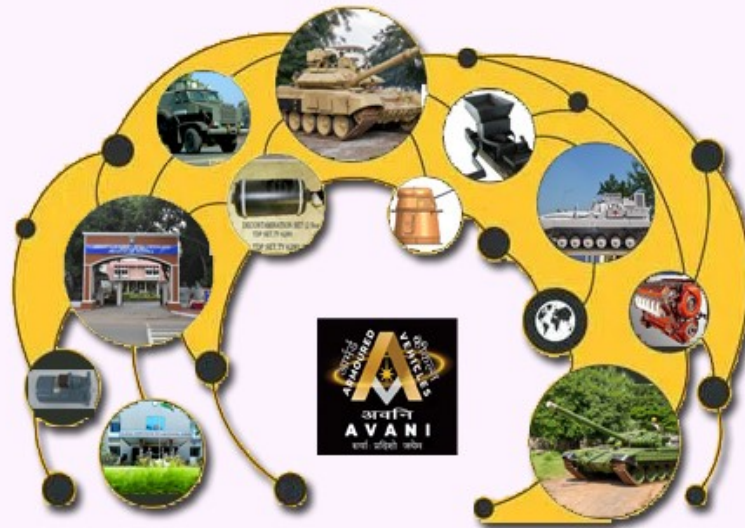


# **ARMoured VEHICLES NIGAM LIMITED**

**Government of India Enterprise  
Ministry of Defence**



## **AVNLI INTERNSHIP PROGRAMME**



**To engage Talented Students / Research Scholars  
in functioning of the AVNLI Units**



# AVNL INTERNSHIP PROGRAMME



## AVANI (AVNL) Internship Scheme

This Scheme seeks to engage students pursuing Under Graduate / Graduate / Post Graduate Degrees or Research Scholars enrolled in recognized University/Institution within India or abroad, as "interns". These 'Interns' shall be given exposure to various Verticals/ Divisions/Functions within the Corporate Office or in various Units of Armoured Vehicles Nigam Limited (AVNL)(AVANI).

The internship will be on paid basis. A token remuneration @Rs.10000/-per month will be payable to each Intern.



# AVNL INTERNSHIP PROGRAMME

## **Name of the Scheme: AVANI Internship Scheme.**

**Purpose:** To allow short term exposure of "selected candidates " to the functioning of the different Verticals/Divisions/Units of Armoured Vehicles Nigam Limited, a Government of India Enterprise under the Ministry of Defence as 'Interns'. An illustrative list of domains/areas for which Internship may be offered, is enclosed as **Annexure 'A'**.

### **Objectives of the Scheme:**

The Scheme has the following stated objectives:

- a. To allow talented students/research scholars to be associated with the functioning of Armoured Vehicles Nigam Limited (AVNL)(AVANI), a premier Defence Public Sector Undertaking for first-hand experience and learnings.
- b. The "interns" would also contribute in various functional areas based on their academic knowledge for the benefit AVNL.
- c. It is neither a job nor any such assurance for a job in the Armoured Vehicles Nigam Limited.

### **Internship:**

- (i) Applicable to 'Indian Nationals' only.
- (ii) Internship shall be available throughout the year based on the requirements of AVNL.





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## INTERNSHIP PROGRAMME

### Eligibility:

Bonafide students of any recognized University/ Institution within India or abroad, fulfilling following conditions are eligible to apply for the internship:

a. Under-graduate students, having completed/appeared in the term end exams of second year/4th semester of the Bachelor Degree course and secured not less than 75% or equivalent marks in 12th class.

b. Graduate students / Chartered Accountancy / ICWA / Company Secretary-ship / MBA etc. having completed/appeared in the term end exams of first year/2nd semester of their post graduate programme or perusing research/PhD and secured not less than 70% or equivalent marks in Graduation.

c. The students who have appeared in the final exam or just completed Graduation/PG and waiting for admission for higher studies may also be considered for internship provided that-

They have secured 70% or more cumulative marks in all the years/semesters of their graduation/ post-graduation till the date of application.

The period between the month of declaration of result of final exam and the desired month of internship should not exceed six months e.g. if the result is declared in the month of June then he/she can apply for the internship beginning till the month of December.







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## INTERNSHIP PROGRAMME

### **Period:**

The period of Internship shall be at least for one month but not exceeding six months. Interns not completing the requisite period will not be issued any certificate.

