

ADVERTISEMENT
CORDITE FACTORY, ARUVANKADU, THE NILGIRIS - 643 202
(A Unit of Munitions India Limited)

Applications are invited from eligible candidates for the post of **Project Assistant** on **CONTRACT BASIS**, at Cordite Factory, Aruvankadu, The Nilgiris, Tamil Nadu, initially for a period of **TWO** years from the date of engagement, and extendable by **ONE more** year, based on factory requirement and the performance of the individual.

Name of the post	Total	UR	OBC-NCL	SC	ST	EWS
Project Assistant (HR)	4	3	1	0	0	0
Project Assistant (FIN)	4	3	1	0	0	0
Project Assistant (MM)	4	3	1	0	0	0

2) QUALIFICATION, EXPERIENCE, JOB SPECIFICATION

<u>NAME OF THE POST</u>	<u>QUALIFICATION</u>	<u>ORDER OF PREFERENCE GIVEN TO</u>	<u>JOB SPECIFICATION</u>
Project Assistant (HR)	<u>ESSENTIAL</u> :-Bachelor's degree in any discipline with <u>MBA/PG Diploma in :</u> HR Management/ Personnel Management / Industrial Relations. <u>DESIRABLE</u> :-Experience of working in SAP	(a).MBA(HR/PM/IR) with work experience in HR functions. (b).PG Dip.in(HR/PM/IR) with work experience in HR functions. <u>WORK EXPERIENCE FOR (a)&(b):-</u> In recruitment, service related matters, IR mechanism, statutory provisions etc.,	Supervisory in nature. To assist the processes related to recruitment, establishment/service matters, Training & HR development, Performance Appraisal, Grievance redressal and ensuring the Labour laws/codes & statutory obligations.
Project Assistant (FIN)	<u>ESSENTIAL</u> :-Bachelor's degree in Commerce/ Finance/ Accounting/ Economics with <u>MBA (Finance) or equivalent or CA (Inter) / CMA (Inter).</u> <u>DESIRABLE</u> :-Experience of working in SAP	(a).MBA(Fin) or equivalent with work experience. (b). CA (Inter)/CMA(Inter) with work experience. <u>WORK EXPERIENCE FOR (a)&(b):-</u> In Finance & Accounting, Budgeting, Taxation, Auditing, Pay Roll generation, reporting etc.,	Supervisory in nature. To assist accounting, budgeting, taxation, payroll generation & payment disbursal, Auditing, vendor payment drills & procedures in compliance with statutory provisions (Bonus,GST/IT/PF/ESI) etc.,
Project Assistant (MM)	<u>ESSENTIAL</u> :- Bachelor's degree in any discipline with <u>MBA/PG Diploma in :</u> Material Management/ Logistics & Supply Chain Management/Operations Management, and <u>Desirable</u> :-Experience of working in SAP	(a).MBA(MM/Logistics & Supply chain /Operations) with work experience. (b).PG Dip.in (MM/Logistics &Supply chain /Operations) with work experience. <u>WORK EXPERIENCE FOR (a)&(b):-</u> In Procurement, Material management, Warehousing, Disposal, Stores maintenance, Inventory control etc.	Supervisory in nature. To assist tendering (open& GeM), Bid evaluation, vendor management, purchase orders, Warehousing & Inventory control, Stock verification, Scrap Disposal in compliance with GFR/CVC guidelines.

Note:- Applicants are required to provide their percentage of aggregate marks (%) in the application form. In case, the said aggregate is in CGPA, the percentage equivalent along with the conversion factor is also to be specified.

3) AGE LIMIT:

The candidates will not be engaged beyond the age of 60 years. Age Relaxation and other concessions will be applicable to candidates belonging to SC/ST/OBC-NCL etc., as per the Reservation Rules, as detailed below:-

(i)	For SC/ST	:	05 Years (only for the posts reserved for SC/ST)
(ii)	For OBC (with Non-Creamy Layer)	:	03 Years (only for the posts reserved for OBC)
(iii)	For Ex-SM	:	Period of Military Service + 03 Years

4) MODE OF SELECTION

- i. Selection of the candidates would be done through Interview/Interaction.
- ii. Eligible Candidates for different posts will be called separately to attend Interview/interaction based on marks scored (Aggregate percentage) in the educational qualification viz., MBA/PG Dip./CA/CMA and work experience acquired by the candidate. The Length of Experience acquired by the candidate in the relevant field will have due weightage.
- iii. The merit list will be prepared as per the order of preference enumerated in the Table at Para 2.
- iv. No. of candidates called for Document verification will be limited to the no. of posts notified.
- v. In case of rejection of candidates during Document Verification on account of non-availability of documents/testimonials, not meeting the required criteria, additional candidates will be called for Document verification in the order of merit(Discipline/Category-wise). The no. of additional candidates called for Document Verification will be limited to the number of candidates rejected.

