

ENGAGEMENT OF TENURE BASED HINDI OFFICER

Full Advertisement/Notification

(No 03/GA/RC/Tenure/HO/2024)

Offline applications are invited for filling up **01** vacancy of “**HINDI OFFICER**” on tenure basis in Ordnance Factory Khamaria, for a period of two years from the erstwhile OFB employees, MIL Company employees, Army, Navy, Air Force, Paramilitary Forces, DGQA, DGAQA, DGNAI, and DRDO personnel those who have **RETIRED** from the services on attaining the age of superannuation/completion of term of engagement (applicable for Service Officers) and are fulfilling following eligibility criteria.

1. Details of Post, Vacancy & Remuneration :

| Post | No of vacancies | Maximum Age | Period of Contract | Total Remuneration |
|---------------|------------------------|--------------------|---|--|
| Hindi Officer | 01 | 65 years | Initially for a period of 02 years (which may be extended on yearly basis up to age of 65 years of candidate) | Rs 60,000/- (estimated) (Remuneration for engagement of Hindi Officer on tenure basis will be based on Government of India Office Memorandum F. No. 3-25/2020-E.IIIA, Dated 09/12/2020) |

Note : The number of vacancies may increase or decrease depending upon requirement of Ordnance Factory Khamaria.

2. Essential educational qualification :

Master's degree from a recognized University with Hindi as a compulsory or elective subject or English as a medium of examination at the degree level;

Or

Master's degree from a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

Or

Master's degree in any subject other than Hindi or English from a recognized University, with Hindi as medium of Institution and English as a compulsory or elective subject or as the medium of examination at the degree level;

Or

Master's degree from a recognized University in any subject other than Hindi or English with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

Or

Master's degree from a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subject or either of them as a medium of examination and the other as a compulsory or elective subject at the degree level.

And

Recognized Diploma or Certificate course in translation from Hindi to English and vice versa or minimum 02 years experience as a translator from Hindi to English and vice versa in a Central or State Government office including a Government of India undertaking.

3. **Experience :**

- Retired from the post of Hindi Officer or
- Experience as a Senior Hindi Translator for atleast 3 years or as a Junior Hindi Translator for atleast 5 years.
- Monitoring and implementation of official language.
- Translation of the website into Hindi language.
- Organizing Hindi workshops and training programs.
- Assistance/training to staff members in the use of Hindi language.
- Checking all translated materials, annual reports etc.
- To familiarize the officers and employees of MIL units with the Official Language Act, Rules and other important orders and assist them in its implementation.
- To ensure proper compliance with the provisions of the Official Language Act.
- To assist the officers of the unit for correspondence in Hindi language.
- Preparing action plan as per annual program of MIL unit in Hindi.
- Preparing draft notes, write-ups etc.
- Assistance in preparation for various Official Language inspections i.e. preparation for inspection from Parliamentary Committee, Department of Official Language and Ministry also.

4. **APAR gradings during last 03 years of service :** “Very Good”

5. **Application Fees – NIL**

6. **How To Apply-** Candidates are required to download and print the Application Form and fill up the same in BLOCK LETTERS only. Candidate must go through detail terms & conditions and also check regularly this website for any further updates. The envelope must be clearly superscripted as “APPLICATION FOR THE POST OF “**HINDI OFFICER**”. Application along with other necessary enclosures & two extra photograph self -attested (in back of the photographs) are to be forwarded by post to the following address only:

**The Chief General Manager,
Ordnance Factory Khamaria
District: Jabalpur
Madhya Pradesh, Pin -482005**

7. **Closing date for receipt of application by post - 06/07/2024; Time - 17:00 hrs**

8. **Job Specification:** The personnel engaged will be required to carry the work related to functioning of Rajbhasha/Official Language in following units of MIL
- a. Ordnance Factory Khamaria, Jabalpur, MP
 - b. Ordnance Factory Institute of Learning Khamaria, Jabalpur, MP
 - c. Ordnance Factory Itarsi, Hoshangabad, MP

9. **Mode of Selection:**

Selection of the candidates would be done through Interview. Suitable candidates from among the applicants would be shortlisted and called for the interview.

