

इंजिन निर्माणी आवडी
आर्मर्ड व्हीकल्स निगम लिमिटेड की इकाई
भारत सरकार का उद्यम
रक्षा मंत्रालय

ENGINE FACTORY AVADI
UNIT OF ARMOURED VEHICLES NIGAM LIMITED
A GOVT. OF INDIA ENTERPRISE
MINISTRY OF DEFENCE

CIN :U35990TN2021GOI145504

ENGAGEMENT OF PERSONNEL UNDER FIXED TENURE CONTRACT

(Advt. No.EFA/FTC/2025/01)

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 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. The Company offers great work environment and challenging opportunities for the employees to prove their mettle.

AVNL invites offline Applications from Indian Citizens fulfilling the eligible conditions for the following Fixed Tenure Based posts on **CONTRACT BASIS** to work in Engine Factory Avadi (a unit of AVNL), Avadi, Chennai-600054.

1. Details of Posts:-

S.No	Name of the Post	Vacancies							
		UR	EWS	OBC (NCL)	SC	ST	TOTAL	PWD	EX-SM
1	Junior Manager (Contract) (Production)	02	-	-	-	-	02	-	-
2	Junior Manager (Contract) (Quality)	03	-	-	-	-	03	1-OH	-
3	Junior Manager (Contract) (Design)	01	-	-	-	-	01	-	-
4	Junior Manager (Contract) (Human Resources)	01	-	-	-	-	01	-	-
5	Junior Manager (Contract) (Safety)	01	-	-	-	-	01	-	-
6	Junior Manager (Contract) (Finance and Accounts)	01	-	-	-	-	01	-	-
7	Junior Manager (Contract) (Marketing & Export)	01	-	-	-	-	01	-	-
8	Junior Technician (Contract) (Fitter General)	27	5	15	11	-	58	1-VH 1-HH	7
9	Junior Technician (Contract) (Machinist)	6	1	2	2	-	11	1-OH	1
10	Junior Technician (Contract) (Welder)	1					1		
	TOTAL	80					80		

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2. Details of suitable categories of benchmark disabilities identified are given below:

S.No	Name of the Post	Categories of Disabled suitable for jobs	
1	Junior Manager (Contract) (Production)	Category (b)	Hearing Handicapped
		Category (c)	One Arm, One Leg
2	Junior Manager (Contract) (Quality)	Category (b)	Hearing Handicapped
		Category (c)	One Arm, One Leg
3	Junior Manager (Contract) (Design)	Category (b)	Hearing Handicapped
		Category (c)	One Leg, dwarfism, Acid Attack victims,
4	Junior Manager (Contract) (Human Resources)	Category (a)	Blind, Low Vision
		Category (c)	One Leg, One Arm, One Arm and One leg
5	Junior Manager (Contract) (Safety)	-	PwBD not suitable for this post.
6	Junior Manager (Contract) (Finance and Accounts)	Category (a)	Blind, Low Vision
		Category (b)	Hearing Handicapped
		Category (c)	One Leg, One Arm, One Arm and One leg
7	Junior Manager (Contract) (Marketing & Export)	Category (b)	Hearing Handicapped
		Category (c)	One Arm, One Leg
8	Junior Technician (Contract) (Fitter General)	Category (a)	Low Vision
		Category (b)	Deaf and Hearing Handicapped
		Category (c)	One Leg, One Arm, dwarfism, Acid Attack victims,
		Category (d)	Autism Spectrum Disorder (Mild), Specific Learning Disability
		Category (e)	Multiple Disabilities (a) to (c) above
9	Junior Technician (Contract) (Machinist)	Category (a)	Low Vision
		Category (b)	Deaf and Hearing Handicapped
		Category (c)	One Leg, One Arm, dwarfism, Acid Attack victims,
		Category (d)	Autism Spectrum Disorder (Mild), Specific Learning Disability
		Category (e)	Multiple Disabilities (a) to (c) above
10	Junior Technician (Contract) (Welder)	Category (a)	Low Vision
		Category (b)	Deaf and Hearing Handicapped
		Category (c)	One Leg, dwarfism, Acid Attack victims,
		Category (d)	Autism Spectrum Disorder (Mild), Specific Learning Disability
		Category (e)	Multiple Disabilities (a) to (c) above

