

## **EMPLOYMENT NOTIFICATION NO.01/2016.**

APHMEL - Andhra Pradesh Heavy Machinery & Engineering Limited (ISO 9001:2008 Certified Company), a subsidiary of The Singareni Collieries Company Limited(A Govt. Company) is located at Kondapalli, Vijayawada in Andhra Pradesh.

It is engaged in Design, Manufacture, Supply, Erection & Commissioning of Machinery / Equipment / System, Repair & Overhauling of Machinery, Fabrication / Machining / Assembly / Testing / Site Works & Spare parts supply to machines & Equipment.

APHMEL, intends to hire the following employees, on contract basis, purely for temporary requirement for 2 (two) years.

Sl.No.	POST	PROJECTED REQUIREMENT	MINIMUM EDUCATIONAL QUALIFICATIONS	POST QUALIFICATION EXPERIENCE	REMUNERATION	PLACE OF WORK
1	Junior Contract Engineers (Mechanical) (Men only)	<b>07</b> Open to all (Local & Non-Local)- <b>3</b> Vacancies(OC-2,SC-1) <b>4</b> Local- Vacancies (OC-2, BCA-1,SC-1)	Diploma in Mechanical / Metallurgy Engineering (Full time Course) with minimum 60% marks in aggregate from an institution/Board approved by the authorities concerned.	Two years post qualification work experience in any manufacturing / Processing plants /projects execution.	consolidated pay of Rs.23,150/- PM	They are required to work in APHMEL Plant Kondapalli, Vijayawada or in any of its worksites located anywhere in India. Candidates are required to go underground mines whenever required for erection and commissioning of equipment.

2	Junior Contract Engineers (Electrical) (Men only)	<b>01</b> Local- <b>1</b> Vacancy (OC-1)	Diploma in Electrical Engineering (Full time Course) with minimum 60% marks in aggregate from an institution/Board approved by the authorities concerned	Two years post qualification work experience in any manufacturing / Processing plants /projects execution.	consolidated pay of Rs.23,150/- PM	-do-
3	Asst. Contract Programmers	<b>02</b> Open to all (Local & Non-Local)- <b>1</b> Vacancy(OC-1) Local- <b>1</b> Vacancy (OC-1)	M.Tech/BE/B.Tech/MCA(Full time Course) in Computer Science with minimum 60% marks.	Two Years post qualification work experience in C# net/VB net/ASP .net with AJAX tools on ORACLE platform.	Consolidated Pay of Rs.24,440/- PM	They are required to work in the Administrative Office/Factory of APHMEL Kondapalli, Vijayawada.
4	Contract Office Assistants	<b>10</b> Open to all (Local & Non-Local)- <b>2</b> Vacancies(OCW-1,SCW-1) Local- <b>8</b> Vacancies (OC-3,PHW-1,SC-1,STW-1,BCAW-1,BCBW-1)	Required any Graduate(Full time Course) with Computer Science as one of the subjects with minimum 60% marks.	Two Years post qualification work experience in Office Assistant works.	consolidated pay of Rs.21,290/- PM	-do-

**OTHER BENEFITS:**

01. There are eligible for one day casual leave per month on pro-rata basis and 12 Days Sick Leave in a year.
02. The contract personal will be eligible for PF deduction @ 12% of consolidated remuneration per month and there will be equal matching contribution by the Management.
03. All applicable statutory deductions shall be made from the consolidated payment only.

**SELECTION PROCEDURE:**

The selection will be through Written Test. Selection will be on the basis of Educational qualification, experience and performance of the candidate in Written Test. Screening of applications will be based on the details provided by the candidate, hence, it is necessary that applicants should furnish only accurate, full and correct information. Furnishing of wrong/ false information will be a disqualification and APHMEL will NOT be responsible for any consequence of furnishing of such wrong/ false information.

**ADMIT CARD:** List of candidates who are allowed to appear for the written test will be given in the APHMEL website. An Admit Card will also be sent to them for the written examination to the correspondence address mentioned in the form and they have to carry the same to the test center without which they will not be allowed to appear in the test.

Similarly, the final list of selected candidates will also be given in the website of the company and they will also be intimated about the joining date and other formalities.

**APPLICATION FEE:**

- (a) The application fee is **Rs.200/-** for all candidates except those who belong to **SC/ST**.
- (b) Application fee of Rs.200/- may be sent in the form of crossed Demand Draft drawn in favor of "Andhra Pradesh Heavy Machinery & Engineering Limited" payable at SBI,Vijayawada.
- (c) The candidates are instructed that the DD No. and the name of the Bank with date should be noted on the top of the application form.
- (d) The candidates are further instructed to note their name with pencil on the reverse side of the demand draft in corner for Information.
- (e) The candidates are informed that the amount of Rs.200/- sent by demand draft will not be refunded under any circumstances, though the applications are rejected on any ground.
- (f) The Company will not be responsible for any delay, non-payment due to any reason.

