



AVORRE GROUP PRIVATE LIMITED

GENERAL INSTRUCTION FOR FILLING ONLINE APPLICATION

CIN: U80100JK2026PTC018983

◆ About Avorre Group Pvt. Ltd.

Avorre Group Pvt. Ltd. is a professional manpower and service provider company engaged in providing workforce solutions across various sectors including security, offices, institutions, and commercial establishments. We aim to connect eligible candidates with suitable employment opportunities.

◆ GENERAL INSTRUCTIONS

1. Candidates are required to apply online through Avorre Group Private Limited online Application Portal <https://www.avorre.com> No other means/ mode of application will be accepted.
2. Candidate should visit the website directly and fill out the application form..
3. Candidates are required to have valid documents for Applying job applications. The same shall be validated using interview based verification.
4. After applying, candidates cannot change any of their information.
5. Candidate can check under “Latest Openings” for all, available advertisements and click on “Apply Now” against “Application Form for Applying for Post.” These all post will be on contractual basis only for one year and the company may assign selected candidates to clients locations based on business requirements which may include private companies, factories, malls, shops, offices, schools or banks and that too on its payroll. Salary will be decided based on role, location , and employer policies.
6. Candidate should carefully fill in all the information in various sections and click on “SAVE & CONTINUE”.
7. The candidate is required to upload the images of recent photograph and signature. ➤ Size of the photograph (passport size) (Max size–1 MB) (Ht. X Wd. = 4.5 X 3.5 Cms.). ➤ Size of the signature (Max size–1 MB) (Ht. X Wd. = 4.5 X 3.5 Cms.).

8. The candidate needs to ensure that all the required fields are filled up with correct information. The system can't check that all required fields are filled up, before final submission of the application.

9. Candidate shall be personally responsible for filling the details in the online application form and the information/details furnished by the candidate shall be treated as final for the purpose of determining the eligibility/claims of the candidates. No claim on account of wrong/non-filling of information shall be entertained subsequently.

10. Once submitted, the Application Form cannot be edited by the candidates, unless EDIT OPTION is enabled by the Company Board for editing some permissible fields, after the cutoff date of submission of online applications. . However, a candidate can cancel his/her application if wrongly filled at any time before the last date of submission of forms, but the fee of such cancelled application form will not be remitted. In such case, a candidate can apply afresh till the last date after paying new fee.

11. Candidate's Application will not be considered if fee is not paid for that application.

12. Fees decided by Avorre Group Pvt. Ltd. can be paid only by Net banking/Debit Card/Credit Card Options, as given in the Portal.

➤ After successful completion of the form, the candidate shall be shown "Pay Now" link for making the online application fee payment. Once fees is successfully submitted, Application ID shall be generated.

➤ The options will be available after clicking on Pay Now link. Candidate can pay using Net banking, Debit Card, Credit Card, as Online Payment options.

13. Payment will not be accepted and will not be considered valid after cut-off date as mentioned in Advertisement Notification, (last date for submission of application forms).

14. Candidates should not submit a printout of the application/fee payment receipt to Avorre Group Pvt. Ltd. till it is actually sought for some verification/clarification purpose.

15. Please note that above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

16. The application printout along-with Reference ID with fee payment receipt and required copies of documents should be kept ready for submission if shortlisted for subsequent stage of Selection as per the notified Criteria. Candidate can take printout of application submitted and fee payment receipt from "My Applications" link available in the Portal. Application printout can be taken by selecting Application ID/No and clicking on Download Application. Similarly, receipt printout can be taken by selecting Application ID/No and clicking on Download Receipt button available.

17. Any person who finds difficulty in submission of application form due to technical issue or for any other reasons, shall be required to send a self-explanatory mail at help@avorregroup.com for seeking guidance, clarification, etc. No other mode of grievance submission in this context would be taken into consideration. Moreover, only grievances pertaining to the active application will be replied through the mail.

18. If any false information or work experience is found at any stage, the application or employment may be terminated without prior notice.

19. Applying for the job does not guarantee selection. Selection depends on eligibility, verification, and availability of vacancies.

20. Submitting multiple applications for the same post may lead to rejection of all applications.

21. Selected candidates must follow company rules, discipline, and workplace policies.

22. Candidates or employees shall not engage in any false, misleading, or defamatory claims against Avorre Group Pvt. Ltd. Any such act may lead to legal action as per applicable laws. The company follows a fair and transparent recruitment process and does not compel any individual to join.

23. The company is not responsible for application failure due to network issues, server problems, or technical errors.

24. Selected candidates must join within the specified time, failing which the offer may be cancelled.

25. Candidates or employees shall be responsible for their personal conduct and actions during the recruitment and employment process. However, the company will not be liable for any loss or issue arising due to the candidate's own negligence or misconduct. And if anything wrong happens to the candidate or employee then he himself will be responsible for it and not the company.

