

Advt. No. and Date.....

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APPLICATION FOR THE POST OF

SL No	PARTICULARS	DETAILS
1	NAME (in Block Letters)	
2	FATHER's/MOTHER's/HUSBAND's NAME	
3	GENDER	
4	DATE OF BIRTH (DD/MM/YYYY) AGE IN YRS. / MONTHS. AS ON THE DATE OF ADEVERTISEMENT	
5	WHETHER BELONGS TO SC / ST / OBC / PWD / Others	
6	HIGHEST QUALIFICATION	
7	TOTAL POST QUALIFICATION WORK EXPERIENCE AS ON THE DATE OF ADEVERTISEMENT	
8	DATE OF RETIREMENT / SEPARATION FROM THE LAST EMPLOYMENT	
i	NAME OF THE COMPANY/DEPARTMENT (WORKING/RETIRED)	
ii	WHETHER CPSE / STATE PSU / GOVT. DEPARTMENT / REPUTED / LARGE PRIVATE SECTOR ORGANISATION	
iii	POST CURRENTLY HELD ON REGULAR (SUBSTANTIVE) BASIS WITH PAY SCALE, LEVEL AND GRADE PAY (UNDER IDA & CDA PAY SCALES) OR ON THE DATE OF RETIREMENT / SEPARATION.	
09	PRESENT ADDRESS FOR COMMUNICATION	
10	PERMANENT ADDRESS	
11	TELEPHONE/MOBILE NO.	
12	EMAIL	
13	AADHAAR NUMBER/PAN NUMBER	
14	DETAILS OF APPLICATION FEE REMITTED	
15	MODE/DD NO./DD DATE/BANK DETAILS	

15. EDUCATIONAL QUALIFICATIONS

Sl. No.	Qualifications from 10 th Class onwards	% of marks obtained/CGPA	Year of passing	Name of School/College	Affiliated institute/university

16. PARTICULARS OF EXPERIENCE

Name of the Company / Organization	Post Held	Period of Employment		Pay Scale/ Level & Grade pay in case of PSUs/Govt.Depts	CTC (In Rs.) in other cases	Major Responsibilities
		from	To			

Additional information if any which you would like to mention in support of your suitability for the post:

Declaration:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Signature of the candidate

Place:

(Documents to be enclosed (whichever 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).
- ❖ 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).
 - (c) Salary Certificate together with ITR or Form-16 A issued by present / past employers(s).
- ❖ Caste Certificate in case of candidates belonging to reserved category.

TERMS AND CONDITIONS FOR ENGAGEMENT OF PROFESSIONALS ON FIXED TERM CONTRACT

A. Selection Process: Selection will be based on qualification and experience 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 OFMK/AVNL for screening by the Screening Committee. Candidates may 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 etc.	75%
Relevant post Qualification experience: 1. 2.5 marks will be allocated for minimum experience stipulated for the post. 2. 1.25 marks will be allocated for every additional experience of 6 months subject to a maximum of 10 marks.	10%
Interview for shortlisted candidates	15%

- ❖ All such engagements will be recommended by a Selection Board constituted by the Chief General Manager/OFMK.

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 AVNL website and call letters will be sent to their 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 experience and/or interview, will be published only on AVNL website.

B. Tenure:

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

C. Age Limit:

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

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

E. Definition of Post Qualification Work Experience:

DEFINITION OF LARGE PRIVATE SECTOR ORGANIZATION / INSTITUTION/COMPANY OF REPUTE

Shall include listed companies (which would mean and include companies listed on NSE or group A & B of BSE)

OR

Organization/Institution/ Companies with more than 500 employees

OR

Having an annual turnover of more than Rs.250 crores in the last financial year.

Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.

The work experience shall be in full time job on regular salary basis, after acquiring prescribed minimum essential educational qualification.

1.In case of intermittent nature of job, the actual days engaged in full time job only will be considered for calculating number of years of experience.

2.Any other nature of experience like freelance experience will not be considered as it is not a full- time job and required number of years of experience cannot be established.

3.Entrepreneurial experience will not be considered for the purpose of ascertaining required number of years of post-qualification experience.