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3. QUALIFICATION & EXPERIENCE:

(A) The essential educational qualification is as under:

S.No	Name of the Post	Qualification
1	Junior Manager (Contract) (Production)	First Class Degree in Production Engineering / Mechanical Engineering / Automobile Engineering / Mechanical Production and Industrial Engineering / Production Engineering & Management / Manufacturing Engineering.
2	Junior Manager (Contract) (Quality)	First Class Degree in Mechanical Engineering / Electrical / Electronics / Metallurgy / Chemical Engineering with ME / M. Tech in Quality Engineering with First Class.
3	Junior Manager (Contract) (Design)	a) First Class Degree in Engineering Design/ Tool Engineering b) M. Tech in Defence Technology with specialization in Combat Vehicle Engineering with First Class.
4	Junior Manager (Contract) (Human Resources)	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
5	Junior Manager (Contract) (Safety)	a) First Class Degree in Engineering and M.E. / M.Tech in Industrial Safety Engineering with First Class (or) First Class Degree in Engineering with practical experience of working in factory in Supervisory capacity of not less than 02 years with one-year Diploma in Industrial Safety course conducted by Regional Labour Institute, Chennai or one-year Diploma recognised by Directorate General Factory Advice Service and Labour Institutes, Ministry of Labour and Employment affiliated with State Board of Technical Education. b) Adequate knowledge of Regional Language and English
6	Junior Manager (Contract) (Finance and Accounts)	a) First Class Degree in Commerce / Economics b) Membership of Institute of Cost Accountants of India(ICMAI) (or) c)Membership of the Institute of Chartered Accountants of India (ICAI) (or) d) First Class Degree with full time 02 years MBA / Post Graduate Degree / Diploma in Finance / Business Economics with First Class
7	Junior Manager (Contract) (Marketing & Export)	a) First Class Degree in Engineering / Technology with 02 years full time MBA / Post Graduate Degree / Diploma in Management with specialization in Marketing (Major) / Foreign Trade (Export) / Economics or Foreign Trade or Commerce or Business Economics or Quantitative Methods / Statistics.

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8	Junior Technician (Contract) (Fitter General)	NAC/NTC in Fitter General / Mechanic Machine Tool Maintenance / Tool & Die Maker
9	Junior Technician (Contract) (Machinist)	NAC/NTC in Machinist.
10	Junior Technician (Contract) (Welder)	NAC/NTC in Welder Gas & Electric.

(B) Experience:

S.No	Name of the Post	Qualification & Experience
1	Junior Manager (Contract) (Production)	Minimum 2 years of Post Professional Qualification Experience in relevant field.
2	Junior Manager (Contract) (Quality)	
3	Junior Manager (Contract) (Design)	
4	Junior Manager (Contract) (Human Resources)	
5	Junior Manager (Contract) (Safety)	
6	Junior Manager (Contract) (Finance and Accounts)	
7	Junior Manager (Contract) (Marketing & Export)	
8	Junior Technician (Contract) (Fitter General)	Minimum 1 year Experience in relevant field
9	Junior Technician (Contract) (Machinist)	
10	Junior Technician (Contract) (Welder)	

