

Advertisement No. ESTT. OPF/05/2023  
ORDNANCE PARACHUTE FACTORY(A unit of GIL)  
A Govt. India Enterprise, Ministry of Defence  
Napier Road, Kanpur-208004 (UP)

VACANCY CIRCULAR

Subject: Engagement of Superannuated employees for the Post of Tailor (Parachute Production Specialist) in Ordnance Parachute Factory, Kanpur(A unit of GIL) on contract basis - regarding.

Applications from superannuated employees are invited from Indian Nationals in the prescribed Proforma for engagement for the post of Tailor (Parachute Production Specialist) in Ordnance Parachute Factory, Kanpur (A unit of GIL, A Govt. of India Enterprise, Ministry of Defence) on contract basis, initially for six month, which may be further extended subject to the requirement, performance of the candidate and approval of the competent authority. If the superannuated employees so engaged attain the age of 65 year during engagement. The engagement period may be extended upto next six months beyond the age of 65 years subject to requirement, performance of the candidate and approval of the competent authority (No claim for permanent absorption).

1 The Ordnance Parachute Factory, Kanpur(A unit of GIL)is a Govt. of India undertaking incorporated on 14th August 2021 as 100% Government owned defence Public Sector undertaking and registered as a Company under Company Act, 2013 with its Corporate HQrs at Kanpur. Our team excels at producing a wide variety of Parachutes, including Man Carrying Parachutes, Supply Drop Parachutes, Brake Parachutes, Parachute components and accessories. We also manufacture KM Floats, Inflatable Boats and various lifecycle interms for our soldiers, rigorously adhering to the quality standards required at battlefronts. We cater to the demands of Indian Army, Navy, Air Force, Indian Coastguard, ITBP, State Police Forces among others including many International Customers.

2 The details of eligibility requirements, job profile, number of vacancies, upper age limit etc. for engagement of aforesaid post are given under Annexure-A. The details of monthly remuneration (fixed), any allowances if admissible etc. have been indicated in para 2 of Terms & Conditions (Annexure-B).

3 The applications in the prescribed proforma neatly typed on white paper (A 4) in double space and typed on only on side of paper from the eligible and interested candidates should reach , The General Manager, OPF Kanpur (A Unit of GIL), (A Govt. of India Enterprise, Ministry of Defence), Napier Road Kanpur-208004 (UP) along with NO OBJECTION CERTIFICATE from the present employer, if any, **latest by 06th January, 2024 (Saturday) 11:00 hours and date of interview for the said post is 10th January, 2024 at 10:00 AM in OPF Kanpur (A Unit of GIL).**

4. Further, only hard signed copies of applications along with the required documents will be accepted. Applications sent through other modes like e-mail etc. will not be entertained.

5. Self attested and legible photo-copies of all the relevant documents supporting the candidate's eligibility in terms of the requirements for the said engagement are also required to be forwarded along-with duly filled in and signed application. Applications without the supporting documents will not be considered.

6. Applications received after the closing date or otherwise found incomplete will not be considered. Decision of the OPF, Kanpur (A Unit of GIL) shall be final.

7. Only those fulfilling the requirements will be shortlisted. Original documents will be verified at the time of interview on **10th January, 2024** thereof. The selected candidate will be required to join at the place of posting/Unit within seven (07) days from the dated of receipt of joining communication, i.e. offer of engagement for Post of Tailor (Parachute Production Specialist) on contract basis, failing which their selection shall be treated as cancelled without any further communication and no extension shall be allowed.

8. Canvassing by candidates in any manner will invite disqualification of their candidature.

9. In case of non-joining of the selected candidates for the said post, on contract basis, they shall be debarred for a period of one year from the date of refusal or cancellation of their candidature, whichever is earlier, for applying for engagement for the said post, on contract basis, in OPF Kanpur.

10. The engagement of the Superannuated Employees for the said posts will be as per the Terms & Conditions enclosed at Annexure-B.

