



ORDNANCE FACTORY ITARSI
A Unit of Munitions India Limited
Govt. of India enterprise, Ministry of Defence
Itarsi, Dist.-Narmadapuram, M.P, PIN- 461122



दूरभाष सं/PHONE No. 07572-268510-12 Fax No.: 07572-268504/563 Email id: ofi@ord.gov.in

ENGAGEMENT OF TENURE BASED DIPLOMA PROJECT ENGINEER (CHEMICAL)
Full Advertisement/Notification

Offline applications are invited on **TENURE BASIS** to work in Ordnance Factory, Itarsi, District Narmadapuram, Madhya Pradesh, 461122 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** based on factory requirement and individual performance from the date of engagement (including initial period) with renewal on Yearly basis as per factory requirement and individual performance as per details given below:

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

Name of the post	Basic Pay	Total Vacancies - 15*					
		Vertical Reservation					Horizontal Reservation
		UR	OBC (NCL)	SC	ST	EWS	PWD
Tenure Based Diploma Project Engineer (Chemical)	1 st Year Rs. 36000/- 2 nd Year Rs. 37080/- 3 rd Year Rs. 38192/- 4 th Year Rs. 39338/- + Dearness Allowance as per prevailing rate	06	04	02	01	02	01 (One arm affected)

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

Note: The above post is only identified for person with disability of **one arm affected (OA)**. Other categories of PWD are not identified.

2) Essential Qualification:

- (i) **B.E./B.Tech/Diploma in chemical Engineering/Technology**
- (ii) **Having graduate or technician apprenticeship as per Apprenticeship Act 1961 & amendment act 2014, only after attaining the qualification mentioned above at (i), in Chemical trade in Manufacturing and handling of Military Ammunitions and Explosives from any recognized institute/organization or from Ordnance Factories under MIL or other Ordnance Factories manufacturing Military Ammunitions and Explosives.**

NOTE: Only graduate or technician apprentice as per Apprenticeship (Amendment) Act, 2014 who have completed his apprenticeship only after attaining the qualification mentioned at 2(i) i.e B.E./B.Tech/Diploma in chemical Engineering/Technology are eligible.

- 3) **Age Limit:** Between 18 to 30 years as on the closing date of application for General Candidates. Age relaxation, as admissible will be given to OBC-NCL, SC/ST, PWD & 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
(iv)	For PWD	10 Years
(v)	If the age bar comes in the way, the same would be relaxed to the extent of the period for which the apprentice had undergone training.	

- 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: <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 DIPLOMA PROJECT ENGINEER (CHEMICAL)". 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: Narmadapuram
Madhya Pradesh, Pin -461122.**

Note: Ordnance Factory, Itarsi will not be responsible for late/ non-receipt of filled-in application due to postal delay or any other reasons.

- 6) **Closing Date for Receipt of Application:** **21 (Twenty-One) days** from the publication of the abridge advertisement in Employment News. For example, if abridge advertisement is published in week of 07-13 March 2026 in Employment News, closing date for receipt of application will be considered 21 days starting from 07 March 2026. However, if publication of full advertisement in MIL/DoO (C&S) website gets delayed for any technical reason, the 21 days will be counted from the date of publication of full advertisement in MIL/DoO (C&S) website.

- 7) **Process of Engagement**

- (i) Candidates will be shortlisted as per their eligibility required for the subject post. A personal interaction/interview will be held for shortlisted candidates by the Ordnance Factory Itarsi. **The interaction/interview will only be held either in English or Hindi as per the choice of the candidate.**
- (ii) Cut off percentage for calling candidates may be decided by the Ordnance Factory Itarsi for personal interaction/Interview, based on the Marks secured in the qualifying examination i.e B.E/B.tech/Diploma prescribed for a particular Trade/Discipline to ensure sufficient competition.
- (iii) Selection of the candidates shall be done based on the marks scored in the BE/B. Tech/Diploma and Personal Interaction/Interview only, in the order of Merit. **if any candidate possesses both Degree and Diploma certificate in relevant field, certificate having higher marks will be considered.**
- (iv) Weightage of Marks in BE/B.Tech/Diploma and Personal Interaction/Interview will be 85% and 15% respectively. **Candidates must submit the conversion formula of CGPA into percentage, if they have been awarded CGPA in place of percentage.**
- (v) Candidate scoring marks more than cut-off marks in B.E/B.tech/Diploma 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 or 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 the number of candidates rejected & this will continue till such time the number of candidates qualifying in the Document Verification process is equal to the number of Posts advertised.
- (vii) Candidates qualifying in the document verification stage as above will be issued offers of Engagement.

8) **Admit Card/Call letter:** Only short-listed eligible candidates will be informed through e-mail for interaction/interview/document verification in due course. E-mail ID & Phone/Mobile Numbers of applicant should be kept active till the completion of whole recruitment process. The list of Short-listed candidates will also be uploaded in the website of Munitions India Limited/Directorate of Ordnance given above. The call letter/admit card will not be sent through postal department.

Note: Candidates are advised to regularly check website of 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 interaction/interview/document verification by following instructions given along with list of shortlisted candidates. Therefore, if the candidates do not receive email and remain absent for interaction/interview/document verification, Ordnance Factory Itarsi will not be responsible for this.

9) **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 would be given for allotment of Quarters. **If they are provided with any type of company accommodation, viz. transit accommodation, guest houses etc., they will not be eligible for HRA.**

- (iv) The performance of the individual on fixed term employment will be evaluated. Individuals having performance rating Poor or below will be given 01 months' time in writing to improve their performance. After one 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.
- (vi) Personnel engaged will be eligible for EPF and 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.

