



**ADVERTISEMENT OF ENGAGEMENT OF PROFESSIONALS ON FIXED TERM CONTRACT BASIS**

**Advt No. AVNL CO/HR/2024/03**

**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 homelandsecurity agencies. It is the current market leader in this segment. It is a new Government Company with Great Future. It offers great work environment and challenging opportunities for the professionals to prove their mettle. Applications are invited from professionals for the following positions on fixed term contract basis:

**1. Senior Executive (Production & Planning)**

Sl.No.	Particulars	Details
1	No. of Positions	01 (Un reserved)
2	Age Limit	Below 40 Yrs.
3	Qualification	BE or B Tech in any discipline from a Recognized /reputed University / Institution approved by AICTE / UGC with 1st Division or equivalent CGPA.
4	Experience	Minimum 5 years experience in relevant field as on the date of advertisement.
5	Nature of Duties	<b>a)</b> Target Fixation for Yearly/Monthly basis & Monitoring for AVNL Units. <b>b)</b> Production Planning, analyzing & Monitoring the Achievements of AVNL Units <b>c)</b> Monitoring of supplies of Sister DPSUs <b>d)</b> Monitoring of Bottleneck items and enabling the factories to achieve the target. <b>e)</b> Responding to RFPs/BQs for Equipment for Defence & MHA. <b>f)</b> Meeting scheduling and MoM preparation for AVNL Units and DPSUs. <b>g)</b> Expertise in MS Office and drafting of noting and making correspondence.
6	Tenure	1 year (extendable by another one year)
7	Remuneration	Rs. 60,000 per month (All inclusive)
8	Selection procedure	Selection of candidates will be based on qualification, experience, performance in skill test and personal interview

**2. Senior Executive (Coordination)**

Sl.No.	Particulars	Details
1	No. of Positions	01 (Un reserved)
2	Age Limit	Below 40 Yrs.
3	Qualification	BE or B Tech or MBA in any discipline from a Recognized /reputed University / Institution approved by AICTE / UGC with 1st Division or equivalent CGPA.
4	Experience	Minimum 5 years experience in relevant field as on the date of advertisement

5	Nature of Duties	<ul style="list-style-type: none"> <li>a) Liaising, obtaining &amp; consolidation of Reports (Mixed/ non-routine)</li> <li>b) Responding to queries of Ministries, Parliament matters and Audit matters</li> <li>c) Manpower scrutiny</li> <li>d) Preparing presentations for various meetings.</li> <li>e) Co- ordination with Internal &amp; External agencies.</li> <li>f) Expertise in MS Office and drafting of noting and making correspondence.</li> </ul>
6	Tenure	1 year (extendable by another one year)
7	Remuneration	Rs. 60,000 per month (All inclusive)
8	Selection procedure	Selection of candidates will be based on qualification, experience, performance in skill test and personal interview

### 3. Senior Executive (Research & Development)

Sl.No.	Particulars	Details
1	No. of Positions	01 (Un reserved)
2	Age Limit	Below 40 Yrs.
3	Qualification	BE or B Tech in any discipline from a Recognized /reputed University / Institution approved by AICTE / UGC with 1st Division or equivalent CGPA.
4	Experience	Minimum 5 years experience in relevant field as on the date of advertisement
5	Nature of Duties	<ul style="list-style-type: none"> <li>a) Compilation and analysis of Data with regard to R&amp;D activities of ongoing projects, Futuristic Projects, Indigenization, of all units of AVNL.</li> <li>b) Updating the current status in respect of R&amp;D.</li> <li>c) Submission of reports/information/data to Ministries and external agencies etc.</li> <li>d) Interaction with AVNL Units regarding iDEX (ie., problem statements, papers for submission to DISC etc)</li> <li>e) Analyzing the expenditure and fund allotment of R&amp;D projects.</li> <li>f) Mission Raksha Gyan Sakthi (MRGS) related activities of patents, copyrights and trademark. Furnishing of WATR (weekly reports) to Ministry after liaisoning with AVNL units.</li> <li>g) Compilation and submission of NSN Coding, AI details.</li> <li>h) Expertise in MS Office and drafting of noting and making correspondence.</li> </ul>
6	Tenure	1 year (extendable by another one year)
7	Remuneration	Rs. 60,000 per month (All inclusive)
8	Selection procedure	Selection of candidates will be based on qualification, experience, performance in skill test and personal interview

### 4. Senior Executive (Engineering)

Sl.No.	Particulars	Details
1	No. of Positions	01 (Un reserved)
2	Age Limit	Below 40 Yrs.
3	Qualification	BE or B Tech in any discipline from a Recognized /reputed University / Institution approved by AICTE / UGC with 1st Division or equivalent CGPA
4	Experience	Minimum 5 years experience in relevant field as on the date of advertisement

5	Nature of Duties	<ul style="list-style-type: none"> <li>a) Processing demands of Plant and Machinery procurement cases and Civil Works cases</li> <li>b) Preparation of Brief and Minutes of meeting for above cases</li> <li>c) Preparation of approvals for P&amp;M and Civil Works cases.</li> <li>d) Responding queries raised by Ministries</li> <li>e) Expertise in MS Office</li> <li>f) Ability to read and understand technical specifications</li> <li>g) Noting and Drafting skills</li> </ul>
6	Tenure	1 year (extendable by another one year)
7	Remuneration	Rs. 60,000 per month (All inclusive)
8	Selection procedure	Selection of candidates will be based on qualification, experience, performance in skill test and personal interview

