

**ENGAGEMENT OF ADVISOR ON TENURE BASIS IN
ORDNANCE FACTORY BADMAL, BALANGIR (ODISHA)**

Full Advertisement / Notification
(No.2303/LA/Advisor/2026)

Offline applications are invited from retired state revenue officials, fulfilling the requisite qualification/criteria, for engagement as ADVISOR (1 No) on CONTRACT BASIS, at Ordnance Factory Badmal, Odisha initially for a period of NINE months which may be extended up to another ONE month based on requirement of OFBL and individual's performance, to facilitate mutation of land under the possession of OFBL in favor of 'Munitions India Limited'.

2.0 Nature of Engagement :

- Advisory role for assisting and expediting the mutation of land, under the possession of OFBL, in favor of Munition India Limited.
- Engagement is purely temporary and contractual.

3.0 Eligibility Criteria :

- Retired Revenual Official of Odisha.
- Minimum Rank: Naib Tahasildar/Dy. Tahasildar/Tahasildar or above.
- Experience in Land munition revenue administration and land records.

4.0 Age Limit : The age of the candidate must be within 65 years.

5.0 Application Fees : NIL

6.0 How to Apply : Candidates are required to download and print the Application Form and fill up the same in BLOCK LETTERS only. Candidates must go through the detail terms & conditions and also check the website regularly for any further updates. The envelope must be clearly superscripted as "APPLICATION FOR THE POST OF 'ADVISOR' ON CONTRACT BASIS". Filled-in Application duly signed-in along with necessary enclosures & one photograph self-attested (in the back side of the photograph) shall be forwarded by post to the following address only :

The Chief General Manager,
Ordnance Factory Badmal,
At/Po – Badmal,
District – Balangir (Odisha),
Pin – 767070.

Note : Candidates can also submit their application by hand at Central Registry, Ordnance Factory Badmal on or before 21 days from the date of publication of advertisement in the newspaper.

CIN No.U29190PN2021GOI203505

पंजीकृत पता : गोला बारूद निर्माणी खडकी, पुणे – ४११००३ (महाराष्ट्र)

Regd. Address : Ammunition Factory, Khadki, PUNE – 411003 (Maharashtra)

निगमित कार्यालय पता : दूसरी मंजिल, न्याति युनिट्री, नगर रोड, येरवडा, पुणे – ४११००६ (महाराष्ट्र)

Corporate Office Address : 2nd Floor, Nyati Unitree, Nagar Road, Yerwada, PUNE- 411006 (Maharashtra)

दूरभाष सं./ Phone No.020-67080400 Email ID : mil-pune@munitionsindia.in website - https://munitionsindia.in

7.0 **Closing Date for Receipt of Application:** 21 days from the date of publication of advertisement in the newspaper.

8.0 **Remuneration :**

8.1 The Advisor shall be paid consolidated remuneration of ₹ 1,00,000/- (Rupees One Lakh only) per month.

8.2 Payment shall be made on monthly basis, subject to satisfactory progress and corresponding certification by the competent authority.

8.3 Applicable taxes shall be deducted at source as per rules.

8.4 The Advisor will be covered under the Income Tax, Service Tax, Professional Tax etc. as per the applicable rules and all such taxes will be payable by you.

9.0 **Process of Engagement :**

9.1 All the applicants will have to submit application with detailed bio-data, proof of retirement, last post held, relevant experience details in various offices of Revenue Department of Odisha etc.

9.2 The persons who have more years experience in land revenue matters will be given priority in selection.

9.3 Applications received within the scheduled date of submission/receipt will be called for a selection test/interview by a committee nominated by the CGM, OFBL.

9.4 OFBL reserves the right to accept or reject any application without assigning reasons.

9.5 Only shortlisted candidates will be called for selection test/interview.

10.0 **Rejection of Application/Cancellation of Candidature :** Applications received after the closing date or not complying the eligibility criteria/terms & conditions of advertisement will be summarily rejected.

11.0 **General Conditions :**

(i) The self-attested copies of Educational Qualifications, Certificate for Age Proof, Experience Certificate etc. should be enclosed along with the application. At the end of application form, list of documents to be attached has to be mentioned.

(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 Personal Interaction/Interview.

(vi) Only short listed candidates will be informed through post and e-mail for Document Verification and Personal Interaction/Interview in due course.

(vii) Ordnance Factory Badmal 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 so provided in the application should be kept active till completion of the whole engagement process.

(ix) Upon selection, 'Advisor' must ensure time-bound completion of assigned work.

(x) Engagement may be terminated at any time based on performance or requirement.

12.0 Other Benefits and Terms & Conditions :

- (i) Working pattern of the contract based 'Advisor' will be the prerogative of the employer.
 - (ii) Personnel engaged will be entitled of 30 days Earned Leave (EL) 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.
- Note : Encashment of Leave in respect of Contract based 'Advisor' will be governed by applicable Rules and Terms & Conditions applicable to the regular employees as notified from time to time.
- (iii) Personnel engaged will be entitled for One Day Casual Leave (CL) for each completed month in the calendar year. Further, personnel joining between 1st and 15th of the month will be granted one day Casual Leave (CL) for that month also.
 - (iv) Personnel Engaged cannot take more than 03 days leave in a month and cannot take continuously 03 days Leave in a stretch except on medical ground.
 - (v) Contract based 'Advisor' 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 on payment basis.
 - (vi) Contract based 'Advisor' will be entitled for safety and protective gears, equipment, kits etc. as per the Company norms.
 - (vii) Female personnel will be entitled to Maternity Benefits as per the provisions under the Maternity Benefit Act, 1961.
 - (viii) Engagement of 'Advisor' shall be on contract basis initially for a period of NINE (09) months which may be extended up to another ONE (01) month from the date of engagement (including initial period) based on factory requirement and individual's performance. The tenure will come to an end automatically on completion of NINE (09) month period from the date of joining, without any further notice.
 - (ix) The contract based Engagement will not confer any right on the Personnel to claim the status of a regular employee of the Company.
 - (x) There will not be any commitment to the candidate either for absorption as permanent employee or for extension of term.
 - (xi) The Contract based 'Advisor' will abide by various Company/Factory Rules & Regulations governing, carrying out the assigned tasks and their conduct, like Standing Orders etc.
 - (xii) Contract based 'Advisor' 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.
 - (xiii) Contract based 'Advisor' will be eligible for Company Quarters, wherever available. License Fee for Quarters will be deducted at the rates as applicable to regular workmen.
 - (xiv) Contract based 'Advisor' 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 admissible to regular Employees not mentioned specifically in the advertisement.
 - (xv) The Contract based 'Advisor' will not be entitled for any Allowances or Benefits other than those indicated in this advertisement.
 - (xvi) Performance of the Personnel would be assessed on monthly basis.

