

**ADVERTISEMENT**  
**CORDITE FACTORY, ARUVANKADU, THE NILGIRIS - 643 202**  
**(A Unit of Munitions India Limited)**

Applications are invited from eligible candidates for post of **Hindi Officer** on **CONTRACT BASIS** to work in Cordite Factory, Aruvankadu, The Nilgiris, Tamil Nadu, for a period of **TWO** years from the date of engagement based on factory requirement and individual performance. The citizens of India who are fulfilling the requisite qualification/experience can apply for the post. The employment can be terminated, at any time, during the period of tenure engagement, by giving one month's notice in writing by either side or payment (Consolidated Remuneration) in lieu of the Notice, without assigning any reasons.

Name of the post	Qualification	Total Vacancies
Hindi Officer on Tenure Basis	As given below	01 (UR)

**1) AGE LIMIT:**

The candidates will not be engaged beyond the age of 65 years.

**2) QUALIFICATION & EXPERIENCE:**

(i) Master's degree of a recognized university in Hindi with English as a compulsory or elective subject or as the medium of examination in the degree level.

OR

Master's degree of a recognized University in English with Hindi as compulsory or elective subject or as the medium of examination at the degree level.

OR

Master's degree of a recognized University in any subject other than Hindi or English with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level

OR

Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level.

OR

Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level

**AND**

(ii) Recognized Diploma or Certificate course in translation from Hindi to English & Vice versa, or two years experience of translation work from Hindi to English and vice versa in Central or State Government Office, including Government of India Undertaking.

(iii) **Experience** - Retired as an Hindi Officer

Or

At least 3 years of experience as Senior Hindi Translator or 5 years experience as Junior Hindi Translator

From

MIL/Erstwhile OFB, Army, Navy, Air-Force, Para Military, DGQA, DGAQA, DGNAI, DRDO, or from any other Central Government Services

With experience in work areas mentioned below in - 3) Job Specification

**3) JOB SPECIFICATION** – The job portfolio of Hindi Officer will broadly consist of:

- \* Supervision and Implementation of Official Language,
- \* Translation of website in Hindi Language.
- \* Conducting Hindi work shop and Training Programme.
- \* Assisting / training of staff for the betterment of Hindi Language.
- \* Review of translated material and yearly report etc.
- \* Introducing Official Language Act, rules and other important orders to the officers and staff of MIL units and rendering assistance in implementation of the same.
- \* Ensure strict compliance of provisions in Official language act.
- \* Assisting the Officers of MIL to enhance correspondence in the Hindi Language.
- \* Preparing working plan according to the Annual programme of MIL unit in Hindi.
- \* Preparing draft note, write-up etc .
- \* Assistance in getting prepared for various Rajbhasha inspections such as Parliamentary committee inspection and Inspection carried out by Ministry.

**4) MODE OF SELECTION**

Selection of the candidates would be done through Interview. Suitable candidates from among the applicants would be shortlisted and called for interview by a duly constituted Selection Committee.

**5) APPLICATION FEES – NIL.**

**6) HOW TO APPLY**

Candidates are required to download and print the Application Form from the link provided and fill up the same in BLOCK LETTERS only. Along with other necessary enclosures, **one extra copy** of the same photograph to be **self -attested (in back of the photographs)** and enclosed.

The envelope must be clearly superscribed as **“APPLICATION FOR THE POST OF “HINDI OFFICER ON TENURE BASIS”.**

Application to be forwarded to the following address only:

The Chief General Manager,  
Cordite Factory Aruvankadu,  
Aruvankadu, The Nilgiris District.  
Tamilnadu Pin -643 202.

**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 local/ national newspapers.

If the closing date falls on a Holiday for the Factory, then the next working day shall be considered as the closing date for all purposes.

**8) GENERAL CONDITIONS:**

- ❖ The self attested copies of educational qualifications, certificate for age proof, experience certificate from institutions/organisations etc., should be enclosed along with the application.
- ❖ 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.
- ❖ **No correspondence/enquiry through Phone/messenger will be entertained.**
- ❖ Canvassing in any form will lead to disqualification.
- ❖ Mere submission of application form does not guarantee issue of “Call Letter” for Interview.

- ❖ Only short listed candidates will be informed through post and e-mail for Interview in due course.
- ❖ Candidates appearing for Interview will have to travel on their own expenses and required to stay one day more for medical examination.
- ❖ Cordite Factory, Aruvankadu 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.

## **9) REJECTION OF APPLICATION/CANCELLATION OF CANDIDATURE**

Applications not meeting eligibility criteria and Terms & Conditions of advertisement will be summarily rejected.

## **10) REMUNERATION**

- i. Total Pay – Rs.60,000/- (estimated).
- ii. The remuneration for the tenure based appointment of Hindi Officer will be based on the Govt. of India Office Memorandum No. F.No.3-25/2020-E .IIIA, dated 9<sup>th</sup> December 2020.