### 5. Senior Executive (Export & Marketing)

Sl.No.	Particulars	Details
1	No. of Positions	01 (Un reserved)
2	Age Limit	Below 40 Yrs.
3	Qualification	BE or B Tech or MBA in any discipline from a Recognized /reputed University / Institution approved by AICTE / UGC with 1st Division or equivalent CGPA.
4	Experience	Minimum 5 years experience in relevant field as on the date of advertisement
5	Nature of Duties	<ul style="list-style-type: none"> <li>a) Activities pertaining to export with Foreign countries.</li> <li>b) Follow up and monitoring of Export Contracts.</li> <li>c) Processing of BQ/Techno commercial offers.</li> <li>d) Preparation of presentation for monthly review meeting regarding Export &amp; Marketing of AVNL Units and Ministries.</li> <li>e) Correspondences related to channel partners for issue of authorization letter.</li> <li>f) Preparation of contractual Monthly export data.</li> <li>g) Expertise in MS Office and drafting of noting and making correspondence.</li> </ul>
6	Tenure	1 year (extendable by another one year)
7	Remuneration	Rs. 60,000 per month (All inclusive)
8	Selection procedure	Selection of candidates will be based on qualification, experience, performance in skill test and personal interview

### 6. Executive (Material Management)

Sl.No.	Particulars	Details
1	No. of Positions	01 (Un reserved)
2	Age Limit	Not more than 40 years
3	Qualification & Experience	Graduate in any discipline Experience of Minimum 5 years in material management as on the date of advertisement.
4	Nature of Duties	<ul style="list-style-type: none"> <li>a) Noting and drafting letters to MoD, other ministries and AVNL Units.</li> <li>b) Obtaining approval of competent authority for purchase of components from Import and indigenous source.</li> <li>c) GeM procurement related correspondence.</li> <li>d) Correspondence with Foreign and Indian firms regarding product support.</li> <li>e) Preparation and liaising various meetings with AVNL units and customers.</li> <li>f) Knowledge in procurement related activities.</li> <li>g) Expertise in MS office.</li> </ul>

5	Tenure	1 year (Extendable by another 1 year and beyond based on performance)
6	Remuneration	Rs. 50,000/- (all inclusive)
7	Selection procedure	Selection of candidate will be based on qualification and experience and conditions of skill test followed by interview.

### 7. Executive: Quality Assurance (QA) and Customer care (CC)

Sl.No.	Particulars	Details
1	No. of Positions	01 (Un reserved)
2	Age Limit	Below 40 Yrs
3	Qualification & Experience	B.E. or B.Tech from a recognised /reputed University/ Institution with Minimum 5 years experience in relevant field as on the date of advertisement
4	Nature of Duties	<ul style="list-style-type: none"> <li>a) Quality assurance, addressing &amp; resolving quality issues/complaints</li> <li>b) Product Life Cycle Management with Spares Management Strategies</li> <li>c) Customer Care &amp; After Sales Support including Call centre Management</li> <li>d) Preparation, compilation of data with regard to various meetings pertaining to Indigenization</li> <li>e) Liasioning with AVNL Units and external agencies with regard to collection of data for compilation</li> <li>f) All types of other miscellaneous work of R&amp;D Section.</li> <li>g) Expertise in MS Office and Drafting of Noting and Making Correspondences.</li> </ul>
5	Tenure	1 year (extendable by another one year)
6	Remuneration	Rs. 50,000/- (All inclusive)
7	Selection procedure	Selection of candidates will be based on qualification and experience and conduction of skill test followed by interview

### 8. Executive (Indigenisation)

Sl.No.	Particulars	Details
1	No. of Positions	01 (Un reserved)
2	Age Limit	Below 40 Yrs
3	Qualification & Experience	B.E. or B.Tech from a recognised /reputed University / Institution with Minimum 5 years experience in relevant field as on the date of advertisement
4	Nature of Duties	<ul style="list-style-type: none"> <li>a) Preparation, compilation of data with regard to various meetings pertaining to Indigenisation</li> <li>b) Liasioning with AVNL Units and external agencies with regard to collection of data for compilation</li> <li>c) All types of other miscellaneous work of R&amp;D Section</li> <li>d) Expertise in MS Office and Drafting of Noting and Making Correspondences</li> </ul>
5	Tenure	1 year (extendable by another one year)
6	Remuneration	Rs. 50,000/- (All inclusive)
7	Selection procedure	Selection of candidates will be based on qualification and experience and conduction of skill test followed by interview

### 9. Executive (Spares Management)

Sl.No.	Particulars	Details
1	No. of Positions	01 (Un reserved)
2	Age Limit	Below 40 Years

3	Qualification & Experience	BE or B Tech from a Recognized /reputed University/ Institution with Minimum 5 years experience in relevant field as on the date of advertisement
4	Nature of Duties	<b>a)</b> Control & Monitoring of liquidation of contracts. <b>b)</b> Responding to customers and liaising with external agencies. <b>c)</b> Preparation and liaising various meetings with AVNL Units and Customers. <b>d)</b> Expertise in MS Office and drafting of noting and making correspondence.
5	Tenure	1 year (extendable by another one year)
6	Remuneration	Rs. 50,000/- (All inclusive)
7	Selection procedure	Selection of candidates will be based on qualification and experience and conduction of skill test followed by interview