### **Experience Certificate:**

A certificate regarding successful completion of internship shall be issued by the Head of the concerned office in the enclosed format at **Annexure 'B'**.

### **Logistics & Support:**

Interns will be required to have their own laptops. AVNL shall provide them working space, internet facility and other necessities as deemed fit by the authorities.

### **Conditions for Applicants:**

Interested applicants may apply in the address indicated in the website of AVNL during 1<sup>st</sup> to 10<sup>th</sup> of every month. Application can only be made six months in advance but not later than 2 months before the month in which internship is desired.

- (i) Applicants must also clearly indicate the area of interest.
- (ii) A candidate can apply for internship only once during a financial year.
- (iii) The applicants who do not fulfil the eligibility conditions, their applications shall be rejected summarily. No communication in that regard shall be accepted nor any communication be made with the applicant.



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## INTERNSHIP PROGRAMME

(iv) The selected applicant has to produce original mark sheets and NOC from the college/institution at the time of joining, failing which his/her candidature shall be cancelled.

### **Procedure for Selection and Other Modalities of the Scheme:**

(i) The Heads Units and GMs in Corporate Office are the competent authority for approving internships. Internship numbers are to be decided by the Director of the concerned Division on the basis of specific assignments subject to a maximum of 3(three) in a year. This number may be relaxed with the permission of the CMD. Since ours is paid internship, candidates must be properly selected. All competent authorities have to constitute Selection Committees which will scrutinise the internship applications and recommend suitable candidates for approval to the competent authority. The Selection Committee will decide the method and procedure for selection. The decision of the Competent Authority regarding the suitability of a candidate as intern shall be final and binding.

(ii) If necessary, AVNL will register with reputed institutions like IITs etc, for internship arrangements with them.

(iii) It is the responsibility of the competent authority to assign specific tasks and projects to the interns. The competent authority will also designate officer(s) to whom the intern shall report during their internship period.





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## INTERNSHIP PROGRAMME

(iv) The selected candidates may be asked to submit the soft copy of their NOC from their Head of the Department/Principal by giving sufficient time before issuance of the offer letter by the competent authority. It also has to be indicated in the NOC that the student would not be registered for any course requiring his/her attendance in the class during the period of internship. The vertical/division/unit has to obtain the original NOC issued by the college/institution at the time of joining of the candidate and also verify his/her eligibility from the original documents. If any discrepancy is found, the candidature of the candidate will be cancelled.

(v) The list of selected candidates will be informed to HR Directorate and also be uploaded on AVNL website.

(vi) Depending upon the number of applications received against a particular domain/area, AVNL reserves the right to fix up the eligibility criteria, limit the number of applicants to be called for a particular period and to decide about the mode of screening thereof.

(vii) The competent authority shall be responsible for ensuring that the work programme and output mutually agreed upon with the Intern is satisfactorily completed. Interns shall be required to submit a brief report/paper at the end of their assignment to the competent authority about their learning experience.





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## INTERNSHIP PROGRAMME

(viii) No TA & DA will be given to the Interns, if called for interview and for joining the Internship programme.

(ix) **The applicant is required to accept the terms and conditions of the Internship Agreement before joining for internship. Terms and Conditions for Internship Agreement is given at Annexure-I**

### **Attendance**

While doing internship, the candidate should have a minimum of 75% attendance and they have to mark In and Out time on daily basis. In case of less than 75% attendance no extension of internship period is allowed and no experience certificate will be issued. The attendance record and the details of work supervision shall be maintained by the Heads of the Verticals/ Divisions/Units.

### **Working Hours and Leave**

They would be required to be available during the normal working timing.

During the course of internship, in case intern require to take leave for any personal emergencies, intern would be required to take approval from the competent authority prior to taking such leave.

It may be strictly observed that the conduct of the interns and their access to data shall be the sole responsibility of the competent authority.







# AVNL

## INTERNSHIP PROGRAMME

### **Termination**

During internship program, either party may terminate the internship as per the terms of the Internship Agreement.

### **Limited Authority**

The intern will not enter into any commitments or dealings on behalf of AVNL or exceed the authority without the previous sanction of AVNL. Any violation of this may lead to termination of internship program with immediate effect.