- (xvii) The engagement will be on full time basis. Absence from duty other than on authorized Leave/ Company Holidays will result in proportionate reduction in the Consolidated Emoluments. They will be eligible for Company Holidays as applicable to regular employees.
- (xviii) The engagement can be terminated at any time, during the period of tenure by giving one month's notice by either party or payment of one month emolument in the Consolidated Remuneration in lieu of the Notice.
- (xix) The Contract based 'Advisor' will be governed under Conduct & Discipline Rules framed & formulated for them by the Company.
- (xx) The contract based 'Advisor' will be allowed TA/DA on Official Tours. He/She will be allowed for maximum of Economy class flight/AC 2 Tier Train/AC Taxi with approval of CGM of factory/unit. DA rates admissible at the level from which the 'Advisor' superannuated.

13.0 Caution to Applying 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 the basis of experience and in a transparent manner.

14.0 Candidates to Ensure their Eligibility for the Engagement : The candidates applying for the afore-mentioned vacancy should ensure that they fulfill all eligibility conditions for the post applied for.

15.0 Other Information to the Candidates :

- (i) 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 to the candidates for the Document Verification and Personal Interaction/Interview will not imply that his/her candidature has been finally accepted by Ordnance Factory Badmal.
- (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 O F Badmal regarding information on engagement.

16.0 Resolution of Tie : The tie cases will be resolved in the following order of preference:

- (i) Tenure of Experience in Land Revenue Matters will be taken into account.
- (ii) Date of Birth : Elder candidate will be given preference.

17.0 Call Letters for appearing at the Personal Interaction/Interview will be forwarded to the candidates by post and e-mail.

18.0 Any dispute with regard to the Contract based 'Advisor' against this advertisement will be subject to Courts / Tribunals situated in Odisha only.

19.0 The Competent Authority reserves the right to adopt any alternative lawful mode of selection in part or in whole, in case of contingency.

20.0 Ordnance Factory Badmal reserves the right to amend content of this advertisement as and when situation warrants & can issue corrigendum i.r.o. rules and regulations.

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Addl. General Manager
For Chief General Manager
Ordnance Factory Badmal

APPLICATION FOR THE POST OF 'ADVISOR' ON CONTRACT BASIS

(To be forwarded by post)

(Ref: Advt. No. 2303/LA/Advisor/2026 Dtd. _____)

To
The Chief General Manager,
 Ordnance Factory Badmal,
 At/Po-Badmal, Dist- Balangir,
 Odisha-767070.

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)

A. Personal and contact details:

01	Name in Block Letters (as mentioned in 10th Certificate)			
02	Father's / Husband's Name			
03	Date of Birth (as mentioned in 10th Certificate)	Day (DD)	Month (MM)	Year (YYYY)
04	Age (as on closing date of receipt of application)			
05	Gender			
06	Category [UR/SC/ST/OBC(NCL)]			
07	Nationality			
08	Whether Person with Disability or Not, if yes please mention details.	YES / NO		
09	Complete postal Address & Pin code for communication	STATE:		
		PIN:		
10	Mobile / Phone Number	(1)		
		(2)		
11	E-mail ID	(1)		
		(2)		
12	Two Prominent & Visible identification mark	(1)		
		(2)		

Signature of the applicant

Name:

B. Service Details (Last Position Held)

- (i) Department : _____
(ii) Designation at retirement : _____
(iii) Last pay level/Grade pay : _____
(iv) Date of appointment : _____
(v) Date of retirement : _____
(vi) Total years of service : _____

C. Experience in revenue/land matters:

- (i) Experience in land mutation(Yes/No): _____
(ii) Details of experience : _____

Details of Company/ Organisation	Designation/ Post hold	Period		Nature of Duties & District(s)/Area(s) served
		From	To	

D. Knowledge and skills:

- (i) Experience in land records/survey/registration: _____
(ii) Computer knowledge (if any) : _____
(iii) Any relevant certification/training : _____

E. Present Engagement (if any)

- (i) Currently employed/engaged : Yes/No
(ii) If Yes, Details: _____

F. Documents Enclosed:

Sl. No.	ENCLOSURES	YES/NO
1	Copy of 10 th / SSLC Certificate (For proof of Date of Birth)	
2	PPO/Retirement order	
3	Last Pay Certificate	
4	Copy of Aadhar Card/ PAN card (ID Proof)	
5	Copy of Experience Certificate, if any	
6	Whether all above documents/certificates are self-attested	
7	Two copies of photographs (one pasted on application form and one extra photograph wherein Name and Date of Birth should be written on backside)	

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 true & 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 stage/time.

Date:

Place:

Signature of the Candidate

Name: