

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

Applications are invited from the citizens of India fulfilling the requisite qualification/ criteria for engagement as Tenure based CPW Personnel on **CONTRACT BASIS**, to work at Cordite Factory, Aruvankadu, The Nilgiris, Tamil Nadu, for a period of **ONE** year from the date of engagement, and extendable to **FOUR** years, 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's notice by either party or payment of the Basic Pay+ DA components in the Consolidated Remuneration in lieu of the Notice.

**2) Details of Name of Post, Basic Pay & Vacancies**

Name of the post	Basic Pay	Qualification	Skill Level	Total Vacancies - 50					
				UR	OBC	SC	ST	EWS	Ex-SM#
Tenure Based CPW	Rs. 19,900 + DA	NAC / NTC issued by NCTVT (now NCVT) in the below mentioned Trades	Skilled	22	13	7	3	5	5

(# - Horizontal)

Note:

- (1) 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 Cordite factory Aruvankadu.

**3) QUALIFICATION:**

The minimum Qualification of requirements and the corresponding skill level to which Personnel on Tenure Basis will be engaged are as follows:

Essential Qualification	Skill Level
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 <b>Trade :</b> AOC (Attendant Operator Chemical Plant) <b>Feeder Trades:</b> IMCP, MMCP, LACP, PPO, Fitter General, Machinist, Turner, Sheet Metal Worker, Electrician, Electronic Mechanic, Boiler Attendant, Mechanic Industrial Electronics, Refrigeration and Air Conditioning Mechanic.	Skilled

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

**Note:**

**(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 AOCB) 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 AOCB 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.

#### **4) 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.

#### **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

#### **5) JOB SPECIFICATION**

Core Technical area of Defence Manufacturing

#### **6) 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.
- 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.

#### **7) APPLICATION FEES – NIL.**

## **8) 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 (behind the photographs)** and enclosed.

The envelope must be clearly superscribed as **"APPLICATION FOR THE POST OF TENURE BASED CPW PERSONNEL ON CONTRACT BASIS"**.

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,  
Cordite Factory,  
Aruvankadu, The Nilgiris District.  
Tamilnadu Pin -643 202.

It may also be ensured that Soft copy (scanned copy) of the whole set (application and enclosed documents) is also sent to the email address: [cfacpw7@gmail.com](mailto:cfacpw7@gmail.com) (please note that this email id is only for receipt of applications and not to be used for any other correspondence/ queries)

Both the hard copy as well as soft copy of the application (and relevant documents) should compulsorily reach on or before the last date of receipt of application. If the hard copy is not received in time, the application will not be considered (irrespective of receipt of soft copy).

## **9) CLOSING DATE FOR RECEIPT OF APPLICATION**

Closing date for receiving of application will be 15 days (as indicated in the short notification published in Employment News and local/ national newspapers) 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.

## **10) 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 short listed candidates will be informed **through e-mail only** 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.

### **11) REJECTION OF APPLICATION/CANCELLATION OF CANDIDATURE**

Applications not meeting eligibility criteria and Terms & Conditions of advertisement will be summarily rejected.

### **12) 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 and will be covered under the Employee's Compensation Act, 1923, as per Act and Government Guidelines.
- iv. Personnel engaged will be eligible for Bonus (if applicable) as per Bonus Act 1965, amended time to time.
- v. 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.
- vi. 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.

### **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 to 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 than 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) RESOLUTION OF TIE:** The resolution of tie cases will be settled as under:-

- (i) Ex-Trade Apprentice of CFA.
- (ii) Ex-Trade Apprentice of other Ordnance Factories.
- (iii) Higher marks in NCVT
- (iv) Date of Birth - Older candidate will be given preference

**13)** Any dispute with regard to the Tenure based CPW (Skilled) against this advertisement will be subject to courts/tribunals situated in Nilgiris only.

**14)** The Competent Authority reserves the right to adopt any alternative lawful mode of selection in part or in whole, in case of contingency.

**15) 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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**(AACP-VII)**

**APPLICATION FOR TENURE BASED CPW 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 CPW PERSONNEL ON CONTRACT BASIS		
02.	Name in Block Letters (as mentioned in 10 <sup>th</sup> std. certificate)			
03.	Father's / Husband's Name ( <i>strike out whichever not applicable</i> )			
04.	Date of Birth (in DD/MM/YYYY format)			
05.	Age (as on 01-02-2026)			
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 (two contact numbers – main and alternate)	1.		
		2.		
10.	E-mail ID (write the same email id two times)	1.		
		2.		
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 NCVT (NAC/NTC) in Relevant Trade Examination (specified trades mentioned above) as per NCVT Certificate and NCVT Marksheet

Certification	Name of Trade	Name of Ordnance Factory Or Other Institution	Training period		NCVT Batch No.	Year of Passing	Total Marks Obtained	Maximum Marks	Percent -age
			From	To					
NAC									
NTC									

14. Details of previous ONE MONTH extensive training & 2 MONTHS on job training in any Munitions India Ltd group of Factories, if available any:

Name of Factory	Designation (Tenure Based CPW or DBW)	Period From	Period To	Certificate NO. and Date

15. Check List of Enclosures: .

Sl.No	ENCLOSURES	YES / NO
1	Self-attested copy of Proof of Date of Birth	
2	Self-attested copy of Educational Qualification Certificate	
3	Self-attested copy of NCVT (NTC) certificate in the specified Trades	
4	Self-attested copy of NCVT (NTC) marksheet in the specified Trades	
5	Self-attested copy of NCVT (NAC) certificate in the specified Trades	
6	Self-attested copy of NCVT (NAC) marksheet in the specified Trades	
7	Experience Certificate	
8	Self-attested copy of Caste Certificate : (SC / ST / OBC) – in prescribed proforma	
9	Completed Bank Details Form for claiming TA (for SC/ST candidates) & Xerox copy of either cheque or first page of passbook for confirmation	
10	Whether all above documents / certificates are self attested	
11	Two copies of self attested photographs (one pasted on application form and one extra)	
12	Declaration by OBC/Ex-SM candidates – Appendix – I / Appendix – II	
13	Consent/Undertaking by candidates <b>other than</b> AOCPT Trade – Appendix -III	

**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 :  
Candidate)

(Signature of the

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**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)



**APPENDIX – III**

**FORM OF UNDERTAKING TO BE GIVEN BY CANDIDATES OTHER THAN AOC P TRADE**

I understand that, upon selection on the basis of the recruitment/examination to which this application relates, I will be engaged as Tenure Based CPW personnel only.

I also understand that I shall not be eligible to be appointed to a vacancy other than Tenure Based CPW.

Date :

(Signature of the Candidate)

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**BANK DETAILS FORM FOR TA CLAIM REIMBURSEMENT THROUGH  
ONLINE MODE  
(ONLY FOR SC/ST CANDIDIATES)**

Date of Advertisement (in Employment News) :

To

The Chief General Manager  
Cordite Factory Aruvankadu

Dear Sir,

I hereby give my consent to accept the payment of my TA claim through NEFT for credit to my bank account details as given below:-

SNo.	Particulars	Details
1	Roll No. <span style="float: right;"><i>(for office use)</i></span>	
2	Name of Candidate	
3	Category (SC/ST)	
4	Name of post applied for	
5	Address of the Candidate	
6	Core Bank Account number of the candidate	
7	Branch Name & Address	
8	IFSC Code	
9	PAN No. (if allotted)	
10	Email Id	
11	Mobile No	

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not affected at all for reasons of incomplete or incorrect information, I would not hold the organisation responsible.

(Signature of the candidate)