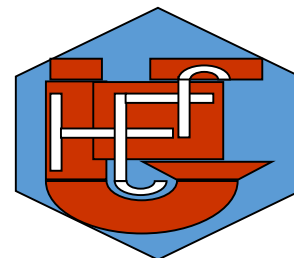




HIGH EXPLOSIVES FACTORY
(A Unit of Munitions India Ltd.)
A Govt. of India Enterprise
Ministry of Defence
Khadki, Pune, Maharashtra-411003



ENGAGEMENT OF PERSONNEL ON TENURE BASIS
Full Advertisement/Notification

Applications are invited from the citizens of India fulfilling the requisite qualification/criteria for engagement as Tenure based **CHEMICAL PROCESS WORKER (CPW)** Personnel on **CONTRACT BASIS**, to work at High Explosives Factory, Khadki, Pune, Maharashtra for a period of **ONE** year from the date of engagement, which may be extended up to maximum period of **FOUR** years, based on factory requirement and individual performance.

The employment can be terminated, at any time, during the period of tenure engagement, by giving One Month's notice by either party or payment of the Basic Pay+ DA components in the Consolidated Remuneration in lieu of the Notice.

2) Details of Name of Post, Basic Pay, Vacancies & Reservation

Reservation: Vacancies are earmarked for SC, ST, OBC-NCL, EWS, and other classes as per the Government Reservation Rules. (Except PwBD)

Total Vacancies: 85.

Name of the post	Basic Pay	Qualification	Skill Level	Total Vacancies - 85					
				UR	OBC	SC	ST	EWS	Total
Tenure Based CPW	₹ 19,900 + DA	National Apprenticeship Certificate	Skilled	35	23	13	06	08	85

- The above post is not identified for PwBD candidates.

3) QUALIFICATION:

The minimum Qualification of requirements and the corresponding skill level to which Personnel on Tenure Basis will be engaged are as follows:

Essential Qualification	Skill Level
Certification: NCVT (i.e candidates having NAC issued by NCTVT (now NCVT). Trade: AOC (Attendant Operator Chemical Plant) Feeder Trades: IMCP, MMCP, LACP, PPO, Fitter General, Machinist, Turner, Sheet Metal Worker, Electrician, Electronic Mechanic, Boiler Attendant, Mechanic Industrial Electronics, Refrigeration and Air Conditioning Mechanic.	Skilled

- a. Candidates having AOC Trade Apprenticeship from Ordnance Factories, AOC Trade Apprenticeship from Govt./Private organization having affiliation from Government and other feeder trades as stated above from both Ordnance Factories and Govt./Private organization having Govt. affiliation and from Govt. ITI shall be considered.

Note:

- The priority shall accorded to AOC Trade Apprentices of Ordnance Factories, AOC Trade Apprentices from Govt./Private organization having Govt. affiliation and candidates who are engaged on Tenure Basis as CPW/DBW and having 03 months training Certificate (ONE month extensive in-house w.r.t. Safe Handling of explosives, ammunitions, safety norms, Do's & Don'ts, etc. and TWO months On-Job training) from MIL Group of Factories.
- Only if the required number of candidates are not available from these categories, Candidates from other feeder stream as mentioned above shall be considered.
- Candidates having NAC issued by NCVT in AOC trade & Feeder trades shall be

considered for engagement on Tenure Basis. Marks of NAC mark sheet shall be considered for preparing the merit list.