### 10. Executive (Contract Management)

Sl.No.	Particulars	Details
1	No. of Positions	01 (Un reserved)
2	Age Limit	Below 40 Yrs.
3	Qualification & Experience	BE or B Tech from a Recognized /reputed University/ Institution with Minimum 5 years experience in relevant field as on the date of advertisement
4	Nature of Duties	<b>a)</b> Processing of Contracts/Orders and monitoring. <b>b)</b> Post Contract/Order Management activities and follow ups. <b>c)</b> Invoice processing & monitoring. <b>d)</b> Expertise in MS Office and drafting of noting and making correspondence.
5	Tenure	1 year (extendable by another one year)
6	Remuneration	Rs. 50,000/- (All inclusive)
7	Selection procedure	Selection of candidates will be based on qualification and experience and conduction of skill test followed by interview

### 11. Executive (Marketing)

Sl.No.	Particulars	Details
1	No. of Positions	01 (Un reserved)
2	Age Limit	Below 40 Yrs.
3	Qualification & Experience	MBA from a Recognized /reputed University / Institution with Minimum 5 years experience in relevant field as on the date of advertisement
4	Nature of Duties	<b>a)</b> Trade & Commercial marketing activities. <b>b)</b> Follow up/progress and monitoring of Contracts <b>c)</b> Interaction and liaising with Customers and exploring the products in market. <b>d)</b> Expertise in MS Office and drafting of noting and making correspondence.
5	Tenure	1 year (extendable by another one year)
6	Remuneration	Rs. 50,000/- (All inclusive)
7	Selection procedure	Selection of candidates will be based on qualification and experience and conduction of skill test followed by interview.

## 12. Consultant (HR)

Sl.No.	Particulars	Details
1	No. of Positions	01(Un reserved)
2	Maximum Age	Below 65 Yrs.
3	Qualifications	Degree in any discipline is essential. Recognized PG Diploma in Personnel Management/Labour Welfare/Industrial Relations/ Management/ Behavioural Science/Training & Development /HRD/ HRM/Organizational Development (2 years)/ PG Diploma in Personnel Management OR MBA with specialization in PM/IR/HRD/HRM (Duration of not less than 2 years) PG Diploma in Social Welfare (IISW, Cal) is desirable.
4	Experience	Detailed terms, qualification, experience, job specification, skills required for the post are attached as Annexure -A
5	Nature of responsibilities	
6	Tenure	01 year (extendable by another year)
7	Remuneration:	Rs. 110000/- (All inclusive)

## 13. Senior Manager/HR/Generalist

Sl.No.	Particulars	Details
1	No. of Positions	01 (Un reserved)
2	Maximum Age	Below 65 Yrs.
3	Qualifications	Qualification: Degree in any discipline with PG Diploma in Personnel Management/ Labour Welfare/ Industrial Relations/ Management/ Behavioural Science/ Training & Development /HRD/ HRM/ Organizational Development (2 years)/ PG Diploma in Personnel Management from a recognized/reputed University/ Institution approved by AICTE with 1st division or equivalent grade or CGPA OR MBA with specialization in PM/IR/HRD/HRM (Duration of not less than 2 years) including MBA awarded by IGNOU  MSW/PG Diploma in Social Welfare (IISW, Cal) is desirable.
4	Experience	Detailed terms, qualification, experience, job specification, skills required for the post are attached as Annexure -A
5	Nature of responsibilities	
6	Tenure	02 years (extendable) or upto maximum age of 65 years, whichever is less
7	Remuneration:	Rs. 70,000/- (All inclusive)

## 14. Senior Manager/HR/Manpower Planning and Recruitment

Sl.No.	Particulars	Details
1	No. of Positions	01(Un reserved)
2	Maximum Age	Below 65 Yrs.

3	Qualifications	Qualification: Degree in any discipline with PG Diploma in Personnel Management/ Labour Welfare/ Industrial Relations/ Management / Behavioural Science /Training & Development /HRD/ HRM/Organizational Development (2 years)/ PG Diploma in Personnel Management from a recognized/reputed University/Institution approved by AICTE with 1st division or equivalent grade or CGPA OR MBA with specialization in PM/IR/HRD/HRM (Duration of not less than 2 years) including MBA awarded by IGNOU  PG Diploma in Social Welfare (IISW, Cal) is desirable.
4	Experience	Detailed terms, qualification, experience, job specification, skills required for the post are attached as Annexure -A
5	Nature of responsibilities	
6	Tenure	02 years (extendable) or upto maximum age of 65 years, whichever is less
7	Remuneration:	Rs. 70,000/- (All inclusive)

### 15. Senior Manager/HR/Analytics

Sl.No.	Particulars	Details
1	No. of Positions	01(Un reserved)
2	Maximum Age	Below 65 Yrs.
3	Qualifications	Degree in any discipline and Master Degree in a field emphasizing HR Analytics/Data Analytics OR Degree in any discipline and MBA with specialisation in HR Analytics /Data Analytics/Data Science OR Post Graduation in Statistics/Economics/Business Analytics OR Master Degree in Business Administration/Human Resource Management with 3-4 years of experience in HR Analytics/Data Analytics from a recognized/reputed University/Institution approved by AICTE with 1st division or equivalent grade or CGPA
4	Experience	Detailed terms, qualification, experience, job specification, skills required for the post are attached as Annexure -A
5	Nature of responsibilities	
6	Tenure	02 years (extendable) or upto maximum age of 65 years, whichever is less
7	Remuneration:	Rs. 70,000/- (All inclusive)

### 16. Manager/HR/Generalist

Sl.No.	Particulars	Details
1	No. of Positions	02(Un reserved)
2	Maximum Age	Below 65 Yrs.

