



HIGH EXPLOSIVES FACTORY

(A Unit of Munitions India Ltd.)

A Govt. of India Enterprise

Ministry of Defence

Khadki, Pune, Maharashtra-411003



Hiring of Graduate Project Engineer & AOC (CPW) ON TENURE BASIS Full Advertisement/Notification

Offline applications are invited from Engineering Graduate of Chemical trade mentioned below as Graduate Project Engineer & AOC (CPW) on Tenure Basis to work in High Explosives Factory, Khadki, Dist -Pune, Maharashtra, initially for a period of **ONE Year** which may be extended another period of **Three Years** i.e. total maximum period of **Four years** with renewal on Yearly basis from the date of engagement (including initial period) based on factory requirement and individual performance.

1) Details of Name of Post, Basic Pay & Vacancies are as follows:-

Sl. No.	Name of Post	Discipline	Basic Pay	No. of Vacancies					
				Total	U R	S C	S T	O B C	E W S
1	Supervisory Staff	Chemical	1st Year Rs.36000/- 2nd Year Rs.37080/- 3rd Year Rs.38192/- 4th Year Rs. 39338/- + Dearness Allowance as per prevailing rate.	06	05	-	-	01	
2*	Skilled Worker	AOC	Rs. 19,900 + DA, An annual increase of 3% (rounded off to the next to the ten rupees only) during tenure shall be admissible on the Basic Pay, subject to satisfactory performance.	85	43	13	06	15	08

* Note:

- (i) The above post is not identified for PWD candidates. Hence candidates belonging to PWD category are not eligible for the post.
- (ii) Vacancies may increase or decrease depending upon requirement of High Explosives Factory.

2) SUPERVISORY STAFF:	
A)	Essential Qualification
i)	B.E./B.Tech in Chemical.
ii)	Ex-Graduate apprentice who have undergone minimum one year training as per Apprenticeship Act 1961 in Chemical trade of Ordnance Factories under MIL or Ordnance Factories manufacturing Military Ammunitions and Explosives. OR Persons who are trained/experience of one year in Factories manufacturing Military Ammunitions and Explosives will be engaged on Tenure base hiring as Graduate Project Engineer.
B)	Criteria for Engagement : Persons who have minimum one year experience or training in the factories manufacturing ammunition, explosives and hazardous chemicals and handling of the same. Ex-Graduate Apprentice of trades Chemical, who have completed one year Trade Apprenticeship in Ordnance Factories under MIL or factories manufacturing ammunitions and explosives possess skill.
i)	Engagement of Tenure based personnel shall be on contract basis initially for a period of One year which may be extended for another period of Three years i.e. total maximum period of Four years with renewal on Yearly basis from the date of engagement (including initial period) BASED ON FACTORY requirement and individual performance. The tenure will come to an end automatically on completion of four years period from the date of joining, without any further notice. The employment can be terminated, at any time, during the period of tenure engagement, by giving one month's notice by either side or payment of Basic Pay + IDA Component in lieu of the Notice.
ii)	There will not be any commitment to the candidate either for absorption as permanent employee or for extension of term.
C)	Process of Engagement:
i)	Selection of the candidates shall be done based on the Marks scored in B.E./B.Tech and personal Interaction/ Interview only, in the order of Merit.
ii)	Cut off percentage for calling candidates may be decided by the High Explosives Factory, Khadki, Pune for personal interaction/ Interview, based on Marks secured in the qualifying examination i.e. B.E./B.Tech prescribed for a particular Trade/Discipline to ensure sufficient competition.
iii)	Merit list will be prepared based on combined marks secured in B.E./B.Tech and personal Interaction/Interview.
iv)	Weightage of Marks in B.E./B.Tech and Personal Interaction/ Interview will be 85% and 15% respectively.