- (iv) Initially factory shall consider the applicants only from AOCP Trade Apprentices of Ord. Factories and AOCP Trade Apprentices from Govt./Private organization having affiliation from Government and candidates who are engaged on Tenure Basis as CPW/DBW and having 03 months training Certificate (ONE month extensive in-house w.r.t. Safe Handling of explosives, ammunitions, safety norms, Do's & Don'ts, etc. and TWO months On-Job training) from MIL Group of Factories.
- (v) Only if required number of candidates is not available from above said categories, candidates from other feeder stream (viz IMCP, MMCP, LACP, PPO, Fitter General, Machinist, Turner, Sheet Metal Worker, Electrician, Electronic Mechanic, Boiler Attendant, Mechanic Industrial Electronics, Refrigeration and Air Conditioning Mechanic) Trade apprentices of Ordnance Factories and Govt/Private Organizations having Government affiliation will be call for Trade Test.
- (vi) In case of engagement of candidates belonging to other feeder trades (who doesn't possess 3 months training certificate said above) will be imparted compulsory "ONE MONTH" in house training similar to those candidates with AOCP Trade from other Govt. affiliated institutes as per training program designed by OFILKH (i.e., one-month extensive in-house training w.r.t. Safe Handling of Explosives, ammunitions, safety norms, Do's & Don'ts etc.). The training will be conducted in-house by High Explosives Factory. On successful completion of training the candidates will be imparted two months On-Job training after which they will be considered for specific job deployment.
- (vii) On successful completion of training, such personnel will be issued with a Certificate which would be acceptable in all MIL Group of factories. Also, these personnel need not undergo the said training in case of re-engagement or future engagements in any MIL Group of Factories. The candidates possessing the said certificate will be given priority in further engagement.
- (viii) Candidates belonging to other feeder trades mentioned above (trades other than AOCP) will also be engaged as Tenure Based CPW and consent / undertaking for the same shall be obtained from the candidates.

4) **AGE LIMIT:**

- (i) The age limit applicable to General category of candidates is 40 years, Age Relaxation and other Concessions will be applicable to candidate belong to SC/ST/OBC-NCL etc., as per the Reservation Rules.
- (ii) The last date of receipt of applications will be the crucial date for determining the upper age limit.

CATEGORY OF CANDIDATES ELIGIBLE FOR AGE RELAXATION IN UPPER AGE LIMIT

(i)	For SC/ST	:	05 Years.
(ii)	For OBC (with Non-Creamy Layer)	:	03 Years.
(iii)	For Ex-SM	:	Period of Military Service + 03 Years

5) **APPLICATION FEES – NIL.**

6) **HOW TO APPLY**

Candidates are required to download and print the Application Form and fill up the same in BLOCK LETTERS only. The envelope must be clearly superscripted as **"APPLICATION FOR THE POST OF "TENURE BASED CPW PERSONNEL ON CONTRACT BASIS"**. Application along with other necessary enclosures & **one extra** photograph to be **self -attested (behind the photographs)**. Hard copy of the Application to be forwarded to the following address so as to reach on or before the last date of receipt of Application.

**The Chief General Manager,
High Explosives Factory,
Khadki , Pune, Maharashtra
Pin -411 003.**

7) **Closing Date for Receipt of Application:**

Closing date for receiving of application will be 21 days from the date of first appearance of the Advertisement in the Employment News.

8) JOB SPECIFICATION: Manufacturing & handling of explosives and Hazardous chemicals.

9) MODE OF SELECTION

- i) Selection of the candidates shall be done based on the Marks scored in the NAC mark sheet and Trade Test/ Practical test only, in the order of Merit. High Explosives Factory can decide the cut off percentage for calling candidates for Trade test based on the total Marks secured in NAC issued by NCVT.
- ii) Merit list will be prepared based on combined marks secured in NAC (NCVT) mark sheet and Trade test/Practical Test.
- iii) Weightage of Marks in NAC (NCVT) Exam and Trade test/Practical test will be 80% and 20% respectively.
- iv) While Preparing merit list the preference will as under: -
 - a) First preference will be given to Ex apprentice of AOCF trade apprentices who are trained in Ordnance Factories under MIL.
 - b) Second preference will be given to AOCF trade apprentices from DoO (C&S) other than MIL Group and AOCF from Government / Private Organizations having government affiliation.
 - c) Third Preference will be given to candidates who are engaged on Tenure Basis as CPW/DBW and having 03 months training Certificate (ONE month extensive in-house w.r.t. Safe Handling of explosives, ammunitions, safety norms, Do's & Don'ts, etc. and TWO months On-Job training) from MIL Group of Factories.
 - d) At last trade apprentices of Ordnance Factories and Government / Private organization having Government affiliation in feeder stream (viz IMCP, MMCP, LACP, PPO, Fitter General, Machinist, Turner, Sheet Metal Worker, Electrician, Electronic Mechanic, Boiler Attendant, Mechanic Industrial Electronics, Refrigeration and Air Conditioning Mechanic) will be considered.
- v) Candidates qualifying in the NAC (NCVT) and Trade Test/ Practical test will be called for Document Verification in the order of Merit. The number of candidates called for Document Verification will be limited to the number of posts notified (Discipline / Category wise).
- vi) In case of rejection of candidates during the Document Verification process on account of non- availability of requisite documents / testimonials, not meeting the advertised criteria with respect to Age, Qualification, Experience, etc., additional candidates will be called for Document Verification in the order of Merit (Discipline / Category wise). The number of additional candidates called for Document Verification will be limited to the number of candidates rejected.
- vii) If the candidates in the merit list found ineligible during any stage of engagement or fails to report within the stipulated date / period, a candidate wait list and belonging to the same category will be considered.

