

**DETAILED ADVERTISEMENT FOR ENGAGEMENT OF  
PROJECT MANAGERS/PROJECT ASSISTANTS  
ON FIXED TERM CONTRACT BASIS (ADVT. NO. MIL/HR/2024-25/PM-PA/2025/01)**

**1. Introduction**

Munitions India Limited (MIL) came into existence as a Defence Public Sector Undertaking under Ministry of Defence (MoD) when Government of India restructured the erstwhile Ordnance Factory Board into seven (7) Defence PSUs from October 2021. As a Defence PSU, MIL is taking initiatives to benchmark its process, technologies and systems to in line with its vision – ‘To provide competitive edge to the Armed Forces by equipping them with modern and quality battlefield ammunition.’

Manpower requirement is for 2 Years (extendable by one more year).

**Summary of Requirement**

Field/Domain	Number of Posts
Finance	02 (Two)
Procurement	01 (One)
Post Contract Management	01 (One)
Project Implementation & Management	02 (Two)
Corporate Social Responsibility (CSR)	01 (One)

Maximum Age	Below 60 years on the closing date of Application
Experience	Minimum 5 Years' Experience
Tenure	02 Years (extendable by another year)

**NOTE :**

Last date for receipt of Application at Munitions India Limited, 2nd Floor, Nyati Unitree, Nagar Road, Yerwada, Pune – 411 006: **21 days from the opening date of publication of advertisement in Employment News.**

An advance copy of the duly filled in Application along with its enclosures may be forwarded to [careers@munitionsindia.in](mailto:careers@munitionsindia.in) on or before the last date.

Selected candidates will be stationed/initially posted at Pune. However, they are liable to be transferred/posted any where in India at the discretion of the Company.

**Detailed Terms, Qualification, Experience, Job Specification,  
Skills, Etc., required for the Posts**

**1. Criteria for selection:**

**1.1.**

<b>Functionality/Domain Expertise</b>	<b>Finance</b>
No. of Position	02 (Two)
Educational Qualification (Essential)	B Com, CA Intermediate, CMA Intermediate or equivalent degree in Commerce/Finance/Accounting
Educational Qualification (Desirable)	MBA (Finance), MFC, CA, CMA, M Com, or equivalent PG Degree
Experience in relevant field	5 years and above

**1.2.**

<b>Functionality/ Domain Expertise</b>	<b>Project Implementation &amp; Management</b>
No. of Position	02 (Two)
Educational Qualification (Essential)	B Tech
Educational Qualification (Desirable)	Diploma/PG Diploma or other qualifications in Project Management.
Experience in relevant field	5 years and above

**1.3.**

<b>Functionality/ Domain Expertise</b>	<b>Procurement</b>
No. of Position	01 (One)
Educational Qualification (Essential)	B Tech
Educational Qualification (Desirable)	Diploma/PG Diploma or other qualifications in Material Management.
Experience in relevant field	5 years and above

**1.4.**

<b>Functionality/ Domain Expertise</b>	<b>Post Contract Management</b>
No. of Position	01 (One)
Educational Qualification (Essential)	B Tech **
Educational Qualification (Desirable)	Diploma/PG Diploma or other qualifications in Project Management.
Experience in relevant field	5 years and above

**1.5.**

<b>Functionality/ Domain Expertise</b>	<b>Corporate Social Responsibility (CSR)</b>
No. of Position	01 (One)
Educational Qualification (Essential)	Graduate in any discipline
Educational Qualification (Desirable)	Master Degree in Social Work, Human Resource or any related field
Experience in relevant field	5 years and above

## 2. Remuneration:

The Personnel engaged would be paid Basic Pay + IDA. The minimum Basic Pay will be fixed on the basis of experience in the relevant field as follows:

<b>Experience in relevant field</b>	<b>Basic Pay (Rs.)</b>
Experience between 05 to 10 Years	27500/-
Experience between 10 to 15 Years	30250/-
Experience between 15 to 20 Years	33275/-
Experience more than 20 Years	36602/-

- 2.1. Personnel engaged will be eligible for EPF and Employee Compensation Act as per government guidelines.
- 2.2. Personnel engaged on fixed term basis are eligible to Bonus (If applicable) as per Bonus Act 1965 amended time to time.
- 2.3. House Rent Allowance as per classification of Cities (when Company Quarter is not Available).