**Note: Superannuated Employees, who had applied earlier for same post against Advt. No. ESTT.OPF/04/2023 dt. 22/11/2023, ESTT.OPF/03/2023 dt. 31/10/2023 & ESTT.OPF/02/2023 dt. 11/09/2023 need not to apply again.**

  
(K.K. TOPPO)  
Jt.General Manager  
OPF Kanpur

Annexure-A

| Post                                     | Number of vacancies (likely to increased) | Age                             | Job Profile   | Eligibility Requirement (Essential/Desirable)   |
|--|---|---------------------------------|---|---|
| Tailor (Parachute Production Specialist) | 22 (Twenty Two)                           | Upto 65 year (as on 06-01-2024) | The candidate will be assigned the task of various parachute production with high precision and best quality. They have to complete the assigned task in time bound manner. | Superannuated employees of erstwhile Ordnance Factory/Ordnance Clothing factory (OFB) in the grade of Group B& C (Non Gazetted) with Experience in Parachute productions. |

## Annexure-B

Terms & Conditions for engagement of Superannuated Employees for the Post of Tailor (Parachute Production Specialist) in Ordnance Parachute Factory, Kanpur (A unit of GIL, A Govt. of India Enterprise, Ministry of Defence) on contract basis, initially for six month, which may be further extended subject to the requirement, performance of the candidate and approval of the competent authority. If the superannuated employees so engaged attain the age of 65 year during engagement. The engagement period may be extended upto next six months beyond the age of 65 years' subject to requirement, performance of the candidate and approval of the competent authority. The performance will be assessed every three months for at least first six months (without claim for permanent absorption) are as under;

| Sl. No. | Terms & condition     | Explanation  |
|---------|-----------------------|--|
| 1       | Tenure                | The tenure will be initially for a period of six month for the post of Tailor (Parachute Production Specialist) from the date of assumption of duty. If the superannuated employees so engaged attain the age of 65 year during engagement, the engagement period may be extended upto next six months beyond the age of 65 years subject to requirement, performance of the candidate and approval of the competent authority (No claim for permanent absorption). This is also subject to the satisfactory performance of the candidate scheduled for assessment on expiry of first three months and six months respectively. However, this period may likely to be extended if such services are further required by OPF (A Unit of GIL). |
| 2       | Technical Requirement | The Applicant will be provided with familiarization of the job, including design and drawing. They are expected to attend Preliminary exposure to the work on the intimated date and exhibit competency before the selection committee. During the period of Contract the engaged Tailors will have to meet and maintain the requisite skills, knowledge of the job assigned, medical fitness and in the event of failure to meet the expectation as defined by the Committee, constituted for the purpose, OPF, Kanpur reserve the right to terminate the engagement summarily without any explanation, notice or compensation thereof in term of this engagement.  |
| 3       | Performance Report    | Daily/ and Monthly Performance of the retired employees engage in the contract will be assessed by the respective Head of Section to whom they report. Payment will be processed based on the output performance recommendation duly certified by Head of Section and Divisional Officer. Committee consisting of officers from Production, Planning and Finance will asses the Performance in the first Three Months and Six Months for the continuation of the Services.   |
| 4       | Extension             | On completion of the tenure of engagement on Contract basis, OPF, Kanpur may consider the desirability of extending the same as per requirement of services of the Tailor (Parachute Production Specialist) and on the basis of performance and assessment report. However, completion of the first tenure of engagement successfully will not confer any right for automatic further extension, regularization, seniority, permanency or any other service benefit etc. as compared to the regular employee of OPF, Kanpur. The total period of contract by extension shall not exceed 12 Months including the initial engagement period.   |
| 5       | Termination           | In general, the engagement may be terminated by the either side, by giving 15 day's notice or pay in lieu thereof. However, the OPF Kanpur reserves the right to reject the notice of termination of the engagement by the Superannuated Employees in public interest or due to exigencies of work, functional requirement etc. Superannuated Employees will not engage themselves in any other activities other than Job assigned to them, Otherwise they will be liable for the termination.   |
| 5.1     |                       | If the contract/engagement is terminated for established violation of any procedure or code of conduct or misconduct or any violation of this contract, no notice period is required to be given to the Superannuated Employees so engaged by the OPF Kanpur.  |
| 5.2     |                       | In the event of established ineligibility of the Superannuated Employees so engaged, the Contract will summarily be terminated without any notice period by the OPF Kanpur.  |