Note:

1. Before applying, candidates are advised to go through the instructions given in the advertisement notification very carefully.

2. The candidate must write his/her name and date of birth strictly as recorded in the matriculation certificate.

3. Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the online application portal on account of heavy load on the website during the closing days.

4. Candidates are advised to fill the application form carefully & diligently, as no claims for making changes in any entry/field shall be entertained at any later stage.
5. The Company board will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of interview and, therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, age, etc., and satisfy themselves that they are eligible for the post(s). Copies of supporting documents will be sought at the time of Document Verification (DV). When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled which otherwise was provisionally only, and the Company board's decision shall be final and binding.
6. Reservation benefit will not be available to any candidate for RBA/SC/ST/OSC/EWS/PSP/ALC/IB in any category.
7. It will be in the hands of the Company Board to consider or not to consider candidates with benchmark physical disability as Persons with Disabilities (PWD) only.
8. When application is successfully submitted, it will be accepted 'provisionally'. Candidate should take printout of the application form and submit the same at the time of Documents Verification. The candidates are further advised not to submit the hard copies of the online application form in the office of the Avorre Group Pvt. Ltd. either in person or by post/email.
9. Only one online application for the post of same Item no. is allowed to be submitted by the candidate. Therefore, the candidates are advised to exercise due diligence at the time of filling their online application forms. In case, more than one application of a candidate is detected for the same Item no., the Company's board will consider latest application. If a candidate submits multiple application forms for the same post and appears in the interview (at any stage) more than once for the post of the same Item no., his/ her candidature will be cancelled and he/ she will be debarred from the interview process of the Company's board as per rules.
10. Request for modification or change in the preferences once filled relating to Cadre and department, if applicable, shall not be entertained under any circumstances.
11. The candidates must write their father's name and mother's name strictly as given in the matriculation certificate otherwise their candidature may be cancelled at the time of Document Verification (DV) or as and when it comes into the notice of the Company's board.
12. Applications with blurred/ illegible photograph/ signature will be rejected out rightly.
13. Request for change/ correction in any particulars in the application form, once submitted, will not be entertained under any circumstances. Therefore, the applicants are advised to fill all the fields of the online application form with due diligence and after carefully reading the terms and conditions given in the advertisement notification.
14. The candidates must carry two passport size recent colour photographs and a latest photo bearing identification proof such as Aadhaar card/ printout of eAadhaar, driving license, voter card, pan card, identity card issued by school/college/university/ employer (where the

candidate may be working, etc.) in original to the interview venue, failing which they will not be allowed to appear for the same.

15. In case of fake/ fabricated application/ registration by misusing any dignitaries name/ photo, such candidate(s)/ shall be held responsible for the same and liable for suitable legal action under cyber/ IT Act.

Terms and Conditions

All payments are subject to the following conditions:-

- We cannot accept liability for a payment not reaching the correct account due to incorrect information as fed by you. Neither can we accept liability if payment is refused or declined by the credit/debit card supplier for any reason.
- If the card supplier declines payment, we are under no obligation to bring this fact to your attention, you should check with your bank/credit/debit card supplier that payment has been deducted from your account.
- In no event will be liable for any damages whatsoever arising out of the use, inability to use, or the result of use of this site, any website linked to this site, or the material or information contained at any such sites, whether based on warranty, contracts, tort, or any other legal theory and whether or not advised of the possibility of such damages.
- The company is not liable for any technical issues during application.
- The decision of Avorre Group Pvt. Ltd. shall be final and binding in all matters related to recruitment.

Privacy policy

Avorre Group Pvt. Ltd. considers to protect your personal information as top priority when you use our services and access the website. The website will take all necessary measures to safeguard your privacy. If you decide to access the website, your visit and any dispute over privacy is subject to this privacy policy and our Terms and Conditions of use. Our policy regarding the collection, use and disclosure, if any, of personal information is very strict and we adhere to the best of practices to guard your personal information with care.

Refund / Cancellation policy

If the payment is not successful, the amount will be reverted to the customer's account within 5-8 working days' time.

Once payment is successful processed and approved , no refund will be provided under any circumstances.

NO refund will be issued for incorrect information submitted by the applicant.

Avorre Group Pvt. Ltd. is not responsible for delays caused by banks or payment gateways.

Contact us

If any query, please contact / visit Avorre Group office. Email: info@avorregroup.com

Contact No. +916006010775

Working Hours: 10:00 AM - 6:00 PM

Services

If your payment for application form has been deducted and still showing pending in the application, please wait for 24 hours for the payment status to be updated."