10) GENERAL CONDITIONS:

- ❖ The self-attested copies of educational qualifications, certificate for age proof, experience certificate from institutions etc., should be enclosed along with the application.
- ❖ **Along with other required documents, NCVT Mark sheet(s) pertaining to National Apprenticeship Certificate (NCVT) must be mandatorily enclosed with the application form.**
- ❖ The OBC candidate applying for the post under OBC category should also have to submit duly signed undertaking in the format given at Appendix-I of the Application Form.
- ❖ Valid OBC-NCL/EWS certificate, as per extant rules, as on closing date of application is required at the time of Document Verification.
- ❖ Submission of false / incorrect / incomplete information and / or dubious / bogus documents shall disqualify the candidature.
- ❖ Submission of more than one application by the same individual for a post will summarily be rejected.
- ❖ Canvassing in any form will lead to disqualification.
- ❖ Mere submission of application form does not guarantee issue of "Call Letter" for Trade

Test/Practical Test.

- ❖ Only short listed candidates will be informed **through e-mail only** for Trade Test/Practical Test in due course.
High Explosives Factory, Khadki will not be responsible for late / non-receipt of filled-in application/ Call letters, etc., due to postal delay or any other reasons.
- ❖ E-mail ID & Phone/Mobile Numbers should be kept active till the completion of whole recruitment process.

11) REJECTION OF APPLICATION/CANCELLATION OF CANDIDATURE

Applications received after closing date or not meeting eligibility criteria and Terms & Conditions of advertisement will be summarily rejected.

12) REMUNERATION

- i. Tenure Based Personnel may be paid at the rate of 1/30th of the pay at the basic of the relevant pay scale plus dearness allowance for work of 8 hours a day.
- ii. Central DA as prevalent will be applicable.
- iii. House Rent Allowance as per classification of Cities (when Company Quarter is not available)
Note: In case of availability of Company Quarters, priority would be given for allotment of Quarters. License fee for Quarters will be deducted at the rates as applicable to regular Workmen.
- iv. An annual increase of 3% (rounded off to the next ten rupees only) during the tenure shall be admissible on the Basic Pay, subject to satisfactory performance.
- v. The performance of the individual on fixed term employment will be evaluated. Individuals having performance rating Poor or below will be given 3 months' time in writing to improve their performance. After three months again performance will be evaluated and if again the performance rating found poor or below, the services of the individual will be terminated by giving 15 days' notice.
- vi. Personnel engaged will be eligible for EPF and will be covered under the Employee's Compensation Act, 1923, as per Act and Government Guidelines.
- vii. Personnel engaged will be eligible for Bonus (if applicable) as per Bonus Act 1965, amended time to time.
- viii. The tenure based employees shall be deployed in Night Shift in case of exigency of production work, these employees shall be eligible for Night Duty Allowance as per extant rules.
- ix. Personnel will be entitled for Risk Allowance for similar type of work where regular employees are entitled. They will be paid Risk Allowance as per extant rules.

