

**High Explosives Factory, Khadki , Pune  
Maharashtra – 411 003**

Applications are invited for the following post in Semi Skilled grade in the Pay Band of Rs.5200-20200 and Grade Pay of Rs. 1800.00 + Other allowances as admissible to Central Government Employees, from the Citizens of India, who are fulfilling the requisite qualifications / specifications as mentioned below on Plain Paper duly typed or neatly handwritten in the enclosed format only. Applications should be addressed to The General Manager, High Explosives Factory, Khadki, Pune - 411 003.

**01. Name of the Posts & No. of Vacancies**

| Sl. No. | Name of the Post      | Group | No. of Vacancies with Reservation category |     |    |     |       |
|---------|-----------------------|-------|--|-----|----|-----|-------|
|         |                       |       | UR   | OBC | SC | ST  | TOTAL |
| 01      | C.P.W (SS )           | C     | 32   | 13  | 06 | 05* | 56    |
| 02      | Electrician (SS)      | C     | 07   | 05  | 02 | 01  | 15    |
| 03      | Boiler Attendant (SS) | C     | 05   | 01  | -- | --  | 06    |
| 04      | Welder (SS)           | C     | 02   | 01  | -- | --  | 03    |
|         | Total                 |       | 46   | 20  | 08 | 06  | 80    |

\* Includes one Backlog post for ST Category.

The General Manager, High Explosives Factory, Khadki, Pune-411 003 reserves the right to change the number of vacancies if necessary.

If sufficient candidates are not available for particular post / trades the vacancies can be added to other posts / trades without any notice depending upon the functional requirement at the relevant time. Candidates must note that they are liable to be transferred anywhere in India.

Abbreviation: UR= Un Reserved, OBC= Other Backward Classes, SC= Scheduled Caste  
ST = Scheduled Tribe.

**02. Closing Date:** The closing date of receipt of applications will be 21<sup>st</sup> Day from the date of publication of the advertisement in the Employment News excluding the date of publication. For Example, if the advertisement is published in the Employment News on 05<sup>th</sup> of the month, then the closing date will be 26<sup>th</sup> of the month. If the closing date falls on Sunday or Holiday, then the next working day will be taken as Closing date of the receipt of applications.

ii) It is clarified that if the Advertisement is published in the Employment News dated 05<sup>th</sup> October - 11<sup>th</sup> October, the date of publication of the Advertisement shall be taken as 05<sup>th</sup> October.

**03. Photographs:**

The candidate shall affix his / her recent passport size colour photograph (not more than three months old) on the application form at the prescribed place duly signed by him / her. The candidate's signature on the photograph shall be in such a way that signature is partly on the application form and partly on the photograph. He / She shall also enclose two more copies of the same photograph (Name and post / trade applied shall be written on the back side of the photographs).

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**04. Age Limit:** Between 18 to 32 years for General Category candidates, as on closing date of receipt of application.

**4 (A) Relaxation for age limit:**

- i) Up to the period of trade apprenticeship.
- ii) Up to 5 years for SC & ST Candidates.
- iii) Up to 3 years for OBC Candidates on production of Caste Certificate with "Non-Creamy Layer" Clause issued by the Competent Authority.
- iv) Up to 40 years for Departmental Candidates with 3 years continuous service (additional 5 years for SC/ST and 3 years for OBC Candidates).

**05. Educational Qualifications and other qualifications:-**

- i) Passed Matriculation or equivalent examination
- ii) National Council for Vocational Training (NCTVT) Certificate in the relevant trade failing which by ITI or equivalent Diploma / Certificate holder.
- iii) For considering the C.P.W Trade / Post, NCTVT certificate in Attendant Operator in Chemical Plant (AOCP), failing which by ITI pass or equivalent Diploma / Certificate holder will be considered.
- iv) For Boiler Attendant (Semi-Skilled), must possess a first class Boiler Attendant certificate.

**Note :-** It is clarified that if applicants with NCTVT certificates as mentioned above are not available in the relevant trade, then only applications with ITI or equivalent Diploma / Certificate holders in relevant trade will be considered. Interchanging of trade will not be permissible.

**06. Mode of Selection:**

- i) The selection process will comprise of Written Test of 100 marks and Trade Test (Practical).
- ii) All eligible candidates will be called for Written Test.
- iii) Written Test will be objective type and OMR based.
- iv) The Trade Test (Practical) will be only qualifying in nature, without any marks.
- v) On the basis of merit list based on marks obtained in Written Test. Candidates, 1.25 times the number of vacancies will be called for Trade Test (Practical )
- vi) The final select list will be based on marks in the Written Test only, the Trade Test being qualifying in nature. The final select list will be based on the marks of written test only. The final select list will be prepared in order of merit of those candidates who will qualify the Trade Test.
- vii) The syllabus for the written test for a trade will be of the NCTVT Examination for the trade and as per the functional requirement of that trade.