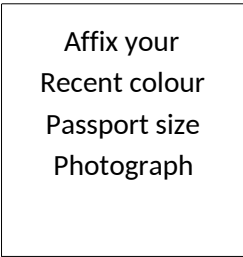
|     |                  |   |
|-----|------------------|---|
| 5.3 |                  | Engagement of the Superannuated Employees in OPF Kanpur is also subject to the verification of Character & Antecedents from the concerned civil/police authority. In case any adverse report/reports is/are reported, while verification of Character & Antecedents from the concerned civil/police authority or any other admissible sources or any false or misleading information is given by the candidates in their attestation forms, the process for engagement or engagement provisionally done shall be cancelled forthwith. No notice period will be required to be given in such circumstances.  |
| 6   | Remuneration     | During the period of contract, the remuneration of Tailor (Parachute Production Specialist) will be regulated in terms of the provisions of OM No. 325/2020-E-III.A dated 9th December, 2020 issued by Department of Expenditure as may be amended from time to time. Accordingly, the monthly remuneration of the retired Government Servant engaged for said posts will be equal to last pay drawn (at the time of retirement) minus basic pension.   |
| 6.1 |                  | There will be no annual increment/percentage increase, House Rent Allowance and Dearness Allowance admissible during the contract period. However, retired government servant engaged for said posts may be allowed TA/DA on official tour, as per entitlement of the government servant at the time of retirement.   |
| 6.2 |                  | The amount of Remuneration so fixed shall remain unchanged during the term of contract and Tailor (Parachute Production Specialist) shall not make any request/representation in this regard  |
| 6.3 |                  | In terms of DoE OM No. 3-25/2020-E-III.A dated 9th December, 2020, an appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be paid to the retired government servant engaged as Tailor (Parachute Production Specialist) not exceeding the rate applicable to the government servant applicable at the time of retirement. The amount fixed as such shall remain unchanged during the term of the Contract.   |
| 6.4 |                  | In the event of completion of the contract tenure or termination of the services of the Tailor (Parachute Production Specialist) for any reasons, apart from other demands as are due under this Terms and Conditions, the Tailor (Parachute Production Specialist) shall be required to refund/return any dues or any item or equipment issued to him/her during his/her engagement with OPF, Kanpur. In the event of any dispute, the decision of the OPF, Kanpur shall be final and binding on the Tailor (Parachute Production Specialist)  |
| 6.5 |                  | The remuneration shall be paid by direct bank transfer.   |
| 7   | Deduction        | OPF, Kanpur shall not be responsible for non-statutory deductions like insurance premium etc. In case any Taxes are to be levied as per extant Government rule, it shall be deducted at source from the remuneration  |
| 8   | Nature of Duties | As specified in Annexure - A. However, in addition to the duties as specified in Annexure 'A', OPF, Kanpur Authorities, may also assign any other duties and responsibilities as deemed fit, in exigencies of work/interest of OPF, Kanpur.   |
| 9   | Place of Duty    | The place of engagement shall ordinarily be Ordnance Parachute Factory, a unit under GIL or any other suitable place as deemed Fit.   |
| 10  | Working Hours    | Normal working hours shall be in accordance with the orders of OPF, Kanpur. Presently the Tailor (Parachute Production Specialist) thus engaged would be required to work six days in a week @ 8 hours per day excluding lunch hour for five days (Monday to Friday) and @ 4 hours on Saturday excluding lunch hour. Normally work will commence by eight o'clock in the morning.<br><br>In addition to above, in case of emergency and exigencies of work, the Tailor (Parachute Production Specialist) so engaged would be required to serve for extended working hours for which he may be suitably compensated by way of Leave/Off as decided by OPF, Kanpur. |
| 11  | Leave            | The Superannuated Employees so engaged in said posts on contract will be entitled for paid leave of absence at the rate of 1.5 days for each completed month of service on pro rata basis. The Superannuated Employees shall not be eligible for any remunerations for the period of absence beyond 18 days in a calendar year calculated on pro rata basis. Any un-availed leave shall neither be carried forward to next calendar year nor qualify for encashment at the end of the tenure  |

|      |                              |  |
|------|------------------------------|--|
| 11.1 |                              | Any absence from duty without intimation, or without any valid reasons or absence for a period of more than 15 days without due approval and prior permission shall be treated as deemed termination of the contract without any notice.   |
| 11.2 |                              | Leave cannot be claimed as a matter of right. Due to exigencies of work or in interest of OPF, Kanpur it may be refused for the time being and may be differed by the Controlling Authority or authority competent to sanction such leave.   |
| 12   | Conduct and discipline       | The Superannuated Employees so engaged in said posts shall maintain absolute integrity and devotion to duty at all times during his engagement with OPF, Kanpur. He shall not indulge himself in any activity which is prejudicial to the reputation and functioning of GIL in any manner. He shall maintain good conduct, good character, proper discipline, high ethical standards and honesty. He must refrain from doing anything which is or may be contrary to any law, rules, regulations and established practices.  |
| 12.1 |                              | The Superannuated Employees so engaged in said posts shall not indulge in any act of sexual harassment of any women at work place. He shall refrain from any kind of discrimination based on gender, caste etc. at work place.   |
| 12.2 |                              | The Superannuated Employees so engaged in said posts shall not participate directly or indirectly in any form or manner whatsoever, in Trade Union/Association activities  |
| 13   | Confidentiality and Security | The Superannuated Employees so engaged in said posts shall not retain or disclose or communicate or transfer or transmit or cause to be done so by any means whether it be in electronic or print or physical form to any person, group, institute, organization within or outside India, whether in whole or in part for personal and monetary benefit or for any other reason not defined here, and whether it be the sketch, drawing, design, plan (map/table/chart), model, article, note, document, or any other kind of information itself or the substance, effect or description thereof, he receives or comes to his knowledge or being custodian of such things for the time being, during his engagement and even after end of his engagement/contract with OPF, Kanpur. The Tailor (Parachute Production Specialist) shall maintain confidentiality and security of all such information at all times. |
| 14   | Punishment                   | If anything contrary to above (para13) prohibition is established, whether during his engagement or after end of engagement with OPF, Kanpur, the Tailor (Parachute Production Specialist) shall be prosecuted in a Court of Law for criminal breach of trust under suitable sections of Indian Penal Code.  |