## 3. Other Benefits and Terms & Condition:

- 3.1. Personnel engaged will be entitled for 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 15<sup>th</sup> day of that month.

### Note:

- (a) Encashment of Leave in respect of Personnel engaged will be governed by the Rules and Terms & Conditions applicable to the regular employee as notified from time to time.
- (b) Personnel Engaged cannot avail more than 3 days leave in a month and cannot continuously avail more than 3 days leave at a stretch except on medical ground. Under special circumstance competent authority may give relaxation in this leave pattern subject to total leave not exceeding 30 days in a year.
- 3.2. Personnel Engaged cannot take more than 3 days leave in a month and cannot take continuously more than 3 days leave at a stretch except on medical ground. Under special circumstance ED/GM can give relaxation in this leave pattern subject to total leave not exceeding 30 days in a year.
- 3.3. 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.
- 3.4. They will be entitled for safety and protective gears, equipment, kits etc. as per the Company norms.
- 3.5. Personnel Engaged to follow the timing of factory/unit where he/she is hired on contract basis.

- 3.6. Female personnel will be entitled to Maternity Benefits as per the provisions under the Maternity Benefit Act, 1961.
- 3.7. The Engagement will not confer any right on the Personnel to claim the status of a regular employee of the Company.
- 3.8. The Personnel engaged will abide by various Company/Factory Rules & Regulations governing carrying out the assigned tasks and their conduct, like Standing Orders, etc.
- 3.9. Such 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.
- 3.10. They will be eligible for Company Quarters, wherever available. License fee for Quarters will be deducted at the rates as applicable to regular Employee.
- 3.11. They will **NOT** be entitled for the following:
  - 3.11.1. Promotions;
  - 3.11.2. OT Allowance;
  - 3.11.3. Loans, Advances & Interest Subsidies;
  - 3.11.4. Medical Facilities;
  - 3.11.5. Contingency Advance;
  - 3.11.6. School Fee Reimbursement;
  - 3.11.7. LTC / LTA Facilities;
  - 3.11.8. Grant of Study Leave;
  - 3.11.9. Sponsorship for Higher Studies;
  - 3.11.10. Any other benefits (other than mentioned in SOP) admissible to regular Employees.
- 3.12. The Personnel will not be entitled for any Allowances or Benefits other than those indicated in this Scheme.
- 3.13. Performance of the Personnel would be assessed on a half yearly basis.
- 3.14. 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.

#### **4. 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.

Advt. No. and Date:

APPLICATION FOR THE POST OF [Please tick against the below given domain(s) you want to apply]  
(Please refer Note in 'Para 1 – Criteria for selection' of Annexure 'A')

Field of Expertise/Functionality/Domain Expert(s)	Please tick against the domain(s) you want to apply
Finance	
Procurement	
Post Contract Management	
Project Implementation/Management	
Corporate Social Responsibility (CSR)	

**Paste a recent  
Passport size  
Photograph**

1	NAME (IN CAPITAL)	
2	FATHER's/MOTHER's/HUSBAND's NAME	
3	GENDER	
4	DATE OF BIRTH (DD/MM/YYYY) AGE IN YRS./MONTHS. AS ON CLOSING DATE OF APPLICATION	
5	WHETHER BELONGS TO SC/ST/OBC/ PWD/OTHERS	
6	HIGHEST QUALIFICATION	
7	TOTAL POST QUALIFICATION WORK EXPERIENCE AS ON THE DATE OF ADEVERTISEMENT	
8	DATE OF RETIREMENT /SEPARATION FROM THE LAST EMPLOYMENT	
(a)	NAME OF THE COMPANY/ DEPARTMENT (WORKING/ RETIRED)	
(b)	POST CURRENTLY HELD ON REGULAR (SUBSTANTIVE) BASIS WITH PAY SCALE, LEVEL AND GRADE PAY OR ON THE DATE OF RETIREMENT/SEPARATION.	

