

ORDNANCE FACTORY BHUSAWAL
A UNIT OF YANTRA INDIA LIMITED
(GOVT. OF INDIA ENTERPRISE, MINISTRY OF DEFENCE)

Detailed Advertisement for the post of 'SAFETY OFFICER' on full time contractual basis

Ordnance Factory Bhusawal [OFBH] is a Production Unit under the control of Yantra India Limited, a Defence Public Sector Undertaking, Ministry of Defence, Government of India, incorporated vide MOD Order No. 1(5)/2021/OF/DP(Plg-V)/02 dated 24.09.2021, formed by transferring 08 production units and 05 non production units of erstwhile Ordnance Factory Board. It has vast core competency, resources, strength and expertise in manufacturing of Ammunition Hardware, Fuses, Rocket Launchers, Composites, Various Ferrous and Non- Ferrous Castings and materials.

Ordnance Factory Bhusawal is looking for enterprising, dynamic and experienced India National to work as '**SAFETY OFFICER (SO)**'

A. DETAILS OF VACANCY :-

Name of the Post:	SAFETY OFFICER (SO)
Salary :	Rs. 45000/- (Fixed)
Nature of Appointment :	On Full time contractual basis
Age Limit :	Minimum 27 years and Maximum 45 years (as on closing date of advertisement)
Number of Post :	Total -01 (One)

B. TERM OF APPOINTMENT: - Two Years (if required by the Units, can be extended further by one year after appraisal and review and approval of YILHQ). The Units also reserves the right to terminate the existing contract before completion of two years or during one year of extension period, if performance is found unsatisfactory under any circumstances with approval of the YILHQ.

C. TOTAL EMOLUMENT :- Total consolidated monthly emolument of Rs. 45000/- (Fixed)

D. ACCOMMODATION : - Suitable Factory accommodation (on payment of stipulated normal license fee as per YIL Quarter allotment Policy)

E. QUALIFYING REQUIREMENTS :-

1. ESSENTIAL EDUCATIONAL QUALIFICATION :-

- i) Bachelor's Degree from a recognized University/Institute:
- ii) Advanced Diploma in Industrial Safety/Diploma in Industrial Safety from Central Labour Institute, Sion, Mumbai or Regional Labour Institutes, Chennai, Kolkata, Kanpur, Faridabad & Shillong with 05 years' Experience as Safety Officer in any Organization.

Desirable Educational Qualification – Adequate knowledge of Marathi Language.

F. AGE LIMIT (as on closing date of advertisement) :- Minimum 27 years and Maximum 45 years. Age limit may be relaxed for SC/ST- 5 years, OBC – 3 years and PH/Ex-Serviceman – 8 years from the maximum age limit.

G. NATIONALITY :- Candidate must be Citizen of India.

H. PLACE OF POSTING :- Ordnance Factory Bhusawal, Dist- Jalgaon A Unit of Yantra India Limited. However, in the Company's interest, tenure based Safety Officer is liable to be posted anywhere at YIL Units Kolkata (West Bengal) , Maharashtra (Ambernath) & Nagpur], Madhya Pradesh (Katni & Jabalpur) & Uttar Pradesh (Muradnagar near New Delhi)).

- I. WORKING HOURS :-** Working hours will be as per the working hours of the respective Units/Factories. If required, as per exigencies of work, he/she would be asked to attend office on Sundays or other Holidays without any additional compensation.
- J. Leave :** Safety Officer shall be allowed leave at the rate of 1.5 days of each completed month of service. Accumulation of leave beyond a calendar year will not be allowed.
- K. JOB PROFILE :-**
1. To establish contacts and hold consultations with a view to maintaining Industrial Safety Culture between the Management and the Workers:
 2. To take up with the Factory Management the grievances of workers about Safety, individual as well as collective, with view to securing their redressal and to act as a liaison officer between the Management and Workers in all matters related to Safety.
 3. To help the factory management in determining its Safety Policies as per Industry Standards and to interpret them to the workers:
 4. To prepare Monthly Safety Report (MSR) of the Unit.
 5. To advise on fulfillment by the management and the concerned departments of the factory of their obligations, statutory or otherwise, concerning regulation of Industrial Safety.
 6. To advise and assist the management in the fulfillment of its obligations statutory or otherwise concerning prevention of personal injuries and maintaining a safe work environment,.
 7. To advise on fulfillment by the concerned departments of factory of obligations, statutory or otherwise, with regard to the provisions of the Factories Act and rules made thereunder, and to establish a liaison with Factory Inspectors and Medical Service concerning medical examinations of employees, health, record, supervision of hazardous jobs, sick visiting and convalescence, accident prevention and supervision of Safety Committee, systematic plant inspection, Safety Education, investigation of accidents and administration of Workmen's Compensation;
 8. To promote relations between the concerned department of the factory and workers which will bring about productive efficiency as well as amelioration in the working conditions and to help workers to adjust and adapt themselves to their working ;
 9. To conduct Safety Audit Level –I in unit (SAL-I).
 10. To assist Safety Audit Level – II (SAL-II) and Safety Audit Level – III (SAL-III) Auditors during their audit;
 11. To ensure proper and necessary Personal Protective Equipment's (PPEs) worn by employees of unit during production/operation;
 12. To provide training on Industrial Safety to Workers.
 13. To conduct Risk Assessment (Hazard Identification & Risk Assessment) as well as job safety analysis of various sections of factory.
 14. To conduct Central Safety Committee Meeting to ensure that the factory complies with all relevant safety regulations.
 15. To investigate and report accidents, incidents, near-miss accidents, unsafe acts and unsafe conditions in the factory.
 16. To celebrate National Safety Day/Week in Factory
 17. To conduct Safety camping during National Safety Week;
 18. To establish and uphold a safe work environment by developing policies;
 19. To conduct Mock Drill of Disaster Management in the Factory;
 20. To take regular safety rounds in Production and Maintenance Sections;

