

APPLICATION FOR ENGAGEMENT OF PROFESSIONALS UNDER FIXED TERM CONTRACT**[To be forwarded by Ordinary Post]**

Advt. No. and Date.....

APPLICATION FOR THE POST OF

Place for recent
passport size photo
of the applicant
(self attested in
front) to be firmly
pasted (not to be
stapled)

To
The Chief General Manager,
Engine Factory Avadi,
(A Unit of Armoured Vehicles Nigam Limited)
Avadi, Chennai – 600 054.

(TO BE FILLED UP IN BLOCK LETTERS ONLY)

01.	Post Applied for	
02.	Name in Block letters (as mentioned in 10 th Std./SSLC certificate)	
03.	Father's / Husband's Name	
04.	Date of Birth (dd/mm/yyyy)	
05.	Age (as on last date of receipt of application)	
06.	Nationality	
07.	Gender (Male / Female)	
08.	Category [UR/SC/ST/OBC-NCL/EWS] Enclose relevant certificate (except for UR)	
09.	Whether Ex-Serviceman or Not, if yes Enclose Discharge certificate	Yes / No
10.	Whether Person with Disability or Not, if yes Enclose Disability certificate	Yes / No
11.	Complete Postal Address with pin code for communication	
12.	Aadhaar Number	
13.	Mobile / Phone number	(1) (2)
14.	E-mail ID (in block letters)	
15.	Two Prominent and visible identification Marks	(1) (2)
16.	Whether application fees paid (SC/ST/PwBD/ Ex- SM/Female candidates are exempted from payment of Fees)	Yes / No
17.	SBI Collect Payment Ref.No. (DD/Cheque etc., NOT Permitted)	

Contd...2/

18. Details of educational and other qualifications starting from X Standard/SSLC:

Examination passed	Name of the Course with discipline	Name of School / College	Name of Recognized University/ Board of Examination	Marks obtained/ Total Marks	Percentage of Marks (%) *
SSLC/10 th STD	-				
HSC/12 th STD	-				
Diploma					
Degree					
Professional Qualification (MBA / LLB / Engineering)					

* Wherever Marks are awarded as CGPA, CGPA equivalent to Percentage as per the Educational Institution should invariably be attached, without which, the application shall NOT be considered.

19. Check List of Enclosures:

Sl. No.	ENCLOSURES	YES/ NO
1	Proof of Date of Birth -	
2	Educational Qualification Certificates and Consolidated Mark sheets as mentioned in point No.18	
3	Caste & Category Certificate: (SC / ST / OBC-NCL / EWS) – in prescribed proforma for appointment to Central Government Jobs.	
4	Discharge certificate for Ex-serviceman	
5	Disability certificate [for Persons with Benchmark Disability (PwBD).]	
6	Whether all above documents / certificates are self-attested	
7	Two copies of photographs (one pasted on application form) and one extra photograph (Name and Date of Birth should be written on backside of photograph)	
8	Copy of payment of fees made through SBI Collect (SC/ST/PwBD/Ex-SM/ Female candidates are exempted) [DD/ Cheque etc., NOT Permitted]	

Signature of the Candidate

Date:

DECLARATION

I, Shri/Smt./Kum._____ have read the instructions carefully before sending this application and meet the eligibility requirement as per vacancy notification. I hereby declare that all the statements made in this application are 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 time.

Signature of the Candidate

Date :

Place :

Documents to be enclosed (which ever applicable)

- ❖ Valid document evidencing date of birth of the candidate (Secondary / Matriculation School Certificate/Birth Certificate).
- ❖ Educational Certificates – Mark sheets & Degree (Diploma, Graduation, Post –Graduation).
- ❖ Community Certificate in case of candidate belongs to reserved category.

TERMS AND CONDITIONS FOR ENGAGEMENT OF PROFESSIONALS ON FIXED TERM CONTRACT

A. Selection Process: Selection will be based on qualification and/or performance in the interview/interaction.

(i) SCREENING:

Screening of Applications will be done by a Screening Committee constituted for that purpose.

