

**ORDNANCE FACTORY KATNI (M.P)**  
**(A unit of Yantra India Limited, Ambajhari Nagpur)**  
**Government of India Enterprise**  
**Ministry of Defence**

**ADVERTISEMENT FOR THE POST OF 'LABOUR WELFARE OFFICER'**

ORDNANCE FACTORY KATNI is a Production Unit under the control of Yantra India Limited, a Defence Public Sector Undertaking, Ministry of Defence, Government of India, incorporated vide MOD Order No. 1(5)/2021/OF/DP (Plg-V)/02 dated 24/09/2021, formed by transferring 08 production units and 05 non production units of erstwhile Ordnance Factory Board. It has vast core competency, resources, strength and expertise in manufacturing of ammunition hardware, fuses, Rocket Launchers, Composites, Various Ferrous and non-ferrous castings and materials.

ORDNANCE FACTORY KATNI is looking for enterprising, 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. 45000/- (Fixed)
Nature 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 of Unit	01 (One)

**B. TERM OF APPOINTMENT:-** Two Years (if required by the Units, can be extended further by one year after appraisal and review and approval of YILHQ). The Units also reserves the right to terminate the existing contract before completion of two years or during one year of extension period, if performance is found unsatisfactory under any circumstances with approval of the YILHQ.

**C. TOTAL EMOLUMENT:-** Total consolidated monthly emolument of Rs. 45000/- (Fixed)

**D. ACCOMMODATION:-** Suitable Factory accommodation (on payment of stipulated normal license fee as per YIL Quarter allotment Policy).

**E. QUALIFYING REQUIREMENTS:-**

**1. ESSENTIAL EDUCATIONAL QUALIFICATION:-**

(i) Bachelor's Degree from a recognized University/Institute;

(ii) Postgraduate Degree/Diploma in Social Work or Social Sciences or Labour Welfare or Industrial Relations or Personnel Management or MBA in Personnel Management or Human Resource Management from a recognized University/Institute.

**2. DESIRABLE EDUCATIONAL QUALIFICATION:-**

Adequate knowledge of Hindi language.

**F. AGE LIMIT (as on closing date of advertisement):-** Minimum 27 years and Maximum 45 years

**G. NATIONALITY:-** Candidate must be Citizen of India.

**H. PLACE OF POSTING:-** All over India (West Bengal [Kolkata], Maharashtra [Ambarnath, Bhusawal & Nagpur], Madhya Pradesh [Katni & Jabalpur] & Uttar Pradesh [Muradnagar (near New Delhi)]). The candidates may be transferred within the units of YIL as per the discretion of YILHQ, considering the provisions of Factory Act, 1948 or Factories Welfare Officers Rules admissible to respective State.

**I. WORKING HOURS:-** Working hours will be as per the working hours of the respective Units/Factories. If required, as per exigencies of work, he/she would be asked to attend office on Sundays or other Holidays without any additional compensation.

**J. LEAVE:-** LWO shall be allowed leave at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.

**K. JOB PROFILE:-**

1. To establish contacts and hold consultations with a view to maintaining harmonious relations between the Management and the Workers;
2. To take up with the Factory Management the grievances of workers, individual as well as collective, with view to securing their redress and to act as a liaison officer between the Management and Labour;
3. To help the factory management in determining its labour policies 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 fulfillment 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 fulfillment of its obligations statutory or otherwise concerning prevention of personal injuries and maintaining a safe work environment, in such factories where a Safety Officer is not required to be appointed under enabling provision 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 there under, and to establish a liaison with Factory Inspectors and Medical Service concerning medical examinations of employees, health, record, supervision of hazardous jobs, sick visiting and convalescence, 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, creches adequate latrine facilities, drinking water supply, sickness and benevolent scheme of payments, pension and superannuation funds, gratuity payments, 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, advise on individual personnel/family problems and children's education;
12. To advise the management on questions relating to training of learners, newcomers, apprentice, workers on transfer and promotion, instructors and supervisors, supervision and control of notice-board and information bulletins 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 in general promote their well being.
14. To maintain and coordinate the maintenance of Funds related to the welfare activities of the industrial employees, like Social Responsibility Funds, Death Relief Funds, Labour Welfare Fund, Distress Fund / Rahat Kosh Fund, etc.
15. Any other duties as per the directives of the Company / Factory Management in consonance with the provisions of Welfare Officer Rules/Factories Act or relevant Rules/Act of respective Central/State Government.

#### **L. HOW TO APPLY:-**

1. Interested candidates shall submit their application form (in Hard Copy) as per the prescribed format attached hereto, and post them through speed post/courier service to **The Executive Director, Ordnance Factory Katni (M.P.), Pin Code - 483504**

In addition, an advance scanned copy of the application form along-with the enclosures is to be sent email [ofkat@ord.gov.in](mailto:ofkat@ord.gov.in) , clearly mentioning in the subject heading '**APPLICATION FOR THE POST OF LABOUR WELFARE OFFICER**'

2. Hard copy of the Application is to be submitted along-with 2 self-attested recent passport size photographs. The applicant should affix his/her one photograph on the application 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 documents/certificates in support of claim regarding age, qualification, experience etc. are also to be attached with application form.
3. Non-attachment of required documents as per application format will be treated as incomplete application and will be rejected forthwith.
4. It is mandatory to fill all the relevant information such as qualification details, experience details, percentage of marks etc.
5. In case of any variation in Name/ surname/name, spelling mentioned in the Application cum Bio- data and in educational/ professional qualification certificates, application will be liable to be cancelled subject to confirmation of forgery.

6. Applicant is requested to enter his/her active email address and mobile phone number which should be valid at least till the interviews are held, as all important communications i.e. schedule of interview, queries will be sent to this email id / mobile number.
7. The decision of the Unit in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, conduct of examination (s) and interview (s) will be final and binding on the candidates and no inquiry/correspondence will be entertained in this regard.

