

**APPLICATION FOR TENURE BASED CPW ON CONTRACT BASIS**  
**To be forwarded by Post**

To  
The General Manager,  
Ordnance Factory, Itarsi  
Itarsi, Dist. Narmdapuram  
Madhya Pradesh , 461 122

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

(TO BE FILLED UP IN BLOCK LETTERS ONLY)

01.	Post Applied for	TENURE BASED CPW ON CONTRACT 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 01-04-2023)			
06.	Nationality			
07.	Category [UR/SC/ST/OBC-NCL/EWS]			
08.	Whether Ex-Serviceman or Not, if yes please mention details	Yes/No		
09.	Whether Person with Disability or Not, if yes please mention details	Yes/No		
10.	Complete postal Address & pin code for communication			
		STATE:	PIN:	
11.	Mobile/Phone Number	(1)		
		(2)		
12.	E-mail ID	(1)		
		(2)		
13	Two Prominent and visible identification Marks	(1)		
		(2)		
14	Medium of Trade Test	English/Hindi		

15. Details of educational and other qualifications starting from X Standard/SSLC:

Name of School/College	Name of Recognized University / Board of Examination	Examination Passed	Year of Passing

16. Details of Passing NCVT (NAC/NTC) in AOCPT Trade Examination:

Name of Institution	Training period		NCTVT Batch No.	Year of Passing	Certificate No. & Date of Issue
	From	To			

17. Details of apprenticeship training from Ordnance Factories:

Name of Trade	Name of Ordnance Factory	Training period		NCTVT 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

19. Check List of Enclosures:

Sl.No	ENCLOSURES	YES / NO
1	Proof of Date of Birth-	
2	Educational Qualification Certificate	
3	NCTVT (NTC or NAC) certificate in AOCPT Trade	
4	Apprenticeship certificate of Ordnance Factories	
5	Experience Certificate	
6	Caste & Category Certificate : (SC / ST / OBC-NCL/EWS) - in prescribed proforma	
7	Declaration by OBC-NCL/Ex-SM candidates - Appendix - I / Appendix - II	
8	Completed Bank Details Form for claiming Travelling Allowance (for SC/ST candidates who will be called for document verification only)	
9	Whether all above documents / certificates are self attested	
10	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 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.

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 Shri .....  
Resident ..... 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)

APPENDIX – II

FORM OF UNDERTAKING TO BE GIVEN BY CANDIDATES APPLYING  
FOR CIVIL POSTS UNDER EX-SERVICEMEN CATEGORY

I understand that, if selected on the basis of the recruitment/examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharged from the Armed forces that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979, as amended from time to time.

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-Servicemen in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalized Banks etc.) by availing of the concession of reservation of vacancies admissible to Ex-Servicemen.

Date:

(Signature of the Candidate)



ORDNANCE FACTORY, ITARSI  
A Unit of Munitions India Limited  
Govt. of India enterprise, Ministry of Defence  
Itarsi, Distt-Narmadapuram, MP, 461122



ENGAGEMENT OF TENURE BASED CPW

Full Advertisement/Notification

Offline applications are invited from Ex-Apprentices of AOCPT Trade possessing Ordnance factories training/experience in manufacturing and military handling explosive and also Ex-trade apprentice of AOCPT trade trained in Ordnance Factories of erstwhile Ordnance Factory Board possessing NAC / NTC Certificate issued by NCTVT (now NCVT) for the Tenure based **CPW (Chemical Process Worker)** Personnel on CONTRACT BASIS, to work in Ordnance Factory, Itarsi, Dist. Narmadapuram, Madhya Pradesh, initially for a period of **ONE year** which may be extended up to a maximum period of **FOUR years** 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:**

Name of the post	Basic Pay	Skill Level	Total Vacancies – 100*					
			UR	OBC (NCL)	SC	ST	EWS	Ex-Service Man
Tenure Based CPW	Rs. 19900 + DA	Skilled	40	15	15	20	10	10 (Horizontal)

\* Vacancies may increase or decrease subject to approval of competent authority.

Note: The above post is not identified for PWD candidates. Hence candidates belonging to PWD category are not eligible for the post.

2) **Essential Qualification:** Ex-Apprentices of AOCPT Trade possessing Ordnance factories training/experience in manufacturing and military handling explosive and also Ex-trade apprentice of AOCPT trade trained in Ordnance Factories of erstwhile Ordnance Factory Board possessing NAC / NTC Certificate issued by NCTVT (now NCVT).