### **Confidentiality/Intellectual Property**

The intern will be required to maintain utmost secrecy and shall not divulge or disclose to anyone in any manner, particulars or details of any information or data that he/she may come to possess by virtue of association with the Company, including details of the trade secrets, manufacturing or research process, financial, administrative and /or organization matter or any transaction or affairs of the Company of confidential nature.

All inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights that the intern may make or conceive, either solely or jointly with others, during the period of internship, shall be deemed to be the exclusive property of the Company and the intern is required to waive any and all rights, title or interest, if any, in the same in favour of the Company.





# AVNL

## INTERNSHIP PROGRAMME

Further, it is expected that the intern may promptly reduce to writing and disclose to the Company all such inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights, which may be made or conceived during the internship.

### **Non-competition**

It is to be acknowledged that during the course of internship with AVNL, Intern may be come familiar with its trade secrets and the other confidential information concerning AVNL, its associates, related companies and that work may be of a special, unique and extraordinary value to AVNL. It is to be agreed that during the term hereof, intern shall not directly or indirectly own, manage, control, participate in, consult with, render services for (as an intern or otherwise), or engage in any business competing with the AVNL. For the purpose of this Agreement, the "business of AVNL" shall refer to AVNL and its units, including without limitation AVNL.

### **Safekeeping and Return of AVNL Property**

The intern will be responsible for safekeeping and return in good condition and order of all Company assets, which may be in his/her use, custody or charge; failing which the Company shall be entitled to recover the costs of the same from him/her.





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## INTERNSHIP PROGRAMME

### **Fraudulent Behaviour**

If at any time in the opinion of the Company, the intern is found to be guilty of fraud, dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, or any other conduct considered by to be deterrent to the Company's interest or of violation of any terms of this internship letter, the Company reserves the right to terminate the internship without notice. The decision of the Company in this regard shall be final.

### **Review:**

AVNL reserves the right to review the scheme at any time. The Scheme so reviewed will be placed on the AVNL website.

### **Relaxation:**

CMD/AVNL will have the power to relax any of the conditions mentioned above, in respect of any deserving candidate.





# AVNL

## INTERNSHIP PROGRAMME

### Annexure- "A"

#### Domains/ Areas available for Internship

##### Human Resource Vertical:

1. Public Relations
2. Corporate Communications
3. Content Creation
4. Graphic Design
5. Framing Job Descriptions, Job Specifications of different Roles
6. Framing FRAC (Framework of Roles, Activities and Competencies)
7. Organisational Design
8. Creating HR databases
9. Creating HR KRA/KPIs
10. Creating HR Dashboards
11. Creation of Training Material
12. E-Office





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## INTERNSHIP PROGRAMME

### Operations Vertical:

1. Lean Manufacturing
2. World Class Manufacturing
3. Value Analysis/ Value Engineering
4. TQM
5. Six Sigma
6. Preventive Maintenance
7. Inventory Management
8. Supply Chain Management
9. GeM
10. E procurement
11. AI in manufacturing
12. 3D Printing
13. Design
14. R&D & Innovation
15. ICT in Armoured Vehicles
16. AI/M2M/IOT/AR-VR...their relevance scope & applications and policy related to them
17. Industrial Waste Recycling/Treatment
18. Sustainability



# AVNL

## INTERNSHIP PROGRAMME

19. Data Analytics
20. Robotics
21. Quality Control Measures.

### **Finance Vertical:**

1. Commercial Accounting
2. Cost accounting
3. Audit
4. Tally Operation
5. Cost Analysis
6. Organizational Cyber Security
7. Application Development





# AVNL

## INTERNSHIP PROGRAMME

### Annexure "B"

Dated:

TO WHOMSOEVER IT MAY CONCERN

(To be given on Letter Head)

This is to certify that Mr./Ms. A student of University/Institution has successfully completed internship with Armoured Vehicles Nigam Limited, a Government of India Enterprise under Ministry of Defence from ----- to ----- . During the period of internship, he/she worked in the following areas:

i.

ii.

2. He/she has shown special flair for ----- . His/her performance and the report have been rated as .

3. During the internship programme, he/she was found to be punctual, sincere and hardworking.

4. I wish him/her success in his/her life/career.

( Signature )

Head of Unit





# AVNL INTERNSHIP PROGRAMME

## Annexure "C"

### FORMAT FOR NOC TO BE OBTAINED FROM COLLEGE / INSTITUTION

(To be given on Letter Head)/To be signed by HOD/Principal

Dated:-

Subject: -No Objection Certificate for AVNL Internship Programme.

