



HIGH EXPLOSIVES FACTORY
(A Unit of Munitions India Ltd.)
A Govt. of India Enterprise
Ministry of Defence
Khadki, Pune, Maharashtra-411003



**Hiring Of Diploma Project Engineer
ON TENURE BASIS
Full Advertisement/Notification**

Offline applications are invited from Diploma in Computer Science as Diploma Project Engineer **on Tenure basis** to work in High Explosives Factory, Khadki, Dist –Pune, Maharashtra, initially for a period of **ONE** Year which may be extended another 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.

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

Name of Post	Discipline	Basic Pay	No.of Vacancies	UR	SC	ST	OBC	EWS	PWD
Diploma Project Engineer on Tenure Base	IT	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	02	02	-	-	-	-	01

2) Essential Qualification :

i) Diploma in Computer Science/IT

OR

BSc. Computer /IT

ii) Ex-Graduate apprentice who have undergone minimum one year training as per Apprenticeship Act 1961 in IT trade of Ordnance Factories under MIL or Ordnance Factories manufacturing Military Ammunitions and Explosives.

OR

Persons who are trained/experience of one year in Factories manufacturing Military Ammunitions and Explosives will be engaged on Tenure base hiring as Diploma Project Engineer.

3) Age limit: Up to 30 years as on date of publication of Advertisement for General Candidates. Age relaxation as admissible will be given to OBC - NCL, SC/ST Candidates as under:-

i) For SC/ST : 05 Years (Only in respect of the post reserved for SC/ST)

ii) For OBC -NCL : 03 Years (Only in respect of the post reserved for OBC)

4) Application Fees :- Nil

Cont...2

- 05 **How to apply** Candidates are required to download and print the Application form and fill up the same in Block letters only. Candidates must go through detail terms & conditions and also check regularly this website: <https://munitionsindia.in> for any further updates.
- The envelope must be clearly superscripted as “**Application for the post of “Diploma Project Engineer (IT) on Tenure 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,
High Explosives Factory ,
Khadki, Pune
Maharashtra – Pin 411003.**

- 06 **Closing Date for Receipt of Application** : Within 21 days from the date of publication of the Notice/advertisement in News Papers and Employment News.
- 07 **Criteria for Engagement :**

- i) Engagement of Tenure based personnel shall be on contract basis 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** with renewal on **Yearly** basis from the date of engagement (including initial period) **BASED ON FACTORY** requirement and individual performance. The tenure will come to an end automatically on completion of four years period from the date of joining, without any further notice. The employment can be terminated, at any time, during the period of tenure engagement, by giving one month’s notice by **either side or payment of Basic Pay + IDA Component in lieu of the Notice.**
- ii) There will not be any commitment to the candidate either for absorption as permanent employee or for extension of term.

08. **Process of Engagement:**

- i) Selection of the candidates shall be done based on the Marks scored in Diploma /BSc. and personal Interaction/ Interview only, in the order of Merit.
- ii) Preference will be given to the candidates having Diploma in Computer Science/IT, if sufficient candidates are not available having Diploma in Computer Science/IT, then candidates with BSc.in Computer Science/IT will be consider.
- iii) Cut off percentage for calling candidates may be decided by the High Explosives Factory, Khadki, Pune for personal interaction/Interview, based on Marks secured in the qualifying examination .
- iv) Merit list will be prepared based on combine marks secured in Diploma in Computer Science and personal Interaction/Interview.
- v) Weightage of Marks in Diploma in Computer Science and Personal interaction/Interview will be 85% and 15% respectively.

- v) Candidates scoring marks more than cut-off marks in Diploma in Computer Science and Personal Interaction/Interview will be call 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. 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 number of candidates rejected.
- vii) The procedure as above will continue till such time the number of candidates qualifying in the Document Verification Process is equal to the number of Posts advertised.
- viii) Candidates qualifying in the Document Verification stage as above will be issued Offers of Engagement.