L. HOW TO APPLY :-

1. Interested candidates shall submit their application form (in Hard Copy) as per the prescribed format attached hereto, and post them through speed post/ courier service addressed to '**The Executive Director, Ordnance Factory, Bhusawal- 425203, Dist.- Jalgaon(M.S.)**' and clearly mentioning in the subject heading on the envelop '**APPLICATION FOR THE POST OF SAFETY OFFICER**' to be received within 21 days from the date of publication of advertisement in Employment News.

In addition, an advance scanned copy of the application form along-with the enclosures must be sent to email ofbh@ord.gov.in, clearly mentioning in the subject heading '**APPLICATION FOR THE POST OF SAFETY OFFICER**'

2. Hard copy of the Application must to be submitted along-with 2 self-attested recent passport size photographs. The applicant should affix his/her one photograph on the application in the space provided and the second one should be attached with application form but not pasted (with full name written on the backside for identification). Self-attested copies of documents/ certificates in support of claim regarding age, Qualification, experience etc. are also to be attached with application form.
3. Non-attachment of required documents as per application format will be treated as incomplete application and will be rejected forthwith.
4. It is mandatory to fill all the relevant information such as qualification details, experience details, percentage of marks etc.
5. In case of any variation in Name / surname/name, spelling mentioned in the Application cum Bio-data and in educational / professional qualification certificates, application will be liable to be cancelled subject to confirmation of forgery.
6. Applicant is requested to enter his/her active email address and mobile phone number which should be valid at least till the interviews are held, as all important communications, i.e. schedule of interview, queries will be sent to this email id / mobile number.
7. The decision of the Unit in all matters relating to eligibility, acceptance or rejection applications, penalty for false information, mode of selection, conduct of examination (s) and interview (s) will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

M. SELECTION PROCESS:-

Selection to the above post will be based on performance in Personal Interview and meeting of required criteria specified.

Documents to be attached with the Application:-

- a) Educational and experience Certificates as per State Government Statutes/Acts/Guidelines/Rules/Regulations, etc. in vogue and in consonance to Factory Act, 1948 is necessary for the post of Safety Officer.
- b) 10th Standard Passing Certificate / Matriculation Certificate / indicating Date of Birth.
- c) Any one of the Photo identity proof viz. PAN Card / Valid Driving License/ Voter ID/Government issued ID.
- d) Candidates are advised to enclose clear and legible documents/ certificates to avoid rejection at screening stage. These documents will be subjected to further verification with the original documents at the time of interview.

N. GENERAL INSTRUCTION THE CANDIDATES :-

1. Candidate must be a citizen of India.
2. The appointment shall be on full time contract basis for two years (extendable further by one year and maximum up to two years). The Candidate's services can be terminated by YIL by giving one month's notice or with remittance of one month's pay in lieu thereof. If

a selected candidate wishes to leave the services of YIL after joining he/she shall have to give three months' notice to YIL or pay three month's salary in lieu thereof.

