आर्मर्ड व्हीकल्स निगम लिमिटेड
भारत सरकार का उद्यम
रक्षा मंत्रालय

ARMOURED VEHICLES NIGAM LIMITED
A GOVT. OF INDIA ENTERPRISE
MINISTRY OF DEFENCE

CIN-U35990TN2021GOI145504

ENGAGEMENT OF PROFESSIONALS IN BOTH FIXED TERM AND ENGAGEMENT OF EXPERTS/CONSULTANTS/ADVISORS
ADVT. NO. AVNLCO/HR/2025/09

Armoured Vehicles Nigam Limited (AVANI) (AVNL) is a new Defence PSU with its headquarters at Avadi (Chennai). AVNL is engaged in the manufacturing of battle tanks (T-72, T-90, MBT Arjun), Infantry Combat Vehicles, Support vehicles (MPV, AERV etc.) and Defence mobility solutions (Stallion, LPTA etc.) for the armed forces and homeland security agencies. It is the current market leader in this segment. It is a new Government Company with Great Future. It offers great work environment and challenging opportunities for the professionals to prove their mettle. **Applications are invited from professionals for the following position on fixed term contract basis in AVNL Corporate Office, Avadi, Chennai – 600054:**

S. No	NAME OF THE POST	NO OF VACANCY	TOTAL CONSOLIDATED REMUNERATION (PER MONTH) ALL INCLUSIVE	NATURE OF APPOINTMENT
1.	Consultant –HR	01 [01-UR]	Rs. 1,20,000 + IDA	Engagement of Retired Experts/Advisors/Consultants
2.	Expert–HR	01 [01-UR]	Rs. 1,00,000 + IDA	Engagement of Retired Experts/Advisors/Consultants
3.	Senior Manager (HR)	01 [01-UR]	Rs. 70,000 + IDA	Engagement on Fixed Term Contract basis.
4.	Deputy Manager (HR Generalist)	01 [01-UR]	Rs. 50,000 + IDA	Engagement on Fixed Term Contract basis.
5.	Deputy Manager (Public Relations & Corporate Communication)	01 [01-UR]	Rs. 50,000 + IDA	Engagement on Fixed Term Contract basis.
6.	Junior Manager (HR Generalist)	05 [04-UR, 01-OBC]	Rs. 30,000 + IDA	Engagement on Fixed Term Contract basis.
7.	Assistant Manager (Accountant)	02 [02-UR]	Rs. 40,000 + IDA	Engagement on Fixed Term Contract basis.

Note: Detailed terms, qualification, experience, Job Specifications, Skills required for above mentioned post are attached at **Annexure-A**

How to apply

1. Interested candidates may download the application from the website **(www.avnl.co.in** or **ddpdoo.gov.in)** as attached at **Annexure B** (for S. No. 3 to 7) and at **Annexure D** (for S. No 1 & 2) to this advertisement. Hard Copy of duly filled in application shall be submitted along with scanned self-attested copies of evidence of proof of age, qualification and experience, last drawn pay including level/grade or CTC as applicable etc. The application, complete in all respect together with the required fee should be sent through speed post/courier service to the **General Manager/CO & HR**, **Armoured Vehicles Nigam Limited, HVF Road, Avadi, Chennai – 600054** super-scribing the envelope with the Advertisement No & Name of the post applied for**. Last date for receipt of Application at AVNL CO is 21 days from the date of publication of this advertisement in the Employment Newspaper.**

2. Application fee (Non-refundable Rs.300/-) to be paid **through SBI Collect (PSU -> Armoured Vehicles Nigam Limited (Tamil Nadu) –> AVNL CO –> Recruitment fees)** or by means of a Demand Draft drawn in favour of **Armoured Vehicles Nigam Limited**, payable at Chennai. SC/ST/PwD/Ex-SM/EWS/Female applicants are exempted from payment of application fees.

3. Non-attachment of required documents as per application format will be treated as incomplete application and will be rejected forthwith. It is mandatory to fill all the relevant information such as qualification details, experience details, percentage of marks etc. In case of any variation in Name/ surname/ spelling mentioned in the Application cum Bio-data and in educational/professional qualification certificates, application will be liable to be cancelled. AVNL management will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.