11. **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 should be given for allotment of Quarters.
- iv) The performance of the individual on fixed term employment will be evaluated. Individuals having performance rating Poor or below will be given 01 month's time in writing to improve their performance. After on 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 day's notice.
- v) Personnel engaged will be eligible for EPF and Employees Compensation act as per government guidelines.
- vi) Personnel engaged on fixed term basis are eligible to Bonus (if applicable) as per Bonus Act 1965 amended time to time.

12 **Other Benefits and Terms & Condition:**

- i) Personnel engaged will be entitled for 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 the Rules and Terms & Conditions applicable to the regular employee as notified from time to time.
- ii) Personnel Engaged cannot take more than 3 days leave in a month and cannot take continuously more than 3 days leave at a stretch except on medical ground.
- iii) These personnel will not be entitled for any other medical benefits in any of the Ordnance Factory Hospitals & Dispensaries or elsewhere. In case of any emergency, facilities in Ordnance Factory Hospitals / Dispensaries can be availed.

- iv) They will be entitled for safety and protective gears, equipment, kits etc. as per the Company norms.
- v) Female personnel will be entitled to Maternity Benefits as per the provisions under the Maternity Benefit Act, 1961.
- vi) In the normal course, the engagement will be for a maximum period of four years from the date of engagement and the tenure will come to an end automatically on completion of four years period from the date of joining, without any further notice.
- vii) The Tenure based Engagement will not confer any right on the Personnel to claim the status of a regular employee of the Company.
- viii) The Tenure Based Personnel will abide by various Company/Factory Rules & Regulations governing carrying out the assigned tasks and their conduct.
- ix) Such 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.
- x) They will be eligible for Company Quarters, wherever available. License fee for Quarters will be deducted at the rates as applicable to regular Employee.
- xi) **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) admissible to regular Employees.
- 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 six-monthly 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) For quitting the job, candidate should give notice one month prior in advance , falling which one month salary will be deducted.
On account of candidates mistake /fault for any damage to the govt. property happens, same will be recover form candidates salary.

13.

Termination of the Contract engagement:

The contract engagement will stand automatically terminated on completion of the prescribed tenure/task. The engagement can be terminated even earlier with one month's notice in writing by either side or payment (consolidated remuneration) in lieu of the Notice.

APPLICATION FOR TENURE BASED DIPLOMA PROJECT ENGINEER
(Information Technology (IT))
To be forwarded by Post

To,
The Chief General Manager,
High Explosives Khadki,
Pune – 411 003

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

(TO BE FILLED UP IN BLOCK LETTERS ONLY)

01.	Post Applied for			
02.	Name in Block Letters (as mentioned in 10 th standard)			
03.	Father's / Husband's Name			
04.	Date of Birth	Day (dd)	Month (mm)	Year (yyyy)
05.	Age (as on 25-01-2025)			
06.	Nationality			
07.	Category [UR/SC/ST/OBC-NCL/EWS]			
08.	Whether Person with Disability or Not, if yes please mention details	Yes/No		
09.	Complete postal Address & pin code for communication	State : Pin:		
10.	Mobile/Phone Number			
11.	E-mail ID			
12.	Two Prominent and visible identification Marks	(1) (2)		
13.	Medium of Interaction/interview	English/Hindi		

14. Details of educational and other qualification starting from X standard/SSLC :

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

15. Details of passing Diploma/BSC-IT :

Name of Institution	Name of Recognized University /Board of Examination	Examination Passed (mentioning stream/discipline)	Year of Passing

16. Details of apprenticeship training & experience from Ordnance Factories:

Name of Trade	Name of Ordnance Factory	Training period		Batch No.	Year of Passing	Certificate No. & Date of Issue
		From	To			

17. Details of apprenticeship training & experience 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			

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	Diploma/BSc-IT certificate	
4	Experience certificate	
5	Caste & Category Certificate : (SC/ST/OBC-NCL/EWS) – in prescribe proforma	
6	Declaration by OBC-NCL candidates – Appendix-I	
7	Whether all above documents /certificates are self-attested	
8	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 instruction 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 officer Memorandum dated 08-09-1993 and as amended.

Date :

(Signature of the Candidate)