Note:-

- The qualification of Degree in Engineering/Technology would mean Regular / Full time Degree in Engineering / Technology [eg. B.E./B.Tech/B.Sc (Engg.)] acquired from recognized Universities/Institutions under the 10+2+4 or 10+2+5 system
- The qualification of University Degree (eg. BA/BSc/B.Com) would mean Regular / Full time Degree acquired from recognized Universities/Institutions under the 10+2+3 or 10+2+4 or 10+2+5 system.
- The qualification of Post Graduate Degree / Post Graduate Diploma (eg. MA/ MSc/ M. Com/MBA/PGDPM & IR) would mean Regular / Full Time University Degree Plus Regular / Full Time PG Degree/PG Diploma acquired from recognized Universities/Institutions under 10+2+3 +2or 10+2+4+2 or 10+2+5+2 system.
- Candidates belonging to General/EWS/OBC(NCL) with First Class (60%) in Degree as well as Professional Qualification prescribed, would only be eligible. Relaxation by 10% will be applicable for candidates belonging to SC/ST/PwBD/Ex-Servicemen categories.
- NTC/NAC would mean certificate issued by National Council for Vocational Training (NCVT).
- Candidates possessing higher qualifications even if possessing the required qualification indicated in the Advertisement / Notification need not apply. Candidature of such personnel who possess higher qualifications than the required qualification indicated in the Advertisement / Notification and who apply for the post, will be rejected.

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- vii) All the Qualifications possessed by the candidates as also Qualifications / Courses being pursued by them at the time of submitting the Application for employment, are to be clearly indicated in the Application. In other words, all the qualifications already possessed and Qualifications /Courses which are being pursued / currently undergoing are to be indicated in the Application while submitting the same for notified posts in AVNL.
- viii) In General, all the qualification (Degree / Diploma etc) prescribed for induction in the Company should be of Regular and Full Time course from a recognized University/Institution. In other words, the qualifications acquired through Correspondence / Distance Education / Part Time / E-Learning cannot be equated with a Regular / Full Time course as above. However, for the programs for which AICTE is the regulator, its approval for ODL course is necessary. In brief AICTE does not recognize ODL degrees in subject areas other than Management and Information Technology. But for other non-professional courses/degrees acquired by individuals from the UGC recognized ODL programs are valid degrees for appointment to the posts in PSUs (OM No.DPE-GM-120001/2015-GM-FTS-3756 dated 25/05/2015
- ix. Post Professional Qualification experience:
- Academy / Teaching / Research work, experience in non-profit organisation, Internship / Project work placements are part of academic curriculum and will not be consider as experience.
 - Work experience period to completion of the qualification will not qualify as relevant post qualification experience.
 - The decision of the committee with respect to experience will be final.
 - Those working must submit NOC at the time of the interview and should submit proper reliving letter from present employer in the event of selection.
 - The candidate is required to submit the experience certificate / documentary evidence for establishing work experience as mentioned below:
 - For past employment: the certificate must indicate the date of joining, date of reliving, pay last drawn, pay scale with duration and nature of job/specific area of experience / experience in relevant fields / project handled etc. in case experience certificate from any of the past employers is not submitted, it may lead to rejection of the candidature.
 - For Current employment: Experience certificate with all the details mentioned above (or)
Offer letter / Appointment letter showing the date of joining (Proof of date of joining) and
Proof of continuity of present employment (Pay slip for last 3 months)
 - Non submission of the documents as mentioned in e (i) and (ii) above for establishing requisite experience may lead to rejection of the candidature.
 - The cut-off date for age, qualification and experience will be the date of advertisement.

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4. Age Limit:

- 4.1 The age of a person at the time of engagement shall not be less than 18 years. The Upper Age Limit prescribed for all the posts shall not exceed **28 years** on the closing date of application.
- 4.2 The Upper Age Limit is relaxed by 3 years for OBC (Non-creamy layer) candidates and 5 years for SC/ST candidates in the post reserved for them.
- 4.3 The Upper Age Limit is relaxed by 10 years for Person with Benchmark Disabilities (PwBD) in the post reserved for them.
- 4.4 **Ex-Apprentice Trainees:** In case of Ex-Apprentice Trainees, if age bar comes in the way of the candidate the same would be relaxed to the extent of the period for which the Apprentice had undergone training, in line with Apprentice Act.
- 4.5 Proportionate relaxation in upper age limit will be given to the candidates having relevant work experience. The upper age limit is relaxable for the candidates with relevant post qualification experience, to a maximum extent of 7 years. Relaxation in age would be one year for every completed year of relevant post qualification experience over & above to prescribed maximum age limit of the post.
- 4.6 **Ex-serviceman:** The Upper Age Limit shall not exceed 30 years plus 3 years after deducting the period of service from the present age [plus 5 years for SC candidates and 3 years for OBC (Non-Creamy Layer) candidates]
- 4.7 Candidates seeking age relaxation shall enclose the relevant certificates issued by Competent Authority.
- 4.8 The Maximum Age Limit for any category shall not exceed 55 years.

