

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

Applications are invited from the candidates of AOC (Attendant Operator Chemical Plant) trade, for the Tenure based CPW Personnel on **CONTRACT BASIS**, to work in Cordite Factory, Aruvankadu, The Nilgiris, Tamil Nadu, for a period of **ONE** year from the date of engagement based on factory requirement and individual performance. The citizens of India who are fulfilling the requisite qualification/specification as mentioned above 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 by either party or payment of the Basic Pay+ DA components in the Consolidated Remuneration in lieu of the Notice.

Name of the post	Basic Pay	Qualification	Skill Level	Total Vacancies - 156					
				UR	OBC	SC	ST	EWS	Ex-SM#
Tenure Based CPW	Rs. 19,900 + DA	NAC / NTC issued by NCTVT in AOC Trade	Skilled	65	42	23	11	15	15

(# - Horizontal)

**1) AGE LIMIT:**

The last date of receipt of applications will be the crucial date for determining the upper age limit, which should be between 18 and 35 years for General Candidates. Age relaxation, as admissible will be given to OBC-NCL, SC/ST & Ex-SM candidates.

**CATEGORY OF CANDIDATES ELIGIBLE FOR AGE RELAXATION IN UPPER AGE LIMIT**

(i)	For <b>SC/ST</b>	:	05 Years. (only in respect of the post reserved for SC/ST)
(ii)	For <b>OBC</b> (with Non-Creamy Layer)	:	03 Years. (only in respect of the post reserved for OBC)
(iii)	For <b>Ex-SM</b>	:	Period of Military Service + 03 Years

**2) QUALIFICATION:**

**Essential** - Matriculation + NAC / NTC issued by NCTVT (now NCVT) in AOC Trade, having completed the course from government/ private organisation having affiliation from government, and those from Government ITI.

**Desirable** - Possessing Ordnance Factories training or experience in manufacturing and handling military explosives and ammunitions.

**Note:-** Candidates possessing National Apprenticeship Certificate or National Trade Certificate issued by National Council for Training in Vocational Trades - NCTVT (now named as NCVT - National Council for Vocational Training) in the AOC trade will only be accepted as the qualification.

**3) JOB SPECIFICATION**

Core Technical area of Defence Manufacturing

**4) MODE OF SELECTION**

- i) Selection of the candidates shall be done based on the Marks scored in the NCTVT and Trade Test/ Practical test only, in the order of Merit. Cut off percentage for calling candidates for Trade test will be decided by the factory based on the total Marks secured in NCTVT.
- ii) Merit list will be prepared based on combined marks secured in NCTVT Exam and Trade test/Practical Test.
- iii) Weightage of Marks in NCTVT Exam and Trade test/Practical test will be 80% and 20% respectively.

- iv) Candidates qualifying in the NCTVT 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).
- v) 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.

**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 TENURE BASED CPW PERSONNEL ON CONTRACT BASIS”**.

Application to be forwarded to the following address only:

The General Manager,  
Cordite Factory,  
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 the Employment News.

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 etc., should be enclosed along with the application.
- ❖ 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.
- ❖ 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.
- ❖ SC/ST candidates shall be paid second class TA as admissible under the rules in the shortest route of travel, on production of Bus / Train ticket and Caste / Community Certificate. It is mandatory to submit “Bank Details Form” for reimbursement of TA Claim.
- ❖ **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 Trade Test/Practical Test.
- ❖ Only short listed candidates will be informed through post and e-mail for Trade Test/Practical Test in due course.
- ❖ Candidates appearing for Physical Test / Trade test/ Skill test 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. Central DA as prevalent will be applicable. 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.
- ii. 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.
- iii. Personnel engaged will be eligible for EPF as per government guidelines.

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

- i. Working pattern of the Tenure based personnel will be the prerogative of the employer.
- ii. 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.
- iii. 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.
- iv. 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.
- v. Tenure based personnel will be entitled for safety and protective gears, equipment, kits etc. as per the Company norms.
- vi. Female personnel will be entitled to Maternity Benefits as per the provisions under the Maternity Benefit Act, 1961.
- vii. In the normal course, the engagement will be for a maximum period of one year from the date of engagement and the tenure will come to an end automatically on completion of one year period from the date of joining, without any further notice.
- viii. The Tenure Based Engagement will not confer any right on the Personnel to claim the status of a regular employee of the Company.
- ix. The Tenure based Personnel will abide by various Company/Factory Rules & Regulations governing carrying out the assigned tasks and their conduct, like Standing Orders,
- x. 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.
- xi. Tenure based personnel will be eligible for Company Quarters, wherever available. 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 Workmen.
- xii. The Tenure based Personnel will not be entitled for any Allowances or Benefits other than those indicated in this Scheme.
- xiii. Performance of the Personnel would be assessed on a half yearly basis.
- xiv. 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.

**12) 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.

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