- Candidates are required to fill in the Application Form (attached with the advertisement) complete in all respects.
- The complete Application Form has to be submitted to EFA for screening by the Screening Committee. Candidates will be shortlisted for Interview. The Company may adopt higher criteria in case of receipt of more number of applicants meeting eligibility criteria.

(ii) INTERVIEW:

- If required, Personal Interview/interaction will be conducted.
- The offer of engagement shall be issued to the suitable candidates in the order of merit and based on the number of vacancies and will be subject to verification of antecedents and caste certificate (in case of reserved category candidates) as per Govt. of India guidelines.
- **Following weightage criteria will be followed for personal interview.**

Criteria	Weightage
Aggregate Marks secured in BE/B.Tech/Diploma etc.	75%*
Interview for shortlisted candidates	25%

* In the case of Jr. Manager (Contract) (Safety), the essential Qualification one year Diploma in Industrial Safety course apart from Diploma/Degree in Engineering, the weightage shall be 40% for Diploma/Degree of Engineering & 35% for one year Diploma in Industrial Safety course . Engagements will be recommended by a Selection Board constituted by the Chief General Manager/EFA.

(iii) Declaration of Result of Selection:

- Only those candidates shortlisted may be called for interview (physical/virtual).
- The names of candidates shortlisted for interviews will be notified on our website (www.ddpdoo.gov.in / www.avnl.co.in) and call letters will be sent to the e-mails.
- **Candidates are requested to print the call letter and comply with the instructions indicated therein.**
- **The results of the final selection, either on the basis of qualification and/or interview, will be uploaded on www.ddpdoo.gov.in / www.avnl.co.in**

B. Tenure:

The tenure of contract engagement on full time basis will be normally for a period specified in the advertisement against post, which is extendable depending on the performance and requirements.

C. Age Limit:

The Upper Age Limit for General category candidates has been mentioned against the post. AGE RELAXATION will be applicable as per relevant Government orders for various categories.

D. Qualification:

Qualification commensurate with the job description should be clearly specified in the Application. The candidates are advised to ensure that they meet the qualification and other criteria before filing the application.

E. REMUNERATION :

- For Fixed Term Contract of professionals - consolidated monthly remuneration (Basic + IDA).
- Payment will be made after Tax deduction at source. TDS certificate shall be issued by the Company.

F. OTHER TERMS AND CONDITIONS:

- (i) The engagement is purely temporary and contractual and on Fixed Term Basis and it is not against any permanent vacancy. This engagement will not entitle any candidate to claim for regular/permanent employment in the Company. Accordingly, nothing within or relating to the Contract shall establish the relationship of employer and employee, or of principal and agent, between the Company and the contracted Professionals. They will not be entitled for any benefit/compensation/absorption/regularization/permanent employment in the Company except the fixed remuneration.
- (ii) The persons engaged on full time basis will not be allowed to take any other assignment during the period of contractual engagement.
- (iii) Total paid leave admissible shall not exceed 15 days in a year.
- (iv) HRA or any other allowances shall not be admissible. No accommodation and Medical facilities will be admissible.
- (v) TA, DA while on official tour may be paid on case to case basis. In case of retired Govt. personnel, it may be as per his entitlement at the time of retirement. In other cases, it will be decided on case to case basis with the approval of Competent Authority.
- (vi) The persons engaged can be assigned additional responsibilities/tasks in addition to their specialization and assigned tasks.
- (vii) They will work on full time basis and on all working days as applicable or in operation in the Company. They may also be required to work beyond the normal working hours and on holidays too, in case of functional requirement.
- (viii) **The engagement can be discontinued or terminated with one-month notice or one-month salary as the case may be decided by either side without assigning any reasons.**
- (ix) The incumbents are liable to be transferred / posted anywhere in India at the discretion of the Company.
- (x) Those working in Govt. / PSUs must submit NOC at the time of Interview and should submit proper relieving letter from present employer in the event of selection.
- (xi) **The cut-off date for age and qualification will be the date of advertisement.**
- (xii) Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.
- (xiii) Relaxation of age for SC/ST/OBC-NCL/PWD and Ex-Servicemen/J&K domicile category will be as per Govt. of India guidelines. **Reserved category candidates applying against unreserved post shall be treated as General category and no relaxation shall be given.** The reserved category candidates are required to submit the caste / category certificate in prescribed format of Government of India, issued by the competent authority. OBC candidates belonging to creamy layer category should apply as general category and against general vacancies only.
- (xiv) The minimum qualification requirement in terms of percentage of marks/division will be appropriately relaxed for the Candidates belonging to SC, ST and PwBD category.
- (xv) Only full time regular courses will be considered as qualification and all qualifications should be recognized by AICTE/UGC/Respective State Boards for Technical Education/ appropriate Indian Statutory Authorities.

