

ADVT. NO &amp; DATE :-----

APPLICATION FOR THE POST OF :-----

To  
**THE CHIEF GENERAL MANAGER**  
**ORDNANCE FACTORY MEDAK( A UNIT OF AVNL)**  
**YEDDUMAILARM,SANGAREDDY,TG-502205**

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**APPLICATION FOR ENGAGEMENT OF PROFESSIONALS OF FIXED TERM CONTRACT BASIS**

Sl.No	Particulars	
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 Advertisement	
5	Whether Belongs to SC/ST/OBC(NCL)/EWS/PWD/Others	
6	Highest Qualification	
7	Total Post Qualification work experience as on the date of Advertisement	
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 Organization	
(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.	
9	Present Address for Communication	
10	Permanent Address	
11	Contact Mobile No. Alternate contract No.	
12	E-mail id:	
13	AADHAR Number/PAN Number	
14	Details of Application Fee Remitted	
15	Mode/E-MRO Date/Bank Details	

**16. EDUCATIONAL QUALIFICATIONS:**

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

**17. 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 relevant information, if any, which you would like to mention in support of your suitability for the post (Attach separate sheet, if necessary)

**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.

I, the undersigned, also understand that the engagement is purely temporary and contractual and on Fixed term contract Basis and it is not against any permanent vacancy and this engagement will not give any claim for regular/permanent employment in the Company.

**Signature of the Candidate**

**Place:**

**Date:**

**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).  
Work experience –  
(A) Joining –Relieving Letter from Company/Organisation.  
(B) Experience /Service Certificate /Salary statement/Bank statement issued by company/Organisation. (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 employer(s).
- Caste Certificate in case of candidates belonging to reserved category.