



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 for vacancies of **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 - 265*					Ex-Service Man
			UR	OBC (NCL)	SC	ST	EWS	
Tenure Based CPW	Rs. 19900 + DA	Skilled	108	39	39	53	26	26 (Horizontal)

Note:

- The above post is not identified for PWD candidates. Hence candidates belonging to PWD category are not eligible for the post.
- * Vacancies may increase or decrease subject to approval of competent authority.

2) Essential Qualification:

Qualification	Skill Level
Certification:- NCVT (i.e. candidates having National Apprenticeship Certificate (NAC) from NCTVT now NCVT or NCVET) Trade: - AOCF (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.	Skilled

Apprentices of AOCF trade and above-mentioned Feeder Trades from Ordnance Factories and Govt./Private organizations having affiliation from Government possessing NAC Certificate issued by NCTVT (now NCVT) or NCVET will be considered for Tenure Based CPW.

Note: Priority shall be accorded to AOCF Trade Apprentices of Ordnance Factories and AOCF Trade apprentices from Government/Private Organizations having Government affiliation, and only if the required number of candidate is not available from these categories, candidates from above mentioned feeder stream (viz. IMCP, MMCP, PPO, Fitter, Machinist, Turner, etc.) Trade Apprentices of Ordnance Factories and Government/Private Organizations having Government affiliation will be considered

3) **Age Limit:** Between 18 and 40 years as on 27/03/2026 (i.e. 21 days from if published on 07/03/2026) for General Category of 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 of website "<https://munitionsindia.in>" or "<https://ddpdoo.gov.in>" 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 Chief General Manager,
Ordnance Factory, Itarsi,
District: Narmdapuram
Madhya Pradesh, Pin -461 122.**

6) **Closing Date for Receipt of Application:** Within 21 days from the date of publication of the advertisement in Employment News.

7) **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% (rounded off to the next ten rupees only) 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 will be covered under Employees Compensation Act'1923 as per act and government guidelines.

(v) Personnel engaged on fixed term basis are eligible to Bonus (if applicable) as per Bonus Act'1965 amended time to time.

(vi) **Deduction of EPF contribution:** Deduction of EPF contribution in case of employees engaged on Tenure Basis shall be applicable as follows:

EPF Deduction/Contribution
Employees Contribution of EPF: 12% of Basic + DA
Employer Contribution of EPF: 12% of Basic + DA

(vii) **Allowances:** Regarding allowances, it is clarified that the employees engaged on Tenure Basis shall not be entitled for any allowance etc. other than those mentioned below in point no.12 (xiii).

(viii) The Tenure based CPW shall be deployed in Night shift only in case of exigency of production work and not as a regular practice. These employees shall be eligible for Night Duty Allowance at par with regular employees as per extant rules.

(ix) The Tenure based CPW shall 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.

8) Job Specification: Manufacturing and handling of military explosive, ammunitions.

9) Mode of Selection

i) While preparing merit list the preference will as under:

- (a) First preference will be given to Ex apprentice of AOCF trade, who are trained in Ordnance Factories under MIL
- (b) Second preference will be given to AOCF trade apprentices of ordnance factories and AOCF trade apprentices from Government/Private Organizations having government affiliation.
- (c) Third preference will be given to feeder trade candidates having 3 months training (one month extensive in-house and two months on job) from any MIL group of Ordnance Factories
- (d) At last, Trade apprentices of Ordnance factories and Government/Private organizations having Government affiliation in feeder stream (viz. IMCP, MMCP, LACP, PPO, Fitter General, Machinist, Turner, Sheet Metal Worker, Electrician, Electronic Mechanic, Boiler Attendant, Mechanic Industrial Electronics, Refrigeration and Air Conditioning Mechanic.) will be considered.