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- viii) The syllabus for the Trade Test will be as per the trade test specification of the semi-skilled grade of the relevant trade

In selection process, other things being equal i.e. marks being equal, trained Ex-Trade Apprentices of HEF and sister Ordnance Factories shall be given preference in the order in which they are stated.

In between the trained Ex- Trade Apprentices of the recruiting factory, preference shall be given to those who are senior i.e if two or more Ex. Trade apprentices secure same marks then preference shall be given on the basis of seniority. Seniority of Ex.- Trade Apprentices of the recruiting Ordnance Factory shall be decided on the basis of OFB's letter No. 13/08/03 –A/HRD dated 15/17-12-2003. and the relevant portion is reproduced below :

The NCTVT examination batch numbers (month / year ) will be the criteria for maintaining the seniority of Ex. TAs. The merit list of the particular NCTVT examination will be the criteria of seniority for Ex-TA for that batch. Factory will maintain batch wise, trade wise Ex-TA seniority strictly as per the NCTVT examination irrespective of whether the candidate is EX-ITI or a fresh apprentice. In other words, the Ex-TA who has passed NCTVT examination in an earlier batch (NCTVT ) is enblock senior to the Ex-TA passed in the subsequent batch irrespective of the year of joining Trade Apprnetice Scheme. Similarly, in between the trained apprentices of the sister Ordnance factories, preference shall be given to those who are senior as mentioned above.

**07. Fees :Rs.50.00(Rupees Fifty Only )** through crossed Indian Postal order / Demand Draft of a Nationalized Bank drawn in favor of The General Manager, High Explosives Factory Khadaki Pune 411 003. Payable at GPO/PUNE, incase of Demand Draft Payable at SBI Khadki Pune 411 003. No fee will be charged from SC/ ST Candidates **The application fee is non- refundable.**

**08. Important instructions to the Candidates / Applicants.**

- i) The selection will be based on Merit only
- ii) Name of the Post, Category and Language of written examination ( Hindi or English ) as per choice must be clearly superscripted / written on the top of the envelop in CAPITAL LETTERS.
- iii) Mere fulfilling the minimum prescribed qualification will not vest any right upon the candidate for being called for the test. The factory will not entertain any correspondence in this respect and interim inquiry will not be attended to.
- iv) Persons working in Central / State Govt. / PSU must apply through proper channel along with a certificate from their Establishment that neither any disciplinary case is pending nor contemplated against them. They must also enclose a certificate from the Establishment concerned that in case of selection, their Establishment will release them immediately.
- v) New entrants to Government Service will be governed by New Pension Scheme termed as “ Defined Contribution Pension Scheme” and existing provisions of CCS (Pension Rules ), 1972 will not be applicable to new recruits to central Govt. service who have joined Govt. service on or after 01.01.2004.

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- vi) Travelling Allowance: Candidates appearing in Written Test will have to appear the selection Test at their own expenses. However, SC / ST candidates will be paid travelling allowance of second class Railway / Bus fare as per rules for onward and return journey performed by shortest route on production of journey details as well as Railway receipts / Bus Ticket and attested photocopy of SC / ST certificate, provided that to and fro distance traveled is more than 30 KMs.
- vii) Candidates belonging to SC/ST/OBC Categories shall submit caste / tribe certificate in prescribed format issued by Competent Authority as applicable for reservation as per rules. OBC Certificate must specifically include clause regarding " exclusion of Creamy Layer " and should be updated / valid at the relevant point of time i.e the last date of receipt of application.
- viii) Last date of receipt of application : Application complete in all respect along with required details shall reach **the General Manager , High Explosives Factory, Khadki, Pune – 411 003** within 21 days of the publication of advertisement in the Employment News.
- ix) The factory shall not be responsible for any postal delay or failure.
- x) The posts carry Pay Band and Grade Pay as mentioned above, plus allowances as admissible to the Central Government employees from time to time.
- xi) It may be noted that bringing any outside, extraneous or political influence for getting employment in the factory shall render a candidate ineligible.
- xii) Submission of false / incorrect / incomplete information and / or dubious / bogus document shall disqualify the candidate.
- xiii) The information furnished in the application shall be supported by relevant documents. Copies of all relevant certificates pertaining to Educational Qualification, Date of Birth and Caste Certificate, etc must be enclosed with the application. The number of total documents shall be mentioned in the application.
- xiv) All certificates enclosed must be duly attested by a Central / State Govt. Gazetted Officer or any other prescribed competent authority as per Govt. rules.
- xv) Applicant must affix one passport size self signed colour photograph on the application form and enclose two more copies of the same photograph as mentioned at para 3 of the advertisement.
- xvi) Canvassing in any form will disqualify the candidate.
- xvii) News Paper cutting shall not be used as application form. Candidates have to submit the application in printed / typed format, as given in the advertisement. Overwriting or blocking in any form is not permissible. Change if any is to be attested with full signature of candidate
- xviii) Only Selected candidates will be informed of their selection in due course after the selection process and no other correspondence on the subject will be entertained.

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09. **Rejection of Application:** The application shall be summarily rejected on following grounds.

