



आयुध उपस्कर निर्माणी
ORDNANCE EQUIPMENT FACTORY
ड्रूप कम्फर्ट्स लिमिटेड की इकाई
A Unit of Troop Comforts Limited
भारत सरकार का उपक्रम, रक्षा मंत्रालय



Govt. of India Enterprise, Ministry of Defence
फूलबाग, कानपुर/ Phoolbagh, Kanpur-208001

आईएसओ 9001:2011, आईएसओ 14001:2015, ओएचएसएस 18001:2007
ISO 9001:2015, ISO 14001:2015, OHSAS 18001:2007

No. OEFC/GA/TENURE BASIS

Dated- 25/01/2025

ADVERTISEMENT NO. 2025/01/HO

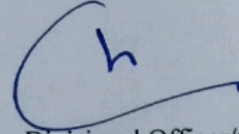
ENGAGEMENT OF HINDI OFFICER ON FIXED TERM TENURE BASIS

Ordnance Equipment Factory (OEF), Kanpur is a unit of Troop Comforts Limited (TCL). TCL is a Public Sector Undertaking incorporated on 16th august 2021 under the companies Act, 2013 (18 of 2013) with 100% equity share held by Government of India. Its authorized share capital Rs. 5000 Cr. and its paid up capital is Rs. 4860 Cr. TCL is a new Defence PSU with its headquarter at Kanpur (U.P). It has five (05) constituent units and has around 5200 employees. It is involved in manufacture of life Cycle Clothing (LCC), Extreme Cold Climate Items (ECC), Special clothing & Mountaineering Equipment (SCME), Supply Drop Equipment (SDE), Water storage equipment, Covers, Tentages, Leather Items, Arrester Barrier, Protective Gears & General stores etc for Defence Services and Civil Sector. It offers great work environment and challenging opportunities for the professional to prove their mettle. Applications are invited from experienced professionals for the following positions on fixed term tenure basis:

SL NO.	Particulars	Details
1.	Name of Post	Hindi Officer
2.	No of Positions	01 (Fixed Term tenure basis)
3.	Place of Posting	Ordnance Equipment Factory, Kanpur
4.	Age	Between 30-55 Years
5.	Essential Qualification	Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; Or Master's degree of 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 of a recognized University in any subject other than Hindi or English from a recognized University with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; Or Master's degree of 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 two as a medium of examination and the other 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.
6.	Experience	Recognized Diploma or Certificate course in translation from Hindi to English and vice versa Or Experience as a translator for at least 02 years from Hindi to English and vice versa.
7.	Terms & Conditions	Detailed Terms and Conditions, Role & Responsibility for the post are attached as Annexure -A & B
8.	Tenure	01 year extendable up to 03 year: (Subject to satisfactory performance and need for continued engagement of professional by OEF/TCL).
9.	Consolidated Emoluments	Consolidated Rs. 60000.00 (sixty thousand only) Per Month all inclusive, and revised annually based on performance as per TCL policy. A medical allowance of fixed amount @ Rs. 1000 per month. No other Perks & benefits are entitled except TA/DA for travelling out of station. Suitable accommodation may be provided on nominal payment basis subject to availability.

How to apply

1. Interested candidates may apply online mode only on the online recruitment portal on website (<https://www.troopcomfortslimited.co.in/>). Hard Copy will not be entertained. Application shall be submitted on online recruitment portal along with scanned self-attested copies of evidence of proof of age, qualification and experience, listed or turnover details, last drawn pay including level/grade or CTC as applicable etc.
2. The cut-off date for age, qualification and experience will be 25.01.2025
3. Last date for receipt of Application through online mode at TCL website is 14.02.2025.
4. Application fee (Non-refundable Rs.500/-) to be paid **through SBI e-Pay only**. SC/ ST/ PwD/ Ex-Servicemen applicants are exempted from payment of application fees.
5. Non-submission of required documents as per application format will be treated as in complete application and will be rejected forthwith. It is mandatory to fill all the relevant information such as qualification details, experience details, percentage of marks etc. In case of any variation in Name/ surname/ spelling mentioned in the Application cum Bio-data and in educational/professional qualification certificates, application will be liable to be cancelled. OEF/TCL management will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.
6. Applicant is requested to enter his/her active email address and mobile phone number which should be valid and operational, as all important communications will be sent to this email or mobile number only. The engagement of above professionals on tenure basis will be subject to the terms and conditions attached as **Annexure – A. All the candidates are required to go through the terms and conditions thoroughly before filing the applications.**



Divisional Officer/GA
For General Manager
Ordnance Equipment Factory,
Kanpur

दूरभाष/TELEPHONE: (0512) 2311181-85, फैक्स/FAX: 0512-2311186, वेबसाइट/WEBSITE: www.oefkanpur.gov.in