## **GENERAL CONDITIONS:**

1. Knowledge of Telugu is desirable.
2. Only Indian nationals of age 18 years or above as on the date of notification are eligible to apply. The upper age limit is 32 years as on the date of notification with age relaxation of 5 years for SC/ST and for BCs of AP origin. Reservation in appointment to SC/ST/BC candidates is as per Rule of Reservation of Govt. of Andhra Pradesh and Recruitment Rules of the Company. For the above posts, the reservation to local cadre is applicable. In respect of Physically handicapped persons upper age limit is relaxable by 10 years.
3. Whenever, percentage of marks in the qualifying examination is prescribed, the percentage is relaxed to the extent of 5% in case of SC, ST & PH candidates only.
4. Candidates of all other States including SCs/STs/OBCs, however, will be considered only against OC vacancies.
5. Candidates have to enroll their names in Employment Exchange and submit copy of Employment Registration card along with the Application.
6. Before applying, the candidate should ensure that he/she fulfills the eligibility criteria and other norms mentioned in this advertisement.
7. Essential qualifications should be recognized and from a recognized Institution, Board or University.
8. All computations of upper age limit, Qualification & post qualification experience etc. shall be as on 31.12.2015.
9. Rule of reservation for local candidates will be as per Andhra Pradesh Public Employment (Organization of Local Cadres and Regulation of Direct Recruitment) Order, 1975.
10. Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.
11. Candidates working in Govt./PSU are required to produce "No Objection Certificate" at the time of joining.
12. Candidate is also liable to be rejected if the application sheet along with the relevant enclosures is not received, received unsigned, received without attested photo or received after the last date of receipt of applications.

13. APHMEL Management reserves the right to cancel / restrict / increase / modify / alter the advertisement /recruitment process and / or the selection process thereunder, without issuing any further notice or assigning any reason whatsoever. The number of vacancies can be modified as per Management's discretion.
14. Management reserves the right to increase/decrease the minimum eligibility criteria, etc. in order to restrict/increase the number of candidates to be called for Selection process.
15. Appointment of selected candidates is subject to verification of Caste, Qualification, Experience and Character & Antecedents as the case may be with the Concerned Authorities, as per the Rules of the Company.
16. Mere submission of application will not entail a right for claiming appointment.
17. The engagement of personnel is purely temporary in nature and on contract basis for a period of 24 months or completion of Project / Work, whichever is earlier. There will not be any commitment to the candidate either for absorption as permanent employee or for extension of term. The engagement shall be deemed to end automatically on expiry of the prescribed period and no separate notice shall be required to be given.
18. The personnel engaged will not be entitled to claim for any regular employment in APHMEL or any relaxation in case of any recruitment of regular posts of APHMEL at any time.
19. Candidates appearing for the above positions must have passed the prescribed qualifications from a recognized Institute/Board/University and approved by AICTE/UGC.
20. The prescribed qualifications and experience are minimum and mere possession of the same does not entitle candidates to be selected.
21. Management reserves the right to cancel the candidature of any candidate without assigning any reason thereof.
22. No correspondence on any matter is allowed.
23. Candidates not fulfilling the essential eligibility criteria can be debarred ab-initio at any stage of the recruitment process.
24. If the information furnished by the candidate in any part is found to be false or incomplete or is not found to be in conformity with eligibility criteria mentioned in the advertisement, the candidature/appointment will be considered as revoked/ terminated at any stage of recruitment process or after recruitment or joining, without any reference given to the candidate.