3	Qualifications	Qualification: Degree in any discipline with PG Diploma in Personnel Management/ Labour Welfare/Industrial Relations/ Management/ Behavioural Science/ Training & Development /HRD/ HRM/ Organizational Development (2 years)/ PG Diploma in Personnel Management from a recognized/ reputed University/ Institution approved by AICTE with 1st division or equivalent grade or CGPA OR MBA with specialization in PM/IR/HRD/HRM (Duration of not less than 2 years) including MBA awarded by IGNOU  PG Diploma in Social Welfare (IISW, Cal) is desirable.
4	Experience	Detailed terms, qualification, experience, job specification, skills required for the post are attached as Annexure -A
5	Nature of responsibilities	
6	Tenure	02 years (extendable) or upto maximum age of 65 years, whichever is less
7	Remuneration:	Rs. 60,000/- (All inclusive)

### How to apply

- Interested candidates may download the application from the website (avnل.co.in) attached as **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 **General Manager/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 in the Employment Newspaper.**
- Application fee (Non-refundable Rs.300/-) to be paid **through SBI Collect (PSU-Armoured Vehicles Nigam Limited (Tamil Nadu) - AVNL CO - Recruitment fees)** or by means of a Demand Draft drawn in favour of **Armoured Vehicles Nigam Limited**, payable at Chennai. SC/ST/PWD/Ex-SM/EWS/Female applicants are exempted from payment of application fees.
- 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.
- 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-

HR Division , AVNL

पंजीकृत पता : भा.वा.नि. रोड, आवडी, चेन्नई-600 054

दूरभाष सं.: 044-26360050

ईमेल: info@avnल.co.in

वेबसाइट: avnल.co.in

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

PHONE NO.: 044-26360050

E-Mail: info@avnल.co.in

Website: avnल.co.in





## Annexure A (Detailed terms, qualification, experience, job specification, skills required for the post.)

### 1. Consultant (HR)

**Experience** – Minimum 20 years –in the Executive Cadre

Must be either working or have retired in E-7 grade with pay scale of Rs. 100000-260000 or higher pay scales in HR Division in CPSE/DPSU preferably heading or headed the HR Function at Organisation level. The candidate should have a wide exposure to industrial environment and should be conversant with HR Policy development and its implementation, industrial relations / welfare activities, recruitment /induction/ placement, training & development and change management interventions, compensation and benefit administration, industrial law and their implementation, contract labour management, liaising with various Govt. and statutory/Enforcement agencies, disciplinary matters/ domestic enquiry.

#### Job Specification:

- Preparation of HR Manuals, Rules and Policies for AVNL in line with the DPE guidelines.
- Identification and implementation of best HR Practices.
- To provide strategic insight in HR for building appropriate Corporate Organizational Structure at the HQ as well as at Unit level.
- Fixation of Pay Scales (Both Executives & Non-Executives), Allowances & benefits and incentives of all employees in line with the DPE guidelines.
- Restructuring the Manpower/cadre as per the Organization requirement.
- Manpower Planning
- To develop and implement appropriate Recruitment and Promotion Policy.
- To develop and implement Performance Management System (PMS) based on objective assessments.
- To develop and implement appropriate Succession Planning Mechanism.
- To continuously develop and implement appropriate Change Management Practices.
- To establish People Capability Maturity Model (PCMM) in AVNL for HR excellence.
- To advise on IR matters for establishment of appropriate IR mechanism at Corporate and Unit level in accordance with Labour Codes/Statutory provisions and GOI guidelines.
- To identify capacity building requirements - Skill Assessment and development.
- To completely overhaul Training and Development activities and develop appropriate mechanism to identify Training Needs and initiate Development Requirements both in house and external.
- To help AVNL Institutes of Learning to evolve into Centres Of Excellence and Centres of Specialised Training.

- Guidance on RTI matters, Parliamentary questions and other statutory correspondence with Ministries and other Government bodies.
- Town Planning and Estate Management.
- To frame policy for hiring office space, negotiating and mediating on behalf of the Company.
- Any other related job.

### **Role and Responsibilities**

The HR Consultant is expected to herald the transition of AVNL as a CPSE from hitherto being a pure Government entity. He will be expected to build up policies in line with DPE guidelines and akin to other CPSE. He should initiate appropriate strategies to bring in the appropriate changes in organisation structure and to mind set of employees.

## **2. Senior Manager/HR/Generalist**

**Experience:** Minimum 15 years of experience out of which 10 years in Executive cadre

- Must be either working or retired in E-3 grade with pay scale of Rs. 60000-1800000 or higher pay scales in HR Division in a schedule A Ratna Category CPSE/DPSU/State/Central Government Department(s)/Institutions/ companies of repute.
- The incumbent should have a wide exposure to industrial environment and should be conversant with the HR Policy Development and its implementation, Industrial Relations/Welfare activities, recruitment/induction/placement, Training and Development and change management interventions, compensation and benefits administration, in depth knowledge of Industrial law and their implementation, Contract labour Management, Liaisoning with various Government and statutory/Enforcement agencies, Disciplinary matters/domestic enquiry etc., work experience in ERP Environment will be desirable.