9	PRESENT ADDRESS FOR COMMUNICATION	
10	PERMANENT ADDRESS	
11	TELEPHONE/MOBILE NO.	
12	EMAIL	
13	AADHAR NUMBER	
14	PAN NUMBER	

15. EDUCATIONAL QUALIFICATIONS

Sl. No.	Qualifications from 10 <sup>th</sup> Class onwards	% of marks obtained/CGPA	Year of passing	Name of School/College	Affiliated Institute/University

16. DETAILS OF EXPERIENCE.

Name of the Factory/Unit/ Organization	Post Held	Period of Employment		Basic Pay/ Level & Grade Pay	Major Responsibilities
		From	To		

17. Additional information, if any, which you would like to mention in support of your suitability for the post:-

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Declaration :-

I, the undersigned, certify that the above information/details provided are true to the best of my knowledge and belief. I understand that willful misstatement will lead to my disqualification or termination, if engaged.

I, the undersigned, also understand that the engagement is purely temporary, contractual, on Fixed Term Basis and it is not against any permanent vacancy and this engagement will not give me any claim for regular/permanent employment in the Company.

Date:

Signature of the candidate

Place:

[Documents to be enclosed (whichever applicable)]

1. Valid document evidencing date of birth of the candidate (Secondary/Matriculation School Certificate / Birth Certificate).
2. Educational Certificates – Marksheets & Degree (Diploma, Graduation, Post-Graduation)
3. Work experience – Self Attested Copies
  - (a) Experience Certificate from previous employer(s) or
  - (b) PPO, Salary Slip, Service/Experience Certificate in case of retired Govt. Employees.
4. Caste Certificate in case of candidates belonging to reserved category.
5. Please attach additional sheets, if necessary.

## TERMS AND CONDITIONS FOR ENGAGEMENT OF PROFESSIONALS ON FIXED TERM CONTRACT

1. **SELECTION PROCESS:** Selection will be based on qualification and experience and/or performance in the interview/interaction.
  - a) **SCREENING:** Screening of Applications will be done by a Screening Committee constituted for that purpose. Candidates are required to fill in the Application Form (attached with the advertisement) complete in all respects. The Company may adopt higher criteria in case of receipt of more number of applicants meeting requisite eligibility criteria.
  - b) **INTERVIEW:**
    - ✚ If required, Personal Interview/interaction will be conducted.
    - ✚ The offer of engagement shall be issued to the suitable candidates in the order of merit and based on the number of vacancies and will be subject to verification of antecedents and caste certificate (in case of reserved category candidates).
  - c) All such engagements will be recommended by a Selection Board constituted by the Chairman & Managing Director/MIL.
  - d) **DECLARATION OF RESULT OF SELECTION:**
    - ✚ Only those candidates shortlisted may be called for interview (online/offline).
    - ✚ The names of candidates shortlisted for interviews will be notified on MIL website and call letters will be sent to their e-mails.
    - ✚ Candidates are to comply with the instructions indicated therein the call letter.
    - ✚ The results of the final selection, will be published only on MIL website.
2. **TENURE:**  
The tenure of contract engagement on full time basis will be initially for a period of Two (02) Years, which is extendable by another year depending on the performance and requirements.
3. **AGE LIMIT: Below 60 Yrs. (As On Closing Date of Advertisement)**
4. **QUALIFICATION & EXPERIENCE :** Qualification and experience should be clearly specified in the Application. The candidates are advised to ensure that they meet the qualification, experience and other criteria before forwarding the application.
5. **DOCUMENTARY EVIDENCE FOR WORK EXPERIENCE : Self Attested copies of**
  - (a) Experience Certificate from previous employer(s) or
  - (b) PPO, Salary Slip, Service/Experience Certificate in case of retired Govt. Employees.

### 6. OTHER TERMS AND CONDITIONS

- (i) The engagement is purely temporary and contractual and on Fixed Term Basis and it is not against any permanent vacancy. This engagement will not entitle candidates to claim for regular/permanent employment in the Company. Accordingly, nothing within or relating to the Contract shall establish the relationship of employer and employee, or of principal and agent, between the Company and the contracted Personnel. They will not be entitled for any benefit/compensation/absorption/regularization/permanent employment in the Company except the fixed remuneration.
- (ii) The personnel engaged on full time basis will not be allowed to take any other assignment



