

CORDITE FACTORY, ARUVANKADU
A unit of Munitions India Limited
Govt. of India Enterprise,
Ministry Of Defence
Aruvankadu, Tamil Nadu- 643 202



CFA HRD ADVERTISEMENT No. 01/2025

Dated: --.03.2025

To promote Skill India Mission of Government of India, under Trade Apprentices Act 1961 and amendments thereof, applications are invited from the Indian citizens for engagement of Trade Apprentices (Non-ITI & ITI candidates) for the 58th Batch. **The total number of vacancies is 45 No's** (18 Non-ITI, 20 Ex-ITI, 07 EX-ITI Laboratory). Importantly, the engaged Apprentices shall be imparted training at Cordite Factory, Aruvankadu.

Important Note: Candidates who have already undergone apprenticeship and possess National Apprentice Certificate (NAC) are not eligible to apply.

1. REGISTRATION OF APPLICATION:

Submission of Application Starts from:	--- .--- .2025
Closing date for application:	--- .--- .2025

AGE LIMIT: As on closing dating of application, minimum age for an apprentice is 18 years for designated trades related to hazardous industries, as per section 3(a) of the Apprentice Act, 1961, amendments thereof, and as per clause number 3 of the National Apprentice Promotion Scheme-2 (NAPS-2) issued by the Ministry of Skill Development and Entrepreneurship vide MSDE-5/01/2022- AP dated 25-08-2023, the upper age limit for all categories shall be 35 years.

2. ESSENTIAL QUALIFICATION: As on closing date of application

a.	For Non-ITI Category	Should have passed Madhyamik (class X std or equivalent) as on closing date of the application and possess minimum 50% marks as per criteria of the concerned Board (as per the original Mark sheet) and with minimum 40% marks. In both Mathematics and Science.
b.	For ITI Category	<ol style="list-style-type: none"> Should have passed relevant trade test from any institute recognized by the NCVT or SCVT or any other authority specified through Gazette notification of Ministry of Skill Development and Entrepreneurship / Ministry of Labor and Employment with duration as per the Trade Apprentices Act 1961 with possession of minimum 50% marks in the ITI examination. The relevant trade to be considered will be strictly on the basis of Schedule of Apprentice Act 1961, amendments thereof, In addition, candidate must have passed Madhyamik / Class-X std or Equivalent (Minimum 50% marks in Matriculate /Class-X std).

3. VACANCY DETAILS:

- Vacancies are attached as Annexure-1. However, the number of notified vacancies is provisional.
- PH/ PWD candidates can also apply against vacancies as per their eligibility. Their selection will be considering their suitability as per the provisions of the Trade Apprentices Act, 1961, Apprenticeship Rules, 1992, and amendments thereof.
- When the prescribed number of persons belonging either to the Scheduled Castes {SC} or to the Scheduled Tribes {ST} are not available, the training places so reserved for them may be filled by persons belonging to the ST or as the case may be, to the SC and if the prescribed training places cannot be filled even in the above given manner, then the training places so lying unfilled may be filled by persons not belonging to the Scheduled Castes or the Scheduled Tribes. Similarly, if the prescribed training places reserved for Other Backward Classes cannot be filled from the OBC, then the training places so lying unfilled may be filled by persons not belonging to the OBC.

4. HOW TO APPLY:

- A. 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 super scribed as APPLICATION FOR THE INDUCTION OF TRADE APPRENTICES - (ATTENDANT OPERATOR CHEMICAL PLANT).

Application to be forwarded to the following address only:

The Chief General Manager,
Cordite Factory,
Aruvankadu, The Nilgiris District.
Tamilnadu Pin – 643202.

