

Applications are invited from Indian citizens for engagement as 57<sup>th</sup> Batch Trade Apprentices (ITI & NON-ITI in the Trade of Tailor/Men) under the Apprentices Act 1961 and amendments thereof in Ordnance Clothing Factory, Avadi (A Unit of Troop Comforts Limited, Govt of India Enterprise). The number of vacancies is as follows:

Category	UR	SC	ST	OBC	Total	PWD
Non ITI	39	14	--	19	72	03
ITI	57	21	01	29	108	05

**Important Note:** Candidate who have already applied through the Government of India portal, [www.apprenticeship.gov.in](http://www.apprenticeship.gov.in) are also necessarily required to submit application in the format prescribed in annexure-A, to the General Manager, Ordnance Clothing Factory, Avadi, Chennai - 600 054.

The last date for receipt of application will be 21 days from the date of publication of advertisement in the news paper viz "Dina Thanthi".

**AGE LIMIT:** The minimum age for engaging as Apprentice is 14 years. There is no upper age restriction.

Persons with benchmark disability in following categories can apply BL-Both Leg / OL-One Leg / HH-Deaf and hard of hearing / LC- Leprosy cured /D-Dwarfism / AAV - Acid Attack Victim)

**ESSENTIAL QUALIFICATION:** As on the stipulated last date.

a)	For Non-ITI Category	Should have Passed Madhyamik (class Xth std or equivalent) with minimum 50% marks in aggregate and with 40% marks in Mathematics and Science each.
b)	For ITI Category	Should have passed relevant trade test (prescribed for the trade of Tailor/Men) from any institute recognized by NCVT or SCVT or any other authority specified through Gazette notification of Ministry of Skill Development and Entrepreneurship/Ministry of Labour and Employment with duration as per the Apprentice Act 1961 plus passed Madhyamik/Class X std or equivalent (Minimum 50% aggregate marks both in Matriculate / Class X std and ITI). The relevant trade to be considered will be strictly on the basis of Schedule 1 of Apprentice Act 1961 (and amendments thereof).

**HOW TO APPLY:**

- Candidate must apply in the application format as prescribed in Annexure-A directly to the General Manager, Ordnance Clothing Factory, Avadi. Candidates are required to read the instructions indicated in the advertisement thoroughly before submitting their application.
- Candidates must fill their personal details carefully. Candidates should ensure that their name, father's name, date of birth, marks obtained shall exactly match with what is recorded in matriculation or equivalent certificate etc. Any deviation found during Document Verification will lead to cancellation of candidature and also debarment.
- Candidates are advised to indicate their active mobile number and valid e-mail ID in the application and keep them active during the entire engagement process as all important messages will be sent by email/SMS which will be treated as deemed to have been read by the candidates.
- Unclear / illegible applications shall not be accepted and the candidate's application will be rejected. Candidates must also follow the detailed instructions, which is available on the website while filling up the application form.

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- E. Only one application from a candidate will be accepted. Candidates trying to submit more than one application with different particulars like Name/ Father's name/Community/Photo/Educational and / or Technical qualification etc., are informed that all such applications will be summarily rejected.

**MODE OF SELECTION:**

Selection will be done on the basis of merit list. The merit list will be prepared separately for Non-ITI and EX-ITI category. The merit list for Non-ITI category will be prepared on the basis of overall percentage of marks in Madhyamik or matriculation (Class Xth standard or equivalent), aggregate in all subjects and irrespective of Board.

The Merit List for Ex-ITI category will be prepared on the basis of simple average of percentage of marks both in Matriculation and ITI (minimum 50% in aggregate in each). For the purpose of calculation of percentage of Matriculation, marks obtained by the candidates in all subjects will be taken to account and for calculation of percentage of ITI marks, marks mentioned in provisional/final certificate will be taken.

The aggregate marks obtained by the candidates in Madhyamik (Class X or equivalent) shall be considered irrespective of Board / Exam System and shall be considered as per percentage formula of that Board / Exam System only.

Based on the vacancy position, select lists will be prepared and only provisionally selected candidates will be called for document verification and medical examination.

For preparation of merit list, in case of two candidates having the same marks/percentage (tie case), the candidates with older age shall be preferred. If the dates of birth are also the same, then the candidates who passed Matriculation examination earlier (Year) shall be considered first. Even if the Year of passing of Matriculation examination is same, the candidate name in alphabetical order appearing first will be considered first.

Utmost care shall be taken while finalizing the select list of eligible candidates. In case of any mistake or error by oversight or otherwise, OCF Avadi reserves the right to take action to revised select list of eligible candidates, as deemed fit, at any point of time and in this regard the decision of Ordnance Clothing Factory, Avadi shall be final.