- (xvi) Mere submission of Application does not guarantee the adequacy of candidature for being considered for further selection process. Mere fulfilling of eligibility criteria shall not confer any right to the applicant for being called for the interview/appointment. **Canvassing in any form will disqualify the candidate.**
- (xvii) Candidate will have to bring an original valid Photo ID (Aadhaar Card etc.) and the original documents for verification at the time of interview/ medical/ joining, if called for.
- (xviii) **EFA/AVNL** 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 EFA/AVNL.
- (xix) No TA/ DA shall be paid to any candidate for attending interview.
- (xx) Engagement of the selected candidate will be subject to medical fitness.
- (xxi) Police verification report (**PVR**) is a pre-condition for engagement of the selected candidates. Candidates will have to obtain a formal Police verification report before joining.
- (xxii) **No correspondence will be entertained from the candidates not selected / interviewed.**
- (xxiii) Candidates should ensure that they fulfill the eligibility criteria prescribed for the post they have applied. In case it is found at any stage of selection process or even after appointment that the candidate has furnished false or incorrect information or suppressed any relevant information / material facts or does not full fill the criteria, his / her candidature / services are liable for rejection / termination without notice.
- (xxiv) Any corrigendum/clarifications of the advertisement, if necessary, shall be uploaded on www.ddpdoo.gov.in and no separate press coverage are envisaged for this purpose.
- (xxv) All disputes / cases related to this recruitment process are subject to jurisdiction of courts at Chennai only.
- (xxvi) Management reserves the right to cancel / restrict /enlarge / modify / alter the recruitment / selection process, if need so arises, without issuing any further notice or assigning any reason thereafter.
- (xxvii) EFA/AVNL reserves the right to relax age / qualification & other qualifying criteria in deserving cases.
- (xxviii) All information regarding this recruitment process would be made available in the website (www.ddpdoo.gov.in / www.avnl.co.in) only. Applicants are advised to check the web site periodically for important updates.
- (xxix) **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, technical fault or otherwise, beyond the control of the Company. Candidates are advised to keep a close watch on the website (www.ddpdoo.gov.in / www.avnl.co.in) for latest updates.
- (xxx) Application fee (Non-refundable Rs. 300/-). SC/ST/PwBD/Ex-SM/Female candidates are exempted from payment of application fees.
- (xxxi) Application Fee: Payment of Application Fee of Rs.300/- (Rupees Three Hundred only) to be paid **through SBI Collect – PSU (Public Sector Undertaking) - Armoured Vehicles Nigam Limited, Tamil Nadu – Payment Category – EFA – Fixed Term (Contract) Application Fee (Don't use special characters in the payment page.** The Candidates shall attach a copy of receipt of payment with the application form.
- (xxxii) Applications that are incomplete, not in prescribed format, not legible, without the required certificates and without requisite fee, shall be summarily rejected without assigning any reasons and no correspondence in this regard shall be entertained.

- (xxxiii) For any queries regarding this recruitment please send E-mail to efa@ord.gov.in or contact at 044-26845115 / 26845161 / 26845162 on all working days from 9.30 AM to 05.00 PM (Monday to Friday).
- (xxxiv) Clarifications/Decisions of the Company in respect of all matters pertaining to this recruitment would be final and binding on all candidates.
- (xxxv) Any other terms and conditions of engagement can be determined and incorporated with the approval of the Competent Authority.

EFA's DECISION FINAL:

The decision of Chief General Manager, EFA in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, conduct of interviews, selection and posting of selected candidates will be final and binding on the candidates and no query/correspondence will be entertained in this regard.

Last date for receipt of Application at EFA is 21 days from the date of publication of advertisement in Employment News.

*****End of Document*****