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सं./No.: AVNL/04/10/23-24/HR

दिनांक/ Dated: 28th June 2023

**Advertisement for
ENGAGEMENT OF SUPERANNUATED EMPLOYEES ON
FIXED TERM CONTRACT BASIS**

Armoured Vehicles Nigam Limited (AVANI) (AVNL) is a new Defence PSU with its headquarters at Avadi (Chennai). It has five (05) constituent production units and has around 12,000 employees. AVNL produces battle tanks i.e T-72, T-90, MBT Arjun and 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 superannuated employees for the following position on fixed term contract basis:

1. Secretarial Assistant

Sl.No.	Particulars	Details
1	No. of Positions	01(Un reserved)
2	Maximum Age	Below 65 Yrs.
3	Qualifications	Qualification: Graduate in any discipline with Type Writing higher (40 words per minute) in English, Short hand Inter (100 words per minute) and experience in secretarial duties with Higher officers Essential: Working knowledge of Hindi is preferred
4	Experience	Minimum 15 years as PA/PS with SAAG Officers in Government or Equivalent officers in PSUs
5	Nature of responsibilities	Detailed terms, qualification, experience, job specification, skills required for the post are attached as Annexure -A
6	Tenure	01 year (extendable)
7	Remuneration:	Rs. 40,000/- (All inclusive) or Last basic minus pension whichever is lower

How to apply

1. Interested candidates may download the application from the website (avn1.co.in) as attached at **Annexure B** 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 **Staff Officer/CO & HR, Armoured Vehicles Nigam Limited, HVF Road, Avadi, Chennai – 600054** super-scribing the envelope with the name of the post applied for. **Last date for receipt of Application at AVNL CO is 21 days from the date of advertisement.**
2. All superannuated applicants are exempted from payment of application fee.
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 Biodata 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** . **All the candidates are required to go through the terms and conditions thoroughly before filing their applications.**

Sd-

(एम. सिवकुमार)/ (M. SIVAKUMAR)

महाप्रबंधक/नि.का. एवं मा.सं. GENERAL MANAGER/CO & HR

पंजीकृत। पता :एचवीएफ रोड, अवादी, चेन्नई 054 600 - .

फोन नंबर :044-26383601, 26382785

ईमेल: hr@avn1.co.in, वेबसाइट: avn1.co.in

REGD. ADDRESS: HVF ROAD, AVADI, CHENNAI - 600 054.

PHONE NO.: 044-26383601, 26382785

E-Mail: : hr@avn1.co.in , Website: avn1.co.in

Annexure A

Detailed terms, qualification, experience, job specification, skills required for the post

Name of the Post: Secretarial Assistant

Number of vacancies – 01 (UR)

Location: Company Headquarter, Avadi, Chennai

Tenure - **01 year (extendable)**

Reservation: Unreserved

Age: Max 65

Remuneration : Rs. 40000/- (All inclusive) or Last basic minus pension whichever is lower.

Eligibility : Retired Secretarial Officers from Government/PSUs at the pay level of 8 and above or equivalent PSU pay scales.

Experience : 15 years and above as PA/PS with SAG officers in Government or Equivalent level officers in PSUs

Qualification : Graduate in any discipline with Type Writing higher in English & Short hand Inter

Essential : Working knowledge of Hindi is preferred.

Job Specification : Capable of taking dictation in shorthand at a speed of 100 words per minute. Type Writing speed of 40 words per minute in English and experience in secretarial duties with Higher officers

Job Description:

The incumbent is responsible for overall secretarial duties of Director/HR and office maintenance.

- ✓ Taking Dictations, Transcription and Typing in English
- ✓ Mailing of letters, other communication to Senior Officers
- ✓ Handling of Various confidential correspondence of Director
- ✓ Establishing communication to Director on immediate basis
- ✓ Correspondence with Ministry, DoO(CS), AVNL Units, other DPSUs
- ✓ Handling NIC mail communication, DoO COMNET communication
- ✓ Fixing of Director HR appointments
- ✓ Scheduling of official meetings chaired by Director with other officers and monitoring
- ✓ Organizing VC meeting to Directors in coordination with ITD
- ✓ Office DAK Management/File Management
- ✓ Arranging Official Tour Programs of Directors
- ✓ Regularization of TA/DA Bills
- ✓ Pantry maintenance
- ✓ Fixing of appointment of Director/HR with higher formations of Government Organizations, Ministry officials, Premier Educational institutions.
- ✓ Follow up various Files pertains to HR
- ✓ Any other work assigned from time to time.