ii) The candidates will only be called for Trade test/Practical test in **order of preference** mentioned above only. If the number of applications in feeder trades i.e. in (d) category mentioned above, is more than the candidates required against the advertised vacancies, the number of candidates to be called for trade test/practical test may be restricted to **cut off** percentage. The cut off percentage will be decided by Ordnance Factory Itarsi subject to availability of candidates in feeder trades based on the total Marks secured in NAC issued by NCTVT (now NCVT) or NCVET in such a manner so that sufficient representation of all the categories is maintained to fill up the advertised vacancies. Selection of the candidates shall be done in order of preference based on the Marks scored in NAC issued by NCTVT (now NCVT) or NCVET and Trade Test/ Practical test only, in the order of the Merit list.

iii) 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.

iv) Merit list will be prepared based on combined marks secured in NAC issued by NCTVT (now NCVT) or NCVET Exam and Trade test/Practical Test.

v) Weightage of Marks in NAC issued by NCTVT (now NCVT) or NCVET Exam and Trade test/Practical test will be 80% and 20% respectively.

vi) Marks of NAC marksheet issued by NCTVT (now NCVT) or NCVET in AOCF Trade and above mentioned Feeder Trades shall be considered while preparing the merit list.

vii) Candidates qualifying in the NCTVT (NAC) 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).

viii) 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.

10) 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.

11) 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.
- ❖ 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, non-checking of E mail ID by individual. Please ensure **only valid E mail ID to be filled clearly, Communication will be made through E mail only.**
- ❖ **E-mail ID & Mobile Numbers should be kept active till the completion of whole recruitment process.**
- ❖ **Short listed candidates will be informed through E-mail only for Trade Test/Practical Test in due course and the list of Short listed candidates will be uploaded in MIL/DOO Website also. The call letter will not be sent through regd./Speed post.**
Note: Candidates are advised to regularly check website (MIL/DOO) so that due to any reason, if eligible candidates do not receive call letter/admit card through E-mail, they can check their details in the list of shortlisted candidates uploaded on the websites. If their name and father name is in the list, they can appear for the trade/practical test by following instructions given along with list of short listed candidates. Therefore, if the candidates does not receive email and remain absent for trade test/practical test, Ordnance Factory Itarsi will not be responsible for this.
- ❖ In case of Feeder trades candidates, after selection he/she will be engaged as Tenure Based CPW and he/she shall furnish Undertaking/Consent for that he/she will discharge duties allocated to him/her as Tenure Based CPW in OFI. Proforma of Undertaking/Consent is enclosed along with application.
- ❖ In case of selection of engagement of candidates of Feeder trades on Tenure Basis, they shall be imparted compulsory "ONE MONTH" training similar to those candidates with AOCPT Trade from other Government 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.) The training will be conducted in-house by the Ordnance Factory Itarsi. On successful completion of training the candidates will be imparted two months On-job training thereafter they will be considered for specific job deployment. On completion of training Ordnance Factory Itarsi shall issue a certificate to the candidates of feeder trade. This certificate shall be acceptable in all MIL group of Factories. As well as these candidates need not undergo the said training in case of re-engagement or future engagement in any MIL group of factories.

