

ADVERTISEMENT

For

Fixed Tenure Contract Based Engagement of Hindi Typist in GCF

Offline applications are invited from the citizens of India fulfilling the requisite qualification/criteria against the vacancy of **Hindi Typist on CONTRACT BASIS for fixed tenure**, to work in Gun Carriage Factory, Jabalpur, Madhya Pradesh, for a period of ONE year which may be extended based on factory requirement and individual performance. The details of the vacancies available are as follows:

Name of the Post	No. of Vacancies & Category	Consolidate Salary (CTC)
Hindi Typist	02 Post; Both UR	Rs. 30,000/- per month

Note: Gun Carriage Factory, Jabalpur, reserves the rights to increase or decrease the number of vacancies any time during the entire selection process depending upon the requirement.

1) Eligibility Criteria:

a) Age Limit: Not exceeding 28 years as on last date of receipt of application.

b) Qualification:

I) Essential:

- 1) 10+2 or its equivalent qualification from a recognized Board or University.
- 2) Typing Speed of 30 to 45 w.p.m. in Hindi on computer (correspond to 9000 - 13500 KDPH on an average of 5 key depression for each word). Time allowed 10 minutes.

II) Desirable:

- 1) Candidates having higher education qualification viz. Graduate/Post Graduate and typing speed of 35 wpm in English also will be given preference.
- 2) Working knowledge of MS Office.

2) How To Apply- : Candidates are required to send their bio-data as per the Application Form (at the end of this advertisement or the same may be downloaded and print from detailed advt. available at the website www.ddpdoo.gov.in/career). The application form must be fill up in **BLOCK LETTERS** only. Candidate must go through detail terms & conditions before applying. The envelope must be clearly superscripted as "**APPLICATION FOR Fixed Tenure Contract Based Engagement of HINDI TYPIST POST in GCF**". The application should be forwarded by post to "**The CHIEF GENERAL MANAGER, GUN CARRIAGE FACTORY, JABALPUR, M.P.- 482011**" or candidate may drop the envelop, containing dully fill-in application form with relevant documents, in Box kept at the Main Gate of GCF for the purpose.

3) Closing Date for Receipt of Application: The offline application in a closed envelope should reach GCF on or before 18/08/2025 at 1700 hrs.

4) Mode of Selection :- Through typing test and interview.

Note: - In case of excessive number of applications, the applicants will be screened on the basis of their academic essential and desirable qualification. The candidates will be called in the ratio of 1:10 against total number of vacancies for typing test and interview.

5) Remuneration:

- i) Contractual employees will be paid a consolidated monthly salary of Rs. 30,000/-
- ii) Proportionate deductions shall be made for unauthorized leave/absence from duty etc. The engaged personnel will be eligible for Company Holidays at par with regular employees.

- iii) The performance of the individual on fixed term employment will be evaluated on monthly basis. Individuals having performance rating Poor or below will be given 15 days' time in writing to improve their performance. After the next month again performance will be evaluated and if again the performance rating found poor or below, the services of the individual will be terminated by giving 15 days' notice.
 - iv) Personnel engaged will be eligible for EPF as per act and government guidelines.
 - v) Personnel engaged will come under purview of The Employees' Compensation Act, 1923.
- 6) **Working Hours:** Employees will work as per the production schedule, typically 8 Hours per day, 6 days per week, i.e. 48 hours per week.
- 7) **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.
- 8) **General Conditions:**
- i) The self-attested copies of educational qualifications, certificate for age proof, experience certificate from institutions etc., should be enclosed along with the application.
 - ii) Submission of false / incorrect / incomplete information and / or dubious / bogus documents shall disqualify the candidature.
 - iii) Only short listed candidates will be informed through post / e-mail for Typing Test / Interview in due course.
 - iv) GCF will not be responsible for late / non-receipt of filled-in application/ Call letters, etc., due to postal delay or any other reasons.
 - v) E-mail ID & Phone/Mobile Numbers should be kept active till the completion of whole recruitment process.
- 9) **Other Benefits and Terms & Conditions:**
- i) Working pattern of the Tenure based personnel will be the prerogative of the employer.
 - ii) **Leave:** Contractual employees will be entitled to 12 days of paid leave per year, pro-rated based on the contract duration (e.g. 1 day per month for a 12-month contract)
 - iii) Unused leave will not be carried forward or encashed.
 - iv) Personnel Engaged will generally not take more than 5 days leave in a month. Under special circumstances employer can give relaxation in availing leave not more than 12 days subject to number of leave credited in his/her account. The excess leave may be treated as leave without pay for regularization purpose by deduction of daily wages @ 1/30th of the consolidated pay.
 - 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, as per Govt. rules.
 - vi) Engagement of Tenure based Personnel shall be on contract basis initially for a period of ONE year which may be extended based on factory requirement and individual performance.
 - vii) The Tenure Based Engagement will not confer any right on the Personnel to claim the status of a regular employee of the Company.
 - viii) 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.
 - ix) 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.
 - x) Tenure based personnel will be eligible for Company Quarters on nominal charges, on sharing basis subject to availability of quarters on first come first serve basis, otherwise the individual will have to make their own arrangement for accommodation, no amount of HRA will be paid by the company. They will not be entitled for the following: Promotions; OT Allowance Loans, Advances & Interest Subsidies; Medical Facilities; Contingency Advance; School Fee Reimbursement; LTC / LTA Facilities; Grant of Study Leave; Sponsorship for Higher Studies; Any other benefits admissible to regular Workmen not mentioned specifically in the advertisement.