10. **Rejection of Application/Cancellation of Candidature:** Applications received after the closing date or not meeting eligibility criteria and Terms & Conditions of advertisement will be summarily rejected.

11. **General Conditions:**

- i. The self attested copies of educational qualifications, certificate for age proof, APAR gradings of last 03 years of service, Experience Certificate, Pension Payment Order (PPO), Vigilance Clearance Certificate based on last 5 years of service from parent Organisation, should be enclosed along with the application.

- ii. Submission of false / incorrect / incomplete information and / or dubious / bogus documents shall disqualify the candidature.
- iii. No correspondence/enquiry through Phone/messenger will be entertained.
- iv. Canvassing in any form will lead to disqualification.
- v. Mere submission of application form does not guarantee issue of "Call Letter" for interview.
- vi. Only short listed candidates will be informed through e-mail for the interview in due course.
- vii. Ordnance Factory Khamaria will not be responsible for late / non-receipt of filled-in application/ Call letters, etc., due to postal delay or any other reasons.
- viii. E-mail ID & Phone/Mobile Numbers should be kept active till the completion of whole recruitment process.

12. 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. Note: Encashment of Leave in respect of Tenure based Personnel will be governed by applicable Rules and Terms & Conditions applicable to the regular employee as notified from time to time.
- iv. Personnel Engaged cannot take more than 05 days leave in a month and cannot take continuously more than 03 days leave in a stretch except on medical ground. Under special circumstance CGM can give relaxation in this leave pattern subject to total leave not exceeding 30 days in a year.
- v. 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.
- vi. Tenure based personnel will be entitled for safety and protective gears, equipment, kits etc. as per the Company norms.
- vii. Personnel engaged to follow the timing of factory/unit where he/she is hired on contract basis.
- viii. Female personnel will be entitled to Maternity Benefits as per the provisions under the Maternity Benefit Act, 1961.
- 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, like Standing Orders etc.
- 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. Licence fee for Quarters will be deducted at the rates as applicable to regular Employee.
- xiii. Tenure based personnel 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 in advertisement) admissible to regular Employees.
- xiv. The Tenure based Personnel will not be entitled for any Allowances or Benefits other than those indicated in this advertisement.
- xv. Performance of the Personnel would be assessed on a half yearly basis.
- xvi. 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. They will be eligible for Company Holidays as applicable to regular employees.
- xvii. Personnel engaged will be allowed TA/DA on Official Tours. Personnel engaged will be allowed for maximum Economy class flight/AC 2 tier Train/AC Taxi with approval of CGM of OFK. DA rates

admissible at the level from which the Personnel engaged superannuated from MIL/Erstwhile OFB or equivalent level from other Organisations.

- xviii. The employment can be terminated, at any time, during the period of tenure engagement, by giving one month's notice by either party or payment of the Basic Pay + DA components in the Consolidated Remuneration in lieu of the Notice.
- xix. Personnel engaged should bring vigilance clearance certificate based on last 5 years of service from the parent organisation.
13. **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.
14. **Candidates to ensure their eligibility for the Engagement:** The candidates applying for the afore-mentioned vacancies should ensure that they fulfill all eligibility conditions for the post applied for.
15. **Other Information to the Candidates:**
- i. Their admission to all the stages of the selection procedure will be purely provisional subject to satisfying the prescribed eligibility conditions.
 - ii. Mere issue of Call letter/Admit Card to the candidate for the interview will not imply that his/her candidature has been finally accepted by O.F. Khamaria.
 - iii. Verification of eligibility conditions with reference to original documents will be done only at the time of document verification in the factory.
 - iv. The candidates should regularly check their email id for any correspondences from OFK regarding engagement.
16. Call letters will be forwarded to the candidates by e-mail.
17. Any dispute with regard to the tenure based Hindi Officer against this advertisement will be subject to courts/tribunals situated in Jabalpur only.
18. The Competent Authority reserves the right to adopt any alternative lawful mode of selection in part or in whole, in case of contingency.

The citizens of India who are fulfilling the requisite qualification as mentioned in the advertisement can apply for the post.