- i. If application is received after the closing date for any reason whatsoever.
- ii. If, Date & signature is not appended in the application form in the prescribed place.
- iii. If, the candidate does not put "Left Hand Thumb Impression" on the application form in the prescribed column.
- iv. If, the age of the candidate exceeds the prescribed age limit on the closing date.
- v. If the essential qualification is not possessed by the candidate.
- vi. If, photograph (self signed) is not pasted in application form and the signature is not partly on the photograph and partly on the application form and same is not accompanied by two more copies of the same photograph.
- vii. If copies of all supporting documents duly attested by Gazetted Officer are not enclosed.
- viii. In case of OBC Candidates, if OBC declaration is not signed by the candidate and recent "Non-Creamy-Layer" Certificate is not enclosed.
- ix. If the applicable fee is not enclosed.
- x. If application is not complete in any respect as per the requirement given in the advertisement.
- xi. If, application does not have the reference of Newspaper, advertisement No. and date of application.

### **CAUTION TO ALL APPLICANTS**

**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 reassured that the Selection will be done purely on merit in a transparent manner.**

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Applications should be submitted to The General Manager, High Explosives Factory, Khadki, Pune (M.S.), Pin - 411 003 in the following format.

### FORMAT FOR APPLICATION

Please paste your recent passport size colour photograph duly self signed partially on application and partially on photograph

To,  
The General Manager  
High Explosives Factory, Khadki  
Pune- 411 003

**Sub : Application for the post of .....**

Ref : Advertisement No. .... Dated .....  
Published in .....

- 1) Name in full .....  
(In English/Hindi Block Letters)  
( As in SSC/ Matriculation Certificate.)
- 2) Father's / Husband's Name : .....  
(English / Hindi Block letter)
- 3) Nationality .....
- 4) Sex (Male / Female) .....
- 5) Date of Birth (In DD/MM/YY format) : .....  
(As shown in SSC/Matriculation Certificate) 

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

  
(Date) (Month) (Year)
- 6) Age as on the last date of submission: .....  
Of application Years Months Days
- 7) Whether Ex-Trade Apprentices of : Yes / No  
Ordnance Factory  
IF YES
  - a) Name of the Factory : .....
  - b) Batch No. : .....
  - d) Period of Apprentice: From ..... To
  - e) Date of Passing NCTVT : .....
- 8) Category : .....  
(SC / ST / OBC / UR)
- 09) Present Address for Correspondence:.....
- 10) Permanent Address : .....

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- 11) Nearest Railway Station :.....
- 12) Employment Exchange Registration : No..... Dated .....  
No. & Date, if any.
- 13) Educational & Other Qualification :.....  
(Attested copies of all Mark sheets and Certificates to be enclosed)

| Name of Examination Passed | Year of Passing | Name of Board / University | Subjects & Trade studied | Percentage of Marks |
|----------------------------|-----------------|----------------------------|--------------------------|---------------------|
|                            |                 |                            |                          |                     |

- 14) Experience, if any (Attested copies of all Certificate(s) to be enclosed)

| Post Held | Name of Organization | Period |    | Nature of duties performed | Pay Scale OR Salary Drawn | Reason for Leaving | Remarks |
|-----------|----------------------|--------|----|----------------------------|---------------------------|--------------------|---------|
|           |                      | From   | To |                            |                           |                    |         |
|           |                      |        |    |                            |                           |                    |         |

- 15) Particulars of IPO/Demand Draft

| IPO/ Demand Draft No | Dated | Amount | Payable at | In favor of |
|----------------------|-------|--------|------------|-------------|
|                      |       |        |            |             |

- 16) Left Hand Thumb Impression :  
(Right Hand Thumb Impression in case of Female)

- 17) List of all enclosures:

|   |   |   |                         |
|---|---|---|-------------------------|
| 1 | Proof of Date of Birth                      | 6 | ITI Certificate         |
| 2 | Two copies of self-signed colour photograph | 7 | Caste Certificate       |
| 3 | Factory Apprenticeship Certificate          | 8 | Other related documents |
| 4 | Educational Qualification certificates      | 9 | Examination fee         |
| 5 | NCTVT Certificate                           |   |                         |

Place: .....

(Signature of Candidate)

Date:.....

(Name :.....)

**DECLARATION**  
(FOR ALL CANDIDATES)

a) I hereby declare that all the statements made in this application are true, complete, and correct to the best of my knowledge and belief. In the event of any information being found false / incorrect and / or any document being found doubtful / bogus and or my ineligibility being detected anytime either before or after the Trade Test / Written test, my candidature will stand automatically cancelled.

b) In the event of my selection, I hereby give an undertaking that I will be willing for re-designation to any equivalent trade / post in the exigency of service.

Place : .....

(Signature of the candidate)

Date : .....

(Name .....) )

**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 service as per orders contained in Department of Personnel and Training Office Memorandum 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.

Place:.....

(Signature of the Candidate)

Date:.....

(Name..... )

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