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 SENIOR MANAGER & MANAGER ON FIXED TERM EMPLOYMENT

**Advt. No.: AVNL/CO/HR/2026/08**

# RECRUITMENT NOTICE

**Armoured Vehicles Nigam Limited (AVNL**) is a new Defence Public Sector Company with its headquarters at Avadi (Chennai) (**AVNLCO**). AVNL comprises units viz. Heavy Vehicles Factory, Avadi, Tamil Nadu (**HVF**), Design and Development Centre, HVF Avadi, Tamil Nadu (**D2C-HVF**), Engine Factory Avadi, Tamil Nadu (**EFA**), Vehicle Factory Jabalpur, Madhya Pradesh (**VFJ**), Ordnance Factory Medak, Telangana (**OFMK**), Design and Development Centre, Medak, Telangana (**D2C-OFMK**), Machine Tool Prototype Factory, Ambernath, Maharashtra (**MTPF**), AVNL Institute of Learning, Avadi **(IOLAV**), AVNL Institute of Learning, Medak (**IOLMK**), AVNL Institute of Learning, Ambernath (**IOLAM**) and Liaison Office, New Delhi, Pune and new upcoming project locations across India as per requirement of the Company. AVNL is engaged in the manufacture of Main Battle Tanks, Infantry Combat Vehicles, Support vehicles and Defence mobility solutions for the armed forces and domestic security agencies.

Applications are invited through **OFFLINE MODE** from eligible Indian Nationals for filling-up the following posts on **FIXED TERM EMPLOYMENT** and will be **posted to the Units/offices** as per details mentioned below:

The notification includes opportunities for **Manager (Official Language) & Senior Manager (Human Resources)** within the Human Resources department.

**DETAILS OF POST:**

| Name of the Post | No of Vacancies |
|---|---|
| Manager (OL) | 01 [UR] |
| Senior Manager (HR) | 02 [01 UR, 01 OBC] |

**REMUNERATION:**

The Candidates on selection shall be eligible for the following remuneration according to the posts they are engaged:

| Name of the Post | Basic | IDA | Special allowance @ 5% of the Basic | Medical Insurance, conveyance and mobile charges per month | Total |
|---|---|---|---|---|---|
| Manager (OL) | Rs. 60000 | | Rs. 3000 | Rs. 3000 | Rs. 66000 + IDA |
| Senior Manager (HR) | Rs. 70000 | | Rs. 3500 | Rs. 3000 | Rs. 76500 + IDA |

In addition to the above, Annual Increment @3%, Earned Leave @18 days per annum and 10 Casual Leave, PF, Gratuity per annum. Further, Medical treatment to employees engaged on Fixed Term Employment will be provided in-patient treatment for self and family members – spouse and two living children during the course of

is engagement. On discontinuation, the facilities automatically cease. Apart from the above mentioned remuneration and benefits the contract employees will not be eligible for any other benefit/facilities.

**QUALIFICATION, EXPERIENCE & AGE LIMIT:**

| S .No | Name of Post | Qualification (s) & Experience | Age Limit |
|---|---|---|---|
| 1. | Manager (OL) | (i) First Class full time Master's degree in Hindi with English as a subject at Bachelor's degree level;<br>OR<br>First Class full time Master's degree in English with Hindi as a subject at the Bachelor's degree level;<br>OR<br>First Class full time Master's degree in any subject with Hindi as a subject at the Bachelor's degree level;<br>AND<br>(ii) Recognized Diploma in Translation from Hindi to English and vice-versa from a recognized University/Institute.<br><br>Minimum 7 years post-qualification experience in handling Parliamentary Committee inspections, publications of house magazines and organizing large scale corporate Rajbhasha events in a PSU or large organizations. | Upper limit 35 Years (As on Closing Date of Advertisement) |
| 2. | Senior Manager (HR) | MBA (HR), MBA (PM & IR), PGDM (HR), Master's in Personnel Management or specified equivalent qualification.<br><br>Minimum 15 years' Experience in HR / Personnel & Administration for PSU or reputed private MNC/manufacturing-sector organization. | Upper limit 45 Years (As on Closing Date of Advertisement) |

**OTHER DETAILS:**

**1. SELECTION PROCESS**

(i) No written examination for Manager and Senior Manager Posts. They shall be engaged through various assessment parameters (Presentation, Experience, Expertise, Knowledge etc.) and Interview.

(ii) The names of candidates shortlisted for Interview and final selections will be notified on AVNL website.

(iii) Selection process for Manager & Senior Manager:

The short listed candidates shall make a presentation before selection committee on their achievements so far and vision statement for the job applied. The candidates will be assessed on the following assessment parameters:

| Criteria | Weightage | |
|---|---|---|
| I. Assessment parameters | 85% | |
| | Manager | Sr. Manager |
| 1. **Prior Work Experience:** The candidate has experience of similar job. | 25 marks | 20 marks |
| 2. **Technical /domain Expertise**: The candidate possesses requisite technical skills to demonstrate critical thinking and problem solving. | 30 marks | 25 marks |

| | | |
|---|---|---|
| 3. **Potential to shoulder higher responsibilities:** The candidate shall have ability to take up higher level responsibility and set pace for the team members towards work accomplishments. | 10 marks | 15marks |
| 4. **Developing team:** Ability to interact, guide, council and nurture the subordinates to perform their present job and groom them for taking higher responsibility | 10 marks | 15 marks |
| 5. **Aligning performance for success:** Focusing and guiding others in accomplishment of work objectives | 10 marks | 10 marks |
| II. Interview for the shortlisted candidates (15 marks) | 15% | |

## 2. 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. Candidates may be shortlisted for selection. The Company may adopt higher criteria in case of receipt of more number of applicants meeting.

