



CIN-U35990TN2021GOI145504

ENGAGEMENT OF PERSONNEL UNDER FIXED TENURE CONTRACT FOR MPF AMBARNATH UNIT

“Armoured Vehicle Nigam Limited (AVANI) (AVNL) is a new Defence PSU having its headquarter at Avadi (Chennai). It has (05) production units and 12,000 employees. AVNL manufactures Combat Vehicles, support vehicles, Defence Mobility solutions, Kavach-Mod III, SPM and Electronic Fuzes for Armed forces, Homeland security agencies and Navy. 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.”

Offline applications are invited from young professionals for engagement on Fixed Tenure Contract (FTC) basis for a minimum period of one year which may be extended up to maximum four years for the following posts in AVNL- Ambarnath, (MPF). Separate applications are required if candidate wants to apply for more than one post.

Address for correspondence: Armoured Vehicles Nigam Limited, (Machine Tool Prototype Factory), Ordnance Estate, Ambarnath, Dist. Thane, Maharashtra Pin 421 502:

1. Details of Posts:-

Junior Manager (Contract) Name of the Post	Remunerations per month Basic Pay + Ind. DA + Spl. Allowance, and Rs. 3000/- for other allowance	No of Post with Reservation of Vacancies					
		UR	EWS	OBC	SC	ST	Total
Mechanical	Rs. 47,610/- (Basic Pay Rs. 30,000/- annual increment @ 3% of the Basic pay i.e. Rs. 900/-)	07	01	03	01		12
Electrical		02					02
Electronics		03					03
Civil		02					02
Information Tech.		02					02
Finance & Accounts		02					02
Marketing & Export		02					02
Environmental Engineering		01					01
Diploma Technician (Contract) Name of the Post							
Electrical	Rs. 37,201/- (Basic Pay Rs. 23,000/- annual increment @ 3% of the Basic pay i.e. Rs. 690/-)	02					02
Electronics		04	01	01			06
CNC Operator		10	02	04	03	01	20
Quality & Inspection		02					02
Information Tech.		02					02
Tool Design		02					02
Assistant (Contract)							
Store/ MM/Procurement	Rs. 37,201/- (Basic Pay Rs. 23,000/- annual increment @ 3% of the Basic pay i.e. Rs. 690/-)	02					02
Junior Technician (Contract) Name of the Post							
Electrician	Rs. 34,227/- (Basic Pay Rs. 21,000/- annual increment @ 3% of the Basic pay i.e. Rs. 630/-)	03		01			04
Grinder		06	01	02	01		10
Millwright		04		01			05
Total		58	05	12	05	01	81