10) **Other Benefits and Terms & Conditions:**

- (i) Personnel engaged will be entitled of 30 days Earned 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 Rules and Terms & Conditions applicable to the regular employee as notified from time to time. Under special circumstance employer may give relaxation in availing

leave not more 30 days in a year subject to number of leave credited in his/her account. They will be eligible for Company Holidays as applicable to regular employees.

- (ii) **Tenure based Personnel will be given with 1 (One) day of Casual Leave (CL) for each completed month during the calendar year. Casual leave availed in one stretch shall not exceed 05 (five) days in a month and shall not exceed 3 (three) consecutive days, except on medical grounds. Under special circumstances, Divisional officer/Group Officer/Controlling Officer may grant relaxation, provided the leave availed does not exceed the total CL credited balance. Any un-availed CL shall lapse at the end of the calendar Year & CL can be encashed.**
- (iii) Personnel Engaged cannot take more than 3 days leave in a month and cannot take continuously 3 days leave in a stretch except on medical ground.
- (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 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 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 and the tenure will come to an end automatically on completion of four years 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 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 at their hands.
- (xi) Tenure based personnel will be eligible for Company Quarters, wherever available. License fee for Quarters will be deducted at the rates as applicable to regular Employee.
- (xii) 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 the regular employees.
- (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.
- (xv) **The Tenure based Personnel may be deployed in Night Shift as per the requirement of the factory. In case they are deployed in Night Shift, they shall be eligible for Night Duty Allowance at par with regular employees as per extant rules.**
- (xvi) **The Tenure based 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.**
- (xvii) The Tenure based Personnel will not be entitled for any Allowances or Benefits other than those indicated in this Scheme.

11) **General Terms and conditions:**

- (i) 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.
- (ii) The candidates applying for the aforementioned vacancies should ensure that they fulfill all eligibility conditions for the post applied for.
- (iii) Their admission to all the stages of the selection procedure will be purely provisional subject to satisfying the prescribed eligibility conditions.
- (iv) Mere issue of Call letter/Admit Card to the candidate for the interaction/interview will not imply that his/her candidature has been finally accepted by O.F.Itarsi.
- (v) Verification of eligibility conditions with reference to original documents will be done only at the time of document verification in the factory.
- (vi) **Tie cases-** The resolution of tie cases will be settled as under:
 - a. Higher marks scored in the BE/B.Tech/Diploma.
 - b. Higher marks scored in Personal Interaction/Interview.
 - c. Date of Birth – Older candidate will be given preference
- (vii) Admit card/Call letters will be forwarded to the candidates by E-mail only.
- (viii) Any dispute with regard to the tenure-based personnel against this advertisement will be subject to courts/tribunals situated in jurisdictional of O.F Itarsi only.
- (ix) The Competent Authority reserves the right to adopt any alternative lawful mode of selection in part or in whole, in case of contingency.
- (x) In case of contradiction between HINDI and ENGLISH language of advertisement, English advertisement will prevail.
- (xi) The citizens of India who are fulfilling the requisite qualification as mentioned in the advertisement can apply for the post.
- xii) Applications received after the closing date or not meeting eligibility criteria and Terms & Conditions of advertisement will be summarily rejected.
- (xiii) The self attested copies of educational qualifications, certificate for age proof, experience certificate from institutions etc., should be enclosed along with the application.
- (xiv) The OBC (NCL) candidate applying for the post under OBC (NCL) category should also have to submit duly signed undertaking in the format given at Appendix-I of the Application Form.
- (xv) Submission of false / incorrect / incomplete information and / or dubious / bogus documents shall disqualify the candidature.
- (xvi) No correspondence/enquiry through Phone/messenger will be entertained.
- (xvii) Canvassing in any form will lead to disqualification.
- (xxi) License fee and other charges for Quarters will be deducted at the rates as applicable to regular Workmen.

(12) 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. Tenure based personnel will required to serve/work during the notice period.

Reference:

(i) MIL SOP No. MIL/HR/Tenure Basis/Supervisor/2023-24 dt. 05.10.2023

(ii) MIL SOP No. MIL/HR/Clarification/SOP/2025 dt. 18.06.2025

(iii) MIL SOP No. MIL/HR/Tenure Basis/Casual Leave/2025 dt. 16.12.2025



(P G Hedau)
Manager/PGH
For Chief General Manager
Ordnance Factory Itarsi

APPLICATION FOR TENURE BASED DIPLOMA PROJECT ENGINEER (CHEMICAL)
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 DIPLOMA PROJECT ENGINEER(CHEMICAL)		
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 last date of receipt of application)			
06.	Nationality			
07.	Category [UR/SC/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 Interaction/interview	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 BE/B.Tech/Diploma in **Chemical Engineering/Technology**:

Name of institution	Name of Recognized University / Board of Examination	Examination Passed(mentioning stream/discipline)	Total Marks/CGPA	Marks obtained	Convert CGPA into percentage *

*** It is essential to enclose CGPA conversion formula issued by the University with this application form.**

17. Details of apprenticeship training from 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 apprenticeship training 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			

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

Company Details	Designation	Period From	Period To	Nature of Duties

20. Check List of Enclosures:

Sl.No	ENCLOSURES	YES / NO
1	Proof of Date of Birth-	
2	Educational Qualification Certificate	
3	BE/B Tech/Diploma certificate in chemical	
4	CGPA conversion formula in percentage	
5	Experience Certificate	
6	Caste & Category Certificate : (SC/OBC-NCL/EWS) - in prescribed proforma	
7	Declaration by OBC-NCL/Ex-SM candidates - Appendix - I / Appendix - II	
8	Certificate for Persons with Disabilities	
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)