- B. Candidates must fill their personal details carefully. Candidates should ensure that their name, father's name, date of birth, marks obtained shall exactly match with the details recorded in Matriculation or equivalent certificate etc. Any deviation found during Document Verification may result in cancellation of candidature and debarment.
- C. Candidates are advised to indicate their active mobile number and valid e-mail ID in the application and keep them active during the entire engagement process as all important messages will be sent by email/ SMS, which will be treated as deemed to have been read by the candidates.
- D. While filling up the application form the applicant must be ready with the following documents:
- Recent clear copy of color photograph {size 3.5cmx3.5 cm taken not earlier than three months from the date of publication of short advertisement, i.e. 31.03.2025.
 - Clear signature by the candidate on white paper with black/blue ink pen.
 - 12-digit Aadhaar Card Number. The candidates not having Aadhaar Number but who have enrolled for Aadhaar, can enter first 14-digit Enrolment ID printed on the Aadhaar enrolment slip.
 - Legible copy of following original documents :
 - copy of Identity Card {such as Voter ID) in case Aadhaar card is unavailable.
 - SSC (Matriculation/ 10th Standard) or equivalent mark sheet.
 - Consolidated mark sheet for all semesters of the relevant ITI Pass trade against which application is submitted / Provisional National Trade Certificate indicating marks.
 - National Trade Certificate issued by NCVT or Provisional National Trade Certificate issued by NCVT /SCVT for ITI pass candidates
 - Caste certificate for SC/ST/OBC candidates, wherever applicable. For OBC Non- Creamy layer candidates, the candidates should also upload their OBC Non creamy layer certificate issued within three years.
 - Physical Disability certificate, in case of PH/PWD candidate issued by the competent Medical Board/ Authority.
- E. No unclear/ illegible documents shall be accepted and the candidate's application may be rejected at the time of verification of documents. If the forwarded documents are irrelevant or not legible, the candidature of the candidate may be summarily rejected.
- F. Candidates must also follow the detailed instructions, which is available on the website while filling up the application form.
- G. The candidates not having Aadhaar Number and those having enrolled for Aadhaar but have not received Aadhaar card, can enter first 14digitsof Enrolment ID printed on the Aadhaar enrolment slip. This provision is applicable to all the candidates of all states and Union territories except Union Territory of Jammu and Kashmir, Ladakh and states of Meghalaya and Assam. Candidates from these states or Candidates not having Aadhaar Card or Aadhaar Enrolment ID, can enter ID Card No. of any of the following documents in the application form:
- Voter ID Card
 - Passport
 - Driving License
 - Photo ID Card issued by Central/ State Government

- v. Student Identity Card with photograph issued by recognized school/college for their students
 - vi. Nationalized Bank passbook with photograph
- H. Provisionally selected Candidates having Aadhaar card shall produce Original Aadhaar card or the document mentioned above at the time of document verification for the purpose of identification. Candidates shall attach the following documents as proof of Address.
- i. Bank Pass book
 - ii. Voter Identity Card
 - iii. Passport
 - iv. Latest electricity bill
 - v. Latest telephone bill
 - vi. Driving License
 - vii. Property tax receipt
 - viii. Aadhaar Card
- I. Copy of the caste certificates in case of SC/ST and OBC candidates' in the prescribed Central Government Performa issued by appropriate authority shall have to be produced in original at the time of document verification.

5. MODE OF SELECTION:

- i. Selection will be on the basis of merit. The merit list will be prepared separately for NON-ITI and EX-ITI categories. The merit list for NON-ITI category will be prepared on the basis of overall percentage of marks in Madhyamik or matriculation (Class-X standard or equivalent), aggregate all subjects or best of 5 subjects as per criteria of the concerned 10th Board, as entered by the candidate. Candidate shall submit original mark-sheet of Madhyamik Board (Class X std. or equivalent).
- ii. For NON-ITI category, In case of CGPA/GPA grading obtained by the candidate one has to enter marks (and not CGPA grading) by ensuring conversion as per the candidate's 10th standard board criteria (in case candidates incorrectly enters the correct CGPA grade, it will be converted to percentage by standard multiplication factor of 9.5, uniformly, irrespective of the concerned board criteria. Therefore, the candidates shall observe due care. This formula shall be used for all such candidates, either for whom there is absence of clear instructions from the concerned 10th Board or those who enter correct CGPA/GPA instead of marks. Those who use incorrect conversion formula, i.e. different from the one mandated by the concerned 10th Board, shall be rejected during document verification.
- iii. The marks / percentage will be considered for preparing merit list). In case the candidate's class 10th standard board declares the matriculation result in form of grades such as A+/A/B+/B/C+/C etc, then the candidate needs to enter the percentage of marks obtained as per 10th board criteria, i.e., conversion formula. The candidate shall submit original mark-sheet of Class 10th. In case the corresponding board doesn't provide the conversion formula, then following table shall be used to calculate percentage from grades.