- during the period of contractual engagement.
- (iii) Company Accommodation may be provided with the permission of competent authority on payment of applicable licence fees and allied charges.
  - (iv) TA, DA while on official tour will be paid on case to case basis with the approval of Competent Authority.
  - (v) The Personnel will not be entitled for any Allowances or Benefits other than those indicated in this Scheme.
  - (vi) Performance of the Personnel would be assessed on a half yearly basis
  - (vii) The persons engaged can be assigned additional responsibilities/tasks in addition to their specialization and assigned tasks.
  - (viii) They will work on full time basis and on all working days as applicable or in operation in the Company. They may also be required to work beyond the normal working hours and on holidays too, in case of functional requirements.
  - (ix) The engagement can be discontinued or terminated with one month notice or one month salary as the case may be, by either side without assigning any reason(s).
  - (x) Selected candidates will be stationed/initially posted at Pune. However, they are liable to be transferred/posted any where in India at the discretion of the Company. Those working must submit NOC at the time of Interview and should submit proper relieving letter from present employer in the event of selection.
  - (xi) The cut-off date for age, qualification and experience will be the date of advertisement.
  - (xii) Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.
  - (xiii) Policy on Reservation will be applicable as per Govt. of India guidelines.
  - (xiv) Educational Qualifications should be recognized by AICTE/UGC/Appropriate Indian Statutory Authorities.
  - (xv) Mere submission of Application does not guarantee the adequacy of candidature for being considered for further selection process. Mere fulfilling of eligibility criteria shall not confer any right to the applicant for being called for interview/engagement. Canvassing in any form will result in disqualification of the candidature.
  - (xvi) Candidate will have to bring an original valid Photo ID (Aadhar Card, etc.) and other original documents for verification at the time of joining, if selected.
  - (xvii) MIL also reserves the right to cancel/amend the advertisement and/or the selection process there under. The number of positions filled may increase or decrease depending on the requirement of MIL.
  - (xviii) Engagement of the selected candidate will be subject to submission of 'Medical Fitness Certificate' by a Certified Medical Practitioner.
  - (xix) After the declaration of results, no correspondence will be entertained from the candidates not selected.
  - (xx) Candidates should ensure that they fulfill the eligibility criteria prescribed for the post they have applied. In case it is found at any stage of selection process or even after engagement that the candidate has furnished false or incorrect information or suppressed any relevant information/ material facts or does not fulfill the criteria, his / her candidature / services are liable for rejection/ termination without notice.
  - (xxi) Any corrigendum/clarifications of the advertisement, if necessary, shall only be uploaded on MIL website (munitionsindia.in) and will not be published in Newspaper, Employment News, etc.

- (xxii) All disputes/cases, if any, related to this recruitment process are subject to jurisdiction of courts at Pune only.
- (xxiii) MIL reserves the right to cancel / restrict /enlarge / modify / alter the recruitment/ selection process, if need so arises, without issuing any further notice or assigning any reason(s) thereafter.
- (xxiv) MIL reserves the right to relax age/experience/qualification & other qualifying criteria in deserving cases.
- (xxv) All information regarding this recruitment process would be made available in the MIL website (munitionsindia.in) only. Applicants are advised to check the web site periodically for important updates.
- (xxvi) **The candidates must have an active E-mail ID & Mobile number which must remain valid for at least next one year.** All future communications with the candidates will take place only through E-mail. Candidates have to ensure accuracy of their E-mail ID & Mobile number. No change in E-mail ID & Mobile number as declared in the application will be allowed. The Company shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, connectivity/network issues, technical fault or otherwise, beyond the control of the Company. Candidates are advised to keep a close watch on the Company website (munitionsindia.in) for latest updates.
- (xxvii) Applications that are incomplete, not in prescribed format, not legible and without the required certificates shall be summarily rejected without assigning any reason(s) and no correspondence in this regard shall be entertained.
- (xxviii) For any queries regarding this recruitment please send E-mail to [careers@munitionsindia.in](mailto:careers@munitionsindia.in) or contact at 020-67080400 on all working days from 10.00 AM to 05.00 PM (Monday to Friday).
- (xxix) Clarifications/Decisions of the Company in respect of all matters pertaining to this recruitment would be final and binding on all candidates.
- (xxx) Any other terms and conditions of engagement can be determined and incorporated with the approval of the Competent Authority.

#### **MIL's DECISION FINAL:**

The decision of Chairman & Managing Director/MIL will be final and binding on the candidates in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of interviews, selection and engagement of candidates and no query/correspondence will be entertained in this regard.