ईमेल/EMAIL: oeffc@ord.gov.in / oeffc@troopcomfortslimited.co.in

Annexure 'A' of Advertisement No. 2025/01/HO

Terms and Conditions for Engagement of Hindi Officer on Fixed Term Tenure basis

Criteria for Engagement

1. Engagement of Tenure based Personnel may be for the period required but shall not exceed a maximum of three years from the date of engagement subject to satisfactory performance and yearly review. The tenure will come to an end automatically on completion of tenure period from the date of joining, without any further notice. The employment can be terminated, at any time, during the period of tenure engagement, by giving two month's notice by either party or payment of Consolidated Remunerations of two month's in lieu of the notice.
2. Applications received after due date will be rejected.
3. Rs 500/- (Rupees Five hundred only) which is non-refundable (exempted in the case of SC /ST/ PWBD/ Ex-servicemen) is to be paid as Application Fee.
4. The candidates who are short listed for interview will be advised to bring required original documents / testimonials, along with self attested copies, in support of Age, Qualification, and Experience etc. The certificates are to be verified by a designated Officer of HR before the candidate is permitted to attend the interview as under:-
 - (a) Documentary evidence of proof of Date of Birth i.e. SSC Board Certificate or Secondary School Leaving Certificate only.
 - (b) Documents / Certificates in proof of Educational Qualifications and Experience.
 - (c) Candidate who have work experience in the Private Sector and produce experience certificates should submit the same in the letter head of the Company. The letter head of the company should have the details of the Company.
5. **Remunerations:** A monthly Consolidated Remuneration is Rs. 60000/- (Sixty Thousand Only) all inclusive.
6. An annual increase of 5% per year during the tenure shall be admissible on the Consolidated Remuneration, subject to satisfactory performance.
7. Company quarters, if available, may be provided. However, House Rent for Quarters including Water, Electricity charges etc. will be deducted as per Rules. No HRA will be payable.
8. A lump sum amount of Rs.1000/- per month will be admissible to meet the Medical Expenses (both in-patient and outpatient), based on self-certification. This amount shall be paid on monthly basis along with the Consolidated Remuneration. He / She will not be entitled for any other Medical Benefits.
9. Entitlement to 10 days Casual Leave in every calendar year and also to 2 days of Earned Leave (EL) with Pay for every calendar month of service.
10. The candidate will be required to abide by various Company Rules & Regulations (as applicable to Regular employees) which govern carrying out the assigned tasks and conduct, like Standing Orders, transferability to other Departments etc.
11. The selected candidate will have strict compliance of Official Secret Act, 1923 and submit an undertaking in the form of Non-Disclosure Agreement that he will not disclose any information of OEF/TCL/Government to anybody.
12. The candidate will be covered under applicable Rules with respect to Income Tax, Professional Tax, etc.

13. The candidate will not be entitled for any Allowances or Benefits including promotion etc.other than those contained in the Offer of Tenure engagement.
14. The candidate's performance will be assessed as per Rules of the Company. In case of non-performance or poor performance, the Contract of Engagement can be terminated without assigning any reason with two month's notice.
15. The persons engaged on full time basis will not be allowed to take any other assignment during the period of contractual engagement.
16. The persons engaged will be required to work on jobs as decided by the Company. Absence from duty other than on authorized Leave / Company Holidays will result in proportionate reduction in the Consolidated Remuneration and necessary action may be taken accordingly. The candidate may be called for duty on Company holidays in exigencies of service.
17. The Tenure Based Engagement will not confer any right on the Personnel to claim the status of a regular employee of the Company.
18. OEF/TCL also reserves the right to cancel/amend the advertisement and/or the selection process there under. The number of positions filled may increase or decrease depending on the requirement of OEF/TCL.
19. Candidate will have to bring an original valid Photo ID (Aadhaar Card etc.) and other original documents for verification at the time of interview/ medical/ joining, if called for.
20. Any corrigendum/clarifications of the advertisement, if necessary, shall only be uploaded on TCL website and no separate press coverage shall be done for this purpose.
21. No TA/DA will be entitled to candidates called for the interview before the Selection committee.
22. The candidates must have an active E-mail ID & Mobile number which must remain valid for at least next one year. All future communications with the candidates will take place only through E-mail. Candidates have to ensure accuracy of their E-mail ID & Mobile number. No change in E-mail ID & Mobile number as declared in the application will be allowed. The Company shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, connectivity/network issues, technical fault or otherwise, beyond the control of the Company. Candidates are advised to keep a close watch on the Company website for latest updates.
23. For any queries regarding this engagement, please send E-mail to oeffc@troopcomfortslimited.co.in or contact on 0512-2311181-85 (extn. 3238) on all working days from 9.30 AM to 05.00 PM (Monday to Friday).
24. **OEF/ TCL's Decision Final:** The decision of General Manager, OEF in the matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, conduct of interviews, selection and The decision of Chairman & Managing Director, TCL for the matter of engagement of selected candidates will be final and binding on the candidates and no query/ correspondence will be entertained in this regard.

ROLES AND RESPONSIBILITIES OF HINDI OFFICER

1. Monitoring and implementation of official language.
2. Translation of the website into Hindi language.
3. Organizing Hindi workshops and training programs.
4. Assistance/training to staff members in the use of Hindi language.
5. Translation of materials, from English to Hindi and vice versa.
6. Preparation of reports, annual/ quarterly.
7. Checking all translated materials, annual/ quarterly reports etc.
8. To familiarize the officers and employees of OEFC with the Official Language Act, Rules and other important orders and assist them in its implementation.
9. To ensure proper compliance with the provisions of the Official Language Act.
10. To assist the officers of the unit for correspondence in Hindi language.
11. Preparing actions plan as per annual program of OEFC in Hindi.
12. Preparing draft notes, write-ups etc.
13. Preparation of various Official Language inspections i.e. preparation for inspection from Parliamentary Committee, Department of Official Language and Ministry also.
14. Preparation of annual reports.