### **Job Specification/Job Requirement/Skill competency:**

- Preparation of HR Manuals, Rules and policies for the new DPSU in line with the DPE Guidelines as well as the best practices in the Country.
- To provide strategic inputs in HR for building appropriate Corporate Organizational structure at HQ as well as at Unit level.
- Finalisation of Pay scales (Both Executives and Non Executives), Allowances and benefits and incentives for all employees in line with DPE guidelines.
- Restructuring of manpower/cadre as per Organizational requirement. To frame and implement policy and procedure for hiring and recruitment.
- To frame and implement Performance Management System through appropriate annual performance appraisal system, Career Progression based on objective assessment and succession planning to fulfil the business requirement business requirement and as a means to motivate talent and enhancing productivity.
- To advise on IR matters for establishment of appropriate IR mechanism at Corporate and Unit level in accordance with the Labour codes/statutory provisions and GOI Guidelines.
- To identify capacity building requirements, Skill assessment and development, Training and Development activities vis., Design and development of Training Modules.
- Preparation of CSR Plan of the Company, Proposals, Execution and Coordination with various Government Agencies/District Administration/Reputed NGO for execution of Company CSR Projects, Compliances as per Companies Act and updation of CSR Data in various Ministry Portals.

- Guidance on RTI matters, Parliamentary questions and other statutory correspondence with ministries and other Government agencies.
- Town planning and Estate Management
- Hiring Office Space, negotiating and mediating on behalf of the company.
- Office automation, any other related job.

**Knowledge:**

- Wide exposure to industrial Environment in DPSU/New DPSU set up, Organization Structure, HR Policy development and implementation, Industrial Relations/Welfare activities, IR Mechanism, Corporate Social Responsibility procedures and policies and its compliances
- Manpower Planning-Recruitment/Induction/Placement, Training and Development, Compensation and Benefits Administration, Industrial Law and their implementation, Contract Labour Management,
- Liaisoning with various Government and statutory/Enforcement agencies, Disciplinary matters/Domestic enquiry etc., Office Automation, Town planning and Estate Management, Work experience in ERP environment etc., will be desirable.

**3. Senior Manager/HR/Manpower Planning and Recruitment**

**Experience:** Minimum 15 years of experience out of which 10 years in Executive cadre

- Must be either working or retired in E-3 grade with pay scale of Rs. 60000-1800000 or higher pay scales in HR Division in a schedule A Ratna Category CPSE/DPSU/State/Central Government Department(s)/Institutions/ companies of repute.
- The incumbent should have a wide exposure to industrial environment and should be conversant with Manpower Planning strategies ,Recruitment procedures /induction/placement, development of various Recruitment strategies compensation and benefits administration, in depth knowledge of Industrial law and their implementation

**Job Specification/Job Requirement/Skill competency:**

- To provide strategic inputs in HR for building appropriate Corporate Organizational structure at HQ as well as at Unit level.
- Restructuring of manpower/cadre as per Organizational requirement. To frame and implement policy and procedure for hiring and recruitment.
- Career Progression based on objective assessment and succession planning to fulfil the business requirement business requirement and as a means to motivate talent and enhancing productivity.
- Assessment Development Centres for identifying Successors
- Office automation, any other related job.
- Organization reporting structure/Organograms
- Manpower Planning and conducting of manpower studies.
- Job Descriptions for Recruitment of various postions
- Collection of manpower data from the Units and compilation
- Preparing Annual Recruitment Plans

- Preparation of Board proposals on Manpower planning, Recruitment plans
- Communication of vacancies for executives and non-executives as per company requirement
- Constitution of Central Selection Board (CSB) and formation of selection committees as per the recommendation of CSB.
- Preparation and issuance of advertisement for recruitment of Executives.
- Approval of advertisement for Executives and Non Executives
- Manpower updations, Generation of Manpower reports, HRIS cell reports, MOD Reports on Manpower, Dash Boards
- HRIS/SAP Coordination and implementation
- Coordination with Central Selection Board constituted by Management and other selection committees for conduction of tests and selection of candidates;
- Coordination with GATE/UGC/NET/SLET/CLAT etc for obtaining merit lists on year basis for consideration of candidature for selection of executives
- Engagement of Outsourcing Agency for conduction of written tests and other tests.
- Obtaining approvals for select lists
- Process for release of Appointment orders
- Coordination and verification of antecedents of the recruitees
- Process of Joining formalities and verification of certificates.
- Obtaining approvals for Issue of Posting order to Units based on requirement.
- Coordination with IOLs for Providing Induction/ & Orientation of the newly inducted executives and non-executives for newly joined personnel and related correspondence and activities.
- Any other works assigned from time to time

**Knowledge:**

- Wide exposure to industrial Environment in DPSU/New DPSU set up, Organization Structure, Recruitment procedures, Through knowledge of CBOT procedures, Manpower planning strategies, Career progression strategies, Succession Planning/Replacement Plan etc
- Liasioning with various Government and statutory/Enforcement agencies on Recruitment and providing inputs to Ministry will be desirable.