2. QUALIFICATION & EXPERIENCE:

S.No	Name of the Post	Qualification
1	Junior Manager (Contract) (Mechanical)	First Class Degree in Production Engineering/Mechanical Engineering /Automobile Engineering / Mechanical Production and Industrial Engineering / Production Engineering & Management / Manufacturing Engineering
2	Junior Manager (Contract) Electrical	First Class Degree in Electrical / Electrical & Electronics / Electrical & Instrumentation
3	Junior Manager (Contract) Electronics	First Class Degree in Electronics / Electronics & Communication / Electronics & Instrumentation / Electronics & Tele Communication / Instrumentation & Control / Applied Electronics & Instrumentation/ Mechatronics
4	Junior Manager (Contract) Civil	First Class Degree in Civil Engineering
5	Junior Manager (Contract) Information Technology	First Class Degree in Computer Science & Engineering /Information Technology /Information Science and Technology / Software Engineering / Computer Technology (or) Master of Computer Application (MCA) with First Class.
6	Junior Manager (Contract) Finance & Accounts	a) First Class Degree in Commerce/Economics b) Membership of Institute of Cost and Works Accountants of India (or) c) Membership of the Institute of Chartered Accountants of India (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	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
8	Junior Manager (Contract) Environmental Engineering	First Class Degree in Environmental Engineering
9	Diploma Technician (Contract) (Electrical)	Diploma in Electrical, Electrical & Electronics, Plant Maintenance Engg.
10	Diploma Technician (Contract) (Electronics)	Diploma in Electronics and Communication, Electronics & Instrumentation, Industrial Electronics & Instrumentation
11	Diploma Technician (Contract) (CNC Operator)	Diploma in Mechanical Engineering / Production Engineering / Tool & Die Making with NAC/NTC in Machinist
12	Diploma Technician (Contract) (Quality & Inspection)	Diploma in Mechanical Engineering / Production Engineering / Electrical and Electronics Engg. with Post Diploma/Certification in Quality Assurance / Inspection / Quality Control (or) Diploma in Metallurgy Engg. with Certification in Non-Destructive Testing / Industrial Radiography of Level I conducted by Statutory authorities like ISNT Mumbai or any reputed Institution (or) Diploma in Chemical Engineering / B.Sc in Chemistry with Certification in Lab Testing Methods like Spectro Analysis/ Wet Analysis etc.
13	Diploma Technician (Contract) (Information Technology)	BCA / B.Sc (Computer Science / Information Technology / Computer Application) / Diploma in Information Technology or Computer Science with Certification in Computer Programming Languages (C, C++ and Java).
14	Diploma Technician (Contract) (Tool Design)	Diploma in Mechanical Engineering (Tool & Die)
15	Assistant (Contract) (Store /MM/Procurement)	First Class Degree with at least 01 year Diploma in Material Management / Supply Chain Management recognized by Indian Institute of Material Management. Knowledge of MS Office.
16	Junior Technician (Contract) (Electrician)	NAC/NTC in Electrician / Power Electrician
17	Junior Technician (Contract) (Grinder)	NAC/NTC in Machinist Grinder
18	Junior Technician (Contract) (Millwright)	NAC/NTC in Millwright Mechanic / Mechanic Machine Tool Maintenance / Mechanic Advanced Machine Tool Maintenance / Mechanic Mechatronics

Post Professional Qualification Experience (PPQE):

- 2.1 Experience will be as specified for each post.**
- 2.2 Academy/Teaching/Research work, experience in non-profit organizations, internship/project work placements are part of academic curriculum and will not be considered as experience.**
- 2.3 Work experience prior to completion of the qualification will not qualify as relevant Post Qualification Experience.**
- 2.4 The decision of the Committee with respect to experience will be final.**
- 2.5 Those working must submit NOC at the time of Interview and should submit proper relieving letter from present employer in the event of selection.**
 - i. Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.**
 - ii. The work experience shall be in full time job on regular salary basis, after acquiring prescribed minimum essential educational qualification.**
 - iii. 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.**
 - iv. 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.**
 - v. Entrepreneurial experience will not be considered for the purpose of ascertaining required number of years of post-qualification experience.**
 - vi. 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.**
 - vii. Period of apprenticeship under Apprenticeship Act shall be considered for the purpose of ascertaining required number of years of post-qualification experience.**
- 2.8 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: The certificate must indicate 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. In case experience certificate from any of the past employers is not submitted, it may lead to rejection of the candidature.**
 - ii. 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 slips for last three months).**

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

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

3.0 EXPLANATORY NOTES ON QUALIFICATION:

- 3.1 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.**
- 3.2 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.**
- 3.3 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 the 10+2+3+2 or 10+2+4+2 or 10+2+5+2 system.**
- 3.4 Diploma would mean Regular/ Full Time Diploma in Engineering/Technology acquired from recognized Institutions /State Board of Technical Education.**
- 3.5 NTC/NAC would mean certificate issued by National Council for Vocational Training (NCVT). All the Qualifications possessed by the candidates as also Qualifications / Courses being pursued by them at the time of submitting the Application for engagement, 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.**
- 3.6 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**

4. Age Limit:

- 4.1 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 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.**
- 4.4 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.**
- 4.5 Candidates seeking age relaxation shall enclose the relevant certificates issued by Competent Authority.**
- 4.6 The Maximum Age Limit for any category shall not exceed 55 years.**

5. Remuneration: During the period for Engagement the candidates will be paid following

remuneration per month including Basic Pay +IDA +Spl. Allo. + OTA 3000/- Candidate will be eligible for annual increment of 3% of B. pay in subsequent years if continued.