- xi) The Tenure based Personnel will not be entitled for any Allowances or Benefits other than those indicated in this Scheme.
- xii) Performance of the Personnel would be assessed on a monthly basis.
- xiii) Tenure based personnel will be entitled for safety and protective gears, equipment, kits etc. as per the Company norms.
- xiv) 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.
- xv) 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. However, in case of serious misconduct contract will be terminated immediately.

10) 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.

11) 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.

12) 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) Selected candidates must undergo a medical fitness test before joining.
- iii) Mere issue of Call letter/Admit Card to the candidate for the Practical Test/Interview will not imply that his/her candidature has been finally accepted by the concerned unit.
- iv) Verification of eligibility conditions with reference to original documents will be done only at the time of document verification in the factory.
- v) The candidates should regularly check their email id for any correspondences from concerned unit regarding engagement.
- vi) Admit card/Call letters will be forwarded to the candidates by post/e-mail.
- vii) Any dispute with regard to the **Fixed Tenure Contract Based Engagement of Hindi Typist in GCF** against this advertisement will be subject to courts/tribunals situated in Jabalpur only.
- viii) The Competent Authority reserves the right to amend, modify or cancel the recruitment process or adopt any alternative lawful mode of selection in part or in whole, in case of contingency.
- ix) The citizens of India who are fulfilling the requisite qualification as mentioned in the advertisement can apply for the post.

**FOR CHIEF GENERAL MANAGER
GCF**

**APPLICATION FOR FIXED TENURE CONTRACT BASED ENGAGEMENT OF HINDI
TYPIST IN GCF**

To be forwarded by Post

To

The Chief General Manager
Gun Carriage Factory
Jabalpur, M.P.-482075.

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			
02.	Name in Block Letters (as mentioned in 10 th std. certificate)			
03.	Father's / Husband's Name			
04.	Date of Birth	Day (dd)	Month (mm)	Year (yyyy)
05.	Age (as on closing date of receipt of application)			
06.	Nationality			
07.	Category [UR/SC/ST/OBC-NCL/EWS]			
08.	Whether Ex-Serviceman or Not, if yes please mention details	Yes/No		
09.	Whether Person with Disability or Not, if yes please mention details	Yes/No		
10.	Complete postal Address & pin code for communication	STATE: PIN:		
11.	Mobile/Phone Number	(1) (2)		
12.	E-mail ID (in block letters)	(1) (2)		
13.	Two Prominent and visible identification Marks	(1) (2)		

Signature of the Candidate

14. Details of educational and other qualifications starting from X Standard/SSLC:

Name of School/College	Name of Recognized University / Board of Examination	Examination Passed	Year of Passing	Percentage

15. Other Qualification (if any):

Name of Institution/ Organization	Qualification	Duration		Year of Passing	Certificate No. & Date of Issue
		From	To		

16. Details of present employment/ previous experience, if any:

Company Details	Designation	Period From	Period To	Nature of Duties

(if required, separate sheet may be used for detailed experience)

Signature of the Candidate

17. Check List of Enclosures:

Sl.No	ENCLOSURES	YES / NO
1	Proof of Date of Birth-	
2	Educational Qualification Certificate	
3	Other Qualification Certificates	
4	Experience Certificate	
5	Caste & Category Certificate : (SC / ST / OBC-NCL/EWS/PWD) – in prescribed proforma	
6	Declaration by OBC-NCL/Appendix – I	
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

APPENDIX – I

DECLARATION BY OBC-NCL CANDIDATES ONLY

(Similar Endorsement should be given in the caste certificate from the competent authority)

I.....Son/Daughter of Shri
Residentof
 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 i n 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)