It is certified that <Mr./Ms.> is a bonafide student <College ID No.> of <Semester/Year> of <name of the programme> of this <institution/ College>.

The <Institution/ College> has no objection for doing the Internship programme at AVNL for the period from ----- to ----- . It is also certified that <he/she> is not registered for any course requiring <his/her>attendance in the class during the said period.

The conduct of the student as recorded by the <college/institution> has been found good/ satisfactory/unsatisfactory.

(Signature and Seal)





# AVNL

## INTERNSHIP PROGRAMME

### OFFER FOR INTERNSHIP

2022

NAME

Dear

Subject: Internship with AVNL

Congratulations!

Your application for internship dated----- duly recommended by your College/University vide its letter dated has been successfully processed. We are impressed with your academic credentials and are pleased to offer you internship with AVNL. Armoured Vehicle Nigam Limited (AVNL) is one of the new Defence Public Sector Undertakings under Ministry of Defence, Government of India. It has 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.





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## INTERNSHIP PROGRAMME

During your internship with us, you will be exposed to various functions that will provide you experiential learning, real chance to put your skills in practice which enables you to become Skilled with enhanced employability. You will also have an opportunity to gain “hands on” live project experience and to interact with very experienced professionals.

Please report to AVNL Corporate Office at the following address, i.e., AVNL Headquarters, Tank Factory Road, Avadi, Chennai-54 on----- 2022 at 9:00 AM. This internship shall be governed by the terms and conditions as laid down hereunder in this Internship Agreement as stated in ANNEXURE 1.

Looking forward.

For AVNL

Sri

Designation



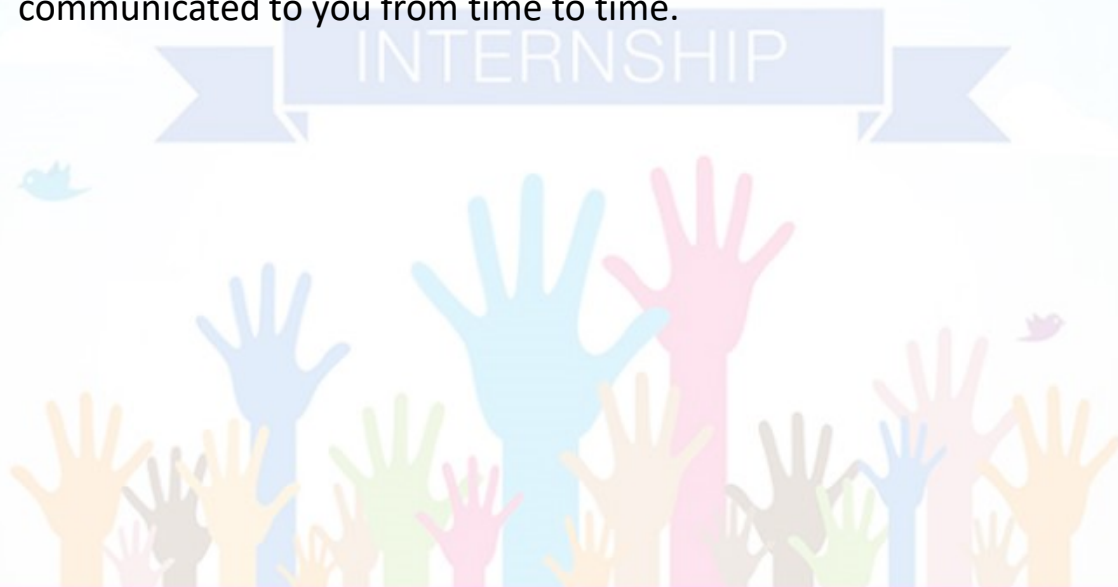


# AVNL

## INTERNSHIP PROGRAMME

### Internship Agreement - ANNEXURE 1

1. The duration of your internship would be ----- months. Your internship shall commence on ----- 2022 to an automatic end on -----2022. Please note that this internship is not an offer for employment by the Company and doesn't create any employer and employee relation and neither of us intends any employment relationship to be created either now or at any time in the future, accordingly regulations governing employment with the Company will not apply to you.
2. As an intern, your position shall always be that of a 'learner', who is conducting an organizational study, while the Company shall hold the position of a 'teacher' or 'instructor'.
3. During your internship with the Company, you will be paid a stipend of INR 10,000 per month, subject to deductions as per applicable tax laws.
4. During the internship, you would be required to attend office during the normal working hours of AVNL units or Corporate Office. You may also be required to attend trainings in shifts as permitted by law. The shifts and timings are subject to change and will be communicated to you from time to time.