4. Applicant is requested to enter his/her active email address and mobile phone number which should be valid and operational, as all important communications will be sent to this email or mobile number. The engagement of above professionals on contract basis will be subject to the terms and conditions attached as **Annexure C & Annexure E. All the candidates are required to go through the terms and conditions thoroughly before filing their applications.**

Sd-
HR Division, AVNL

Annexure A

DETAILED TERMS, QUALIFICATION, EXPERIENCE, JOB SPECIFICATION, SKILLS REQUIRED FOR THE POST:

1.0 Consultant –HR:

S. No	Particulars	Details
1	No. of Positions	01(Un-reserved)
2	Age	Below 65 Yrs.
3	Qualifications	Degree in any discipline with specialization in Personnel Management/Industrial Relations (2 years) / Degree in Law.
4	Experience	1. Minimum 15 years in the Executive Cadre. 2. Should have retired in E-8 pay scale or higher in HR Division in CPSE/DPSU and headed the HR function at Unit level. 3. The candidate should have a wide exposure to Policy Framing, Manpower Planning, Recruitment and Promotion structures, Performance Management, Organizational restructuring, CSR, Skill Development & Training etc.
5	Nature of responsibility	a. Preparation of HR manuals, Rules and policies for AVNL in line with the DPE guidelines. b. Identification and implementation of best HR practices. c. To provide strategic insight in HR for building appropriate Corporate Organizational structure at the HQ as well as at unit level. d. Fixation of pay scales (Both Executives & Non-Executives), allowances and benefits and incentives of all employees in line with the DPE guidelines. e. Restructuring the Manpower/cadre as per the organization requirement. f. Manpower planning g. To develop and implement appropriate Recruitment and Promotion Policy. h. To develop and implement performance management system based on objective assessments. i. To develop and implement appropriate succession planning mechanism. j. To continuously develop and implement appropriate change management practices. k. To establish People Capability Maturity Model (PCMM) in AVNL for HR excellence. l. To advise on IR matters for establishment of appropriate IR mechanism at corporate and unit level in accordance with Labor codes/Statutory provisions and GOI guidelines. m. To identify capacity building requirements-skill Assessment and development.

		n. To completely overhaul Training and Development activities and develop appropriate mechanism to identify Training needs and initiate Development Requirements both in house and external. o. To assist in AVNL institutes of learning to evolve into centres of Excellence and centres of specialized Training.
6	Tenure	One (01) year which may be extended year-on-year upto max. 5 years or until 65 years, whichever is earlier.
7	Remuneration	1. E-8 pay scale of Rs.1,20,000-280000/- 2. Remuneration will be Minimum basic pay + IDA as applicable in the respective pay scale of AVNL. 3. If the scale of pay at the time of superannuation is higher than the E-9/E-8 Pay scale of AVNL, the remuneration will be fixed at respective minimum basic pay/ respective grades of AVNL. 4. In the event of extension, the remuneration for the extended period (ie one year) shall be increased by 5% on the last drawn remuneration (excluding conveyance component).
8	Working Hours	You will function from AVNL Corporate Office. The minimum working days shall be 5 days a week.
9	Policy	Engagement of Retired Expert/Advisors/Consultants policy

2.0 Expert–HR:

S. No	Particulars	Details
1	No. of Position	01 (Un-reserved)
2	Age	Below 65 Yrs.
3	Qualifications	Degree in any discipline with specialization in Personnel Management and Labour Welfare / Degree in Law.
4	Experience	1. Minimum 15 years in the Executive Cadre 2. Should have retired in E-7 pay scale or higher in HR Division in CPSE/DPSU and headed the HR function at Unit level. 3. The candidate should have a wide exposure in Industrial Relations/Welfare activities, training and development and change management interventions, compensation and benefit administration, industrial law and their implementation, contract labour management, liaising with various Govt. and statutory/Enforcement agencies, disciplinary matters/domestic enquiry.
5	Nature of responsibility	a. Preparation of HR Manuals, Rules and Policies for the new DPSU in line with the DPE Guidelines as well as the best practices in the Country. b. To provide strategic inputs in HR for building appropriate Corporate Organizational structure at HQ as well as at Unit level. c. Finalization of Pay scales (Both Executives and Non Executives), Allowances and benefits and incentives for all employees in line with DPE guidelines d. Restructuring of manpower/cadre as per Organizational requirement. To frame and implement policy and procedure for hiring and recruitment. e. To frame and implement Performance Management System through appropriate annual performance appraisal system, Career Progression based on objective assessment and succession planning to fulfil the business requirement and as a means to motivate talent