**4. Senior Manager/HR/Analytics**

**Experience:** Minimum 15 years of experience out of which 10 years in Executive cadre with atleast 3 years' experience data analytics, HR Analytics, predictive modelling and HR technology in an HR context

Must be either working or retired in E-3 grade with pay scale of Rs. 60000-1800000 or higher pay scales in HR Division in a schedule A Ratna Category CPSE/DPSU/State/Central Government Department(s)/Institutions/companies of repute.

The incumbent should have a wide exposure to industrial environment and should be conversant with HR operations/business in strategic direction through HR metrics, Build an HR analytics strategy that leverages data to deliver key insights across the Company talent base.

**Job Specification/Job Requirement/Skill competency:**

- Analyse HR data to identify trends, predict future outcomes and provide recommendations for strategic HR Initiatives.
- Responsible for leading and managing the HR analytics function within the HR domain.
- Play critical role in driving data-driven decision-making, optimizing HR processes, and providing insights to support strategic workforce planning and talent management initiatives.
- Partner with HR &IT departments to ensure robust data Management and leverage technology for HR Analytics.
- Identify leading external practices and internal business needs for predictive analytics
- Develop a standard Company-wide approach for reporting HR metrics
- Analyzing and evaluating data and reports, feeding back the findings to relevant managers and advising on changes and improvements
- Define appropriate data controls to ensure data integrity and minimize risk exposure
- Relevant experience in HR Analytics
- Knowledge across core HR functional areas including total rewards, recruitment and talent management
- A strong analytical background and comfort with leveraging data to inform decision making
- Prior experience in managing teams and coaching team members for high performance
- Excellent verbal and written communication skills
- Strong interpersonal skills and capable of communicating with individuals at all levels and from various backgrounds
- A strong sense of commitment towards work
- Ability to manage data independently in Excel and then converting it other data Analytics tool.
- The candidate shall possess strong analytical skills, a deep understanding of HR processes, and the ability to effectively communicate complex data to stakeholders at all levels.
- Collect, compile, and analyze HR data, metrics, and statistics.
- Calculate retention, turnover and internal mobility rates.
- Report on key recruiting metrics like time to fill and hiring costs, compensation analytics, ranges, etc.
- Builds relevant HR dashboards/ MIS to track effectiveness of HR processes.
- Exposure of handling of HRIS/HRMS tool is preferred.
- Forecast HR costs by department and help create budgets.
- Presenting information through reports and visualization using Microsoft tools
- Reviewing employee and candidate data for various analysis.

- Expertise in Advanced Excel and handling large volume of data.
- Analyze the performance metrics of a recruitment drive and provide insights and suggestions to improve the HR recruitment process

## 5. Manager/HR/Generalist

**Experience:** Minimum 10 years of experience out of which 08 years in Executive cadre

- Must be either working or retired in E-3 grade with pay scale of Rs. 60000-1800000 or higher pay scales in HR Division in a schedule A Ratna Category CPSE/DPSU/State/Central Government Department(s)/Institutions/ companies of repute.
- The incumbent should have a wide exposure to industrial environment and should be conversant with the HR Policy Development and its implementation, Industrial Relations/Welfare activities, recruitment/induction/placement, Training and Development and change management interventions, compensation and benefits administration, in depth knowledge of Industrial law and their implementation, Contract labour Management, Liaisoning with various Government and statutory/Enforcement agencies, Disciplinary matters/domestic enquiry etc., work experience in ERP Environment will be desirable.

### **Job Specification/Job Requirement/Skill competency:**

- Preparation of HR Manuals, Rules and policies for the new DPSU in line with the DPE Guidelines as well as the best practices in the Country.
- To provide strategic inputs in HR for building appropriate Corporate Organizational structure at HQ as well as at Unit level.
- Finalisation of Pay scales (Both Executives and Non Executives), Allowances and benefits and incentives for all employees in line with DPE guidelines.
- Restructuring of manpower/cadre as per Organizational requirement. To frame and implement policy and procedure for hiring and recruitment.
- To frame and implement Performance Management System through appropriate annual performance appraisal system, Career Progression based on objective assessment and succession planning to fulfil the business requirement business requirement and as a means to motivate talent and enhancing productivity.
- To advise on IR matters for establishment of appropriate IR mechanism at Corporate and Unit level in accordance with the Labour codes/statutory provisions and GOI Guidelines.
- To identify capacity building requirements, Skill assessment and development, Training and Development activities vis., Design and development of Training Modules.
- Preparation of CSR Plan of the Company, Proposals, Execution and Coordination with various Government Agencies/District Administration/Reputed NGO for execution of Company CSR Projects, Compliances as per Companies Act and updation of CSR Data in various Ministry Portals.
- Guidance on RTI matters, Parliamentary questions and other statutory correspondence with ministries and other Government agencies.
- Town planning and Estate Management
- Hiring Office Space, negotiating and mediating on behalf of the company

- Office automation, any other related job.

**Knowledge:**

- Wide exposure to industrial Environment in DPSU/New DPSU set up, Organization Structure, HR Policy development and implementation, Industrial Relations/Welfare activities, IR Mechanism, Corporate Social Responsibility procedures and policies and its compliances
- Manpower Planning-Recruitment/Induction/Placement, Training and Development, Compensation and Benefits Administration, Industrial Law and their implementation, Contract Labour Management,
- Liasioning with various Government and statutory/Enforcement agencies, Disciplinary matters/Domestic enquiry etc., Office Automation, Town planning and Estate Management, Work experience in ERP environment etc., will be desirable.