25. All the details given in the Application Form will be treated as final and no changes will be entertained.
26. Relaxations as applicable to SC/ST/BC will be extended to candidates on submission of Caste / Community Certificate. The candidate should enclose copy of Permanent Caste Certificate issued in accordance with G.O.Ms.No.58 dt. 12.05.1997 of Govt. of Andhra Pradesh(or) the Caste Certificate recently issued by Revenue Officer not below the rank of Tahasildar/Mandal Revenue Officer, date of issue of which should not be earlier than six months from the date of notification as a proof of his/her claim. An application form claiming concession but without a self attested copy of valid SC/ST/BC/PH and in prescribed format will be summarily rejected.
27. The following guidelines will be followed to implement the spirit of Andhra Pradesh Public Employment(Organisation of Local Cadres and Regulation of Direct Recruitment) Order,1975 in respect of the cadres indicated herein below.
- The spirit of Presidential Order,1975 is applicable to the above posts. The number of posts earmarked as OPEN TO ALL ( i.e. Local and Non-Local) (40%) and local candidates (60%) are indicated against the post at Sl.No.1 to 3 and the number of posts earmarked as OPEN TO ALL( i.e.Local and Non-local) (20%) and local candidates (80%) are indicated against the posts at SL.No.4. The posts earmarked to OPEN TO ALL will be filled from the combined merit list of the candidates (both local and non-local) based on their overall merit and communal roster. The posts earmarked to local candidates will be filled by local candidates only based on their merit and communal roster point.
  - As APHMEL is located in Krishna District, the Local Area for APHMEL is Krishna District.
  - In case adequate number of local candidates are not available to the posts, the vacancies will be filled with non-local candidates from the merit list of the same recruitment test if they are otherwise qualified for the post.
  - Candidates claiming to be local candidates who intend to avail the reservation provided will have to adduce adequate proof of such local candidates.

**RESERVATION TO LOCAL CANDIDATES:**

- ✍ Reservation to the local candidates is applicable as provided in the Rules amended from time-to-time as in force on the date of notification. The candidates claiming reservation as Local candidates should enclose the required Study certificates (form IV Class to X Class or SSC).
- OR
- ✍ Residence Certificate in the Proforma (see relevant enclosure) only for those candidates who have not studied in any Educational Institutions as the case may be. Subsequent production of the certificates will NOT be entertained under any circumstances.

**DEFINATION OF LOCAL CANDIDATE:**

- (i) "LOCAL CANDIDATE" means a candidate for direct recruitment to any post in relation to that Local area where he/she has studied in Educational Institution(s) for not less than four consecutive academic years prior to and including the year in which he/she first appeared for S.S.C. or its equivalent examination. If however, he/she has not studied in any educational institution during the above four years period, it is enough if he/she has resided in that area which is claimed as his/her local area during the above said period.
- (ii) In case the candidate does not fall within the scope of the above it will be considered if he/she has studied for a period of not less than seven years prior to and inclusive of the year in which he/she has studied for the maximum period out of the said period of seven years AND where the period of his/her study in two or more local areas are equal such local area where he/she has studied last (in such local area) will be taken for determining the local candidature. Similarly, if he/she has not studied during the above said period in any Educational Institution(s) the place of residence during the above period will be taken into consideration and local candidature determined with reference to the maximum period of residence or in the case of equal period where he/she has resided last.
- (iii) If the claim for local candidature is based on study, the candidate required to produce a certificate from the Educational Institution(s) where he/she has studied during the said 4/7 year period as prescribed in Enclosure-I. If, however, it is based on residence, a certificate should be submitted as prescribed in Enclosure-II obtained from an officer of the Revenue department not below the rank of a Mandal Revenue Officer in independent charge of a Mandal.
- (iv) If, however, a candidate has resided in more than one Mandal during the relevant four/seven years period but within the same District or Zone as the case may be separate certificates from the Mandal Revenue Officers exercising jurisdiction have to be obtained in respect of different areas.

**NOTE:**

- ✍ SINGLE CERTIFICATE, WHETHER OF STUDY OR RESIDENCE AS THE CASE MAY BE WOULD SUFFICE FOR ENABLING THE CANDIDATE TO APPLY AS A "**LOCAL CANDIDATE**".
- ✍ RESIDENCE CERTIFICATE WILL NOT BE ACCEPTED IF A CANDIDATE HAS STUDIED IN ANY EDUCATIONAL INSTITUTION UPTO S.S.C. OR EQUIVALENT EXAMINATAION, SUCH CANDIDATES HAVE TO PRODUCE STUDY CERTIFICATES INVARIABLY.

28. The candidates should be of sound health and have to provide a fitness certificate from a Govt. registered medical practitioner at the time of joining (if selected) in the prescribed format
29. The candidate should have command over the local language as well as English.
30. To and Fro charges will not be paid for attending written test.
31. Any dispute with regard to the recruitment against this advertisement will be under the jurisdiction of Vijayawada court only.