5. Remuneration:

- 5.1 During the period for tenure Engagement the candidates will be paid following remuneration per month.

Name of the Post	Minimum Basic Pay
Junior Manager (Contract) (Tech/NT)	Rs.30,000
Junior Technician (Contract)	Rs.21,000

- 5.2 Remuneration per month shall be as follows:

- i) Basic Pay – Minimum of the Pay Scale of the Post/Grade in which engagement is being sought.
- ii) Dearness Allowance as applicable
- iii) Special Allowance @ 5% of Basic Pay
- iv) Annual increment at the rate of 3% on the basic pay during the tenure.

6. OTHER BENEFITS & ALLOWANCE:

- 6.1 In addition to the above remuneration, a consolidated amount of Rs.3000 per month for meeting all their other requirements including Medical and Accident insurance premium, conveyance and telephone facilities etc.
- 6.2 They will be eligible for Unit Industrial Canteen facility.
- 6.3 Provident Fund contributions will be calculated taking into account the Basic Pay + Dearness Allowance components and is included in the compensation.

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- 6.4 PF shall be deducted as per statutory maximum wage ceiling decided by EPFO from time to time.
- 6.5 **Gratuity:** On successful completion of the tenure of the Fixed Tenure Engagement or upon its earlier termination, after engagement for more than 1 (one) year, for a cause not attributable to the engaged employee, they will be entitled to receive gratuity @ 15 days pay for each completed year of engagement period or part thereof in excess of 6 (six) months, for which, the monthly instalment of the annual consolidated pay shall be divided by 26 to calculate one day's pay.
- 6.6 **Ex-gratia payment:** In case of death by accident arising out of or in the course of employment in the premises of the Company, an ex-gratia payment of Rs. 10 lakhs shall be extended to the family of the deceased person.
- 6.7 **Accommodation:** Accommodation may be provided in the Units in which they are working subject to availability on payment of Licence fee as prescribed by AVNL. The license fee may be relaxed on case to case basis with the special sanction from CMD. **HRA in lieu of accommodation will not be provided.**

7 Deduction or recovery from remuneration:

Apart from the statutory deductions and contributions, the following shall be deducted for the following purposes:

- 7.1 For amenities and services supplied by the Company;
- 7.2 For recovery of advances or for adjustment of over-payments;
- 7.3 Income tax or any other tax levied by the Government or any other statutory dues;
- 7.4 Deduction required to be made by orders of a Court or other authority competent to make such order;
- 7.5 Deduction of amounts due to the Company from the employee on any account;
- 7.6 Any other deductions made with the written authorization of the employee concerned;
- 7.7 Fines
- 7.8 For unauthorized absence from duty;
- 7.9 For damage to or loss of goods expressly entrusted to the employee for custody or for loss of money for which he/she is required to account.

8. SELECTION PROCEDURE:

8.1 Selection of the candidates shall be done as follows:

Name of the Post	Shortlisting Criteria	Interview/ Trade Test
Junior Manager (Contract)	Marks obtained in the qualification criteria of the respective post mentioned in this advertisement Weightage - 85 %	Interview - 15 %
Junior Technician (Contract)	Marks obtained in the NTC/NAC issued by NCVT. [In case of possessing both NTC/NAC, the marks of NTC will only be considered for shortlisting]. Weightage - 100 %	Required to pass Trade Test.