**RESERVATION FOR SC/ST/OBC & PWD CANDIDATES:**

Reservation is applicable as per the relevant schedule in the Rules under the Apprentice Act, 1961, Apprenticeship Rules 1992 and amendments thereof and the Rights of Persons with Disabilities Act, 2016 and existing Government Rules. Vacancies notified against PH/PWD category are not separate but included in the total number vacancies as per provision. Final selection of the candidates will be made in order of merit in each category, separately as per applicable Reservations Rules.

**DURATION OF TRAINING:**

For Non-ITI and ITI Candidates: Duration of Training period shall be as specified in the Apprentice Act, 1961, Apprenticeship Rules 1992 and amendments thereof. However, for Ex-ITI candidates, training period will be reduced as per schedule 1 of Apprentice Act, 1961 and Apprenticeship Rules 1992 and amendments thereof in the respective trade.

**STIPEND:**

The minimum stipend per month shall be paid to the trade apprentice (as per the provision of sub-rule (1) of rule 11 of the Apprenticeship Rules, 1992). According to the Trade Apprentice Act 1961 & as per The Gazette notification of India, G.S.R.680 (E), Part-II-Section 37 SAUB-SECTION (I) Dated September 22, 2014 year wise entitlement of present stipend is appended below. (Time to time amendments via Gazette notification will also regulate the stipend).

Trade	1st year	2nd year
Tailor/Men (Non ITI)	Rs.6000/- PM	Rs.6600/- PM
Tailor/Men (ITI)	--	Rs.7700/- PM

No other allowances will be paid during the entire period of apprenticeship training. However, in case of ex-ITI candidates, period of training already undergone by them will be considered for the purpose of determining the stipend.

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## STANDARD OF PHYSICAL FITNESS:

As per the Apprentice Act 1961, Apprenticeship Rules 1992 and amendments thereof.

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## MEDICAL EXAMINATION:

Medical examination will be conducted By Ordnance Clothing Factory, Avadi. The date, Time and Venue for Medical Examination will be communicated separately by the Factory. Candidates passed in medical examination will be considered for engagement of Trade Apprenticeship, subject to verification of his/her character and antecedents and receipt of nothing adverse report from the concerned civil authorities.

## TERM & CONDITIONS:

The selected candidates will have to execute a Contract of Apprenticeship (if minor, by his/her guardian).

The Apprentices will be provided with quarters/hostel accommodation by the Factory, subject to availability & conditions.

During the training, the Apprentices are entitled for Medical treatment from this factory only as per rules.

If a candidate is selected as Trade Apprentice, against the designated trades, his/her training shall be subject to registration by respective RDATs/RDSDEs.

If due to any reason the RDATs/RDSDEs are not able to register the candidate, the training of the candidate shall be terminated immediately.

The Candidate who have completed the period of training will, on passing a test to be conducted by the National Council for Training (NCVT) in prescribed Trade to determine his/her designated proficiency in which he/she has served, as an Apprentice, will be given a certificate of proficiency in the trade by the National Council.

In the event of premature termination of Contract of Apprenticeship for failure on the part of apprentice to carry out the terms and conditions of the contract (as notified under the Apprenticeship Rules 1992) and amendments thereof, the candidate/surety has to pay such amount as is determined by the Apprenticeship Adviser as and towards the cost of training.

## OFFER & ACCEPTANCE OF EMPLOYMENT:

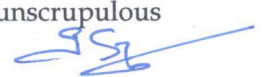
It shall not be obligatory on the part of the Employer to offer any employment to any Apprentice after completion of the training, nor shall it be obligatory for the Apprentices to accept any employment, if offered by the Employer. The candidates are advised to get themselves familiarised with the rules and regulations under the Apprentice Act, 1961, Apprenticeship Rules 1992 and amendments thereof and Rights of Persons with Disabilities Act, 2016.

## PAYMENT OF FEE:

Application fee (non-refundable) - Rs.100/- Fee once paid shall not be refunded under any circumstances or reused / adjusted. Fee payment will have to be made by way of Demand Draft in favour of the General Manager, Ordnance Clothing Factory, Avadi. No fee is required to be paid by SC/ST/PWD/Female/Transgender candidates.

## GENERAL INFORMATION TO CANDIDATES:

- I. It is to be noted that mere submission of application does not guarantee induction as trade apprentice. The selection of candidates will be made based on Merit List considering available vacancies, category wise. The candidature and selection of candidates shall also be subject to scrutiny of original copy of credentials/documents, clear police verification report, medical test and other eligibility criteria as mentioned in the advertisement and provisions of Act Apprentice Act 1961 and Apprenticeship Rules, 1992 and all amendments thereof.
- II. The candidates are required to carefully go through the advertisement in detail. The candidates are advised to carefully submit / enter the marks / percentage obtained in education eligibility criteria.
- III. Candidates are required to regularly check this website for any updates and changes.
- IV. Candidates are required to give valid mobile number and e-mail id for periodical notices.
- V. Canvassing of any kind will disqualify the candidate. Selection process is done strictly on merit. Candidates are advised not to fall prey to any unscrupulous elements.