**MANDATORY DOCUMENTS:**

Candidates need to send the following documents by post/courier:

- (a) Duly filled and signed Print out of application Form;
- (b) Copy of Date of Birth (SSC Certificate);
- (c) Copy(s) of Qualification documents (All Academic Certificates and marks statements of all years/semesters);
- (d) Copy(s) of Experience certificates (Appointment letters/Relieving letters/Service Certificates) from the present / previous employer (s);
- (e) Copy of Latest pay slip;
- (f) Copy of Caste / Community Certificate (Applicable for SC/ST/BC)
- (g) Copy of Disability certificate, if applicable;
- (h) Self addressed stamped envelope (Rs.28/-) with self addressed acknowledgement card
- (i) One loose photograph pinned to the left hand corner of the application and pasting one passport size photograph on the printed form of application.
- (j) Copy of Employment Registration Card.
- (k) Crossed DD for Rs.200/-, drawn in favour of "APHMEL", payable at SBI, Vijayawada branch towards Application Processing fee. SC,ST candidates are exempted from payment of fees.
- (l) Study Certificate (Enclosure-1)/ Residence Certificate (Enclosure-II), for the candidates claiming reservation as Local Candidates.
- (m) Transfer Certificate/ Bonafide Certificate from the College/Institution of study (Prescribed Minimum Qualification)



**HOW TO APPLY:**

Candidates other than SC/ST are required to write his/her name, on the reverse side of the Demand Draft and SC/ST/BC/PH on the reverse side of the certificates, which is to be forwarded along with duly filled in Bio-Data (**as per proforma at Annexure - I**) along with two passport size photographs (one affixed on the Bio-data) to **"THE MANAGING DIRECTOR, Andhra Pradesh Heavy Machinery & Engineering Ltd.,Registered Office, Kondapalli - 521228, Vijayawada, Krishna Dist. Andhra Pradesh"** by post so as to reach latest by **29.02.2016**. The envelope should be super scribed with "Application for the post being applied in **bold letters**". Applications received after the due date will neither be entertained nor returned. APHMEL will not be responsible for any postal delay or loss whatsoever.

IMPORTANT DATES		
Sl.No	Description	Date
1	Last date of receipt of Application	29.02.2016
2	Cut-Off date for the purpose of Upper Age Limit & Post Qualification Experience	31.12.2015

MANAGING DIRECTOR

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12. Educational Qualification:

Sl. NO	Degree/PG/If Any (Starting from SSC/Matriculation)	Name of Institute/College	Name of University/Board	Month & Year of passing	% of Marks obtained

(please attach a copy of certificate self attested)

13. Marks of Qualifying Course:

	Year/Semester wise marks								TOTAL	%
Marks Secured										
Max Marks										

14. Position held as per Experience Required :-

Sl No.	Name of Organization/ Place of posting	Designation	Period of Service		Experience		Pay Scale- CDA/ IDA/	Basic Pay/ Gross emoluments	Nature of duties
			From	To	Year	Month			

15. Total Experience Upto 31.12.2015 = \_\_\_\_\_ Years \_\_\_\_\_ Months.

16. Employment Exchange Name & Register No:

17. Addl. Information, if any:

I ..... the above-mentioned applicant do hereby solemnly affirm and declare that the aforesaid information is correct and nothing has been concealed therefrom. If any of the above information is found to be false or incorrect during the course of my employment, (the management will be fully competent to dismiss me and the same will be deemed to be part of contract of employment.

Place:

Yours faithfully

Date:

Signature of the applicant.

**NOTE:** Applications which are not in the prescribed format or incomplete or without certificates or unsigned will be rejected summarily.

SCHOOL STUDY CERTIFICATE

Name of the Student

Father's Name

Class	Name of the Place of School	District	Duration of Study giving month and year
IV			
V			
VI			
VII			
VIII			
IX			
X or			
SSC			

NOTE: Should be obtained from the Head of Educational Institution(s)

Name of the School(s):

Town/Village:

District:

STATION  
DATESignature of the Head of the  
Educational Institution(s)

With Seal

I – Certificate of Residence  
(Vide-Sub-Clause (ii) of Clause (a) of Para-7 of the Presidential Order)

It is hereby certified-

(a) that Sri/srimathi/Kumari

S/o, W/o, D/o \_\_\_\_\_ appeared for the first time for  
the Matriculation (S.S.C.) examination in \_\_\_\_\_(month) \_\_\_\_\_(year);

(b) that he/she has not studied in any educational institution during the whole/a  
part of the 4 consecutive academic years ending with the academic year in which he/she first  
appeared for the aforesaid examination;

(c) that in the 4 years immediately preceding the commencement of the  
aforesaid examination, he/she resided in the following place/ places namely.

Sl.No	Village	Taluk	District	Period
1				
2				
3				
4				

Office Seal

Officer of the Revenue Department  
not below the rank of Tahsildar.

Station:

Date:

Strike off 'whole' 'a part', as the case may be.