		and enhancing productivity f. To deal with IR matters or establishment of appropriate IR mechanism at corporate and Unit level in accordance with the Labour codes/statutory provisions and GOI Guidelines. g. To identify capacity building requirements, Skill assessment and development, Training and Development activities vis., Design and Development of Training Modules. h. Preparation of CSR Plan of the Company, Proposals, Execution and Coordination with various Government Agencies/District Administration/Reputed NGO for execution of company CSR projects, Compliances as per Companies Act and updation of CSR Data in various Ministry portals.
6	Tenure of Engagement	One (01) year which may be extended year-on-year upto max. 5 years or until 65 years, whichever is earlier.
7	Remuneration	1. E-7 pay scale of Rs.1,00,000–2,60,000/- 2. Remuneration will be Minimum basic pay + IDA as applicable in the respective pay scale of AVNL. 3. If the scale of pay at the time of superannuation is higher than the E-9/E-8/E-7 Pay scale of AVNL, the remuneration will be fixed at respective minimum basic pay/ respective grades of AVNL. 4. In the event of extension, the remuneration for the extended period (i.e. one year) shall be increased by 5% on the last drawn remuneration (excluding conveyance component).
8	Working Hours	You will function from AVNL Corporate Office. The minimum working days shall be 5 days a week.
9	Policy	Engagement of Retired Expert/Advisors/Consultants policy

3.0 Senior Manager (HR):

S. No	Particulars	Details
1	No. of Positions	01 (Un-reserved)
2	Age	Below 65 Years
3	Qualifications	1. a. MBA or Post Graduate Diploma in Human Resources/Personnel Management/Labour Welfare/Industrial Relations and b. Master of Social Work. 2. Minimum 06 Years of experience in Human Resource Management. 3. Should have retired in E-4 pay scale or higher in HR Division in CPSE/DPSU.
4	Job Specification	a. Preparation of HR Manuals, Rules and Policies for the new DPSU in line with the DPE Guidelines as well as the best practices in the Country. b. To provide strategic inputs in HR for building appropriate Corporate Organizational structure at HQ as well as at Unit level. c. Finalization of Pay scales (Both Executives and Non Executives), Allowances and benefits and incentives for all employees in line with DPE guidelines d. Restructuring of manpower/cadre as per Organizational requirement. To frame and implement policy and procedure for hiring and recruitment. e. To frame and implement Performance Management System through

		appropriate annual performance appraisal system, Career Progression based on objective assessment and succession planning to fulfil the business requirement and as a means to motivate talent and enhancing productivity f. To advise on IR matters or establishment of appropriate IR mechanism at corporate and Unit level in accordance with the Labour codes/statutory provisions and GOI Guidelines. g. To identify capacity building requirements, Skill assessment and development, Training and Development activities vis., Design and Development of Training Modules. h. Preparation of CSR Plan of the Company, Proposals, Execution and Coordination with various Government Agencies/District Administration/Reputed NGO for execution of company CSR projects, Compliances as per Companies Act and updation of CSR Data in various Ministry portals. i. Guidance on RTI matters, Parliamentary questions and other statutory correspondence with ministries and other Government agencies. j. Town planning and Estate Management k. Hiring Office Space, negotiating and mediating on behalf of the company. l. Office automation, any other related job.
5	Tenure	One (01) year which may be extended year-on-year upto max.5 years or until 65 years, whichever is earlier.
6	Remuneration	Rs. 70,000/- + IDA No increment shall be granted during the term of the contract.
7	Place of Posting	AVNL CO, Avadi, Chennai
8	Working Hours	As per office hours.
9	Policy	Engagement of Professionals on Fixed Term Contract Policy