12) 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. Personnel Engaged will be entitled for one (01) day of casual leave (CL) for each completed month during the calendar year. Any unavailed CL shall lapse at the end of the calendar year. Personnel joining between the 1st and 15th of any month shall also be eligible for one (01) day of casual leave for that month. Casual Leave availed in one stretch shall not exceed five (05) days in a month and shall not exceed three (03) consecutive days, except on medical grounds. Under special circumstances, the Divisional Officer/Group Officer/Controlling Officer may grant relaxation, provided the leave availed does not exceed the total CL credited balance.
- v. 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.
- vi. Tenure based personnel will be entitled for safety and protective gears, equipment, kits etc. as per the Company norms.
- vii. Female personnel will be entitled to Maternity Benefits as per the provisions under the Maternity Benefit Act, 1961.
- viii. 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.
- ix. The Tenure Based Engagement will not confer any right on the Personnel to claim the status of a regular employee of the Company.
- x. The Tenure based Personnel will abide by various Company/Factory Rules, Conduct & Disciplinary & Regulations governing carrying out the assigned tasks and their conduct, like Standing Orders etc.
- xi. 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.
- xii. Tenure based personnel will be eligible for Company Quarters, wherever available.
- xiii. 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 full advertisement.
- xiv. The Tenure based Personnel will not be entitled for any Allowances or Benefits other than those indicated in this Scheme.
- xv. Performance of the Personnel would be assessed on a half yearly basis.
- xvi. The engagement will be on full time basis. Absence from duty other than on authorized Leave / Company Holidays will result in proportionate reduction in the Consolidated Emoluments. They will be eligible for Company Holidays as applicable to regular employees.
- xvii. 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.
- xviii. Suitable Risk Clauses and NDA will be added in the offer of Engagement, in detail, to safeguard the interest of the Company in case the candidate quits the job before its completion and for losses/damages, if any, caused to company property, etc.
- 13) **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.
- 14) **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.
- 15) **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.
- 16). **Resolution of Tie:** The resolution of tie cases will be settled as under:
- (i) Ex-Trade Apprentice of O.F. Itarsi.
 - (ii) Ex-Trade Apprentice of other Ordnance Factories.
 - (iii) Higher marks in NCTVT (now NCVT).
 - (iv) Date of Birth – Older candidate will be given preference
- 17). **Admit card/Call letters will be forwarded to the candidates by E-mail only.**
- 18)
- (a) Any dispute with regard to the Tenure based CPW (Skilled) against this advertisement will be subject to courts/tribunals situated in Itarsi only.
- (b) **Residual Matters :** The matter which are not specified in the Terms & Condition of Engagement (as mentioned above), the decision of Chairman & Managing Director, MIL in all matters will be final and binding on the candidates.
- 19). The Competent Authority reserves the right to adopt any alternative lawful mode of selection in part or in whole, in case of contingency.
- 20) The citizens of India who are fulfilling the requisite qualification as mentioned in the advertisement can apply for the post.

(Anil Kumar Meena)
Addl. General Manager
For Chief General Manager

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

S.No.	Name of Factories	Abbreviation
1	Ammunition Factory Khadki	AFK
2	Cordite Factory Aruvankadu	CFA
3	High Explosive Factory, Khadki	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
 AOCPP-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

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

To
The Chief 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 th std. certificate)			
03.	Father's / Husband's Name			
04.	Date of Birth	Day (dd)	Month (mm)	Year (yyyy)
05.	Age (as on 27/03/2026)			
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			
11.	Mobile/Phone Number	STATE: PIN:		
12.	E-mail ID (IN BLOCK LETTER)	(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) Examination:

Name of Trade	Name of Ordnance Factory/ Name of other organisation	Training period		NCTVT Batch No. (if applicable)	Year of Passing	Certificate No. & Date of Issue
		From	To			

17. Details of present employment/ previous experience, if any:

Company Details	Designation	Period From	Period To	Nature of Duties

18. 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 of Training		Certificate NO. and Date
		From	To	
	One month extensive training and two month on job training			

19. Check List of Enclosures:

Sl.No	ENCLOSURES	YES / NO
1	Proof of Date of Birth-	
2	Educational Qualification Certificate	
3	NAC certificate issued by NCTVT (now NCVT) & NCEVT in AOCP or Feeder Trades.	
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	Complete 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)	
11	Undertaking/Consent (in case of feeder trade candidate) or before joining.	
12	Certificate of training (ONE MONTH extensive training & 2 MONTHS On-job) in any Munitions India Ltd group of Factories, if any.	

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)

UNDERTAKING/CONSENT

UNDERTAKING BY FEEDER TRADES CANDIDATES ONLY

I Son/Daughter of
Shri Resident of
village/town/city District
State hereby declare that my feeder trade is

After selection I will be posted as CPW Tenure Based in Ordnance Factory Itarsi and I will discharge
duties allocated to me as CPW Tenure Based in OFI.

Date :

(Signature of the Candidate)