# AVNL

## INTERNSHIP PROGRAMME

5. The company expects you to undertake, attend and complete your internship with high standards of integrity and to maintain appropriate standards of behaviour at all times.

6. Your continuation in internship shall be subject to the satisfactory verification of your credentials, testimonials, etc. and the details given by you in your Application Form/ Declaration. Your internship shall be liable to be terminated summarily if it is found at any time that you have concealed any material information or given any false information/ particulars or convicted of or pleaded guilty of any offence or crime. For the avoidance of doubt, your signature in this Letter constitutes your express authorization to the Company (or the appointed third party) to conduct a background investigation on your credentials, as may be necessary.

7. You will be required to maintain utmost secrecy and shall not divulge or disclose to anyone in any manner, particulars or details of any information or data that you may come to possess by virtue of your association with the Company, including details of the trade secrets, manufacturing or research process, financial, administrative and /or organization matter or any transaction or affairs of the Company of confidential nature.

8. If at any time in the opinion of the Company, you are found to be guilty of fraud, dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, or any other







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## INTERNSHIP PROGRAMME

conduct considered by to be deterrent to the Company's interest or of violation of any terms of this internship letter, the Company reserves the right to terminate your internship without notice. The decision of the Company in this regard shall be final.

9. All inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights that you may make or conceive, either solely or jointly with others, during the period of your internship, shall be deemed to be the exclusive property of the Company and you hereby waive any and all rights, title or interest, if any, in the same in favour of the Company. Further, it is expected that you to promptly reduce to writing and disclose to the Company all such inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights, which you may make or conceive during the internship.

10. You will be responsible for safekeeping and return in good condition and order of all Company assets, which may be in your use, custody or charge; failing which the Company shall be entitled to recover the costs of the same from you.





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11. You expressly agree and undertake to fully indemnify, compensate and hold the Company harmless from and against any and all claims, demands, damages, injuries, expenses and liability arising directly or indirectly from your acts or omissions. You further agree that you will defend at your own expense and will indemnify and hold the Company harmless from and against any and all damages, demands, expenses, claims, liability, injuries, suits and proceedings asserted or brought against the Company on a claim that any material, software or other writings or articles developed by you for the Company during the course of your internship with the Company constitutes and infringement of any patent, copyright or other third party intellectual property right.

12. Your continuance on this internship with the Company is subject to your remaining physically and mentally fit. You are expected to undergo medical examination as per the directions of the Company, if required unless prohibited under law.

13. You consent to the Company monitoring and recording any use that you make of the Company's electronic communications systems for the purpose of ensuring that the Company's rules are being complied with and for legitimate business purposes. You shall comply with any electronic communication systems policies, if any, that the Company may issue from time to time.





# AVNL

## INTERNSHIP PROGRAMME

14. The Company reserves the right to search you or any of your property held on the Company's premises, at any time, if the Company believes that you are under the influence of alcohol or restricted drugs or carry a weapon, which could be hazardous to other occupants of the premises or if it believes that you may have committed a criminal offence. The Company in such a situation reserves the right to take any action against you under the laws of the land.

15. You would be required to submit the below stated documents on the date of your reporting for your internship.

- a) Qualification certificates
- b) Date of birth certificate
- c) Photographs – 3 no's
- d) Copy of ID Card
- e) Proof of your education with <name of university>
- f) Letter from University / College recommending you for internship for the period.

If all the above terms and conditions of internship are acceptable to you, please confirm your acceptance by signing and returning to us the duplicate of this Internship letter.





# AVNL

## INTERNSHIP PROGRAMME

No commitments other than what is mentioned in this Internship Agreement will be applicable to you or entertained by us.

I accept the above terms & conditions

Student's Name:

Signature:

Date:

# THANK YOU