5) APPLICATION FEE – NIL.

6) HOW TO APPLY

- (i).Candidates are required to download/print the Application Form from the link provided and fill- up the same in BLOCK LETTERS only. **One extra copy of self -attested (behind) photograph** is to be attached along with all other required documents.
- (ii).The envelope must clearly be superscribed as **APPLICATION FOR THE POST OF "TENURE BASED PROJECT ASSISTANT ON CONTRACT BASIS"**.
- (iii).Filled-in application is to be forwarded to the following address only:
**The Chief General Manager,
Cordite Factory Aruvankadu,
Aruvankadu, The Nilgiris District.
Tamilnadu Pin -643 202.**
- (iv).It is also to be ensured that a Soft copy(scanned copy) of the whole set (application with all enclosed documents) is to be sent to the email address: cfadstb@gmail.com
Note:- This email id is only for receipt of applications and no other correspondence/ queries will be entertained.
- (v).Both the **hard copy & soft copy** of the application with all relevant attachments should compulsorily reach on or before the last date. The candidature will not be considered if the hard copy is not received on time irrespective of receipt of the soft copy.
- (vi). Further, **it is also mandated to upload the details of the candidate thro' google form** by using the link ie., <https://forms.gle/UCbrduQTGJGPsquN7>

7) CLOSING DATE FOR RECEIPT OF APPLICATION

Closing date of receipt of application will be **21 days from the date of first appearance of the Advertisement in the Employment News**. If the closing date falls on a Holiday for the Factory, then the next working day shall be considered as the closing date for all purposes.

8) GENERAL CONDITIONS:

- ❖ Self attested copies of certificates viz., educational qualification(Degree/Provisional), age proof, experience, Community etc., should be enclosed along with the application.
- ❖ Candidates applying for the post under OBC-NCL category should also have to submit an undertaking duly signed by him/her in the format (Appendix-I) of the Application Form.

- ❖ OBC candidates are required to enclose latest OBC-NCL certificate, **issued within a year, for Government of India posts** (mentioning Resolution No.12011/68/93-BCC(C) dated 10/09/1993 of the Ministry of Social Justice and Empowerment, Government of India, New Delhi), and containing the creamy layer clause that the certificate holder does not fall under the person/class (creamy layer) mentioned in column-3 of OM No.36012/22/1993-Estt. (SCT) dated 08-09-1993 and OM No. 36033/1/2013-Estt. (Res.) dated 13-09-2017, (as amended from time to time) of the Government of India, Department of Personnel and Training. **OBC certificates issued for State Govt. posts/invalid/in the format other than prescribed for, will not be considered.**
- ❖ Submission of false / incorrect / incomplete information and/or dubious / bogus documents shall disqualify the candidature.
- ❖ Submission of more than one application for a post will summarily be rejected.
- ❖ Only SC/ST candidates appearing for Personal Interaction/Interview 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. It is mandatory to submit "Bank Details Form" for reimbursement of TA Claim when arriving for the Interview. Candidates (other than SC/ST) appearing for Personal Interaction/Interview 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 for call letter receipt for Interview/Interaction.
- ❖ Only short listed candidates will be informed through **e-mail** for Interview/Interaction in due course.
- ❖ Candidates appearing for Interview/Interaction will be required to stay one day more for medical examination, if selected.
- ❖ Cordite Factory, Aruvankadu will not be responsible for late / non-receipt of filled-in application form due to postal delay or any other reasons.
- ❖ Candidates are required to keep their e-mail ID & Phone/Mobile Numbers to be kept active in the forthcoming six months at the least.

9) REJECTION OF APPLICATION/CANCELLATION OF CANDIDATURE

Applications which are not meeting the set eligibility criteria under the Terms & Conditions of this advertisement will summarily be rejected.

10) REMUNERATION

- i. The Personnel engaged would be paid **Basic Pay + IDA**. The minimum Basic Pay will Rs. 25000/- + IDA (as per prevalent rate will be applicable) for personnel having experience in the relevant field up to 05 years. For every additional 05 Years experience in the relevant field the Basic Pay will be increased by 10% maximum upto 40%. The table showing the details of Basic Pay and experience in the relevant filed is appended below:

Sl. No.	Experience in relevant filed	Basic Pay (Rs.)
1	Experience up to 05 Years	Rs. 25000/-
2.	Experience between 05 to 10 Years	Rs. 27500/-
3.	Experience between 10 to 15 Years	Rs. 30250/-
4.	Experience between 15 to 20 Years	Rs. 33275/-
5.	Experience more than 20 Years	Rs.36602/-

- ii. Personnel engaged will be eligible for EPF and Employees' Compensation Act as per Govt. guidelines.
- iii. Personnel engaged on fixed term basis are eligible to Bonus (If applicable) as per Bonus Act, 1965 amended time to time.
- iv. Personnel engaged will be eligible for House Rent Allowance(HRA) 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.