3) **Age Limit:** Between 18 and 30 years as on **01/04/2023** for General Candidates. Age relaxation, as admissible will be given to OBC-NCL, SC/ ST & Ex-Serviceman candidates as under:

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

4) **Application Fees – NIL**

5) **How To Apply-** Candidates are required to download and print the Application Form and fill up the same in BLOCK LETTERS only. Candidate must go through detail terms & conditions and also check regularly this website for any further updates. The envelope must be clearly superscripted as "APPLICATION FOR THE POST OF "TENURE BASED CPW PERSONNEL ON CONTRACT BASIS". Application along with other necessary enclosures & one extra photograph self -attested (in back of the photographs) are to be forwarded to the following address only:

**The General Manager,  
Ordnance Factory, Itarsi,  
District: Narmadapuram  
Madhya Pradesh, Pin -461 122.**

7) **Closing Date for Receipt of Application: 05-05-2023.**

8) **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) An annual increase of 3% during the tenure shall be admissible on the Basic Pay, subject to satisfactory performance.

(iii) The performance of the individual on fixed term employment will be evaluated. Individuals with performance rating satisfactory & above will be granted an increment, as applicable to the corresponding pay-scale, on completion of each year during the employment. 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.

(iv) Personnel engaged will be eligible for EPF and ESIC as per act and government guidelines.

9) **Job Specification:** Manufacturing and handling military explosive and ammunitions.

10) **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 Ordnance Factory Itarsi based on the total Marks secured in NCTVT.

ii) Trade Test will be carried out by Ordnance Factory Itarsi probably within one month of closing date of Advertisement. Trade Test/ Practical test will be of 100 marks.

iii) Merit list will be prepared based on combined marks secured in NCTVT Exam and Trade test/Practical Test.

iv) Weightage of Marks in NCTVT Exam and Trade test/Practical test will be 80% and 20% respectively.

v) 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).

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., 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.

11) **Rejection of Application/Cancellation of Candidature:** Applications received after the closing date or not meeting eligibility criteria and Terms & Conditions of advertisement will be summarily rejected.

12) **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.
- ❖ 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 for document verification. It is mandatory to submit “Bank Details Form” for reimbursement of TA Claim.
- ❖ SC/ST Candidates appearing for Trade test/ Practical test will have to travel on their own expenses.
- ❖ 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.
- ❖ Ordnance Factory, Itarsi 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.

### 13) 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. 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 period of FOUR year from the date of engagement (including initial period) based on factory requirement and individual performance.



- 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 etc.
  - 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 admissible to regular Workmen not mentioned specifically in the advertisement.
  - 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.
  - xv. 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.
- 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.
- 15) **Candidates to Ensure Their Eligibility For the Engagement:** The candidates applying for the afore mentioned vacancies should ensure that they fulfill all eligibility conditions for the post applied for.
- 16) **Other Information to the Candidates:**
- 1. Their admission to all the stages of the selection procedure will be purely provisional subject to satisfying the prescribed eligibility conditions.
  - 2. Mere issue of Call letter/Admit Card to the candidate for the Trade Test will not imply that his/her candidature has been finally accepted by O.F.Itarsi.

3. Verification of eligibility conditions with reference to original documents will be done only at the time of document verification in the factory.
- 17). **Resolution of Tie:** The resolution of tie cases will be settled as under:
- (i) Higher marks in NCTVT (now NCVT).
  - (ii) Ex-Trade Apprentice of O.F.Itarsi.
  - (iii) Date of Birth – Older candidate will be given preference
- 18). Admit card/Call letters will be forwarded to the candidates by post/e-mail.
- 19). Any dispute with regard to the tenure based CPW (Skilled) against this advertisement will be subject to courts/tribunals situated in Itarsi only.
- 20). The Competent Authority reserves the right to adopt any alternative lawful mode of selection in part or in whole, in case of contingency.
- 21). In case of contradiction between HINDI and ENGLISH language of advertisement, English advertisement will prevail.

The citizens of India who are fulfilling the requisite qualification as mentioned in the advertisement can apply for the post.

(Anuj Kishore Prasad)  
Addl. General Manager  
For General Manager

Ammunition and Explosive Group of Ordnance Factories of  
Erstwhile Ordnance Factory Board

S.No.	Name of Factories	Abbreviation
1	Ammunition Factory Kirki	AFK
2	Cordite Factory Aruvankadu	CFA
3	High Explosive Factory, Kirkee	HEF
4	High Energy Projectile Factory, Tiruchirapalli	HEPF
5	Ordnance Factory Itarsi	OFI
6	Ordnance Factory Khamaria	OFK
7	Ordnance Factory Nalanda	OFN
8	Ordnance Factory Dehu Road	OFDR
9	Ordnance Factory Bhandara	OFBA
10	Ordnance Factory Chanda	OFCH
11	Ordnance Factory Varangaon	OFV
12	Ordnance Factory Bolangir	OFBOL

Abbreviation used in the advertisement/notification:

UR- Unreserved  
OBC- Other Backward Class  
NCL- Non-creamy layer  
SC- Schedule Caste  
ST- Schedule Tribe  
EWS- Economically Weaker Section  
PWD- Person With Disability  
AOC-Attendant Operator Chemical Plant  
CPW-Chemical Process Worker  
NCVT-National Council for Vocational Training  
OFI- Ordnance Factory Itarsi  
DA- Dearness Allowance  
OT- Overtime  
LTC- Leave Travel Concession