Sd/-
(Avinash Shankar, I.O.F.S.)
Works Manager
For Chief General Manager

APPLICATION FOR TENURE BASED HINDI OFFICER ON CONTRACT BASIS
To be forwarded by Post

To
The Chief General Manager,
Ordnance Factory Khamaria
Jabalpur,
Madhya Pradesh, 482005

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

(TO BE FILLED UP IN BLOCK LETTERS ONLY)

| | | | | |
|-----|---|---|---------------|----------------|
| 01. | Post Applied for | TENURE BASED HINDI OFFICER ON CONTRACT BASIS | | |
| 02. | Name in Block Letters (as mentioned in service record) | | | |
| 03. | Father's / Husband's Name | | | |
| 04. | Date of Birth | Day (dd) | Month (mm) | Year (yyyy) |
| | | | | |
| 05. | Age (as on closing date) | | | |
| 06. | Date of Retirement | | | |
| 07. | Post held at the time of Retirement & Name of Department | | | |
| 08. | PPO Number | | | |
| 09. | Nationality | | | |
| 10. | Whether Person with Disability or Not, if yes please mention details | Yes/No | | |
| 11. | Complete postal Address & pin code for communication | | | |
| | | STATE: | PIN: | |
| 12. | Mobile/Phone Number | (1) | | |
| | | (2) | | |
| 13 | E-mail ID (in block letters) | (1) | | |
| | | (2) | | |
| 14 | Two Prominent and visible identification Marks | (1) | | |
| | | (2) | | |

Signature of the Candidate

15. Details of Graduation, Post Graduation Degree & Diploma or Certificate course in translation from Hindi to English & vice versa :

| | Name of the Course/ Certificate | Major Subject (Hindi or English, If others please specify) | Elective Subject (Hindi or English, If others please specify) | Medium of Exam | Name of University/ Board |
|--|---------------------------------|--|---|----------------|---------------------------|
| Graduate | | | | | |
| Post Graduate | | | | | |
| Diploma or Certificate course in translation | | | | | |

16. Details of experience as Hindi Officer, Sr.Hindi Translator & Jr.Hindi Translator (Experience Certificate to be enclosed):

| Name of the Department | Post held on regular basis & Pay Scale | Period | | Nature of Duties highlighting experience required for post applied for |
|------------------------|--|--------|----|--|
| | | From | To | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Signature of the Candidate

17. Details of APAR (Annual Performance Appraisal Report) gradings during the last 03 years of service :

| Assessment Year | APAR Gradings |
|-----------------|---------------|
| | |
| | |
| | |

18. Check List of Enclosures:

| Sl.No | ENCLOSURES | YES / NO |
|-------|--|----------|
| 1 | Proof of Date of Birth | |
| 2 | Educational Qualification Certificate | |
| 2.1 | Graduation Degree | |
| 2.2 | Post Graduation Degree | |
| 2.3 | Diploma or Certificate course in translation from Hindi to English and vice versa | |
| 3 | Experience Certificate | |
| 4 | Vigilance Clearance Certificate based on last 5 years of service from parent Organisation | |
| 5 | APAR gradings of last 03 years of service | |
| 6 | Pension Payment Order (PPO) | |
| 7 | Whether all above documents / certificates are self attested | |
| 8 | Two copies of photographs (one pasted on application form) and one extra photograph (Name and Date of Birth should be written on backside of photograph) | |

DECLARATION

I, Shri / Smt / Kum _____ 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.

Date :

Place :

Signature of the Candidate

Vigilance Clearance Certificate

(To be signed by the Head of Unit from where the applicant has been superannuated)

The applicant Shri/Smt/Ku._____ was a regular employee of _____ (Name of the Organisation) and has been superannuated from the post of _____ on ___/___/_____(Date of Superannuation). The information/details provided in the above application by the applicant are true and correct as per the facts available on records.

It is also certified that;

- i There is no vigilance or disciplinary case pending/contemplated against the applicant.
- ii His/ Her integrity is certified for the period of his/her service.
- iii APAR photocopies for the last 3 years of his/her service duly attested on each page with rubber stamp by a Gazetted Officer are enclosed.
- iv No major/minor penalty has been imposed on him/her during the last 05 years of his/her service or a list of major/minor penalties imposed on him/her during the last 05 years of service is enclosed. (as the case may be)

Date -

Place -

Signature & Seal of the Head of the Office