The selection process as indicated above is tentative. Selection Process may, however, vary depending upon number of applicants, administrative/ business requirements of the Company. The Management reserves the right to raise the minimum eligibility standards / criteria for short listing of candidates. All such engagements will be recommended by a Selection Board constituted by the concerned Head of the Unit/Corporate Office.

## 3. TENURE OF ENGAGEMENT

The tenure is for a period of ONE year from the date of appointment. The tenure will come to an end automatically on completion of the fixed tenure, without any further notice. However, the same may be extended up to a maximum period of four years (including initial period) based on requirement and individual performance with the approval of the Head of the Unit. Extension of tenure beyond 4 years may also be considered with the approval of AVNL Corporate Office.

## 4. CHARACTER & MEDICAL

The Selected Candidates is subject to verification of Educational / Technical Qualifications, Category / Disability Certificate, Experience Certificate and Character & Antecedents, as the case may be with the concerned authorities, as per the rules of AVNL. The appointment of selected candidates will be subject to being declared "MEDICALLY FIT" by competent authority as per prescribed policy of the company.

## GENERAL CONDITIONS:

- Application will be processed as per vacancies available in different units of AVNL.
- All Qualifications should be obtained from Universities / Institutions recognized by State / Central Government / UGC / AICTE as applicable.
- All computation of age/experience requirement/qualification shall be done w.r.t. the closing date of advertisement.
- Candidates claiming to belong to a particular category should have valid SC/ST/OBC-NCL/EWS/PwBD certificate, as the case may be from the Competent Authority (in the latest prescribed format of Govt. of India). Upper age limit is relaxed by 5 years for SC / ST candidates, by 3 years for OBC-NCL candidates, by 10 years for PwBD candidates, Relaxation of age to Ex-Serviceman will be as per Govt. Guidelines.

- Depending on the requirement, AVNL reserves the right to cancel/restrict/curtail/enlarge the number of vacancies, if need so arises, without any further notice and without assigning any reason thereof.
- Any proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only in Chennai and courts / tribunals / forums at Chennai only shall have sole and exclusive jurisdiction to try any such cause / dispute.
- While applying for the post, the applicant should ensure that he/she fulfils the eligibility for age/post/unit/vacancy and other norms mentioned above, as on the specified dates and that the particulars furnished are correct in all respects. In case it is detected at any stage of engagement that a candidate does not fulfil the eligibility norms, his/her candidature will stand automatically cancelled. If any of the above shortcoming(s) is/are detected even after appointment his/her contract services are liable to be terminated without any notice. Canvassing in any form shall disqualify the candidate.
- **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 prescribed minimum 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.

- **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.

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 S. 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.

## APPLICATION FEE & PAYMENT MODE:

(i) 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.

(ii) SC/ST/PwD/Ex-SM/EWS/Female applicants are exempted from payment of application fees.

(iii) Fees once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility criteria before paying the application fee.

## PLACE OF INTERVIEW:

Interview will be at Avadi, Chennai (OR) through Video Conference (VC) mode depending on the number of applicants eligible for appearing the interview.

## HOW TO APPLY:

i) Interested candidates may download the application from the website (www.avnl.co.in) as attached at **Annexure A** to this advertisement. Hard Copy of the 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/HR-II (CO), Armoured Vehicles Nigam Limited, HVF Road, Avadi, Chennai – 600 054 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.

ii) 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.

iii) 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. AVNL will not be responsible for bouncing back any email sent to the candidates.

**PERSONAL DOCUMENTS:**

(i) Class X passing Certificate / Mark sheet, PAN Card and Aadhaar Card for Name and DOB proof (Name & DOB should appear in conformity on all documents.

(ii) Caste / disability certificate (For SC/ST/OBC-NCL/PwBD/EWS candidates) as applicable.

(iii) OBC-NCL certificate should be in central format for the current financial year (FY 2026-27).

(iv) EWS candidates need to submit current year Income & Asset certificate in the prescribed format i.e. the certificate should be valid for FY 2026-27 based on the income of FY 2025-26.

(v) Disability certificate should be as per the latest prescribed central Govt. Format generated online through the Swavalamban / UDID portal (clearly indicating the type and percentage of disability) in line with the identified disability for the posts as mentioned in this advertisement.

**QUALIFICATION DOCUMENTS:**

i) Master's/Bachelor's Degree Certificate (Provisional / Final).

ii) Experience Certificate mentioning clearly the period and area / nature of work performed.

AVANI
सर्वा: प्रादेशा जयेम

**********

**ADVT. NO. AND DATE** _____

**Annexure A**

**APPLICATION FOR THE POST OF** _____

Place a recent pass-port 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.

**Date:** **Signature of the candidate**

**Place:**

ARMOURED VEHICLES AVANI सर्वाः प्रदिशो जयेम