4.Period of on-the-job training undertaken by the candidates as Management Trainee (MT) / Executive Trainee (ET) / Graduate Trainee (GT) in PSUs after acquiring the requisite qualification mentioned above shall be considered for determining post qualification work experience.

5.Articleship / Internship / Academic Project / Teaching / Research experience shall not be considered as Post Qualification Experience.

6.Period of apprenticeship under Apprenticeship Act shall be considered for the purpose of ascertaining required number of years of post-qualification experience.

F. Documentary Evidence for Work Experience:

The candidate is required to submit experience certificate / documentary evidence for establishing work experience as mentioned below:

For Past employment:

WORK EXPERIENCE CERTIFICATE.

The submission of work experience certificate indicating the date of joining, date of relieving, pay last drawn, pay scale with duration and nature of jobs / specific areas of experience / experience in the relevant fields / Projects handled etc, is compulsory for all the past employments which the candidate is mentioning in the application form. In case experience certificate from any of the past employers is not submitted, it may lead to rejection of the candidature. So candidates are advised to ensure that the experience certificate indicating the date of joining, date of relieving and other details as mentioned above is attached for minimum requisite experience details mentioned in the application form.

II. FOR CURRENT EMPLOYMENT

1. Experience Certificate with all the details mentioned above.

OR

2. Offer letter/ Appointment letter showing the date of joining (Proof of date of joining) mentioned by the candidate in the application form.

OR

Offer letter / Appointment letter where date of joining is not mentioned along with any other document issued by the employer (including pay slip / identity card issued by employer) where date of joining is clearly mentioned.

And

3. Proof of continuity of present employment - Latest Pay slips for three months.

NOTE:

1. If the candidate is not able to provide experience certificate for current employment, the candidate must submit the documents mentioned at SL.No. 2 & 3 to clearly prove the continuity in the job.

2. Self-declaration regarding nature of jobs/ specific areas of experience / experience in the relevant fields / Projects handled etc, will not be considered / accepted.

3. Non-submission of the documents as mentioned above for establishing requisite experience may lead to rejection of the candidature.

G. Remuneration:

- ❖ For fixed term contract of professionals - consolidated monthly remuneration.
- ❖ If retired Govt. officials are engaged, their remuneration shall be fixed by deducting the amount of pension from his salary drawn at the time of retirement or the consolidated monthly payment, whichever is lower.
- ❖ Payment will be made after Tax deduction at source. TDS certificate shall be issued by the Company.

H. 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) DA, HRA or any other allowances shall not be admissible. No accommodation and Medical facilities will be admissible. However, Company accommodation may be provided in special cases with the permission of **CGM/OFMK** on payment of applicable licence fees and other charges.

(v) TA, DA while on official tour will be paid on case to case basis. In case of retired Govt. / CPSE 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. Company units will provide transit accommodation in their guest houses. Company units may also provide local transport.

(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 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, qualification and experience 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 PWD category.

(xv) Only full-time regular courses will be considered as qualification and all qualifications should be recognized by AICTE/UGC/appropriate Indian Statutory Authorities. Wherever CGPA/ OGPA or letter grade in a Degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/ Institutes. Candidates will be required to submit documentary proof/ certificate to this effect from the Institute/ University at the time of interview, if called for the same.

(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 interview/appointment. **Canvassing in any form will disqualify the candidate.**

(xvii) Candidate will have to bring an original valid Photo ID (Aadhar Card etc.) and other original documents for verification at the time of interview/ medical/ joining, if called for.

(xviii) **AVNL/OFMK** 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 **OFMK/AVNL**.

(xix) No TA/ DA shall be paid to any candidate for attending interview in OFMK/AVNL.

(xx) Engagement of the selected candidate will be subject to medical fitness by the Medical Officer nominated by **OFMK/AVNL**.

(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. Necessary **Medical Insurance policy** for self may also be submitted at the time of joining with **OFMK/AVNL**.

(xxii) **No correspondence will be entertained from the candidates not selected/ interviewed.**

(xxiii) Candidates should ensure that they fulfil 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 only be uploaded on AVNL website (avn1.co.in) and no separate press coverage shall be done 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) OFMK/AVNL reserves the right to relax age/experience/qualification & other qualifying criteria in deserving cases.