आर्मर्ड व्हीकल्स निगम लिमिटेड

भारत सरकार का उद्यम

रक्षा मंत्रालय



CIN-U35990TN2021GOI145504

ARMOURED VEHICLES NIGAM LIMITED

A GOVT. OF INDIA ENTERPRISE

MINISTRY OF DEFENCE

Advt. No. and Date \_\_\_\_\_

APPLICATION FOR THE POST OF \_\_\_\_\_

ANNEXURE B

To,

The General Manager/ CO & HR,

Armoured Vehicles Nigam Limited,

HVF Road, Avadi, Chennai - 600054

Paste a recent  
Passport size  
Photograph

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 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 ORGANISATION	
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	
13	AADHAR NUMBER/PAN NUMBER	
14	DETAILS OF APPLICATION FEE REMITTED MODE / DD NO. // DDDATE / BANK DETAILS	

**15. EDUCATIONAL QUALIFICATIONS**

Sl. No.	Qualifications from 10 <sup>th</sup> 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:

**Declaration:**

I, \_\_\_\_\_ 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 if any discrepancy is found in the information then it will lead to cancellation of my candidature / debarment at any time.

Date:

***Signature of the candidate***

Place:

**(Documents to be enclosed (whichever applicable))**

1. Valid document evidencing date of birth of the candidate (Secondary / Matriculation School Certificate / Birth Certificate).
2. Educational Certificates - Mark sheets & Degree (Diploma, Graduation, Post-Graduation)
3. Work experience -
  - a) Joining-Relieving Letter from Company/Organization.
  - b) Experience/Service Certificate/Salary statement/Bank Statement issued by Company/Organization. (It should indicate date of joining and date of relieving from each organization where worked).
  - c) Salary Certificate together with ITR or Form-16 A issued by present / past employers(s).
4. Caste Certificate in case of candidates belonging to reserved category



## **Annexure C (Terms and Conditions for engagement of professionals on Fixed Term Contract)**

### **A. Selection Process:**

Selection will be based on qualification and experience and/or performance in the interview / interaction.

#### **(i) Screening:**

Screening of Applications will be done by a Screening Committee constituted for that purpose. Candidates are required to fill in the Application Form (attached with the advertisement) complete in all respects. The complete Application Form has to be submitted to AVNL/HR for screening by the Screening Committee. Candidates shall be shortlisted for Interview. The Company may adopt higher criteria in case of receipt of more number of applicants meeting eligibility criteria.

#### **(ii) Interview:**

- Personal Interview/interaction will be conducted if required.
- Only those candidates shortlisted may be called for interview (physical/virtual).
- The names of candidates shortlisted for interviews will be notified on AVNL website and call letters will be sent to their e-mails.
- Candidates are requested to print the call letter and comply with the instructions indicated therein.

#### **(iii) Selection:**

All such engagements will be recommended by a Selection Board constituted by the Chairman & Managing Director/AVNL.

#### **(iv) Declaration of Result of Selection:**

- The offer of engagement shall be issued to the suitable candidates in the order of merit and based on the number of vacancies and will be subject to verification of antecedents and caste certificate (in case of reserved category candidates) as per Govt. of India guidelines.
- The results of the final selection, either on the basis of qualification and experience and/or interview, will be published only on AVNL website.

### **B. Tenure:**

The tenure of contract engagement on full time basis will be normally for the period specified in the advertisement against each post, which is extendable depending on the performance and requirements.

### **C. Age Limit:**

The Upper Age Limit for General category candidates shall be as mentioned against each post. AGE RELAXATION will be applicable as per relevant Government orders for various categories.

### **D. Qualification & Work Experience:**

Qualification and experience commensurate with the job description should be clearly specified in the Application. The candidates are advised to ensure that they meet the qualification, experience and other criteria before filing the application.

## **I. DEFINITION OF POST QUALIFICATION WORK EXPERIENCE :**

Definition of Large Private Sector Organization/ Institution / Company of Repute:

shall include listed companies (which would mean and include companies listed on NSE or group A & B of BSE)

OR

Organization/Institution/ Companies with more than 500 employees.

OR

Having an annual turnover of more than Rs.250 crores in the last financial year.

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

1. The work experience shall be in full time job on regular salary basis, after acquiring 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 be considered as Post Qualification Experience.

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

## **II. DOCUMENTARY EVIDENCE FOR WORK EXPERIENCE**

The candidate is required to submit experience certificate / documentary evidence for establishing work experience as mentioned below:

i. For Past employment:

### Work Experience Certificate.

The submission of work experience certificate indicating the date of joining, date of relieving, pay last drawn, pay scale with duration and nature of jobs / specific areas of experience / experience in the relevant fields / Projects handled etc. is compulsory for all the past employments which the candidate is mentioning in the application form. In case experience certificate from any of the past employers is not submitted, it may lead to rejection of the candidature. So candidates are advised to ensure that the experience certificate indicating the date of joining, date of relieving and other details as mentioned above is attached for minimum requisite experience details mentioned in the application form.

(ii) For Current Employment

1. Experience Certificate with all the details mentioned above

**OR**

2. Offer letter/ Appointment letter showing the date of joining (Proof of date of joining) mentioned by the candidate in the application form

**OR**

Offer letter / Appointment letter where date of joining is not mentioned along with any other document issued by the employer (including pay slip / identity card issued by employer) where date of joining is clearly mentioned.