13) OTHER BENEFITS AND TERMS & CONDITIONS

- a. Working pattern of the Tenure based personnel will be the prerogative of the employer.
- b. Personnel engaged will be entitled to 30 days Leave per year. 2.5 days of Leave will be credited, for every calendar month of service. Leave can be accumulated by the Personnel during their tenure up to 30 days and can be encashed after completion of one year. For the last month of Service prior to separation/ completion of Tenure, the Leave of 2.5 days pertaining to the last month of Service will be credited on the 15th day of that month.
Note: Encashment of Leave in respect of Tenure based Personnel will be governed by applicable Rules and Terms & Conditions.
- c. Personnel Engaged cannot take more than 5 days leave in a month and cannot take continuously 3 days leave in a stretch except on medical ground. Under special circumstance employer can give relaxation in availing leave not more 30 days in a year subject to number of leave credited in his/her account.
- d. Tenure based personnel will not be entitled for any other medical benefits in any of the Ordnance Factory Hospitals & Dispensaries or elsewhere. In case of an emergency, facilities in Ordnance Factory Hospitals / Dispensaries can be availed.
- e. Tenure based personnel will be entitled for safety and protective gears, equipment, kits etc. as per the Company norms.
- f. Female personnel will be entitled to Maternity Benefits as per the provisions under the Maternity Benefit Act, 1961.
- g. In the normal course, the engagement will be for a maximum period of four years from the date of engagement and the tenure will come to an end automatically on completion of four years' period from the date of joining, without any further notice.

- h. The Tenure Based Engagement will not confer any right on the Personnel to claim the status of a regular employee of the Company.
- i. The Tenure based Personnel will abide by various Company/Factory Rules & Regulations governing carrying out the assigned tasks and their conduct, like Standing Orders,
- j. Tenure based personnel will be covered under the Income Tax, Service Tax, Professional Tax, etc. as per the applicable Rules and all such Taxes would be payable by them.
- k. Tenure based personnel will be eligible for Company Quarters, wherever available. They will not be entitled for the following:
 - i. Promotions;
 - ii. OT Allowance
 - iii. Loans, Advances & Interest Subsidies;
 - iv. Medical Facilities;
 - v. Contingency Advance;
 - vi. School Fee Reimbursement;
 - vii. LTC / LTA Facilities;
 - viii. Grant of Study Leave;
 - ix. Sponsorship for Higher Studies;
 - x. Any other benefits (other than mentioned in SOP) admissible to regular Workmen.
- l. The Tenure based Personnel will not be entitled for any Allowances or Benefits other than those indicated in this Scheme.
- m. Performance of the Personnel would be assessed on a half yearly basis.
- n. The engagement will be on full time basis. Absence from duty other than on authorised Leave / Company Holidays will result in proportionate reduction in the Consolidated Emoluments. They will be eligible for Company Holidays as applicable to regular employees.

14)Chairman & Managing Director, Munitions India Ltd may for reasons to be recorded in writing relax any of the subject provisions of the subject Advertisement in case of special cases.

15)Ammunition and explosives Group of Ordnance Factories of Erstwhile Ordnance Factory Board.

S.No	Name of Factories	Abbreviation
01	Ammunition Factory Khadki	AFK
02	Cordite Factory Aruvankadu	CFA
03	High Explosives Factory Khadki	HEF
04	High Energy Projectile Factory	HEPF
05	Ordnance Factory Khamaria	OFI
06	Ordnance Factory Nalanda	OFN
07	Ordnance Factory Dehu Road	OFDR
08	Ordnance Factory Bhandara	OFBA
09	Ordnance Factory Chanda	OFC
10	Ordnance Factory Varangaon	OFV
11	Ordnance Factory Bolangir	OFBOL
12	Ordnance Factory Itarsi	OFI

* * * * *

APPLICATION FOR TENURE BASED CPW PERSONNEL ON CONTRACT BASIS

To

The Chief General Manager,
High Explosives Factory
Khadki , Pune-411003.