Name of the Post	Minimum Basic Pay	IDA	Special Allowance @5% of Basic	Other benefits & allowances to medical & accidental insurance premium, conveyance and telephone facilities etc. (OTA)*	Total Remuneration per month Rs.
Junior Manager (Contract) (Tech/NT)	30,000	13,110	1,500	3,000	47,610/-
Diploma Technician (Contract)	23,000	10,051	1,150	3,000	37,201/-
Assistant (Contract)	23,000	9,177	1,050	3,000	37,201/-
Junior Technician (Contract)	21,000	10,051	1,150	3,000	34,227/-

5.1 OTHER BENEFITS & ALLOWANCE:

- i) A amount of (OTA)* of Rs. 3000 per month for meeting all their other requirements including Medical and Accident insurance premium, conveyance and telephone facilities etc.
- ii) Candidates will be eligible for Industrial Canteen facility.
- iii) Provident Fund contributions will be calculated taking into account the Basic Pay + Dearness Allowance components and is included in the compensation.
- iv) PF shall be deducted as per statutory maximum wage ceiling decided by EPFO from time to time.
- v) 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 candidate, 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.
- vi) 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.
- vii) 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 CGM. HRA in lieu of accommodation will not be provided.

6. SELECTION PROCEDURE:

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 Eligibility criteria..

6.1 Selection will be based on any of the following methods/procedures may be adopted:

- i) Interview, or,
- ii) Written Test, or,
- iii) Written Test and Interview
- iv) Any other prescribed method (Qualification and/or Experience etc.

6.2 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.

6.3 For the post of Junior Manager (Contract) Minimum 6.9 CGPA required for first class degree

6.4 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 (NCVT) whichever is applicable would be given.

6.5 Candidates shall possess minimum 65 % Marks in the required educational qualification (relaxable by 10% for SC/ST/PwBD).

6.6 Minimum Qualifying Marks may be fixed for each procedure. Relaxation as per the Government guidelines will be extended to SC/ST/OBC, candidates.

Declaration of Result of Selection:

6.7 Candidates possessing the Educational qualification prescribed above shall be shortlisted based on the marks obtained in the final examination of the required educational qualification to the extent of 1.5 times the number of vacancies.

6.8 Candidates shortlisted shall be subject to Document Verification and those candidates clearing document verification shall be subject to Interview/Trade Test.

6.9 Candidates not clearing Document verification shall not be allowed to proceed further.

6.10 Interview/Trade Test/Practical shall be conducted only at MPF, Ambarnath.

6.11 The Final Merit list shall be prepared as per the weight age of Marks mentioned & Conducted Test.

6.12 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 place in the merit list.

6.13 Call letters to short listed candidates shall be sent by Indian post/email.

6.14 Any corrigendum/clarifications shall be uploaded only in the AVNL website (<https://avn1.co.in>) and no separate press coverage shall be done for this purpose.

7. 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.

8. **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 CGM.

9. **Termination of Engagement:**

9.1 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 months 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.

9.2 An candidate is liable to be discharged at any time from engagement on being found medically unfit.

9.3 An candidate 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.

10. **How to apply:**

10.3 Interested candidates may apply **OFFLINE** by sending application form's duly filled & signed with passport size photo pasted on application form and signed. Self certified copies of certificates are also to be attached with application form's, Application form's complete in all respect should be forwarded by Indian Post to the:- **(Armoured Vehicles Nigam Limited, Machine Tool Prototype Factory, Ordnance Estate, Ambarnath, Dist. Thane, Maharashtra Pin 421 502: (Kindly mention the advertisement no. and post applied on the envelope)**

10.4 **Application Fee:** - As per (Annexure C), SC/ST/PwBD/ExSM/Female candidates are exempted from payment of application fees. The candidates shall attach a copy of receipt of payment with the application form.