And

3. Proof of continuity of present employment – Latest Pay slips for three months.

**NOTE:**

1. If the candidate is not able to provide experience certificate for current employment, the candidate must submit the documents mentioned at Sl No. 2 & 3 to clearly prove the continuity in the job.

2. Self-declaration regarding nature of jobs / specific areas of experience / experience in the relevant fields / Projects handled etc. will not be considered / accepted.

3. Non-submission of the documents as mentioned above for establishing requisite experience may lead to rejection of the candidature.

**E. Remuneration:**

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

*b. If retired Govt. officials are engaged, their remuneration shall be fixed by deducting the amount of pension from his Last Basic Pay drawn at the time of retirement or the consolidated monthly payment, whichever is lower.*

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

**F. Other Terms and Conditions**

**(i) The engagement is purely temporary and contractual and on Fixed Term Basis and it is not against any permanent vacancy. This engagement will not entitle any candidate to claim for regular/permanent employment in the Company.** Accordingly, nothing within or relating to the Contract shall establish the relationship of employer and employee, or of principal and agent, between the Company and the contracted Professionals. They will not be entitled for any benefit /compensation/ absorption/ regularization/permanent employment in the Company except the fixed remuneration.

(ii) 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 admissible. However, Company accommodation may be provided in special cases with the permission of CMD/AVNL on payment of applicable license fees and other charges.

(v) TA, DA while on official tour will be paid on case to case basis. In case of retired Govt. / CPSE personnel, it may be as per his entitlement at the time of retirement. In other cases, it will be decided on case to case basis with the approval of Competent Authority. Company units will provide transit accommodation in their guest houses. Company units may also provide local transport.

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

(vii) 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.

*(viii) The engagement can be discontinued or terminated with one-month notice or one-month salary as the case may be decided by either side without assigning any reasons.*

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

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

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

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

(xiii) Relaxation of age for SC/ST/OBC- NCL/PWD and Ex-Servicemen/ J&K domicile category will be as per Govt. of India guidelines. Reserved category candidates applying against unreserved post shall be treated as General category and no relaxation shall be given. The reserved category candidates are required to submit the caste / category certificate in prescribed format of Government of India, issued by the competent authority. OBC candidates belonging to creamy layer category should apply as general category and against general vacancies only.

(xiv) The minimum qualification requirement in terms of percentage of marks/division will be appropriately relaxed for the Candidates belonging to SC, ST and PWD category.

(xv) Only full time regular courses will be considered as qualification and all qualifications should be recognized by AICTE/UGC/appropriate Indian Statutory Authorities. Wherever CGPA/ OGPA or letter grade in a Degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/ Institutes. Candidates will be required to submit documentary proof/ certificate to this effect from the Institute/ University at the time of Interview, if called for the same.

(xvi) Mere submission of Application does not guarantee the adequacy of candidature for being considered for further selection process. Mere fulfilling of eligibility criteria shall not confer any right to the applicant for being called for interview/appointment. **Canvassing in any form will disqualify the candidate.**

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

(xviii) AVNL also reserves the right to cancel/amend the advertisement and/or the selection process there under. The number of positions filled may increase or decrease depending on the requirement of AVNL.

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

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

(xxi) *Police verification report (PVR) is a pre-condition for engagement of the selected candidates. Candidates will have to obtain a formal Police verification report before joining. Necessary Medical Insurance policy for self may also be submitted at the time of joining with AVNL.*

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

(xxiii) 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.

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

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

(xxvi) Management reserves the right to cancel / restrict /enlarge / modify / alter the recruitment/ selection process, if need so arises, without issuing any further notice or assigning any reason thereafter.

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

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

(xxix) **The candidates must have an active E-mail ID & Mobile number which must remain valid for at least next one year.** All future communications with the candidates will take place only through E-mail. Candidates have to ensure accuracy of their E-mail ID & Mobile number. No change in E-mail ID & Mobile number as declared in the application will be allowed. The Company shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, connectivity/network issues, technical fault or otherwise, beyond the control of the Company. Candidates are advised to keep a close watch on the website ([www.avn.co.in](http://www.avn.co.in) ) for latest updates.

(xxx) Application fee (Non-refundable Rs. 300/-). SC/ST/PwD/Ex-SM/Female candidates are exempted from payment of application fees.

Payment of Processing Fee of Rs.300/- (Rupees Three Hundred only) **SBI Collect (PSU-Armoured Vehicles Nigam Limited (Tamil Nadu) - AVNL CO - Recruitment fees)** or by means of a Demand Draft drawn in favour of AVNL, payable at Chennai.

(xxxi) 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.

(xxxii) For any queries regarding this recruitment please send **E-mail to [hr@avn.co.in](mailto:hr@avn.co.in) or contact at 044-26844810 on all working days from 9.30 AM to 06.00 PM (Monday to Friday).**

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

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

**AVNL's DECISION FINAL:**

The decision of Chairman & Managing Director, AVNL in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, conduct of interviews, selection and engagement of selected candidates will be final and binding on the candidates and no query/ correspondence will be entertained in this regard.

**Last date for receipt of Application at AVNL CO is 21 days from the date of application of advertisement in the Employment Newspaper.**

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