

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

Applications are invited from the Ex-apprentice of Machinist trade, for the Tenure based Machinist 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 - 40					
				UR	OBC	SC	ST	EWS	Ex-SM#
Tenure Based Machinist	Rs. 19,900 + DA	NAC / NTC issued by NCTVT in Machinist Trade	Skilled	17	10	06	03	04	04

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

2) QUALIFICATION:

- i) Matriculation + NAC / NTC issued by NCTVT (now NCVT) in Machinist Trade.
- ii) Possessing Ordnance Factories training or experience in Machining process of Ammunition/ Armament components.

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 Machinist 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 MACHINIST ON CONTRACT BASIS"**.

Application to be forwarded to the following address only:

The Chief General Manager,
Cordite Factory Aruvankadu,
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 and Employees Compensation Act 1923, as per act and 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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APPLICATION FOR TENURE BASED MACHINIST PERSONNEL ON CONTRACT BASIS

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

To

The Chief General Manager,
Cordite Factory,
Aruvankadu
The Nilgiris – 643 202
Tamil Nadu

(TO BE FILLED UP IN BLOCK LETTERS ONLY)

01.	Post Applied for	TENURE BASED MACHINIST ON CONTRACT BASIS		
02.	Name in Block Letters (as mentioned in 10 th std. certificate)			
03.	Father's / Husband's Name			
04.	Date of Birth	Day (dd)	Month (mm)	Year (yyyy)
05.	Age (as on 01-02-2025)			
06.	Nationality			
07.	Caste / Category [Mention whether UR/SC/ST/OBC-NCL/EWS/Ex-SM]			
08.	Address & pin code in full for communication			
09.	Phone/Mobile Number			
10.	E-mail ID			
11.	Two Prominent and visible identification Marks	i)		
		ii)		

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

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

13. Details of Passing NCTVT (NAC/NTC) in Machinist Trade Examination

Name of Trade	Whether Ex-Trade Apprentices Of Ordnance Fys. (Yes/No)	Name of Ord. Fy. Or Institution	Training period		NCTVT Batch No.	Year of Passing	Certificate No. & Date of Issue
			From	To			

14. Experience Details

Company Details	Designation	Period From	Period To	Nature of Duties

15. 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 Machinist Trade	
4	Experience Certificate	
5	Caste Certificate : (SC / ST / OBC) – in prescribed proforma	
6	Declaration by OBC/Ex-SM candidates – Appendix – I / Appendix – II	
7	Completed Bank Details Form for claiming TA (for SC/ST candidates)	
8	Whether all above documents / certificates are self attested	
9	Two copies of self attested photographs (one pasted on application form and one extra)	

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.

Signature of the Candidate

Date :

Place :

APPENDIX – I

DECLARATION BY OBC 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)