

Ordnance Factory Jabalpur

(A Unit of Yantra India Limited)

Advertisement for the Post of Labour Welfare Officer

Advt No. OF/JHiring-LWO/DS

Ordnance Factory Jabalpur (MP) is a Production Unit under the control of Yantra India Limited (YIL), a Defence Public Sector Undertaking, Ministry of Defence, Government of India, incorporated vide MOU Order No. 1/5/2007/OFILP (Pg-4762 dated 24/02/2007), formed by transferring 08 production units and 05 non production units of erstwhile Ordnance Factory Board. It has vast and complete resources, strength and expertise in manufacturing of ammunition, weapons, fuses, Rocket Launchers, Composite, various Fuzes and non-lethal weapons and warheads.

Ordnance Factory Jabalpur (OFJ) is looking for a self-starter, dynamic and experienced Indian National to work as 'LABOUR WELFARE OFFICER (LWO)'.

(A) DETAILS OF VACANCIES:-

Name of the Post	LABOUR WELFARE OFFICER (LWO)
Salary:	Rs. 45,000/- (Fixed) Monthly
Manner of Appointment:	On Full-time contractual basis
Age Limit:	Maximum 45 years of age (as on closing date of advertisement)
Number of Posts and Place:	01 (One) at Ordnance Factory Jabalpur of India

(B) **TERMS OF APPOINTMENT:** Two Years (if required can be extended further by one year at the discretion of OFJ (YIL)). Ordnance Factory Jabalpur also reserves the right to terminate the existing contract, before completion of two years or during any year of extension period, if performance is found unsatisfactory under any ground/s.

(C) **TOTAL EMPLOYMENT:** Total consolidated monthly employment of Rs.45,000/- (Fixed). No other benefits like DA, Conveyance/Transport, Medical Reimbursement, FRA, LTC etc. would be admissible.

(D) **ACCOMMODATION:** Suitable accommodation shall be provided subject to availability and solvent conditions, as applicable.

(E) QUALIFYING REQUIREMENTS:-

1. ESSENTIAL QUALIFICATION:-

- Bachelor's Degree from a recognized University.
- Degree in Diploma in Social Science from a recognized Institution.
- Should have adequate knowledge of Hindi.

(F) **AGE LIMIT (as on closing date of advertisement):** Minimum 27 years and Maximum 45 years. The closing date shall be 31 days from the date of publication of this advertisement in the Employment News (including the editorial publication).

(G) **NATIONALITY:** Candidates must be a Citizen of India.

(H) **PLACE OF POSTING:** Jabalpur (Madhya Pradesh). However the candidates can be considered within the ambit of YIL for the the duration of YIL HQ, considering the provisions of Factory Act 1946 or Order of Welfare Officer. Rules admissible as per Govt. of Madhya Pradesh (G.O. No. 104, Madhya Pradesh (Amendment) Bhawan & Nagar, Madhya Pradesh (Karn) & Jila Pradhikar (Muzakhojgar) (New Delhi).

(I) **WORKING HOURS:** Working hours will be as per the working hours of Ordnance Factory Jabalpur. If required, on special occasions of work, he/she would be asked to work on days off/holidays on other holidays without any additional remuneration, allowances or compensation.

(J) **LEAVE:** LWO shall be allowed leave at the rate of 15 days for each completed month of service. Accumulation of leave beyond 15 calendar year may not be allowed. Un-availed leaves if any, at the end of the end of Calendar year shall lapse. Upon completion/termination of contract, no compensation for un-availed leave shall be provided.

(K) JOB PROFILE:-

(1) To establish contacts and build up relations with a view to maintaining harmonious relations between the Company/Unit and the Workers.

(2) To keep up with the Factory Management the grievances of workers, industrial as well as collective, with view to bringing their redressal and to establish a liaison of contact between the Management and Labour.

(3) To help the factory management in determining the labour peace and to interpret them to the workers.

(4) To watch employment relations with a view to using his influence in the event of an industrial dispute arising between the Management and Workers and to assist in bringing about a settlement by persuasive efforts.

(5) To advise on settlement by the management and the concerned departments of the factory of their obligations, statutory or otherwise concerning regulation of working hours, maternity benefits, medical care, compensation for injuries and sickness and other welfare and social benefit measures.

(6) To advise and assist the management in the fulfilment of its obligations statutory or otherwise concerning provision of personal injuries and maintaining a safe work environment, at such facilities where a Safety Officer is not required to be appointed under existing provisions under Section 40-B.

(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, risk taking and environmental, 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 encourage the formation and management of Joint Production Committees, Cooperative Societies, Savings Scheme, Welfare Committees and to supervise their working.

(10) To encourage provision of amenities, such as canteens, rest shelters, medical adequate lavine facilities, drinking water supply, sick leave and bereavement scheme

of payments, pension and superannuation funds, gratuity payment, granting long leave and legal advice to workers.