Place for recent
passport size
photo of the
applicant (self
attested in front)
to be firmly
pasted (not to be
stapled)

(TO BE FILLED UP IN BLOCK LETTERS ONLY)

01.	Post Applied for	TENURE BASED CPW PERSONNEL ON CONTRACT BASIS		
02.	Name in Block Letters (as mentioned in 10 th std. certificate)			
03.	Father's / Husband's Name (<i>strike out whichever not applicable</i>)			
04.	Date of Birth (in DD/MM/YYYY format)			
05.	Age (as on date of closing of Advertisement)			
06.	Nationality			
07.	Caste / Category [Mention whether UR/SC/ST/OBC- NCL/EWS/Ex- SM]			
08.	Address & pin code in full for communication			
09.	Phone/Mobile Number (two contact numbers – main and alternate)	1. 2.		
10.	E-mail ID (write the same email id two times)	1. 2.		
11.	Two Prominent and visible identification Marks	i) ii)		

12. Details of educational and other qualifications starting from X Standard/SSLC:

Name of School/College	Name of Recognized University / Board of Examination	Name of Examination Passed	Year of Passing

13. Details of Passing **NCVT** (NAC) in Relevant Trade Examination (specified trades mentioned above) as per NCVT Certificate and NCVT Marksheet

Certification	Name of Trade	Name of Ordnance Factory Or Other Institution	Training period		NCVT Batch No.	Year of Passing	Total Marks Obtained	Maximum Marks	Percentage
			From	To					
NAC									

14. Details of previous ONE MONTH extensive training & 2 MONTHS on job training in any Munitions India Ltd group of Factories, if available any:

Name of Factory	Designation (Tenure Based CPW or DBW)	Period From	Period To	Certificate NO. and Date

15. Check List of Enclosures: .

Sl.No	ENCLOSURES	YES / NO
1.	Self-attested copy of Proof of Date of Birth	
2.	Self-attested copy of Educational Qualification Certificate	
3.	Self-attested copy of NCVT (NAC) certificate in the specified Trades	
4.	Self-attested copy of NCVT (NAC) marksheet in the specified Trades	
5.	3 months Training certificate in "Safe Handling of explosives, ammunitions" from MIL Group of Factories.	
6.	Experience Certificate	
7.	Self-attested copy of Caste Certificate: (SC / ST / OBC) – in prescribed proforma	
8.	Whether all above documents / certificates are self-attested	
9.	Two copies of self-attested photographs (one pasted on application form and one extra)	
10.	Declaration by OBC/Ex-SM candidates – Appendix – I / Appendix – II	
11.	Consent/Undertaking by candidates other than AOCPT Trade – Appendix -III	

DECLARATION

I, Shri / Smt / Kum _____ have read the instructions carefully before sending this application. I hereby declare that all the statements made in this application are correct to the best of my knowledge and belief. I understand that any discrepancy found in the information will lead to cancellation of my candidature / debarment at any time.

Signature of the Candidate

Date :
Place :

APPENDIX – I

DECLARATION BY OBC CANDIDATES ONLY

(Similar endorsement should be given in the caste certificate from the competent authority)

I Son/Daughter of Shri.....
Resident of village/town/city.....
District..... State..... Hereby declare that I
belong to the.....

community which is recognized as a backward class by the Government of India for the purpose of reservation in services as the orders contained in DOPT OM No.36012/22/93-Estt.(SCT) dated 08-09-1993 and as amended. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 08- 09-1993 and as amended.

Date : (Signature of the
Candidate)

APPENDIX – II

FORM OF UNDERTAKING TO BE GIVEN BY CANDIDATES APPLYING FOR CIVIL POSTS UNDER EX-SERVICEMEN CATEGORY

I understand that, if selected on the basis of the recruitment/examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharged from the Armed forces that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex- Servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979, as amended from time to time.

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex- Servicemen in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalized Banks etc.) by availing of the concession of reservation of vacancies admissible to Ex-Servicemen.

Date : (Signature of the Candidate)

APPENDIX – III

FORM OF UNDERTAKING TO BE GIVEN BY CANDIDATES OTHER THAN AOCP TRADE

I understand that, upon selection on the basis of the recruitment/examination to which this application relates, I will be engaged as Tenure Based CPW personnel only.

I also understand that I shall not be eligible to be appointed to a vacancy other than Tenure Based CPW.

Date : (Signature of the Candidate)