

EFA – DIR. RECT. OF INDUSTRIAL EMPLOYEES

INSTRUCTIONS TO APPLY :

1. Before applying please go through the advertisement thoroughly and make sure your eligibility criteria to apply viz. age and educational qualification.
2. Identify the post you are going to apply.
3. General & OBC (Male) candidates should remit Application Fee of ₹ 50/- (Rupees Fifty only). All others – SC, ST, PwD (Persons with Disability), Ex-Servicemen and women candidates are exempted from payment of Application Fee. The fee can only be paid through State Bank Collect. The procedure for payment of Application Fee has been given separately in EFA webportal as “Guidelines-Payment of Appln. Fee” under INSTRUCTION menu. The payment receipt printed online must be enclosed alongwith the application.
4. Before applying candidates are required to have a scanned image of his/her photograph and signature as per the specification given below :

Photo :

- i) Photograph must be recently taken (not earlier than 3 months) passport size in colour and clearly show the face. Keep identical copy of the photo atleast 10 numbers for subsequent processes of selection.
- ii) If you wear glasses make sure that no reflections and your eyes can be clearly seen.
- iii) Caps, hats and dark glasses are not allowed except religious headwear (it must not cover the face)
- iv) Size of scanned file should be between 10kb – 50 kb.

Signature :

- i) Sign on white paper with **Black Ink** and then scan.
- ii) Make sure the signature has correctly scanned as the original, since this signature will be verified at the time of examination. Any mismatch will disqualify the candidate from appearing the examination.
- iii) Size of scanned file should be between 10 kb – 20 kb.

Note : If the photograph or signature is not clear the application is liable to be rejected.

Go to RECRUITMENT menu and click on **APPLY ONLINE**

Instructions to fill online application :

1. **Advertisement Number** – Fixed. Cannot be changed
2. **VACANCY** – **IE** – Fixed
3. **POST** – Select the post desired to apply
 - i) Fitter General (SS)
 - ii) Machinist (SS)
 - iii) Examiner Fitter (SS)
 - iv) Examiner Machinist (SS)
 - v) Millwright (SS)
 - vi) Electrician (SS)
 - vii) Fitter Electronics (SS)
 - viii) Heat Treatment Operator (SS)
 - ix) Electroplater (SS)
4. **DATE OF BIRTH** – Select the Date of Birth carefully from the calendar. It should match with your 10th/Matric/SSLC certificate.
5. **CANDIDATE NAME** - Type your name as recorded in the Matriculation/10th certificate in the format **ABCDEF.G** initial in the last.
6. **FATHER / HUSBAND NAME** - Type your father's name (male & female-if unmarried) or type your Husband's name otherwise as given in the above proforma.
7. **RELIGION** – Select your religion from the list or select others otherwise.
8. **NATIONALITY** – Fixed, cannot be changed.
9. **GENDER** – Select 'Male' or 'Female' from the list as applicable.
10. **MARITAL STATUS** – Select 'Married' or 'Unmarried' from the list as applicable.
11. **VISUAL IDENTIFICATION MARKS** – Any identification mark which may easily be visible.
12. **EX-SERVICEMAN** – If yes, type number of years of service in Years, and any fraction, i.e. months in Months only in numbers.
13. **PHYSICALLY CHALLENGED** – Select **Yes** or **No**. If yes, select the category, disability type from the list. Please confirm with the advertisement whether the post is identified as suitable for your category viz.OL, BL, B, D, etc.
14. **WHETHER GOVERNMENT SERVANT** – Select Yes or No. If yes, Type the name of the **Organisation**, name of **Post**, current **Basic Pay**, **Grade Pay** and **Date of Joining**. Please ensure you have rendered 3 years of continuous service as on the last date of online application.