4.0 Deputy Manager (HR Generalist):

S. No	Particulars	Details
1	No. of Positions	01 (Un-reserved)
2	Age	Below 65 Years
3	Qualifications	Degree with experience in Government Department in L-8 Pay scale or in PSU in E-2 Pay Scale.
4	Job Specification	a. Legal, IR & Arbitration. b. To look after the Legal Cell and its Court Cases pertaining to Government Servants/PSU Setup c. To look after Industrial Relations/Employee Relations. d. Manage Union/Management conflict. e. To look after Arbitration cases.
5	Tenure	One (01) year which may be extended year-on-year upto max.5 years or until 65 years, whichever is earlier.
6	Remuneration	Rs. 50,000/- + IDA No increment shall be granted during the term of the contract.
7	Place of Posting	AVNL CO, Avadi, Chennai
8	Working Hours	As per office hours.
9	Policy	Engagement of Professionals on Fixed Term Contract Policy

5.0 Deputy Manager (Public Relations & Corporate Communication):

S. No	Particulars	Details
1	No. of Positions	01 (Un-reserved)
2	Age	Below 50 Years
3	Qualifications	First Class degree in English, Journalism, Communications, Marketing or a related field. Advanced degree/Post graduation in Journalism and Mass communication is a plus.
4	Job Specification	a. Handling of Public Relations and Corporate Communication of AVNL. b. Collaborate closely with event planners, designers and marketing teams to comprehend event concepts, goals and objectives. c. Create compelling and persuasive content across various platforms, including event websites, social media channels, email campaigns, press releases, blogs and more. d. Craft engaging event description, narratives and promotional copy that align with our brand voice and resonate with target audiences. e. Conduct through research to gain the insights into event topics, industry trends, and relevant subject matter to ensure accuracy and impactful content. f. Generate innovative content ideas that align with event objectives and engage audiences through unique story telling. g. Edit and proof read content meticulously to ensure accuracy, consistency, and adherence to brand guidelines. h. Provide guidance & constructive feedback and sharing best practices. i. Collaborate with experts to optimize content for search engines, driving organic traffic and visibility. j. Stay up-to-date with industry trends emerging technologies and content marketing strategies to continuously enhance content quality and effectiveness. k. Participate in client presentations and meeting to present content strategies and gather feedback for refinement. l. Manage multiple projects concurrently, meet deadlines, and adopt seamlessly to evolving priorities in the fast-paced event industry.
5	Tenure	The candidate will be engaged initially for a period of TWO years which may be extendable as per the requirement of the Company
6	Remuneration	Rs. 50,000/- + IDA No increment shall be granted during the term of the contract.
7	Place of Posting	AVNL CO, Avadi, Chennai
8	Working Hours	As per office hours.
9	Policy	Engagement of Professionals on Fixed Term Contract Policy

6.0 Junior Manager (HR Generalist):

S. No	Particulars	Details
1	No. of Positions	05 (04-UR, 01-OBC)
2	Age	Below 27 Years for UR, 30 Years for OBC.
3	Qualifications	a. First Class degree with Full time 02 years MBA / Post Graduate Degree / Diploma in Human Resources / Personnel Management / Industrial Relations / PM & IR with First Class b. Proficiency in MS Office.
4	Job Specification	a. Look after day to day operations of the HR

		b. Knowledge of Labour law, PF & ESIC process c. To prepare detailed reports on Land matters of the company. d. Preparation of various reports as per the requirements of the company. e. Working on Security Modernization and handling correspondences of Security Officer. f. Working on Organizational Restructuring and Manpower Planning. Helping in Organizing Events/Functions and Event Management activities. g. Knowledge of Public Relations and Corporate Communication. h. Processing of Internship request received from various Universities / Colleges / Institutions. i. Handling IR related matters, Welfare, Legal, Establishment Matters j. Responsible for procurement of goods/services.
5	Tenure	The candidate will be engaged initially for a period of TWO years which may be extendable as per the requirement of the Company
6	Remuneration	Rs. 30,000/- + IDA No increment shall be granted during the term of the contract.
7	Place of Posting	AVNL CO, Avadi, Chennai
8	Working Hours	As per office hours.
9	Policy	Engagement of Professionals on Fixed Term Contract Policy