  
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- VI. Any material suppression of facts or submitting forged certificates shall lead to rejection of his/her candidature at any stage of selection of this process.
  - VII. Decision of Ordnance Clothing Factory, Avadi in all matters relating to the eligibility, acceptance/rejection of any application etc., shall be final and binding on the candidate and no query/correspondence shall be entertained in this regard.
  - VIII. Any subsequent changes in the terms and conditions of the engagement of Trade Apprentices as per the extant rules will stand good. Ordnance Clothing Factory, Avadi reserves the right to incorporate any subsequent changes/modification/additions in the terms & conditions under this advertisement notice as necessitated and applicable. Any corrigendum may be published on this website
  - IX. Any dispute with regard to the engagement of Trade Apprentice will be subject to courts/tribunals having jurisdiction over the City/Town in which the Factory is situated.
  - X. The Competent Authority reserves the right to adopt any alternative lawful mode of selection in part or in whole, in case of contingency.
  - XI. No Transport Allowance shall be admissible to any candidates called for Documents Verification / Medical Examination.
  - XII. All the provisions of Act Apprentice Act 1961 and Apprenticeship Rules, 1992 and all amendments thereof as on date are applicable.

**Note -I:** To avoid last minute rush, candidates are advised in their own interest to submit application well before the closing date. **Note-II:** OCFAV does not accept any responsibility for the candidates not being able to submit their application within the last day.

**REJECTION OF CANDIDATURE:**

Candidates are requested to read all instructions carefully & thoroughly before applying. Their applications, otherwise, are likely to be rejected on one or more of the following reasons. The application or candidature of the candidate may be rejected for any of the following reasons:

- I. Incomplete Application unclear or illegible documents submitted.
  - II. Does not possess the prescribed qualification as indicated in this advertisement to undergo the Trade Apprenticeship in Ordnance Clothing Factory, Avadi.
  - III. Under aged or Date of Birth not filled or wrongly filled.
  - IV. Double or multiple applications submitted. The candidature will also be cancelled on applying for both ITI and NON-ITI vacancies.
  - V. Only a single application will be entertained. Candidature in respect of multiple applications will be rejected out rightly, without assigning any notice to such candidates.
  - VI. Application without photo, clear photo, photo with cap, wearing goggles, disfigured, unrecognizable or unclear or unidentifiable photo. Applications with unclear signature/LTI uploaded or documents submitted.
  - VII. Candidates name is figuring in the debarred list.
  - VIII. Any other irregularities which may render the candidature of applicant invalid by OCFAV.
  - IX. Mismatch of Name, Father's Name, Date of Birth, Marks submitted and year of passing in application form with the 10<sup>th</sup> certificate / ITI certificate.
  - X. Irrelevance between the applied trade and the ITI trade certificate i.e., applications submitted without prescribed educational / Technical (ITI) qualification in various designated trades as indicated in advertisement.
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To

The General Manager  
Ordnance Clothing Factory  
(A unit of Troop comforts Limited)  
A Government of India Enterprise  
AVADI, CHENNAI - 600 054

Recent Passport  
size colour photo  
to be pasted and  
signed

Sub: Application for 57<sup>th</sup> batch Trade Apprentice (Tailor/Men) \_\_\_\_\_ (ITI/Non ITI)  
Ref: OCFAY Advertisement No.1810/LB/57-TA/2022

1	Name of the applicant	
2	Date of Birth	
3	Father's/Husband Name	
4	Mother's Name	
5	Sex	
6	Residential Address	
7	Mobile Number	
8	Email ID	
9	If applied in Govt. of India Portal <a href="http://www.apprenticeship.gov.in">www.apprenticeship.gov.in</a> Registration No.	
10	Aadhaar No./Voter ID/PAN (or) any other valid ID no. (Copy of ID to be enclosed)	
11	Community (General/SC/ST/OBC) Copy of certificate to be enclosed, in case of OBC latest creamy layer certificate to be enclosed)	
12	Whether belonging to PWD (Person with disability) BL/OL/LC/D/AAV (Copy of certificate to be enclosed)	
13	Educational qualification: (copy of Xth mark sheet/NCVT to be enclosed)	
14	Year of passing Matriculation (Xth std)	
15	Total percentage scored in Matriculation (Xth Std)	
16	Percentage in Maths (Xth std)	
17	Percentage in Science (Xth std)	
18	Year of passing NCVT in relevant trade	
19	Name of Trade	
20	Period of Training	
21	Percentage of marks scored.	
22	Payment Details (Enclose DD) DD No./Date/Amount/Bank name to be filled	
23	Signature of the candidate	
24	Left Hand thumb Impression of the candidate	

(Information sought from Sl.No.18 to 21 is applicable only to ITI candidates)

Date:

Place

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