GRADE	RANGE OF MARKS	PERCENTAGE
A	80-89	84.5%
A+	90-100	95%
B+	70-79	74.5%
B	60-69	64.5%
C+	50-59	54.5%
C	40-49	44.5%

The Merit List for Ex- ITI category will be prepared on the basis of simple average of percentage of marks both in Matriculation and ITI (minimum 50% in aggregate in each). For the purpose of calculation of percentage of Matriculation, marks obtained by the candidate in the application will be considered (aggregate of all subjects or best of 5 subjects, as per guideline of concerned 10th Board), and for calculation of percentage of ITI marks, marks mentioned in provisional/final certificate will be considered.

The aggregate marks obtained by the candidates in Madhyamik (Class X or equivalent) shall be considered irrespective of Board / Exam System and shall be considered as per percentage formula of that Board/ Exam System only.

Based on the vacancy position, select lists will be prepared and only provisionally selected candidates will be called for document verification and medical examination.

The Resolution-

For preparation of merit list, in case of two candidates having the same marks/ percentage (tie case), the older candidates shall be preferred. If the dates of birth are also the same, then the candidates possessing Matriculation certificate of an earlier year shall be preferred. However, if the Year of passing of Matriculation examination is also same, then the alphabetical order of the candidates' names shall be taken into account, i.e., the candidate whose name appears first shall be preferred.

In case of any mistake or error by oversight or otherwise, then as per applicable rules, CFA Management reserves the right to take action to revise select list of the eligible candidates, as deemed fit, at any point of time and in this regard, the decision of CFA Management shall be final.

6. RESERVATION FOR SC/ST/OBC & PH CANDIDATES:

Reservation is applicable as per the relevant schedule in the Rules under the Apprentice Act, 1961, Apprenticeship Rules 1992, amendments thereof, the Rights of Persons with Disabilities Act, 2016, and the existing rules of the Government of India. Vacancies notified against PH/PWD category are not separate but included in the total number vacancies as per provision. Final selection of the candidate shall be in order of merit in each category, separately as per applicable Reservations Rules.

7. DURATION OF TRAINING:

For Non-ITI and ITI candidates: Duration of Training period shall be as specified in the Trade Apprentices Act, 1961, Apprenticeship Rules 1992, and amendments thereof. However, for ex-ITI candidates, training period shall be as per the schedule-I of Apprenticeship Rules 1992 and amendments thereof in the respective trade.

8. STIPEND:

The minimum stipend per month shall be paid to the trade apprentices (as per the provision of sub-rule (1) of rule 11 of the Apprenticeship Rules, 1992). According to the Trade Apprentice Act 1961 & as per The Gazette notification of India, G.S.R. 686(E), Part- 11-Section 37-Sub-section (i) Dtd. September 25, 2019, the stipend paid to apprentices per month shall be.

CATEGORY	STIPEND
NON-ITI(Matriculation/Xth Class Candidate)	6000
EX-ITI(ITI Pass candidate)	7000

No other allowances will be paid during the entire period of apprenticeship training. However, in case of Ex-ITI candidate, period of training already undergone by them will be considered for the purpose of determining the stipend. Based on relevant amendments issued by inter alia the Government of India, the ibid payments shall remain amenable to change.

9. STANDARD OF PHYSICAL FITNESS:

As per the Apprentice Act, 1961, Apprenticeship Rules 1992 and amendments thereof.

10. MEDICAL EXAMINATION:

After successful document verification of the provisionally selected candidates, medical examination will be conducted at Cordite Factory, premises. Date, Time and Venue of Medical Examination will be communicated separately by the factory only. Candidates passed in medical examination will be considered for further process of TA engagement.