7.0 Assistant Manager (Accountant):

S. No.	Particulars	Details
1	No. of Positions	02 (Un-reserved)
2	Age	Below 40 Years
3	Qualifications	Semi Qualified CA or CMA (CA inter or CMA Inter passed)
4	Job Specification	1. Accounting and Bookkeeping • Recording and maintaining day-to-day financial transactions in the Tally Software. • Preparation of journals vouchers, cash/bank vouchers, and ledger postings. • Ensuring accurate and timely entries of purchase bills, sales invoices, and other financial documents. • Reconciliation of ledger accounts periodically. 2. Bills Processing • Scrutiny and verification of supplier/contractor/vendor bills in accordance with contract terms and applicable financial rules. • Ensuring correct application of taxes, duties, and deductions (eg., TDS, GST). • Processing of employee claims (TA/DA, Medical, LTC, etc.) as per company policy. 3. Budgeting and Cost Monitoring • Assisting in the preparation of budgets and expenditure reports. • Monitoring utilization of funds and reporting variances. • Supporting cost accounting, cost allocation, and financial analysis functions as required.

		4. Payroll and Employee Payments • Support in payroll processing including reconciliation of payroll ledgers, employee advances, and final settlements. • Ensuring accurate posting of salary-related transactions in Tally. 5. Bank and Cash Management • Assisting in preparation of bank reconciliations on a regular basis. • Monitoring fund flows and supporting treasury-related functions. 6. Reporting and MIS • Preparation and submission of monthly, quarterly, and annual financial reports and statements. • Generating various MIS reports for management decision-making. • Assisting in preparation of balance sheet schedules and supporting financial closure activities. 7. Other Duties • Any other tasks assigned from time to time by Finance Division Officials in line with the organization's needs.
5	Tenure	The candidate will be engaged initially for 2 years, extendable by 1 year based on performance and requirement.
6	Remuneration	Rs. 40,000/- + IDA No increment shall be granted during the term of the contract.
7	Place of Posting	AVNL CO, Avadi, Chennai
8	Working Hours	As per office hours.
9	Policy	Engagement of Professionals on Fixed Term Contract Policy

ADVT. NO. AND DATE _____

Annexure B

APPLICATION FOR THE POST OF _____

Place a recent passport size photo of the applicant (self attested in front) to be firmly pasted (not to be stapled)

To
Armoured Vehicles Nigam Limited
Avadi, Chennai – 600 054

APPLICATION FOR ENGAGEMENT OF PROFESSIONALS ON FIXED TERM CONTRACT BASIS

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 Advertisement	
5	Whether Belongs to SC / ST / OBC / 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	Telephone/Mobile No.	
12	Email Id	

13	Aadhaar Number/Pan Number	
14	Details of Application Fee Remitted Mode / DD No. // DD Date / Bank Details	

15. EDUCATIONAL QUALIFICATIONS

S. No.	Qualifications from 10th 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 (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 willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature of the candidate

Date:

Place:

Documents to be enclosed (whichever applicable)

1. Valid document evidencing date of birth of the candidate (Secondary / Matriculation School Certificate / Birth Certificate).

2. Educational Certificates - Mark sheets & Degree (Diploma, Graduation, Post-Graduation)

3. 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).

4. Caste Certificate in case of candidates belonging to reserved category

Annexure C

TERMS AND CONDITIONS FOR ENGAGEMENT OF EMPLOYEES 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 AVNL/HR 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: **2.5 marks will be allocated for minimum experience stipulated for the post. 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 Chairman & Managing Director/AVNL.

(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.

I 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.

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

2. 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.

3. 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.

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

5. 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.

6. Articleship / Internship / Academic Project / Teaching / Research experience shall not beconsidered as Post Qualification Experience.

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

II DOCUMENTARY EVIDENCE FOR WORK EXPERIENCE:

The candidate is required to submit experience certificate / documentary evidence for

establishing work experience as mentioned below:

(i) For Past Employment

1. ***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.

E. Remuneration*:*

a. For fixed term contract of professionals - consolidated monthly remuneration.

b. 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.

c. Payment will be made after Tax deduction at source. TDS certificate shall be issued by the Company.