v)	Candidates scoring marks more than cut-off marks in B.E./B.Tech. and Personal Interaction/Interview 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. next candidates will be called for Document Verification in the order of merit (Discipline/ Category wise). The number of next candidates called for Document Verification will be limited to the number of candidates rejected.
vii)	The procedure as above will continue till such time the number of candidates qualifying in the Document Verification Process is equal to the number of posts advertised.
viii)	Candidates qualifying in the Document Verification stage as above will be issued Offers of Engagement.
3)	SKILLED WORKER (AOC):
A)	Essential Qualification
i)	Matriculation + NAC / NTC issued by NCTVT (now NCVT) having completed the course from government/ private organization having affiliation from government, and those from Government ITI
ii)	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.
B)	Desirable: Possessing Ordnance Factories training or experience in manufacturing and handling military explosives and ammunitions.
i)	Candidates of AOC (Attendant Operator Chemical Plant) Trade (NCVT) will be given preference. Candidates from feeder trades shall be considered, only if, the requisite numbers of candidates of AOC Trade is not available.
ii)	Candidates with AOC (Attendant Operator Chemical Plant) Trade Apprentice from Government/Private Organisation having affiliation from Government, upon selection, will be given compulsory "ONE MONTH" extensive in-house training with respect to Safe Handling of Explosives, ammunitions, safety norms, DO's & Don'ts, etc.. Only after successful completion of the training, they can be considered for specific job deployment.
iii)	Candidates belonging to other feeder trades mentioned above (trades other than AOC) will also be engaged as Tenure Based CPW personnel only.
iv)	Candidates belonging to other feeder trades will be imparted compulsory "ONE MONTH" in house training similar to those candidates with AOC 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.). 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.
v)	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. Before their engagement as Tenure Based CPW, a consent/undertaking that they will be engaged as CPW shall be furnished before joining.
C)	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 40 years for General Candidates. Age relaxation, as admissible will be given to OBC-NCL, SC/ST & Ex-SM candidates.
ii)	There will not be any commitment to the candidate either for absorption as permanent employee or for extension of term.
D)	MODE OF SELECTION :
i)	Selection of the candidates shall be done based on the Marks scored in the NCVT 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 NCVT.
ii)	Merit list will be prepared based on combined marks secured in NCVT Exam and Trade Test/Practical Test.

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	iii)	Weightage of Marks in NCTT Exam and Trade test/Practical test will be 80% and 20% respectively.
	iv)	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).
	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.
E)	APPLICATION FEES-NIL.	
F)	HOW TO APPLY	
	i)	Candidates are required to download and print the Application Form from the link provided and fill up the same in BLOCK LETTERS only. Alongwith other necessary enclosures, one extra copy of the same photograph to be self-attested (behind the photographs) and enclosed.
	ii)	The envelope must be clearly superscribed as " APPLICATION FOR THE POST OF "TENURE BASED SUPERVISORY STAFF / SKILLED WORKER ON CONTRACT BASIS" ".
	iii)	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 as mentioned in para 9 below: The Chief General Manager, High Explosives Factory, Khadki, Pune, Maharashtra Pin -411003.
G)	CLOSING DATE FOR RECEIPT OF APPLICATION	
	i)	Closing date for receiving of application will be 21 days from the date of first appearance of the Advertisement in the Employment News.
	ii)	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.
H)	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 Marksheets pertaining to National Trade Certificate (NCVT) and National Apprenticeship Certificate (NAC) (if the candidate has also completed NAC) 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.	
	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 shortlisted candidates will be informed 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. 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.	
I)	Remuneration:	
	i)	Tenure Based Personnel to be paid at the rate of 1/30th of the pay at the basic pay plus dearness allowance for work of 8 hours a day.
	ii)	IDA 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 should be given for allotment of Quarters.
	iv)	The performance of the individual on fixed term employment will be evaluated. Individuals having performance rating poor or below will be given 01 month's time in writing to improve their performance. After on month's 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.