APPLICATION – FORM

To,

The General Manager  
Ordnance Parachute Factory  
(A Unit of GIL)  
(A Govt. of India Enterprise, Ministry of Defence)  
Napier Road, Kanpur-208004.



POST APPLIED FOR: .....

FULL NAME : (IN CAPITAL LETTER) .....

GENDER :.....

FULL ADDRESS :

i Correspondence : .....  
.....

Mobile / Phone No. ....E-mail: .....

ii Permanent : .....  
.....

Mobile / Phone No. ....E-mail: .....

5 DATE OF BIRTH: DD/MM/YYYY      Age as on date of Application : Year/Month/Day

6 DATE OF RETIREMENT/SUPERANNUATION & DEPARTMENT:

(for employees of Central Govt./State Govt./PSUs/ABs) : DD/MM/YYYY

.....

DESIGNATION: (At the time of Appointment) and (At the time of Retirement)

.....

7 Latest PPO No. & Date .....Last Basic Pay Drawn:.....

8 PRESENT EMPLOYER/EMPLOYMENT & DATE OF JOINING (if any):

.....

(Office/Firm/Factory Address): .....

.....

**QUALIFICATION:****(A) Academic :**

| Sl.No. | Exam Passed | Board/College/University/Institute | Year of Passing | Percentage of marks/Grade obtained |
|--------|-------------|------------------------------------|-----------------|------------------------------------|
|        |             |                                    |                 |                                    |
|        |             |                                    |                 |                                    |
|        |             |                                    |                 |                                    |

**(B) Professional (including short term training)**

| Sl.No. | Exam Passed | Board/College/University/Institute | Year of Passing | Percentage of marks/Grade obtained |
|--------|-------------|------------------------------------|-----------------|------------------------------------|
|        |             |                                    |                 |                                    |
|        |             |                                    |                 |                                    |
|        |             |                                    |                 |                                    |

**9. EXPERIENCE :**

| Sl.No. | Name of the Organization/<br>Department | Designation | Area of work/<br>Assigned job | Total period served<br>from... to... | Total Period<br>(Cumulative) |
|--------|---|-------------|-------------------------------|--------------------------------------|------------------------------|
|        |   |             |                               |                                      |                              |
|        |   |             |                               |                                      |                              |
|        |   |             |                               |                                      |                              |
|        |   |             |                               |                                      |                              |

**10. ANY OTHER INFORMATION /ACHIVEMENT:**

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**11. DECLARATION:**

- (1) I,.....(name), S/o, W/o. D/o. hereby declare that, all the information and particulars given by me are correct and duly supported with substantial evidences and are verifiable.
- (2) I,.....(name), S/o, W/o. D/o hereby declare that, I have neither been convicted by any Court of Law in India or abroad for any Criminal offence, nor any such case is pending or contemplated against me.
- (3) I,.....(name), S/o, W/o. D/o. hereby declare that, neither any Disciplinary Action has ever been initiated against me nor any Minor/Major Penalty have been imposed upon me by any Disciplinary Authority during my earlier employment.
- (4) I,.....(name), S/o, W/o. D/o. hereby undertake to abide by the Terms & Conditions of OPF, Kanpur , once, I accept the Offer of Engagement on the post on Contract Basis.
- (5) My Candidature/engagement would be liable to be rejected/terminated without any notice, if anything Contrary to the above declaration(s) is found as established.

Place: .....

Date: .....

Signature  
(Name of Applicant)