

Metal & Steel Factory, Ishapore

A Government of India Enterprise

Ministry of Defence

A Unit of Yantra India Limited

PO: Ishapore-Nawabganj Dist.- 24 Parganas (North), West Bengal -743144

Metal & Steel Factory is a Production Unit under the control of Yantra India Limited, a Defence Public Sector Undertaking, Ministry of Defence, Government of India, incorporated vide MOD Order No. 1(5)/2021/OF/DP (Plg-V)/02 dated 24/09/2021, formed by transferring 08 production units and 05 non production units of erstwhile Ordnance Factory Board. It has vast core competency, resources, strength and expertise in manufacturing of ammunition hardware, fuses, rocket launchers, composites, various ferrous and non-ferrous castings and materials.

Metal & Steel Factory is looking for enterprising, dynamic and experienced Indian National to work as 'LABOUR WELFARE OFFICER (LWO)'.

A. DETAILS OF VACANCIES:-

Name of the Post:	LABOUR WELFARE OFFICER (LWO)
Salary:	Rs. 45000/- (Fixed)
Nature of Appointment:	On Full time contractual basis
Age Limit:	Maximum 45 years of age (as on closing date of advertisement)
Number of Posts	01 (One)
Place of Unit	Metal & Steel Factory, Ishapore, North 24 Parganas, WB- 743144.

B. **TERM OF APPOINTMENT:-** Two Years (if required by the Units, can be extended further by one year after appraisal and review and approval of YIL HQ). The Units also reserves the right to terminate the existing contract before completion of two years or during one year of extension period, if performance is found unsatisfactory under any circumstances with approval of the YIL HQ.

C. **TOTAL EMOLUMENT:-** Total consolidated monthly emolument of Rs. 45000/- (Fixed).

1) **ACCOMMODATION:-** Suitable Factory accommodation (on payment of stipulated normal license fee as per YIL Quarter allotment Policy).

E. QUALIFYING REQUIREMENTS:-

ESSENTIAL & DESIRABLE EDUCATIONAL QUALIFICATION:-

- (i) Bachelor's Degree from a recognized University/Institute;
- (ii) Post Graduate Degree / Diploma in Social Work or Social Sciences or Labour

- 10. To encourage provision of amenities, such as canteens, rest shelters, creches, adequate latrine facilities, drinking water supply, sickness and benevolent scheme of payments, pension and superannuation funds, gratuity payments and legal advice to workers;
- 11. To advice on provision of welfare facilities such as housing facilities, food, social and recreational facilities, sanitation, advise on individual personnel/family problems and children's education;
- 12. To advice the management on questions relating to training of learners, newcomers, apprentice, workers on transfer and promotion, instructors and supervisors, supervision and control of notice-board and information bulletins to encourage additional education and attendance of workers at Technical Institutes;
- 13. To take measures which will serve to raise the standard of living of workers and in general promote their well being.
- 14. To maintain and coordinate the maintenance of Funds related to the welfare activities of the industrial employees, like Social Responsibility Funds, Death Relief Funds, Labour Welfare Fund, Distress Fund / Rahat Kosh Fund, etc.
- 15. Any other duties as per the directives of the Company / Factory Management in consonance with the provisions of Welfare Officer Rules/Factories Act or relevant Rules/Act of respective Central/State Government.

L. HOW TO APPLY:-

- 1. Interested candidates shall submit their application form (in Hard Copy) as per the prescribed format given hereto, and post them through speed post/courier service to the **Executive Director/Officer In-charge, Metal & Steel Factory and PO: Ishapore-Nawabganj, Dist.- 24 Parganas (North), West Bengal -743144.** In addition, an advance scanned copy of the application form along-with the enclosures is be sent email msf@ord.gov.in clearly mentioning in the subject heading 'APPLICATION FOR THE POST OF LABOUR WELFARE OFFICER'.
- 2. Hardcopy of the Application is to be submitted along-with 2 self-attested recent passport size photographs. The applicant should affix his/her one photograph on the application in the space provided and the second one should be attached with application form but not pasted (with full name written on the back side for identification). Self-attested copies of documents/certificates in support of