**M. SELECTION PROCESS:-**

Selection to the above post will be based on performance in Personal Interview and meeting of required criterion specified.

**Documents to be attached with the Application: -**

- a) Educational & experience certificates as per the State Government Statutes/Acts/ guidelines/rules/regulations, etc., in vogue and in consonance to Factory Act, 1948, necessary for the post Labour Welfare Officer.
- b) 10<sup>th</sup> Standard Passing Certificate /Matriculation Certificate indicating Date of Birth.
- c) Any one of the Photo identity proof viz. PAN Card/Valid Driving License / Voter ID/Government issued ID.
- d) Candidates are advised to enclose clear and legible documents/certificates to avoid rejection at screening stage. These documents will be subjected to further verification with the original documents at the time of interview.

**N. GENERAL INSTRUCTION TO THE CANDIDATES: -**

1. Candidate must be a citizen of India.
2. The appointment shall be on full time contract basis for two years (extendable further by one year and maximum up to two years). The Candidate's services can be terminated by YIL by giving one-month notice or with remittance of one month's pay in lieu thereof. If candidate wishes to leave the services of YIL, he/she shall have to give three months' notice to YIL or pay three months' salary in lieu thereof.
3. **The finally selected candidates will have to sign a contractual agreement with YIL and shall be liable for posting anywhere in India as per the vacancies notified above, keeping in consonance the provisions of the Factory Act, 1948 & State Government Statutes/Acts/ guidelines/rules/regulations, etc., in vogue.**
4. The Contract shall not confer any rights or claim of extension/absorption in the Company.
5. The recommendation of the Units about short listing of candidates for Personal Interview etc. shall be final and binding.
6. At any stage of appointment or later, if a candidate is or has been found guilty of any misconduct such as:
  - a) Impersonating or procuring impersonation by any person; or



- b) Resorting to any irregular means in connection with his/her candidature during selection process or
- c) Using undue influence of his/her candidature by any means; or
- d) Submitting of false certificates/documents/information or suppressing any information at any stage; or

In addition to rendering himself/herself liable to legal/criminal prosecution, will also become liable to be:

- a) Debarred with permanently or for a specified period from any examination/recruitment and/or;
- b) Discharged/removed/dismissed from service, if the act of misconduct comes to notice after his/her appointment for services to YIL.

His / Her candidature of the post will be rejected and no further claim will be accepted.

O. **LAST DATE TO APPLY:** - 21 days from the date of publication of advertisement in Employment News.

P. **CONTACT US:** - In case of any problem faced by the candidates in filling up the application, they may contact concerned HR/Establishment Section of respective Units over phone number: 07622-221621 (Extn. 2269/ 3269) between **9 AM to 05.00 PM** on any working day, i.e., Monday to Friday.

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EXECUTIVE DIRECTOR  
ORDNANCE FACTORY KATNI  
Katni (M.P.) - 483504

**APPLICATION FOR THE POST OF LABOUR WELFARE OFFICER**  
**(ON FULL TIME CONTRACT BASIS)**

Advertisement No. \_\_\_\_\_

To,

The Executive Director,  
Ordnance Factory Katni  
Katni – 483503 (M.P.)

Paste  
latest passport  
size  
photograph  
duly self-  
attested by the  
candidate

**1. Name of the Candidate in Block letters:-**

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**2. Father's Name:-**

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**3. Present Address for Correspondence with Mobile No. and e-mail id:-**

S	T	A	T	E	-														
P	I	N	C	O	D	E	-												
M	O	B	I	L	E	-													
EMAIL ID																			

**4. Permanent Address with Mobile No. and e-mail id:-**

S	T	A	T	E	-														
P	I	N	C	O	D	E	-												
M	O	B	I	L	E	-													
EMAIL ID																			

**5. Nationality:-**

**6. Category: (SC/ST/OBC/UR):-**

**7. Date of Birth:-**

(As per Matriculation  
Certificate

D	D	M	M	Y	Y	Y	Y

**8. Gender (Male/ Female):-** \_\_\_\_\_

**9. Aadhar No. :-** \_\_\_\_\_

**10. PAN No:-** \_\_\_\_\_

**11. Languages known:-** \_\_\_\_\_

Contd.....2...

**12. Academic Qualification (from 10<sup>th</sup> class onwards) ( Self attested copies to be enclosed)**

S. No.	Examination Passed	Subject	Board/ University	Month & Year of Passing	Division/ Grade	Percentage/ CGPA

**13. Experience (if any) (Self attested Certificate to be enclosed)**

Name of the Post/ Designation	Name of the Organization. Department	Period of Service		Job Description (in brief)
		From	To	

\_\_\_\_\_  
**Signature of the candidate**  
**(Name of the candidate)**

- Note: i. The candidate is required to fill up all the columns and wherever no information is to be furnished, NA should be mentioned. Incomplete and improperly filled in applications are liable to be rejected. No further correspondence will be entertained in this respect.
- ii. Self-attested photocopies of all the documents specified in the notification should be attached with the application form.
- iii. If space becomes a constraint, the information may be attached in a separate sheet as per the prescribed format.
- iv. The candidate should be required to present themselves along with the above mentioned documents in original plus two copies (self-attested) at the time of interview.

**Declaration**

I, the undersigned, hereby declare that the above furnished particulars are correct to the best of my knowledge and no information is suppressed, I fully understand that if at any stage, the information furnished above is found false, my candidature will be summarily rejected and engagement/ contract terminated forthwith.

Place:

Date:

\_\_\_\_\_  
**Signature of the candidate**  
**(Name of the candidate)**