## **11) OTHER BENEFITS AND TERMS & CONDITIONS**

- i. The personnel engaged would be engaged only for the minimum period required
- ii. He/she would be engaged for an initial period of up to two year or specific Jobs / Projects / Programmes / Tasks duration, at the first instance. The Performance in terms of his Specific Role, Charter of Duties, Responsibilities etc., will be monitored periodically and extension, if required, would be granted provided the performance is found to be satisfactory. Such extensions would be granted on yearly basis up to age of 65 years of candidates.
- iii. Personnel engaged will be entitled of 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.
- iv. 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 this leave pattern subject to total leave not exceeding 30 days in a year.
- v. These 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.
- vi. They will be entitled for safety and protective gears, equipment, kits etc. as per the Company norms.
- vii. Personnel Engaged to follow the timing of factory/unit where he/she is hired on contract basis
- viii. Female personnel will be entitled to Maternity Benefits as per the provisions under the Maternity Benefit Act, 1961.
- ix. The Tenure Based Engagement will not confer any right on the Personnel to claim the status of a regular employee of the Company.
- x. The Tenure based Personnel will abide by various Company/Factory Rules & Regulations governing carrying out the assigned tasks and their conduct, like Standing Orders,
- xi. 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.
- xii. Tenure based personnel will be eligible for Company Quarters, wherever available. License fee for the quarters will be deducted at the rates as applicable to regular employee.
- xiii. They will not be entitled for the following:
  - a) Promotions;
  - b) OT Allowance
  - c) Loans, Advances & Interest Subsidies;

- d) Medical Facilities;
  - e) Contingency Advance;
  - f) School Fee Reimbursement;
  - g) LTC / LTA Facilities;
  - h) Grant of Study Leave;
  - i) Sponsorship for Higher Studies;
  - j) Any other benefits (other than mentioned in SOP) admissible to regular employees.
- xiv. The Tenure based Personnel will not be entitled for any Allowances or Benefits other than those indicated in this Scheme.
  - xv. Performance of the Personnel would be assessed on a half yearly basis.
  - xvi. The engagement will be on full time basis. Absence from duty other than on authorized Leave / Company Holidays will result in proportionate reduction in the Consolidated Emoluments. They will be eligible for Company Holidays as applicable to regular employees.
  - xvii. Personnel engaged will be allowed TA/DA on Official Tours. Personnel engaged will be allowed for maximum of Economy class flight/ AC 2 tier Train/ AC Taxi with approval of CGM of factory. DA rates admissible at the level from which the Personnel engaged superannuated from MIL/ Erstwhile OFB or equivalent level from other Organizations.
  - xviii. Personnel Engaged should bring vigilance clearance certificate based on last 5 years of service from the parent organization.

**12) EXERCISING OF POWERS:**

The Personnel engaged can be authorised by the concerned Director/GM/Sr. GM, based on requirements, to raise Note Sheets, co-ordinate various activities, supervise the work carried out by the employees assigned to work under him. However, he will not have any financial powers.

**13) TERMINATION OF THE CONTRACT ENGAGEMENT:**

The contract engagement will stand automatically terminated on completion of the prescribed tenure/task. The engagement can be terminated even earlier with one month's notice in writing by either side or payment (Consolidated Remuneration) in lieu of the Notice.

**14) CAUTION TO ALL CANDIDATES:**

Some unscrupulous elements may approach you with the assurance of procuring appointment for you in the factory through illegal gratification. You must not fall prey to such false assurance or exploitation and must not entertain or encourage such elements in any way. It is emphasized and re-assured that the entire selection exercise will be done on merit in a transparent manner.

\* \* \* \* \*

**APPLICATION FOR HINDI OFFICER ON TENURE BASIS**

(HINDIOFF-II)

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

To

The Chief General Manager,  
Cordite Factory Aruvankadu  
Aruvankadu, The Nilgiris – 643 202  
Tamil Nadu

**(TO BE FILLED UP IN BLOCK LETTERS ONLY)**

01.	Post Applied for	HINDI OFFICER ON TENURE BASIS		
02.	Name in Block Letters (as mentioned in 10 <sup>th</sup> std. certificate)			
03.	Father's / Husband's Name			
04.	Date of Birth	Day (dd)	Month (mm)	Year (yyyy)
05.	Age (as on 01/11/2025)			
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			
10.	E-mail ID			
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

14. Experience Details

Organisation Details	Designation	Period From	Period To	Nature of Duties

15. Check List of Enclosures: .

Sl.No	ENCLOSURES	YES / NO
1	Proof of Date of Birth	
2	Educational Qualifications Certificate	
3	Experience Certificate	
4	Whether all above documents / certificates are self attested	
5	Two copies of self attested photographs (one pasted on application form and one extra)	

**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 :