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- 8.2 **For the post of Junior Technician (Contract):** Five extra marks to Ex-Trade Apprentices of AVNL Group of Units while calculating weightage of total marks (100 marks) based on their final examination marks obtained in NTC/NAC whichever is applicable would be given.
- 8.3 Candidates possessing the Educational qualification prescribed above shall be shortlisted based on the Marks obtained in the qualification criteria of the respective post to the extent of 1.5 times the number of vacancies.
- 8.4 Candidates shortlisted shall be subject to Document Verification and those candidates clearing document verification shall only be called for Interview/Trade Test.
- 8.5 Interview/Trade Test shall be conducted at Engine Factory, Avadi.
- 8.6 The Final Merit list shall be prepared as per the weightage as mentioned at (8.1) above.
- 8.7 Selection will be based on the order of merit. In case more than one candidate secures the same mark, the candidate older in age by date of birth shall be considered for deciding their place in the merit list.
- 8.8 Call letters shall **NOT** be sent by post. The intimation regarding shortlisting of candidates for Document verification/Interview/Trade Test and the results of the final selection will be published **only** in the AVNL website (www.avnl.co.in). Candidates are requested to regularly view the AVNL website for updates.
- 8.9 Any corrigendum/clarifications shall be uploaded only in the AVNL website (www.avnl.co.in) and no separate press coverage shall be done for this purpose.

9. Nature of Engagement

The engagement is not against permanent vacancy and will not entitle any candidate to claim regular / permanent employment in the Company in future. The engagement is purely a temporary and ad-hoc engagement for a fixed tenure to meet temporary functional requirements. The engagement shall be on fixed tenure contractual basis. The person so engaged, has no lien, right or tenure against any post in AVNL, and shall not at any time during or after expiry of the term of engagement or its premature termination, make any claim for regularization or employment in AVNL.

10. Tenure of Engagement

The tenure is for a period of **ONE** year from the date of engagement. 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 CMD.

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11. Termination of Engagement:

- 11.1** The tenure will come to an end automatically at the completion of the fixed tenure unless extended. The engagement can also be terminated, at any time, by giving one month's notice by either party or payment of the monthly remuneration in lieu of the Notice. The Tenure Based Engagement will not confer any right on the Personnel to claim the status of a regular employee of the Company.
- 11.2** An employee is liable to be discharged at any time from engagement on being found medically unfit.
- 11.3** An employee who remains unauthorized absent from duty or place of work either without sanction of any leave or after expiry of sanctioned leave, if any, and does not report for duty for any reason whatsoever within 15 consecutive days from the date of his/her unauthorized absence, shall be deemed to have voluntarily abandoned the engagement with the company without notice and will be treated as automatic termination. However, if subsequently his/her unauthorized absence is satisfactorily substantiated and accounted for, within 15 consecutive days from the date of the termination order to the entire satisfaction of the management, the management may regularize his/her period of unauthorized absence on such terms and conditions as it may deem fit and proper.

12. How to apply:

- 12.1** Interested candidates may download the application from the website (www.avnl.co.in) as attached at **Annexure A** 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 **ONLY** through POST to **The Chief General Manager, Engine Factory, Avadi, Chennai – 600054** super-scribing the envelope with the **Name of the post applied : and Advertisement No.EFA/FTC/2025/01**. Last date for receipt of application at EFA is **21 days** from the date of publication of this advertisement in the Employment News.
- 12.2 Application Fee:** - Payment of **Application Fee of Rs.300/-** (Rupees Three Hundred only) to be paid **through SBI Collect => PSU(Public Sector Undertaking) => Armoured Vehicles Nigam Limited Tamil Nadu => Payment Category => EFA – Fixed Tenure (Contract) Application Fee**. (Don't use special characters in the payment page). SC/ST/PwBD/Ex-Service Man/Female candidates are exempted from payment of application fees. The candidates shall attach a copy of receipt of payment with the application form.