F. 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) Employees who have opted for Voluntary Retirement from the regular services of AVNL/Erstwhile OFB Units/other PSUs/Autonomous bodies/Govt Departments/Defence Services are not eligible to apply for the posts for contractual engagement in AVNL CO/Units.

(iii) The persons engaged on full time basis will not be allowed to take any other assignment during the period of contractual engagement.

(iv) Total paid leave admissible shall not exceed 15 days in a year

(v) 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 CMD/AVNL on payment of applicable licence fees and other charges.

(vi) 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.

(vii) The persons engaged can be assigned additional responsibilities/tasks in addition to their specialization and assigned tasks.

(viii) 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.

(ix) 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.

(x) The incumbents are liable to be transferred/ posted anywhere in India at the discretion of the Company.

(xi) Those working must submit NOC at the time of Interview and should submit proper relieving letter from present employer in the event of selection.

(xii) The cut-off date for age, qualification and experience will be the date of advertisement.

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

(xiv) 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.

(xv) 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.

(xvi) 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.

(xvii) 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.**

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

(xix) AVNL 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 AVNL.

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

(xxi) Engagement of the selected candidate will be subject to medical fitness by the Medical Officer nominated by AVNL.

(xxii) 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 AVNL.

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

(xxiv) 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

appointmentthat 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.

(xxv) Any corrigendum/clarifications of the advertisement, if necessary, shall only be uploaded on **https://avnl.co.in** and no separate press coverage shall be done for this purpose.

(xxvi) All disputes / cases related to this recruitment process are subject to jurisdiction of courts at Chennai only.

(xxvii) 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.

(xxviii) AVNL reserves the right to relax age/experience/qualification & other qualifying criteria in deserving cases.

(xxix) All information regarding this recruitment process would be made available in the AVNL website (avnl.co.in) only. Applicants are advised to check the web site periodically for important updates.

(xxx) **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 website (www.avnl.co.in) for latest updates.

(xxxi) 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 AVNL, payable at Chennai.

(xxxii) 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.

(xxxiii) For any queries regarding this recruitment please send **E-mail to hr@avnl.co.in or contact 044-26844808/26844810 on all working days from 9.30 AM to 06.00 PM (Monday to Friday).**

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

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

Annexure D

APPLICATION FOR ENGAGEMENT OF EXPERTS/ADVISORS/CONSULTANTS

SNO	Particulars	
1	Name	
2	Designation at the time of retirement	
3	PPO No.	
4	Pay level/Pay scale in which retired	
5	Name of the Organization/Department from where retired	
6	Date of retirement	
7	Address for Communication	
8	Contact Mobile No. Alternate contract No.	
9	E-mail id	
10	Qualification	
11	Experience details	Please provide the information in the format below

Name of the Organization/Department	Period		Designation	Brief details of the work handled
	From	To		

12. Additional relevant information, if any, in support of your suitability for the said engagement (Attach separate sheet, if necessary)

DECLARATION

I hereby declare that all the statements made by me in this application are true and complete to the best of my knowledge ie. I further declare that I was clear from vigilance angle at the time of retirement and I have not been dismissed/removed/compulsorily retired/retired under FR 56(j) from service. I have not been imposed with any penalty (major and /or minor) during last 15 years of service. I have not been subjected to criminal prosecution during my entire service career. I have read this document and ready to accept the terms and condition for engagement of the post advertised.

Signature of the Applicant

Name:
Place:
Date:

Annexure E

TERMS AND CONDITIONS FOR ENGAGEMENT OF EXPERTS/ADVISORS/CONSULTANTS

1.0 General Terms and Conditions:

1.1 **Vigilance/Disciplinary angle clearance:** The candidate shall be clear from Vigilance/Disciplinary angle at the time of retirement. For this purpose, the concerned HR department shall coordinate with the HR/Administration department of the incumbent's previous organization to obtain the vigilance clearance.

1.2 **Police Verification**: Police Verification Report shall be obtained by the individual at the time of engagement.

1.3 **Criminal Case Declaration:** The incumbent shall provide a declaration as per **Annexure-I**

1.4 **Termination of Engagement**: CMD/Head of Unit reserves the right to short close the engagement on the following grounds:

a) In case the information furnished by the Experts/Advisors/Consultants are found to be false at any stage;
b) They are unable to fulfill the assigned tasks;
c) They are found lacking in honesty and integrity;
d) Due to change in business requirements;
e) Any other reason as deemed fit by the Management;

1.5 In the event of termination/short closure of engagement, one month's notice on either side or remuneration in lieu of notice period shall be provided.