3. **The finally selected candidates will have to sign a contractual agreement with YIL**, Keeping in consonance the provisions of the Factory Act, 1948 & State Government Statutes/Acts/guidelines/Rules/Regulations etc. in vogue.
4. The Contract shall not confer any rights or claim of extension/absorption in the Company.
5. The recommendation of Units about shortlisting of candidates for Personnel Interview etc. shall be final and binding.
6. Candidate should maintain confidentiality and submit as affidavit to the company towards the same.
7. At any stage of appointment or later, if a candidate is found guilty of any misconduct such as:
 - a) Impersonating or procuring impersonation by any person ; or
 - b) Resorting to any irregular means in connection with his/her candidature during selection process; or
 - c) Using undue influence seeking favour for his/her selection by any means; or
 - d) Submitting of false certificates/documents/information or suppressing any information at any stage; or

In addition to rendering himself/herself liable to legal/criminal prosecution will also become liable to be.-

- a) Debarred with permanently or for a specified period from any examination/recruitment and/ or;
 - b) Discharged/removed/dismissed from service, if the act of misconduct comes to notice after his/her appointment for services to YIL.
- His /Her candidature of the post will be rejected and no further claim will be accepted.
8. The process of engagement/ recruitment can be cancelled at any stage on the discretion of the Competent Authority of Ordnance Factory Bhusawal A Unit of YIL.
 9. 'No work No Pay' will be applicable during the period of contract, if more than prescribed leave will be taken.
 10. The candidates appeared for interview shall be required to produce original documents relating to educational qualifications, experience etc. for verification at the time of interview. If the Identity of the candidate is in doubt or he/she is not able to produce the requisite documents or there is mismatch of information in the documents or he/she is found ineligible for the past applied or any other claim made in his application if found to be incorrect, he/she will not be allowed to appear in the interview and his/her candidature will be treated as cancelled.

O. LAST DATE TO APPLY :- 21 days from the date of publication of advertisement in Employment News.

P. CONTACT US :- In case of any problem faced by the candidates in filling up the application, they may contact over unit landline phone number 02582 - 222907, 222552, 222431 (Ext:- 260/440) between 9.00 AM to 04.15 PM on any working day, i.e. Monday to Friday and between 9.00 AM to 12.15 PM on Saturday.

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EXECUTIVE DIRECTOR
ORDNANCE FACTORY BHUSAWAL-425203
DIST.- JALGAON MHARASHTRA

ORDNANCE FACTORY BHUSAWAL
A UNIT OF YANTRA INDIA LIMITED

APPLICATION FORMAT FOR POST OF SAFETY OFFICER (SO) ON FULL TIME CONTRACTUAL BASIS

(Advertisement No. _____ Date _____)

Please paste
recent Colour
passport size
photograph

1. Name of the post applied for _____

2. Name of the candidate (In Block Letter)

[illegible]

3. Father's/Spouse Name

[illegible]

4. Nationality.....

5. Category

6. Date of Birth.....

7. Age as on closing date of advertisement

8. Gender.....

9. Aadhar No.....

10. PAN No.....

11. Identification Proof.....

12. Language Known.....

13. Contact Details

[illegible]

14. Correspondence Address

[illegible]

15. Educational qualification (Academic/Professional) / Examination passed.

Sl. No	Name of the Examination passed	Year of Passing	Name of the Institute / Board / University	Percentage of Marks

16. Works Experience (Please provide following details along with Experience Certificates)

Sl. No	Name of the Organization	Central Govt./State Govt. PSU/Autonomous Body /Private	Grade / Designation	Pay Level / Basic Pay per month	Period		Total Period
					From	To	
	LEADERS IN AMMUNITION PACKAGING						
	A UNIT OF YANTRA INDIA LIMITED						

Total Experience _____ years _____ Months

Note

1. Please sign across the photo pasted on the first page of Application Form.
2. The candidate is required to fill up all the columns and wherever no information is to be furnished, N/A should be mentioned. Incomplete and improperly filled in Applications are liable to be rejected. No further correspondence will be entertained in this respect.
3. Self-attested photocopies of all documents specified in the notification should be attached with the application.
4. If space becomes a constraint, the information may be attached in a separate sheet as per the prescribed format.
5. The candidate would be required to present themselves along with the above mentioned documents in original plus two copies (self-attested) at the time of the interview.

DECLARATION

I _____ do hereby declare that the above information as furnished by me is true and correct to the best of my knowledge and belief. If any information as furnished above is found to be incorrect, my candidature for the post applied is liable to be cancelled at any stage of the selection process.

I also certify that I am not facing any charge nor have been convicted in any corruption / illegal gratification / criminal case and also I have not been dismissed or removed or compulsorily retired from the services of my previous organization(s).

List of Enclosures:-

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2		9	
3		10	
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7		14	

Place :-

Date :-

Signature of the applicant