15. **CASTE CATEGORY** – Select the category, If SC/ST/OBC, then type the Certificate Number and Date of Issue.
16. **ACADEMIC QUALIFICATION** – Details of 10th Standard must be entered for all the posts of IE vacancy. Or otherwise, the application may be rejected.
17. **TECHNICAL QUALIFICATION** – Click on the button near to **ITI (NTC) / Apprentice (NAC)** or both if qualified and type the details. It is must for the posts of IE vacancy.
18. **WHETHER EX-TRADE APPRENTICE ?** – Select Yes, if you are an ex-apprentice of Engine Factory Avadi or any other ordnance factory. Otherwise select No. If yes, type the Registration No., Batch No., select the name of the factory from the list and type the number of years of apprenticeship.
19. **PHOTO & SIGNATURE UPLOAD**. The specifications of the scanned images of photo and signature must be as stated in the first page of this Instruction.
20. **ADDRESS FOR COMMUNICATION** – The address must be clear so that the future postal correspondence reach the candidate.
21. **DISTRICT / CITY** – Type the name of the District.
22. **PINCODE** – Type the PIN code of your locality clearly without any mistake.
23. **MOBILE NO.** – Type your mobile number. The number must be active till completion of the recruitment process. Since future correspondence like uploading of Hall-ticket, etc. may be sent through this number, the candidate must be careful while giving the number. No intimation through post will be made.
24. **LANDLINE NO. WITH STD CODE** – This is optional. If you are having any landline number, you may type here.
25. **E-MAIL ID** - Type your email-id here. The ID must be active till completion of the recruitment process. Since future correspondence like uploading of Hall-ticket, etc. may be sent through this ID, the candidate must be careful while giving the ID.
26. **CONFIRM E-MAIL ID** – Again retype your E-mail ID as given above
27. **NEAREST RAILWAY STATION** – Type the nearest railway station to your address as mentioned above. The Travelling Allowance to SC/ST candidates will be paid based on this entry only.
28. **QUESTION PAPER LANGUAGE** – Select the preferred language in which you are going to appear for the written exam carefully.

29. **PAYMENT APPLN. FEE** – Enter State Bank Collect Reference No. starting with DU..... .(Only for General & OBC male candidates excluding PWD & EXS)
30. **CAPCHA** – Type the text as shown on the screen.
31. **DECLARATION** – Select Agree completion of registration.
32. Click on - **Complete Registration**. Note down the Registration ID No. for future reference and take print-out of the Application – Select Recruitment Menu – Select Print Application – Type the Registration ID and your Date of birth and take print-out on a quality A4 size paper.
33. After taking the print-out of the online-application put your **Left Thumb Impression** on the relevant place (at the end of the application). The thumb impression should be clearly visible or otherwise application may be rejected.

After submitting and taking print of the filled online application, the candidates should forward a copy of the same alongwith all the relevant self attested certificates to "The General Manager, Engine Factory, Avadi, Chennai- 600 054".

On top left corner of envelope containing the application and documents, should clearly be superscribed – "Post applied for :....." & "Application Number :.....".

CHECK-LIST : (Before forwarding the application to EFA)

1. Online application with Left Thumb Impression. **Printout of online application should be forwarded with relevant self-attested copies of certificates to Engine Factory, Avadi, otherwise application will summarily be rejected.** In this regard, no correspondence will be entertained.
2. Two self-signed (on the front-side) photograph same which is uploaded on the online.
3. Examination Fee Payment Receipt. (only for male General and OBC candidates). Instructions to pay the examination fee is separately provided in the 'INSTRUCTION' menu on the EFA website. Type the State Bank Collect reference No. starting with DU... and date.
4. Self-attested certificate copies of educational qualification (Don't send original). 10th and NAC/NTC (Must for all the posts).

Please conform to the above check-list and avoid forwarding of duplicate applications i.e. send the application with relevant documents at single envelope only.

Candidates are advised to visit this website frequently to know the date of downloading of Hall-ticket, date of written examination and provisional & final results of examinations.

Hall-tickets for written examination will not be forwarded through post. It has to be downloaded from the website – www.efa.gov.in by giving the registration (Application ID) number and date of birth. Hence, one copy of application may be retained by the candidates for future reference.

Hall-tickets downloaded from the website may be printed in duplicate and affix recent passport size colour photograph (same copy which is uploaded on the online).