(xxviii) All information regarding this recruitment process would be made available in the AVNL website (avn1.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, connectivity/network issues, technical fault or otherwise, beyond the control of the Company. Candidates are advised to keep a close watch on the Company website (www.avn1.co.in) for latest updates.

(xxx) Application fee (Non-refundable Rs. 300/-).**SC/ST/PwD/Ex-SM/Female candidates are exempted from payment of application fees.**

❖ Payment of Processing **Fee of Rs.300/- (Rupees Three Hundred only)** through SBI Collect (PSU- Armoured Vehicles Nigam Limited- Miscellaneous) or by means of a **Demand Draft drawn in favour of Ordnance Factory Medak, payable at Sanga Reddy.**

(xxxi) 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.

(xxxii) For any queries regarding this recruitment **please send E-mail to gm.ofmk@ord.gov.in** or contact at **040-23283455 / 23283224** on all working days from **8.00 AM to 05.00 PM (Monday to Saturday).**

(xxxiii) Clarifications/Decisions of the Company in respect of all matters pertaining to this recruitment would be final and binding on all candidates.

(xxxiv) Any other terms and conditions of engagement can be determined and incorporated with the approval of the Competent Authority.

AVNL's DECISION FINAL:

The decision of Chairman & Managing Director, AVNL in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, conduct of interviews, selection and engagement 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 AVNL CO:

The last date of receipt of application will be **21 Days** from the date of publication of this **advertisement in the Employment News.**

*****NOTE*****

Beware of touts and job racketeers trying to deceive by false promises of securing job in **AVNL/OFMK** either through influence or by use of unfair and unethical means. AVNL/OFMK has not appointed any agent(s) for action on its behalf. Candidates are warned against any such claims being made by persons/agencies. Candidates are selected purely as per merit based on interview. Beware of unscrupulous elements and do not fall in their trap. Candidates attempting to influence **AVNL/OFMK** directly or indirectly shall be disqualified and legal action can be initiated against them. Candidates are advised to consult only the **official website of AVNL/CO, Avadi i.e. www.avnl.co.in** and beware of FAKE websites put up by unscrupulous elements/touts.

*****End Of Document*****

Annexure - B

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD
CLASSES APPLYING FOR APPOINTMENT OF POSTS UNDER THE
GOVERNMENT OF INDIA.**

This is to certify that Shri/Smt./Kum.* _____ son/daughter* of
Shri _____ of village/town _____ district _____
in _____ state belongs to _____ community which is
recognized as backward class under the Government of India, Ministry of Welfare Resolution
No. 12011/68/93- BCC(C), dated 10th September. 1993 published in the Gazette of India
Extraordinary part I Section I date 13th September 1993. Shri/Smt./Kum*
_____ and/or his/her family ordinarily reside(s) in the
_____ District of the _____ state. This is also to certify that he/she
does not belong to the persons/selections (creamy layer) mentioned in column 3 (of the
schedule to the Government OF India, Department of Personnel & Training
O.M.No.36012/22/93-Estt.(SCT), dated 8.9.1993) and modified vide Government of India,
Department of Personnel and training O.M No.36033/3/2004 - Estt.(Res) dated 09.03.2004.

Dated

District Magistrate,
Deputy Commissioner etc..

Seal

N.B

(a) The term 'ordinarily' used here will have the same meaning as in section 20 of the Representation of the peoples Act, 1950

(b) Where the certificates are issued by Gazetted officers of the union Government or state Governments, they should be in the same form but counter signed by the District Magistrate or Deputy Commissioner (Certificates issued by Gazetted Officers and attested by District Magistrate/Deputy Commissioner are not sufficient)

* Should be dated 6 months prior to the date of advertisement.

DECLARATION

I _____ certify that the above said particulars are true to the best of my knowledge and belief and that do not belong to the Creamy Layer of OBCs and am eligible to be considered for the posts reserved for O.B.Cs. In the event of any information being found false or incorrect, or ineligibility being detected before or after the selection, I understand that my candidature/appointment is liable to be canceled and I shall be liable to such further action as may be provided under the law and/or Rules.

Yours faithfully,

Signature of the Candidate

Place:

Date:

Annexure – VIII

Form of Caste Certificate to be produced by a candidate belonging to a Scheduled Caste or Tribe in support of his/her claim.

