

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,
Heavy Vehicles Factory,
(A Unit of Armoured Vehicles Nigam Limited)
Post Bag No. **01**,
HVF Estate, 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.	Category [UR/SC/ST/OBC-NCL/EWS] Enclose relevant certificate (except for UR)	
08.	Whether Ex-Serviceman or Not, if yes Enclose Discharge certificate	Yes / No
09.	Whether Person with Disability or Not, if yes Enclose Disability certificate	Yes / No
10.	Complete Postal Address with pin code for communication	
11.	Aadhaar Number	
12.	Mobile / Phone number	(1) (2)
13.	E-mail ID (in block letters)	
14.	Two Prominent and visible identification Marks	(1) (2)
15.	Whether application fees paid (SC/ST/PwBD/ Ex-SM/Female candidates are exempted from payment of Fees)	Yes / No
16.	SBI Collect Payment Ref.No. (DD/Cheque etc., NOT Permitted)	

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

Examination passed	Name of School/ College	Name of Recognized University/ Board of Examination	Discipline /Branch	Marks obtained/ Total Marks	Percentage of Marks (%)*
SSLC/10 th STD					
HSC/12 th STD					
UG DEGREE					
PG DEGREE					
Other Qualifications (if any).					

* 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.

18. Details of present employment/previous experience, if any:

Company Details	Designation	Period From	Period To	Nature of Duties	Last drawn pay including level/grade or CTC as applicable etc.,

19. Check List of Enclosures:

S. No.	ENCLOSURES	YES/ NO
1	Proof of Date of Birth -	
2	Educational Qualification Certificate, Consolidated Mark sheet and Certification Course Certificate	
3	Experience certificate	
4	Caste & Category Certificate: (SC / ST / OBC-NCL / EWS) – in prescribed proforma for appointment to Central Government Jobs.	
5	Discharge certificate for Ex-serviceman	
6	Disability certificate [for Persons with Benchmark Disability (PwBD).]	
7	Whether all above documents / certificates are self-attested	
8	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)	
9	Copy of payment of fees made through SBI Collect (SC/ST/PwBD/Ex-SM/ Female candidates are exempted) [DD/ Cheque etc., NOT Permitted]	

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 Qualification Certificates – Mark sheets & Certificates of (SSLC(10th), HSC(12th), Degree etc.)
- ❖ Certification Course Certificate.
- ❖ Work experience –
 - (A) Joining – Relieving Letter from Company/Organization.
 - (B) Experience/Service Certificate/Salary statement/Bank statement issued by company/organization. (It should indicate date of joining and date of relieving from each organization where worked).
- ❖ Community Certificate in case of candidate belongs to reserved category.