

No.570/A/I/(III)
Government of India,
Ministry of Defence,
Ordnance Factory Board,
10-A, Shaheed Kshudiram Bose Road,
Calcutta - 700 001.

Dated, the 15th October, 1999.

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To

The General Managers
All Factories

The Director,
Ordnance Factories Staff College,
Ambajhari.

Sub : Recruitment of Ex-trade Apprentices in OFs.

It has been represented in JCM III Level Council meeting that factories are not following uniform procedure in recruiting Ex-Trade Apprentices of the factories. It was mentioned that factories follow different methods in selecting Ex-Trade Apprentices for recruitment. The matter has been under examination in this Hqrs. for quite some time and it has been decided that a common uniform method/procedure of recruitment should be followed by all factories keeping in view various Govt. instructions and judicial pronouncements on the subject.

02. Instructions have been issued vide Circular No.570/A/I dated 14-05-96 that ex-trade apprentices should be given preference in recruitment in pursuance of the directives of Min. of Labour which were based on the Supreme Court judgement in UPSRTC Vs. UP Parivahan Nigam Shishukh Berozgar Saugh on the subject. DOP&T has also issued instructions in pursuance of another Apex Court judgement on the necessity of notifying the vacancies in Newspapers while approaching Employment Exchanges for sponsoring of candidates for recruitment. There has also been judicial pronouncement on subjecting the ex-trade apprentices to tests/interviews etc.

03. In compliance with the Supreme Court judgement effort will be made to meet the requirements by appointing ex-TAs of the factory as far as possible. Only when ex-TAs of the factory are not available recruitment from other sources will be resorted to.

04. Keeping in view the above instructions and functional requirement of factories, the following procedures will be adopted for direct recruitment of industrial employees :-

Phase-I

- i) : The factories shall maintain the seniority list of ex-trade apprentices of their own factory. Apprentices trained in the earlier batch will be en-bloc senior to the apprentices of the subsequent batches. While maintaining the batch-wise seniority, marks/grading obtained in NCTVT examination will be the criterion for determining the intra - batch seniority of the apprentices.

- ii) As and when vacancies arise and factories are permitted to make direct induction, in the first instance, ex-trade apprentices of their own factory will be considered for recruitment as already explained in the preceding para.
- iii) Selection process is based on fitness cum seniority. Only trade test will be conducted to ascertain whether the ex-trade apprentice is fit for the job or not. If he is unfit (i.e. he failed in trade test) he is to be excluded. Amongst the candidates who pass the trade test, and are therefore fit, the selection will be done strictly on seniority. That is why it is very important that the factories maintain accurately batch-wise and in the same batch seniority list. The trade test should be same as in a trade test conducted for promotions of industrial employees in OFs. The suitability or otherwise of the candidate is to be determined by the selection board in the test.
- iv) Factories should normally testing the call of ex-trade apprentices for the test one and half times the number of vacancies intended to be filled up. This is to provide necessary cushion to meet the eventuality of some of the candidates so called not turning up for the test or failing in test. Once the number of candidates selected/passed reaches the number required, the test is to be stopped. This position may be explained to the candidates before starting the test. This is necessary as maintaining a waiting list of selected candidates has its problems, leading to litigation later.

Phase-II

- i) If the factory fails to meet the requirement of candidates for recruitment from the list of their ex-trade apprentices maintained either because of exhausting the list or because of the unsuitability/ineligibility of the ex-TAs in the list, the factory may notify such number of vacancies as required by them to the Employment Exchange. Simultaneously, the factory will have to notify the vacancies in Newspapers/Employment News as provided in DOP&T letter No.14024/2/96.Estt. dated 18-05-98 circulated vide OFB letter No.039(6)/A/A dated 24-08-98. While notifying the vacancies to the Employment Exchange or in the Newspapers a mention may be made to the effect that ex-TAs of OFs would be given preference as they are conversant with jobs in OFs and have been trained by OFs incurring expenditure. While giving preference in recruitment through advertisement to the Ex-TAs of other factories, the criterion of seniority-cum-suitability may be adopted in determining their relative merit in the selection list.
- ii) While processing the applications thus received on advertisement or the list of candidates sent by Employment Exchange, factories may carefully screen the Bio-data of the candidates and assess the relative merit of each applicant/candidate. It is advisable to get from all the sister factories the batch-wise seniority list of the Ex-TAs not absorbed for cross checking the seniority of the candidate who have applied before calling them for assessment/Trade Test. Candidates numbering three times of the number of posts to be filled may be called for the test. This is to ensure smooth, careful

selection of the candidates and to avoid inconvenience to candidates who are not likely to be selected.

- iii) In the case of outside candidates since there is no question of seniority, selection will be made strictly on relative merit.
- iv) When the factories resort to Employment Exchange/Newspaper advertisement for getting outside candidates, a judicious assessment of the time required for completing the process of recruitment of outside candidates – from the time of sending request for advertisement to DAVP to the time of physical induction of the selected candidates through such advertisement in the factory- may be done in order to ensure that by the time the panel of the outside candidates for appointment is made, a fresh batch of ex-TAs with NCTVT is not available for recruitment. If the General Managers feel that the recruitment through advertisement etc would take more time and that a fresh batch of ex-TAs would be ready for recruitment in an immediately foreseeable future, the factory should not go for advertisement/sponsoring of candidates by Employment Exchange. This is to avoid any possible litigation from the ex-TAs on account of overlapping of selection procedure of the outside candidates and the availability of ex-TAs of the factory.

05. The above instructions will be followed by all factories in a uniform manner. Any functional difficulty experienced while implementing the instructions may be brought to the notice of the Hqrs for appropriate action and necessary clarification.

06. Govt. instructions on reservation of various categories in recruitment should be strictly complied with.

07. These instructions will not apply to the selection procedure already adopted by the factories and is in the pipe line. However, any fresh procedure of recruitment will be governed and guided by the above instructions.

08. These instructions are subject to the outcome of the pending cases in Courts of law.

This issues with the approval of Chairman/OFB.



(ANIL KUMAR)

Director / IR

for Director General, Ordnance Factories.

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