11. TERMS & CONDITIONS:

The selected candidates will have to execute a Contract of Apprenticeship (if minor, by his/her guardian). During the training, the Apprentices are entitled for MEDICAL treatment from cordite Factory Hospital only as per rules. If a candidate is selected as Trade apprentice, his/her training shall be subject to registration by respective RDSDE

If due to any reason the RDSDE are not able to register the candidate, the training of the candidate shall be terminated immediately. Up on completing the training, the candidates on passing a test, conducted by the National Council for Training (NCVT) in Vocational Trades to determine his/her designated proficiency in which he/she has served, as an Apprentice, will be issued certificate of proficiency in the concerned trade by the NCVT.

In the event of premature termination of Contract of Apprenticeship for failure on the part of apprentice to follow the terms and conditions of the contract (as notified under the Apprenticeship Rules 1992) and amendments thereof, the candidate/surety has to pay such amount as is determined by the Apprenticeship Adviser as and towards the cost of training.

12. OFFER & ACCEPTANCE OF EMPLOYMENT:

It shall not be obligatory on the part of the Employer to offer any employment to any Apprentice after completion of the training, nor shall it be obligatory for the Apprentices to accept any employment, if offered by the Employer. The candidates are advised to get themselves familiarized with the rules and regulations under the Apprentices Act, 1961, Apprenticeship Rules 1992 and amendments thereof and Rights of Persons with Disabilities Act, 2016.

13. MEDICAL FITNESS:

A person shall be eligible training under the Apprentices Act, 1961, Apprenticeships Rules, 1992, and amendments thereof, if he or she satisfies the minimum standard of physical fitness as prescribed therein for imparting training in the relevant trades which will be certified by cordite Factory hospital.

14. GENERAL INSTRUCTIONS FOR THE CANDIDATES:

Candidates are advised to note the following instructions carefully:

- I. It shall be noted that mere submission of application does not guarantee induction as trade apprentice. The selection of candidates will be made based on Merit List / Select List considering available vacancies. The candidature of all applicants shall be purely provisional all stages of selection process. The candidature and selection of candidates shall also be subject to scrutiny of original credentials/ documents, clear police verification report, medical test and other eligibility criteria as mentioned in the advertisement and provisions of Act Apprentices Act 1961 and

Apprenticeship Rules, 1992 and all amendments thereof. However, pending/ delay in police verification report shall not be ground to reject engagement of candidate.

- II. The candidates are required to carefully go through the advertisement in detail. The candidates are advised to carefully submit/ enter the marks/ percentage obtained in educational eligibility criteria. The candidates have to tick "I agree" check box to agree to the terms and conditions of this advertisement before submission of their application against this Advertisement checklist for documents to be submitted/ uploaded with the applications available and the candidates are required to confirm themselves that they fulfill all the conditions in this advertisement before submitting their applications.
- III. Candidates are required to regularly check website (www.cordite.co.in) for updates and changes.
- IV. Candidates are required to give valid mobile number and e-mail id for period I cal notices.
- V. Canvassing of any kind will disqualify the candidate. Selection process is done strictly on merit. Candidates are advised not to fall prey to any unscrupulous elements.
- VI. Any material suppression off acts or submitting forged certificates shall lead to rejection of his/her candidature at any stage of selection of this process.
- VII. Decision of CFA in all matters relating to the eligibility, acceptance/ rejection of any application etc. shall be final and binding on the candidate and no query/ correspondence shall be pertained in this regard.
- VIII. Any subsequent changes in the terms and conditions of the engagement of Trade Apprentices as per the extant rules will stand good. Cordite Factory, Aruvankadu reserves the right to incorporate any subsequent changes/ modifications/ additions in the terms & conditions under this advertisement notice as necessitated and applicable. Cognizance shall be taken of the short advertisement and the corresponding corrigendum, published in the employment news.
- IX. Any dispute with regard to the engagement of Trade Apprentices will be subject to courts/ tribunals having jurisdiction over the City/ Town in which Cordite Factory is situated , the candidate has submitted his/her application.
- X. No Transport Allowance shall be admissible to any candidates called for Documents Verification/ Medical Examination.

All the provisions of Act Apprentices Act 1961 and Apprenticeship Rules, 1992 and all amendments thereof as on date are applicable.

NOTE-I: To avoid last minute rush, candidates are advised in their own interest to submit application well before the closing date.