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- 12.3 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.
- 12.4 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.
- 12.5 Applicants are advised to make sure that they meet the eligibility requirements as per vacancy notification before submitting their application. EFA management will not take any responsibility for any delay in receipt or loss in postal transit in respect of any application or communication.
- 12.6 The engagement of above candidates on contract basis will be subject to the terms and conditions attached as **Annexure - B**. All the candidates are required to go through the terms and conditions thoroughly before filling their applications.
- 12.7 No TA/DA will be admissible for attending Interview/Trade Test.
- 12.8 All disputes / cases related to this recruitment process are subject to jurisdiction of courts at Chennai only.
- 12.9 For any queries regarding this recruitment please send E-mail to efaadmin@ord.gov.in or contact at 044-26845162/ 26845161 on all working days from 9.30 AM to 04.30 PM (Monday to Friday).
- 12.10 Canvassing in any form will result in disqualification and cancellation of candidature.

Sd/-
GENERAL MANAGER/HR

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17. Details of educational and other qualifications starting from X Standard/SSLC:

Examination passed	Name of School/ College	Name of Recognized University/ Board of Examination	Marks obtained/ Total Marks	Percentage of Marks (%)
SSLC/Xth STANDARD				
HSC				
NTC/NAC*				
Diploma				
Degree				
Professional Qualification				
Post Graduate Degree / Diploma				

* In case of possessing both NTC and NAC, only the details of NTC to be written.

18. Details of Apprenticeship training at AVNL Group of Units:

Name of Unit/Factory	Name of Trade	Training period		NCTVT Batch No.	Year of passing	Certificate No. & Date of issue
		From	To			

19. Details of present employment/ previous experience, if any:

Company Details	Designation	Period From	Period To	Nature of Duties

Signature of the Candidate

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20. Check List of Enclosures:

Sl. No.	ENCLOSURES (Self Attested copies)	YES/ NO
1	Proof of Date of Birth -	
2	Educational Qualification Certificate and Consolidated Mark sheet	
3	NCVT (NTC or NAC) certificate with Mark sheet	
4	Apprenticeship certificate of AVNL Group of Units	
5	Experience Certificate	
6	Caste & Category Certificate: (SC / ST / OBC-Non-Creamy Layer / EWS) – in prescribed proforma for appointment to Central Government Jobs.	
7	Discharge certificate for Ex-serviceman	
8	Disability certificate [for Persons with Benchmark Disability (PwBD).]	
9	Whether all above documents / certificates are self attested	
10	Two copies of photographs (one pasted on application form) and one extra photograph (Name and Date of Birth should be written on backside of photograph)	
11.	Copy of payment of fees made through SB Collect (SC/ST/PwBD/Ex-SM/Female candidates are exempted)	

DECLARATION

I, Shri/Smt./Kum. _____ have read the instructions carefully before sending this application. I hereby declare that all the statements made in this application are correct to the best of my knowledge and belief. I understand that any discrepancy found in the information will lead to cancellation of my candidature / debarment at any time.

Date :

Place :

Signature of the Candidate

इंजिन निर्माणी आवडी

आर्मर्ड व्हीकल्स निगम लिमिटेड की इकाई
भारत सरकार का उद्यम
रक्षा मंत्रालय



ENGINE FACTORY AVADI

UNIT OF ARMOURD VEHICLES NIGAM LIMITED
A GOVT. OF INDIA ENTERPRISE
MINISTRY OF DEFENCE

CIN :U35990TN2021GOI145504

ANNEXURE – B

OTHER TERMS AND CONDITIONS:

1.0 Medical Fitness:

Every selected candidate shall be required to undergo medical examination by the Company authorized doctor. Asst. Civil Surgeon of Govt. Hospital/CGHS recognized hospital will be deemed to have been authorized by the Company for this purpose. All engagements will be subject to the candidate's medical fitness as per prescribed standards for the post. The opinion of the authorized doctor in this regard shall be final. An employee shall be liable to be medically examined any time during the period of his engagement with the Company. The engagement shall be terminated any time if found medically unsuitable/unfit for such engagement.