(11) To advise on provision of welfare facilities such as housing facilities, food, social and recreational facilities, sanitation, advice on individual personal/family problems and children's education.

(12) To advise the management on questions relating to training of workers, new entrants, women workers on transfer and promotion, induction and inspection, supervision and control of police-board and information facilities to encourage additional education and attendance of workers at Technical Institutes.

(13) To take measures which will serve to raise the standard of living of workers and to general promote their well-being.

(14) To maintain and coordinate the maintenance of Funds related to the welfare of workers in the industrial employees, like Social Responsibility Fund, Death Relief Fund, Labour Welfare Fund, Deposit Fund, Relief Fund, etc.

(15) Any other duties as per the directions of the management of the Ordnance Factory Jabalpur in accordance with the provisions of Welfare Officer Rules/ Factory Act/Provisions/ Rules/Act of respectively, Central (State Government).

(L) HOW TO APPLY:-

(1) Interested candidates shall submit their application form (in Hard Copy) as per the prescribed format given below, and post them through speed post/courier service to the Executive Director, ORDNANCE FACTORY JABALPUR, PO-VFI ESTATE, JABALPUR (MP) - 482009.

(2) Hard copy of the application to be submitted along with 2 self-attested recent passport size photographs. The application should also contain one photograph duly self-attested on the application form 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 educational certificates in support of claim regarding age, qualification, experience etc., are also to be attached with the application form.

Documents to be attached with the Application:-

(a) Self-attested Xerox copy of 10th Standard Passing Certificate/Matriculation Certificate.

(b) Self-attested Xerox Copy of the 12th Standard Passing Certificate.

(c) Self-attested Xerox Copy of the Bachelor's Degree from a recognized University.

(d) Self-attested Xerox Copy of Degree or Diploma in Social Science from a recognized Institution.

(e) Any one of the Photo Identity proof viz. Aadhar Card/PAN Card/Voter's Driving License/Voter ID Document/Passport ID.

(f) Self-attested Xerox copy of Experience Certificate, if any.

(g) Candidates are advised to maintain their own logbook/departmental notes to assist in preparation of screening stage. These documents will be subjected to further evaluation with the original documents at the time of interview.

(h) One passport size photograph (with full name written on the backside for identification).

(i) Non-achievement of required documents as per application form will be treated as incomplete application and will be rejected forthwith.

(j) It is mandatory to fill all the relevant information such as qualification details, experience details, percentage of marks etc. in the application form.

(k) In case of any variation in Name/Address etc., spelling mentioned in the application and in educational/ professional qualification and forms, application will be liable to be cancelled.

(l) Applicant is requested to enter his/her address in all correspondence should be valid at least till the date of interview, as all important communications (if schedule of interview, questionnaire sent to this email ID, etc.) are sent to the candidates are advised to regularly check their e-mail ID.

(m) The decision of the Ordnance Factory Jabalpur in all matters relating to eligibility, acceptance or rejection of applications, priority for tests, information, mode of selection, conduct of interview and other matters will be final and binding on the candidates and no representation will be entertained in this regard.

(N) SELECTION PROCESS.

Selection to the above post will be based on performance in Personal Interview and meeting of required criteria specified in the advertisement. The decision of the Ordnance Factory Jabalpur in this regard shall be final and binding. No TA/DA will be admissible for joining or on expiry of the contract or standing selection process etc.

(O) GENERAL INSTRUCTIONS TO THE CANDIDATES:-

1. Candidates must be a citizen of India.

2. The appointment shall be on full-time contract basis for two years (extendable further by one year at the discretion of OFJ (YIL)). The candidate's services shall be terminated by OFJ by giving one month notice or with immediate effect (one month's pay in lieu thereof). If candidate wishes to leave the service of OFJ, he/she shall have to give three months notice to OFJ on giving three months salary in lieu thereof.

3. The finally selected candidates will have to sign a contract/agreement with OFJ (YIL) and shall be liable for posting to other units of YIL as per requirement as per provisions of the Factory Act - 1946 & State Government Statutes/Rules/guidelines/working conditions, etc. in vogue.

4. The Contract shall not confer any right or claim of reversion/resumption in the Company.

5. The recommendation of the Ordnance Factory Jabalpur about shortlisting of candidates for Personal Interview etc. shall be final and binding.

6. During the period of engagement with OFJ (YIL), their official would be subjected to the provisions of Official Secret Act - 1933 as amended and will not divulge any information obtained by him/her during his/her engagement to anyone who is not authorized to know.

7. In the performance of contract, the individual engaged as LWO shall comply with SHAW/Provisions, Prohibition & Restriction Act and the rules framed thereunder. Any breach will constitute breach of essential terms of the contract and shall give