

Ordnance Factory Nalanda  
A Unit of Munitions India Ltd.  
Govt. of India Enterprise,  
Ministry of Defence, Rajgir, Bihar-803121  
Advertisement No. MIL/HR/GA/AOCP/2024/III Batch DATE: 26.04.2025

Applications are invited in offline mode in prescribed format from candidates meeting the following qualification and other parameters for the following discipline mentioned below.

SL.No.	NAME OF THE POST	UR	SC	ST	OBC	EWS	TOTAL No. OF VACANCIES
1	DBW/CPW	14	04	02	07	03	30
	<b>Total</b>	14	04	02	07	03	30

- Reservation policy applicable as per existing Govt. orders.
- Ordnance Factory Nalanda reserves the right to change/cancel the number of vacancies if and when necessary.

DBW-Danger Building Worker, CPW- Chemical Process Worker, UR-Unreserved, SC- Schedule Caste, ST-Schedule Tribe, OBC-Other Backward Classes, EWS- Economically Weaker Sections.

**1. Essential Qualification:**

A .Certification: the candidate should have National Apprentice Certificate (NAC) from NCTVT (Now NCVT) in the AOCP trade/ feeder trades i.e. IMCP, MMCP, LACP, PPO, Fitter General, Machinist, Turner, Sheet Metal Worker, Electrician, Electronic Mechanic, Boiler Attendant, Mechanic, Industrial Electronics, Refrigeration and Air Conditioning Mechanic.

IMCP – Instrument mechanic Chemical plant, MMCP - Mechanical Maintenance Chemical Plant, LACP – Laboratory Assistance Chemical Plant, PPO - Process Plant Operator.

**2. Age Criteria:**

The Age limit applicable to General category of candidates is 40 years. Age Relaxation and other Concessions will be applicable to candidates belonging to SC/ST/OBC-Non Creamy Layer etc., as per the Reservation Rules

**3. Application Fee:**

- Application fee for unreserved (General) , EWS and OBC candidate will be Rs.100/- through DD/IPO in favour of **MUNITIONS INDIA LIMITED** payable at Rajgir.
- SC/ST/Women are exempted from payment of fees. Candidates seeking exemption from fees must enclose copy of the caste certificate along with the application.
- Application fee is **NON REFUNDABLE**.

**4. Last date of submission:**

- The last date for submitting of application form along with requisite documents will be **21 working Days from the date of publication in Employment News/Rojgar Samachar.**

**5. Certificates:**

- Certificates submitted in support of age proof, Educational qualification, Category etc. should be clear and legible.

**6. Mode of Selection:**

- Candidates having NAC issued by NCVT in AOCP trade & Feeder trades shall be considered for engagement on Tenure Basis.
- Priority will be given to applicants having NCTVT from Indian Ordnance Factories , Government/Private organization having affiliation from Government.  
If the required number are not engaged then candidates having AOCP trade apprenticeship in feeder trade (as mentioned in the essential qualification above) from both Ord. Factory Apprentices and Govt. Private organization having Govt. affiliation and from Govt. ITI shall be considered.
- Marks of NAC mark sheet shall be considered while preparing the merit list.
- Selection of the candidates shall be done based on the combined marks scored in the NCVT and trade test/ Practical test only, in the order of Merit. Factory may decide the cut-off percentage for calling candidates for trade test, based on the marks secured in the qualifying examination prescribed to ensure sufficient competition.



- Common merit list will be prepared for ex-apprentice of Ord. Factories and other candidates bases on the selection criteria.
- Weightage of Marks in NCVT Exam and Trade test/Practical test will be 80% and 20% respectively.
- Candidates qualifying in the 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).
- 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 and 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.
- Ordnance Factory Nalanda will also prepare a category wise "Wait List" equivalent upto 50% of the no. of posts notified in the Notification/Advertisement. The Notification/Advertisement will also mention that if the candidates in the Merit list are found ineligible during any stage of engagement or fails to report within the stipulated date/period, a candidate wait listed and belonging to the same category will be considered instead as the engagement is for a short term and in the exigencies of Defence Production.
- Provisionally selected candidates will produce character certificates from two gazetted officers and Police Clearance from the respective Police Station (i.e. Police Station under whose jurisdiction where the candidate is presently staying).

#### 7. Tenure:

- Engagement of Tenure based personnel shall be on **contract basis** initially for a period of **one year** which may be extended up to a maximum of four **years** from the date of engagement (including initial period) 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 notice by either party or payment of the Basic pay +DA components in the consolidated Remuneration In lieu of the notice.
- The tenure based engagement will not confer any right on the personnel to claim the status of a regular employee of the company.
- There will not be any commitment to the candidate either for absorption as permanent employee or for extension of term.
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#### 8. Job Assignments :

- The candidate upon selection will be engaged as DBW/CPW.
- Manufacturing and handling of explosives and hazardous chemicals.
- Compliance of instructions given by Officer-In-Charge/Supervisor staff of section regarding specified work, its quality, quantity and safety precautions.
- During process, if any damage is caused to the product, machinery or equipment by you, then the same will be recovered to that extent from you.