1.6 The decision of the Management in this regard shall be final and binding

1.7 **Confidentiality-cum-non Compete Agreement will be made at the time of joining.**

1.8 **Existing Experts/Advisors/Consultants**

Experts/Advisors/Consultants who are presently engaged with AVNL will continue as per the terms and conditions brought in the letter of Engagement issued to them. The revised remuneration and entitlements brought in the Policy shall be effected at the time of extension/renewal.

Illustration: For Experts/Advisors/Consultants who complete 2 years of engagement after issuance of this policy, the remuneration will be fixed at minimum of the applicable scale and increment of 5% +5% (with compounding effect) from date of the implementation of this policy.

1.9 The provisions of this policy shall come into force from the date of notification of this policy.

1.10 The application format for engagement of Experts/Advisors/Consultants is given at Annexure-III

1.11 CMD reserves the right to delete, add, alter, modify or relax any clauses, if the exigencies of work so require.

2.0 Mode of Operation:

Experts/Advisors/Consultants may be engaged to meet specific business requirements in various functional / domain areas through any of the following modes:

(i) **Physical mode:** They will function from any of AVNL Office/Unit / Establishment. The minimum working days shall be 5 days a week (6 days in case of Production/R&D Units).
(ii) **Hybrid mode:** They will function either from any of AVNL Office/Unit / Establishment or from residence, out of which, minimum 8 working days in a month shall be from AVNL Office/Unit / Establishment.

The mode of working shall be clearly indicated in the proposal subject to approval of the Competent Authority. They will follow the attendance recording system as being followed by the Units.

3.0 Extension of Tenure:

a) The extension of tenure (after completion of original period of engagement) shall depend on the business requirement, individual's performance, willingness to continue, medical fitness and recommendations of the concerned Director.

b) The concerned HR shall initiate the proposal with detailed justification of the requirement, consent from the Experts/Advisors/Consultants, recommendations from any of AVNL Office/Unit for approval. Each extension shall be for a period of one year and the number of extensions shall not exceed the duration/upper age limit stipulated for each category.

c) The Approving Authority for extension up to 3 years shall be Director/HR, Extension beyond 3 years requires approval of CMD.

4.0 Conveyance:

a) In respect of Experts/Advisors/Consultants equivalent to SAG & above or equivalent IDA Pay Scales engaged on physical/hybrid work mode, the AVNL Office/Unit/Establishment shall make transport arrangements. The car provided should be co-terminus with the tenure.

b) In the event of non-utilization of Company provided car, conveyance reimbursement shall be payable at the rate of Rs. 20,000/- and Rs. 8000/- per month in case of physical mode and hybrid mode respectively.

5.0 TA/DA:

Experts/Advisors/Consultants shall be entitled to TA/DA for official journeys within India as applicable to their Grade/Pay level as per AVNL Travelling Allowances Rules.

6.0 Accommodation:

a) During the official visits, Guest House accommodation may be arranged based on availability. In the event of non-availability of Guest House, stay in Hotels shall be regulated as per the TA/DA Rules. (Equivalent to AVNL Scale of Pay).

b) Experts/Advisors/Consultants will be provided Company accommodation based on the availability at their places of postings.

7.0 Leave:

Experts/Advisors/Consultants shall be eligible for 15 days of Casual-cum-sick leave in a calendar year on pro-rata basis. Leave not availed during a calendar year cannot be carried forward and will lapse at the end of the calendar year.

8.0 Reporting and Administrative Support:

a) They shall report to the concerned Head of AVNL Office/Unit. Periodic report on a quarterly basis with respect to the activities performed and evaluation of their performance shall be reported to the Concerned Director by the Unit Head/Divisional Head.

b) The HR Head of AVNL Office/Unit will provide the required administrative support and arrange for payment of remuneration and other charges.

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 noquery/ correspondence will be entertained in this regard.

Last date for receipt of Application at AVNL CO is 21 days from the date of publication of advertisement.

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