	v)	Personnel engaged will be eligible for EPF and Employees Compensation Act as per government guidelines.
	vi)	Personnel engaged on fixed term basis are eligible to Bonus (if applicable) as per Bonus Act 1965 amended time to time.
	vii)	Lest, the tenure based employees are deployed in Night Shift due to exigency of production work, these employees shall be eligible for Night Duty Allowance at par with regular employees as per extant rules.
	viii)	Personnel will 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.
J)	Other Benefits and Terms & Condition:	
	i)	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 15th 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 employee as notified from time to time.
	ii)	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.
	iii)	These personnel will not be entitled for any other medical benefits in any of the Ordnance Factory Hospitals & Dispensaries or elsewhere. In case of any emergency, facilities in Ordnance Factory Hospitals / Dispensaries can be availed.
	iv)	They will be entitled for safety and protective gears, equipment, kits etc. as per the Company norms.
	v)	Female personnel will be entitled to Maternity Benefits as per the provisions under the Maternity Benefit Act, 1961.
	vi)	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.
	vii)	The Tenure Based Engagement will not confer any right on the Personnel to claim the status of a regular employee of the Company.
	viii)	The Tenure Based Personnel will abide by various Company/ Factory Rules & Regulations governing carrying out the assigned tasks and their conduct.
	ix)	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 at their hands.
	x)	They will be eligible for Company Quarters, wherever available. License fee for Quarters will be deducted at the rates as applicable to regular Employee.
	xi)	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) admissible to regular Employees.
	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 six-monthly 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.
	xv)	For quitting the job, candidate should give notice one month prior in advance , falling which one month salary will be deducted. On account of candidates mistake /fault for any damage to the govt. property happens, same will be recovered from candidates salary.
	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.	

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APPLICATION FOR TENURE BASED-----
To be forwarded by PostTo,
The Chief General Manager,
High Explosives Khadki,
Pune – 411 003Place for recent passport size
photo of the application (self-
attested in front) to be firmly
pasted (not to be stapled)

(TO BE FILLED UP IN BLOCK LETTERS ONLY)

01.	Post Applied for			
02.	Name in Block Letters (as mentioned in 10th standard)			
03.	Father's / Husband's Name			
04.	Date of Birth	Day (dd)	Month (mm)	Year (yyyy)
05.	Age (as on 25-01-2025)			
06.	Nationality			
07.	Category [UR/SC/ST/OBC-NCL/EWS]			
08.	Whether Person with Disability or Not, if yes please mention details	Yes/No		
09.	Complete postal Address & pin code for communication	State :	Pin:	
10.	Mobile/Phone Number			
11.	E-mail ID			
12.	Two Prominent and visible identification Marks	(1)	(2)	
13.	Medium of Interaction/interview	English/Hindi		

14. Details of educational and other qualification starting from X standard/SSLC :

Name of School/College	Name of Recognized University/ Board of Examination	Examination Passed	Year of Passing
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15. Details of passing BE/B.Tech :

Name of Institution	Name of Recognized University /Board of Examination	Examination Passed (mentioning stream/ discipline)	Year of Passing
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16. Details of apprenticeship training & experience from Ordnance Factories:

Name of Trade	Name of Ordnance Factory	Training period		Batch No.	Year of Passing	Certificate No. & Date of Issue
		From	To			

17. Details of apprenticeship training & experience from other than Ordnance Factories:

Name of Trade	Name of Ordnance Factory	Training period		Batch No.	Year of Passing	Certificate No. & Date of Issue
		From	To			

18. Details of present employment/previous experience, if any

Company Details	Designation	Period From	Period To	Nature of Duties
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19. Check List of Enclosures:

Sl. No.	Enclosures	Yes/No
1	Proof of Date of Birth	
2	Educational Qualification Certificate	
3	BE/B.Tech certificate	
4	Experience certificate	
5	Caste & Category Certificate : (SC/ST/OBC-NCL/EWS) – in prescribed proforma	
6	Declaration by OBC-NCL candidates – Appendix-I	
7	Whether all above documents /certificates are self-attested	
8	Two copies of photographs & one pasted on application form) and one extra photograph (name and Date of Birth should be written on backside of photograph)	

DECLARATION

I, Shri /Smt /kum _____ have read the instruction 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.

Date :

Place :

Signature of the Candidate

APPENDIX-I**DECLARATION BY OBC-NCL CANDIDATES ONLY**
(Similar endorsement should be given in the caste certificate from the competent authority)

I,.....,Son/Daughter of ShriResident.....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)

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