Role and Responsibilities

The Secretarial Assistant is expected for overall secretarial duties of Director/HR and office maintenance and maintain strict confidentiality.

Advt. No. and Date.....
APPLICATION FOR THE POST OF

ANNEXURE B

**Paste a recent
 Passport size
 Photograph**

APPLICATION FOR ENGAGEMENT OF SUPERANNUATED EMPLOYEES

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 and belief. 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 C

Terms and Conditions for engagement of Superannuated employees on Fixed Term Contract

1. **Selection Process:** Selection will be ordinarily based on qualification and experience. Interview/interaction may be conducted if necessary.
2. **SCREENING:** Screening of Applications will be done by a Screening Committee constituted for that purpose by concerned Units/Office.
3. **INTERVIEW:** If required, Personal Interview/interaction will be conducted.
4. **Declaration of Result of Selection:**
 - a) Only those candidates shortlisted may be called for interview (physical/virtual).
 - b) The names of candidates shortlisted for interviews will be notified on our Company's website and call letters will be sent to the e-mails.
 - c) Candidates are requested to print the call letter and comply with the instructions indicated therein.
 - d) The results of the final selection, either on the basis of qualification and experience and/or interview, will be uploaded on AVNL website.
5. **OFFER:**
 - a) 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).
 - b) All such engagements will be recommended by a Selection Board constituted by the Head of the Unit. The Selection Board will conduct the interview.
6. **Period of Engagement:**

The selected superannuated employee will be engaged initially for a period of one year which may be extended further based on requirement upto a maximum age of 65 years.
7. **Remuneration:**
 - 7.1 For fixed term contract of superannuated employees, the proposal shall clearly indicate the consolidated monthly remuneration.
 - 7.2 Their remuneration shall be fixed as per the formula of Last Basic Pay minus Pension or the consolidated monthly payment, whichever is lower. The amount of remuneration shall remain unchanged for entire term of contract. There will be no annual increment/percentage increase during the contract.
 - 7.3 Payment will be made after Tax deduction at source. TDS certificate shall be issued by the Company.