#### 9. Remuneration:

- Tenure based personnel shall be paid at the rate of 1/30<sup>th</sup> of the pay at the basic (i.e. Rs.19900/-) of the relevant pay scale plus DA for work of 8 hours a day including Saturday and excluding Sundays/Holidays.
- HRA as per classification of cities (When Company Qtr. is not provided.)
- An annual increase of 3% during the tenure shall be admissible on the basic pay, subject to satisfactory performance.
- Personnel engaged will be eligible for EPF and will be covered under Employee's Compensation Act, 1923, as per act and government guidelines.

#### 10. Leave & Other Entitlements:

- Personnel engaged will be entitled 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: Encashment of leave in respect of Tenure based personnel will be governed by the Rules and Terms & Conditions applicable to the regular employees as notified from time to time.

- 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 grounds. Under special circumstances Divisional Officer/Group Officer/Controlling Officer can give relaxation in availing leave not more than 30 days in a year subject to number of leave credited in his/her account.
- The Tenure Base DBW/CPW shall be eligible for Night Duty Allowance at par with the regular employees as per extant rules if they are deployed in Night Shift in case of exigency of production only.
- The Tenure Base DBW/CPW shall be entitled for Risk Allowance for similar type of work where regular employees are entitled. They will be paid Risk Allowance at par with regular employees as per extant rules.
- These Personnel will not be entitled for any other medical benefits in any of the Ordnance Factory Hospitals/Dispensaries or elsewhere. In case of emergency facilities in Ordnance Factory Hospitals/Dispensaries can be availed.
- Female personnel will be entitled to maternity benefits as per the provisions under the maternity benefit Act, 1961.
- They will be governed by the set of Conduct & Discipline rules framed and incorporated as Annexure of SOP.
- **They will not be entitled for the following:**
  - a) Promotions
  - b) OT Allowances
  - c) Loan, 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 Workmen.
- Performance of the Personnel would be assessed on a half yearly basis.
- 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.
- Suitable Risk Clauses and Non-Disclosure Agreement (NDA) will be added in the offer of Engagement, in detail to safeguard the interest of the company in case the candidate quit the job before its completion and for losses/damages if any caused to Company property etc.

#### **11. General Instructions:**

- Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before submission of application.
- Incomplete application form in any aspect shall not be entertained and will be summarily rejected.
- Any case reported about influencing/Bribery in recruitment process shall be liable for cancellation of candidature at any stage.

#### **12. How to Apply:**

- The duly filled in Applications as per the prescribed format along with requisite documents should reach to **The Chief General Manager, Ordnance Factory Nalanda, Rajgir Pin-803121** on or before 21/05/2025 through India Post(Speed Post) only.
- Original certificates are required to be brought at the time of Document Verification stage.
- Queries if any may be addressed to following email id/contact number given below. Any query raised after the last date of submission of application as per advertisement shall not be entertained.
- Candidates should super scribe Advt. No., Trade Name and Name of the post applied for on the top of the envelope.
- Applications received after the last date shall be summarily rejected.



In case of any query, please contact our recruitment cell as under: E-Mail: [gm-ofn-bih@nic.in](mailto:gm-ofn-bih@nic.in) Phone: 06112-257121-23.

- Selected Candidates will be governed by the terms & conditions stipulated in the offer of engagement.

**ORDNANCE FACTORY NALANDA HAS NOT HIRED ANY RECRUITMENT AGENCY. HENCE BE BEWARE OF FRAUDS AS RECRUITMENT IN ORDNANCE FACTORY NALANDA IS UNDERTAKEN ONLY THROUGH PRESS NOTIFICATION.**

**ANY DISPUTE MAY BE SUBJECT TO NALANDA DISTRICT JURISDICTION.**



### APPLICATION FORMAT

Advertisement No. MIL/HR/GA/AOCP/2025/III Batch

(USE CAPITAL LETTERS, LIMIT INFORMATION TO BOXES ONLY)

1.	NAME OF CANDIDATE	Affix Latest Passport Size Colour Photo (Without Goggles & Cap)			
2.	GENDER				
3.	DATE OF BIRTH				
4.	FATHER'S NAME				
5.	MOTHER'S NAME				
6.	NATIONALITY				
7.	CATEGORY				
8.	ADHAR No.				
9.	POSTAL ADDRESS				
		PIN:	P.O:	STATE:	
10.	MOBILE No.				
11.	E-MAIL ID				
12.	TRADE APPLIED FOR				
13.	EDUCATIONAL QUALIFICATION	QUALIFICATION	YEAR OF PASSING	MARKS OBTAIN ED IN PERCENTAGE/ CGPA OBTAINED IN POINTS	NAME OF THE UNIVERSITY /INSTITUTE /BOARD
		1.MATRICULATION			
		2. AOCP(NTC/NAC)			
		3. OTHER THAN AOCP (NTC/NAC)			
		NOTE: COLOUMN 2&3 AS APPLICABLE.			
14.	DETAILS OF FEE SUBMITTED (IF APPLICABLE)				
15.	<u>DECLARATION</u>	I hereby declare that the particulars furnished above are complete and correct to the best of my knowledge and belief. I understand that if at any stage of the selection process and subsequent to my selection , if it is found that the information given in the application is false or incorrect or if I do not satisfy the eligibility criteria stated in the Advertisement/Notification, my candidature/appointment is liable to be cancelled/terminated.			
		Date: _____ Place: _____ Signature: _____ Name of Candidate: _____			
ENCLOSURE	1. 2. 3. 4. 5. 6.				

Last date of receipt of completed application : 21 Days from the date of publication in  
Employment News/Rojgar Samachar.