NOTE-II: CFA will not accept any responsibility for the candidates not being able to submit their application within the last day on account of aforesaid reasons or any other reasons thereof.

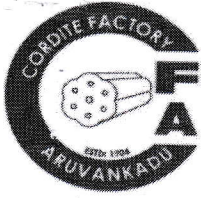
15. REJECTION OF CANDIDATURE:

Candidates are requested to read all instructions carefully & thoroughly before applying. Their applications, otherwise, are likely to be rejected on one or more of the following reasons. The application or candidature of the candidate may be rejected for any of the following reasons:

- i. In complete Application unclear or illegible documents submitted.
- ii. Does not possess the prescribed qualification as indicated in this advertisement to undergo the trade apprenticeship in Ordnance and Ordnance Equipment Factories as on date of this advertisement.
- iii. Over aged or under aged or Date of Birth not filled or wrongly filled.
- iv. Double or multiple applications submitted. The candidature will also be cancelled on applying for both ITI and Non-ITI vacancies.
- v. Only a single application will be entertained. In respect of multiple applications, the latest application shall be considered.
- vi. Application without photo, clear photo, photo with cap, wearing goggles, disfigured, unrecognizable or unclear or unidentifiable photo. Applications with unclear Signature uploaded or documents submitted.

- vii. Candidate's name is figuring in the debarred list.
- viii. Any other irregularities which may render the candidature of applicant invalid by YIL.
- ix. Mismatch of Name, Father's name, Date of Birth, marks submitted and year of passing in application form with the 10th certificate/ITI certificate.
- x. Irrelevance between the applied trade and the ITI trade certificate i.e. applications submitted without prescribed educational / Technical (ITI) qualifications in various designated trades as indicated in advertisement.

SL No	State	Name Of Factory	Trade	UR	OBC	SC	ST	TOTAL	Physically Handicapped		
									OH	HH	VH
1	Tamil Nadu	Cordite Factory Aruvankadu	Non ITI Attendant Operator Chemical Plant	8	5	4	1	18	0	0	0
			Ex ITI Attendant Operator Chemical Plant	10	6	4	0	20	0	0	0
			Ex- ITI Laboratory Assistant (Chemical Plant)	4	2	1	0	7	0	1	0
			Total	22	13	9	1	45	0	1	0



CORDITE FACTORY, ARUVANKADU

A unit of Munitions India Limited

Govt. of India Enterprise,

Ministry Of Defence

Aruvankadu. Tamil Nadu- 643 202



APPLICATION FOR APPRENTICESHIP TRAINING FOR 58TH BATCH

Name of the Candidate: (In Capital)			
Personal Details			
Father's / Husband's Name:		Mother's Name:	
Date of Birth:		Gender:	
Category:		Applied For:	
Physically Disabled:			
ID Type:		Aadhar Number:	
PHOTO			
Board/ Exam Authority:		Name of Educational Institute:	
SSC Mark Sheet No:		Year of passing SSC	
Result Type		Marks	
Marks Obtained in Science	Maximum Marks (out of)	Aggregate Percentage (%) Secured	
Marks Obtained in Maths	Maximum Marks (out of)	Aggregate Percentage (%) Secured	
Total marks in All Subjects	Maximum Marks (out of)	Percentage (%) Secured	
Selection Trade :			
Factory Applied for		Cordite Factory Arvankadu	
Permanent Address:		Present Address:	
Address:		Address:	
City/District:		City/District:	
State Name:		State Name:	
E-mail ID:		E-mail ID:	
List of Documents Enclosed			
Aadhar / Identity Card		SSC/ Matriculation Certificate	
		Category Certificate	

DECLARATION:-I declare that I have read, understood and agree that the information provided by me in the application is true to the best of my knowledge. If any information is found wrong or deviates from the facts, I will be in-eligible and my candidature through shall remind liable to be cancelled at any stage without issue of any notice. In case I am selected on any false /incorrect information furnished by me, the selection shall also be stand terminated. I also undertake that in respect of the interpretation of clauses/ rules relevant for engagement of trade apprentices, Cordite factory shall have all rights.

SIGNATURE OF THE CANDIDATE