8. 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 Superannuated employees. They will not be entitled for any benefit /compensation/ absorption/ regularization/permanent employment in the Company except the fixed remuneration.
- (ii) The persons engaged on full time basis will not be allowed to take any other assignment during the period of contractual engagement
- (iii) Total paid leave admissible shall not exceed 15 days in a year
- (iv) DA, HRA or any other allowances shall not be admissible. No accommodation and Medical facilities will be normally admissible. However, in specific cases, special permission may be given for accommodation at the decided rates of license fee. The special permission will be given by GM/Admin & HR of the Units for accommodation.
- (v) TA, DA while on official tour may be paid on case to case basis. In case of retired Govt. personnel, it may be as per his entitlement at the time of retirement.
- (vi) Telephone, conveyance/transport and other facilities may be allowed on merits depending upon operational requirements. Special permission in each case is to be decided by GM/Admin & HR of the Unit.
- (vii) The persons engaged can be assigned additional responsibilities/tasks in addition to their 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 remuneration 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) The cut-off date for age will be the date of advertisement. Employer's certificate would serve as proof of age, qualification and experience.
- (xii) Reserved category candidates applying against unreserved post shall be treated as General category and no relaxation shall be given. OBC candidates belonging to creamy layer category should apply as general category and against general vacancies only. Employer's certificate would serve as proof of caste.
- (xiii) Mere submission of Application does not guarantee the adequacy of candidature for being considered for engagement. Mere fulfilling of eligibility criteria shall not confer any right to the applicant for being called for the interview/appointment. Canvassing in any form will disqualify the candidate.
- (xiv) Candidate will have to bring an original valid Retired Employee Card and the original documents for verification at the time of interview/ medical/ joining, if called for.
- (xv) AVNL also reserves the right to cancel/amend the advertisement and/or the selection process there under. The number of positions to be filled may increase or decrease depending on the requirement of AVNL.
- (xvi) The superannuated employees shall continue to draw pension and dearness relief on pension, if any, during the period of engagement. Their engagement shall not be considered as a case of re-employment.
- (xvii) No TA/ DA shall be paid to any candidate for attending interview in AVNL.
- (xviii) Engagement of the selected candidate will be subject to medical fitness by the Medical Officer nominated by AVNL.
- (xix) 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.
- (xx) No correspondence will be entertained from the candidates not selected/ interviewed.
- (xxi) Candidates should ensure that they fulfill the eligibility criteria prescribed for the post they have applied. In case it is found at any stage of selection process or even after appointment that 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.
- (xxii) Any corrigendum/clarifications of the advertisement, if necessary, shall be uploaded on AVNL website (avnل.co.in) and no separate press coverage is envisaged for this purpose.
 - (xxiii) All disputes / cases related to this engagement process are subject to jurisdiction of courts at Chennai only.
 - (xxiv) Management reserves the right to cancel / restrict /enlarge / modify / alter the engagement/ selection process, if need so arises, without issuing any further notice or assigning any reason thereafter.
 - (xxv) AVNL reserves the right to relax qualifying criteria in deserving cases.
 - (xxvi) Candidates should be clear from Vigilance angle at the time of retirement and he should not have been dismissed/removed/compulsorily retired/retired under FR 56(j) from service. He should not have been imposed with any penalty (major and /or minor) during last 15 years of his service. Similarly he/she should not have been subjected to criminal prosecution during his entire service career. The selected candidate must produce a certificate from his employer/organization to that effect.
 - (xxvii) If found guilty during the tenure of engagement, the AVNL may take necessary action as may be deemed fit.
 - (xxviii) The designation of the retired persons will be the last designation on the date of superannuation or as per decision of the Company, AVNL.
 - (xxix) The re-engaged superannuated employee will maintain absolute secrecy and confidentiality in matters related to all official documents/information or any other data, which they acquire or that may come to their knowledge during their engagement.
 - (xxx) The re-engaged superannuated employee at all times, during their engagement maintain absolute integrity, office discipline, devotion to duty and do nothing which is against the interest of AVNL. Any contravention to this condition will entail immediate termination of their engagement.
 - (xxxi) All information regarding this engagement process would be made available in the AVNL website (avnل.co.in) only. Applicants are advised to check the web site periodically for important updates.
 - (xxxii) 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, technical fault or otherwise, beyond the control of the Company. Candidates are advised to keep a close watch on the Company website (www.avnل.co.in) for latest updates.
 - (xxxiii) Applications that are incomplete, not in prescribed format, not legible, without the required certificates, shall be summarily rejected without assigning any reasons and no correspondence in this regard shall be entertained.
 - (xxxiv) For any queries regarding this recruitment please send E-mail to hr@avnل.co.in or contact at 044-26843302/26843347 on all working days from 9.30 AM to 06.00 PM (Monday to Friday).
 - (xxxv) Clarifications/Decisions of the Company in respect of all matters pertaining to this recruitment would be final and binding on all candidates.
 - (xxxvi) Any other terms and conditions of engagement can be determined and incorporated with the approval of the Competent Authority.

9. AVNL's Decision Final:

- 9.1 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 posting of selected candidates will be final and binding on the candidates and no query/ correspondence will be entertained in this regard.

10.0 Interpretation/Modification/Amendments/Relaxations:

- 10.1 CMD is the competent authority for relaxations/interpretation/amendment /modification of provisions of this policy.
- 10.2 In case of any dispute with regard to this policy, the same shall be referred to CMD, AVNL, as the sole arbitrator for settlement of dispute, whose decision shall be conclusive, final and binding on the re-engaged superannuated employees.

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