11) 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.
- 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. Under special circumstance, the CGM can accord relaxation in this leave pattern subject to total leave not exceeding 30 days in a year.
- 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. Personnel Engaged to follow the timing of the Factory/unit where he/she is hired on contract basis.
- vii. Female personnel will be entitled for Maternity Benefits as per the provisions under the Maternity Benefit Act, 1961.
- viii. In the normal course, the engagement will be for a maximum period of two years from the date of engagement and the tenure will come to an end automatically on completion of two years period from the date of joining (if not extended), without any further notice.
- 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 & Regulations governing carrying out the assigned tasks and their conduct.
- 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. 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 heretofore) admissible to regular employees.
- xiii. The Tenure based Personnel will not be entitled for any Allowances or Benefits other than those indicated in this Scheme.
- xiv. Performance of the Personnel would be assessed on a half-yearly basis.
- xv. 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.
- xvi. 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.

12) 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.

APPLICATION FOR PROJECT ASSISTANT ON CONTRACT BASIS

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

To

The Chief General Manager,
Cordite Factory,
Aruvankadu
The Nilgiris – 643 202
Tamil Nadu

(TO BE FILLED UP IN BLOCK LETTERS ONLY)

01.	Vacancy Applied for - HR/ FIN/ MM (select any one of your choice)	
02.	Name (as mentioned in 10 th mark sheet)	
03.	Father's / Husband's Name (strike out whichever is not applicable)	
04.	Date of Birth (in DD/MM/YYYY)	
05.	Age (as on 01-05-2026)	
06.	Nationality	
07.	Category [UR/SC/ST/OBC-NCL/EWS/Ex-SM]	
08.	Address for communication	
09.	Phone/Mobile Number (main and alternate)	1 2.
10.	E-mail ID (write the same email id two times in capital letters)	1. 2.

12. Details of educational qualifications starting from the latest to X Standard/ SSLC

Name of School/College	Name of Recognized University / Board of Examination	Name of Examination Passed	Year of Passing	Percentage(%) obtained*

*If CGPA has been awarded instead of marks, please convert the same into marks and indicate percentage (%) of aggregate marks secured based on the conversion formula adapted by the University.

14. Experience Details (starting from the latest)

Company Details	Designation	Period From	Period To	Nature of Duties

15. List of Enclosures:-

Sl.No.	ENCLOSURES	YES / NO
1	Proof of Date of Birth	
2	Self-attested copies of degree/provisional certificates pertaining to essential Educational Qualification	
3	Self-attested copies of all mark-sheets pertaining to the essential Educational Qualification	
4	Self attested documents on work experience	
5	Document issued by the University indicating the formula for converting CGPA into percentage (applicable to the cases of marks in CGPA)	
6	Self attested copy of Community Certificate : (SC / ST / OBC) (in prescribed proforma)	
7	Declaration by OBC/Ex-SM candidates – Appendix – I / Appendix – II	
8	Two copies of self attested photographs (one pasted on application form and one extra)	

DECLARATION

I, _____ 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.

Signature of the Candidate

Date :
Place :

APPENDIX – I

DECLARATION BY OBC 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)

BANK DETAILS FORM FOR TA CLAIM REIMBURSEMENT THROUGH ONLINE
MODE
(ONLY FOR SC/ST CANDIDATES)

(To be submitted by hand only when arriving at CFA for the Personal Interaction/ Interview)

Date of Advertisement (in Employment News) :

To

The Chief General Manager
Cordite Factory Aruvankadu

Dear Sir,

I hereby give my consent to accept the payment of my TA claim through NEFT for credit to my bank account details as given below:-

SNo.	Particulars	Details
1	Roll No.	
2	Name of Candidate	
3	Category (SC/ST)	
4	Name of post applied for	
5	Address of the Candidate	
6	Nearest Railway Station	
7	Railway Station from where journey undertaken	
8	Core Bank Account number of the candidate (copy of cancelled cheque or bank passbook to be enclosed)	
9	Branch Name & Address	
10	IFSC Code	
11	PAN No. (if allotted)	
12	Mobile No	

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not affected at all for reasons of incomplete or incorrect information, I would not hold the organisation responsible.

Encl : (i) Journey ticket(s)
(ii) Copy of cancelled cheque or bank passbook

(Signature of the candidate)