This is to certify that Shri/ Shrimati */ Kumari
.....Son/Daughter* of
of village / town* in District / Division
..... of the State / Union Territory*
..... belongs to the
Caste/Tribe * which is recognised as a Scheduled Caste/Scheduled Tribe under :

- * The Constitution (Scheduled Castes) Order, 1950
- * The Constitution (Scheduled Tribes) Order, 1950
- * The Constitution (Scheduled Castes) (Union Territories) Order, 1951
- * The Constitution (Scheduled Tribes) (Union Territories) Order, 1951

[(As amended by the Scheduled Castes and Scheduled Tribes lists (Modification) Order 1956, the Bombay Reorganisation Act, 1960, The Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976)]

- # The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956.
- * The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Orders, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976.
- * The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962.
- * The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962.
- * The Constitution (Pondicherry) Scheduled Tribes Order, 1962
- * The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967
- * The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968.
- * The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968.
- * The Constitution (Nagaland) Scheduled Tribes Order, 1970.

..... 2/-

2. Shri/ Shrimati * / Kumari *
and his/her * family ordinarily reside(s) in Village / Town
..... of
District / Division * of the State / Union Territory*

SIGNATURE

Designation
(With seal of
Office)

Place..... State
.....
Union Territory *

Date

* Please delete the words which are not applicable.

Note : (1) The terms 'Ordinarily resides' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950

(2) Certificates are valid only when they are issued by the Competent Authority empowered to issue the certificate and is in the relevant name of the community and not in its synonyms or equivalents (which are meant only for purposes of verification of claims of members of relevant community calling themselves by such synonyms or equivalent).

NAME & ADDRESS OF THE INSTITUTE / HOSPITAL

Certificate No. _____

Date _____

DISABILITY CERTIFICATE

Recent Photograph
of the candidate
showing the
disability duly
attested by the
Chairperson of the
Medical Board

This is certified that Shri / Smt / Kum _____
Son / wife / daughter of Shri _____ age _____
sex _____ identification mark (s) _____ is suffering from
permanent disability of following category.

A. Locomotor or cerebral palsy:

- (i) BL-Both legs affected but not arms.
- (ii) BA-Both arms affected
 - (a) Impaired reach
 - (b) Weakness of grip
- (iii) BLA-Both legs and both arms affected
- (iv) OL-One leg affected (right or left)
 - (a) Impaired reach
 - (b) Weakness of grip
 - (c) Ataxic
- (v) OA-One arm affected
 - (a) Impaired reach
 - (b) Weakness of grip
 - (c) Ataxic
- (vi) BH-Stiff back and hips (Cannot sit or stoop)
- (vii) MW-Muscular weakness and limited physical endurance

B. Blindness or Low Vision :

- (i) B-Blind
- (ii) PB-Partially Blind

C. Hearing impairment:

- (i) D-Deaf
- (ii) PD-Partially Deaf

(Delete the category whichever is not applicable)

2. This condition is progressive / non-progressive / likely to improve / not likely to improve. Re-assessment of this case is not recommended / is recommended after a period of _____ years _____ months.*

3. Percentage of disability in his / her case is _____ percent.

4. Shri / Smt / Kum _____ meets the following physical requirements for discharge of his / her duties :-

- | | |
|---|----------|
| (i) F-can perform work by manipulating with fingers | Yes / No |
| (ii) PP-can perform work by pulling and pushing | Yes / No |
| (iii) L-can perform work by lifting | Yes / No |
| (iv) KC-can perform work by kneeling and crouching | Yes / No |
| (v) B-can perform work by bending | Yes / No |
| (vi) S-can perform work by sitting | Yes / No |
| (vii) ST-can form work by standing | Yes / No |
| (viii) W-can perform work by walking | Yes / No |
| (ix) SE-can perform work be seeing | Yes / No |
| (x) H-can perform work by hearing / speaking | Yes / No |
| (xi) RW-can perform work by reading and writing | Yes / No |

(Dr _____)
Member
Medical Board

(Dr _____)
Member
Medical Board

(Dr _____)
Chairperson
Medical Board

Countersigned by the
Medical Superintendent / CM / Head
of Hospital (with seal)

* Strike out which is not applicable.