2.0 Verification of Character and Antecedents:

Engagement shall be on the basis of satisfactory verification of character and antecedents in the prescribed form by the prescribed authorities in accordance with the directives issued by the Government from time to time. Such verification, if considered necessary may be obtained subsequently at any time during the course of engagement.

3.0 Liability of Service:

3.1 He/she shall be liable to be transferred to any of Unit, Project, Establishment, Office or any other place or location or job where he may be posted for the Company's work in any part of the country as may be required by the competent authority.

3.2 The employee shall be liable to be called upon by the Management at any point of time based on exigencies of work for which no overtime or extra payment shall be paid.

4.0 Hours of Work:

4.1 He/she shall comply with such instructions as are issued from time to time relating to attendance, arrival and departure, the period and hours of work and shall be at work at the time fixed and notified by the competent authority from time to time.

4.2 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.

4.3 Attendance shall be marked daily according to the method prescribed by the management from time to time.

4.4 Absence from duty including absence due to late coming, shall be reckoned as follows:

- (i) Who does not report for duty on time may not be taken on work, and his absence for the day will be treated, at the discretion of the competent authority, as leave with or without pay or as absence from duty.
- (ii) Nothing in this provision shall prejudice the right of the management for deduction of wages for the period of absence and/or for taking disciplinary action against the delinquent employee as decided by the Competent Authority.

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4.5 Absence during the month, other than the authorised leave, will not be reckoned for the purpose of payment of compensation, deduction will be made on pro-rata basis for the number of days of absence in that month.

5.0 Holidays & Balance of Leaves:

- 5.1 The list of festival/closed holidays shall be as notified by the management.
- 5.2 Two and half days leaves every month will be credited. In case of absence from work over and above the stated weekly off, leave and holidays, proportionate amount will be deducted from the consolidated monthly remuneration.
- 5.3 The fixed tenure employees are not allowed to carry forward the leave balance at the end of the year.
- 5.4 Unutilized leaves to the extent of 50% of the total entitled leaves i.e. maximum 15 leaves may be encashed at the end of their one year service contract taking into account monthly consolidated pay @ 30 days in a month.
- 5.5 Holidays as admissible to regular employees will be available.

6.0 Performance Evaluation:

- 6.1 The performance will be evaluated periodically. Individuals with performance rating satisfactory & above will be granted an increment, on completion of each year during the employment. Individuals having performance rating 'Poor' or below will be given 3 months' time in writing to improve their performance. After three months again performance of such employees will be evaluated and if again the performance rating is found poor or below, the services of the individual will be terminated by giving one month notice.
- 6.2 During tenure of this engagement, the candidates will wholly devote to work assigned to them and will not undertake any other employment either on full or part time basis. Any violation of this condition will entail immediate termination of their services.

7.0 Disqualification:

Candidates will have to give a declaration that there is nothing adverse against them either presently or in the past which would disqualify them for being engaged in service. Following shall constitute disqualification for engagement.

- 7.1 Insolvency
- 7.2 Pendency of investigation/trial in relation to a criminal offence.
- 7.3 Conviction by Court of Law for criminal offence.
- 7.4 Dismissal/termination from the services in their previous employment(s) pursuant to disciplinary action.

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8.0 Secrecy:

- 8.1 The incumbent will maintain all information/ documents/ materials gathered during the course of the engagement in strict confidence. He/ she will not copy or make notes of such information/ documents except in connection with the work for the Company. He/ she will not divulge to anyone outside the Company or use any of the information/ documents/ materials gathered during the course of engagement for his/ her own or anyone else's benefit, either during or after the terms of engagement with the Company. The aforesaid obligation shall also apply to proprietary/ confidential information/ documents of third parties received by him/her or the Company in the normal course of the engagement with the Company.
- 8.2 The incumbent shall, while demitting the Office, handover all information/documents/ materials under his/ her possession, during the engagement period, to the immediate Reporting Authority.

9.0 HEAD OF UNIT's DECISION FINAL:

The decision of the Head of Unit 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 no query / correspondence will be entertained in this regard.

*****End of Document*****