10.5 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.

- 10.6** 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.
- 10.7** Applicants are advised to make sure that to meet the eligibility requirements as per vacancy notification before submitting the application. MPF management will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.
- 10.8** Applicants are requested to enter his/her **active mobile phone number & email address** which should be valid and operational, as all important communications will be sent to this mobile number and email. The engagement of above professional 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.
- 10.9** No TA/DA will be admissible for attending Interview/Trade Test/Practical Test.
- 10.10** All disputes / cases related to this recruitment process are subject to jurisdiction of courts at Mumbai only.
- 10.11** For any queries regarding this recruitment please send E-mail to mpf@ord.gov.in on all working days from 9.30 AM to 05.00 PM (Monday to Friday).
- 10.12** Canvassing in any form will result in disqualification and cancellation of candidature.

Sd/-
CHIEF GENERAL MANAGER

Advt. No. and Date _____

APPLICATION FOR THE POST OF _____

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.	
6	HIGHEST QUALIFICATIONS	
7	TOTAL POST QUALIFICATION WORK EXPERIENCE AS ON THE DATE OF ADVERTISEMENT	
8	DATE OF RETIRMENT /SEPERATIONS FROM THE LAST EMPLOYEMENT	
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	AADHAAR NUMBER/ PAN NUMBER	
14	DETAILS OR APPLICATION FEE REMITTED MODE/DD NO./ DD DATE / BANK DETAILS	

15. EDUCATIONAL QUALIFICATIONS

Sl. No.	Qualifications from the 10 th Class onwards	% of marks obtained/CGPA	Year of passing	Name of school/college	Major Responsibilities

16. PARTICULARS 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, the undersigned , certify that to the best of my knowledge and belief, this CV correctly describe myself, my qualifications, and my experience that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature of Candidate

Date:

Place:

(Documents to be enclosed (whichever applicable)

- Valid document evidencing date of birth of the candidate (Secondary/Matriculation School Certificate/Birth Certificate)
- Educational Certificates – Mark sheets & Degree (Diploma, Graduation, Post-Graduation
- Work Experience –a) Joining –Relieving Letter from Company/Organization
b) Experience /Services 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 employer(s).
- Caste Certificate in case of candidates belonging to reserved category.

17. Check List of Enclosures:

Sl. No.	ENCLOSURES	YES/ NO
1	Proof of Date of Birth -	
2	Educational Qualification Certificate and Consolidated Mark sheet	
3	NCTVT (NTC or NAC) certificate with Marks sheet	
4	Apprenticeship certificate of AVNL Group of Units	
5	Experience Certificate	
6	Caste & Category Certificate: (SC / ST / OBC-NCL / EWS) – in prescribed Performa for appointment to Central Government Jobs.	
7	Whether all above documents / certificates are self attested	
8	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)	
9.	Copy of payment of fees made through SBI 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

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 candidate 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 candidate 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 candidate as decided by the Competent Authority.

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 candidates are not allowed to carry forward the leave balance at the end of the year.

6.0 Deduction or recovery from remuneration:

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

- 6.1 For amenities and services supplied by the Company;
- 6.2 For recovery of advances or for adjustment of over-payments;
- 6.3 Income tax or any other tax levied by the Government or any other statutory dues;
- 6.4 Deduction required to be made by orders of a Court or other authority competent to make such order;
- 6.5 Deduction of amounts due to the Company from the candidate on any account;
- 6.6 Any other deductions made with the written authorization of the candidate concerned;
- 6.7 Fines
- 6.8 For unauthorized absence from duty;
- 6.9 For damage to or loss of goods expressly entrusted to the candidate for custody or for loss of money for which he/she is required to account.

7.0 Performance Evaluation:

- 7.1 The performance will be evaluated periodically. Individuals with performance rating satisfactory & above will be granted an increment, on completion of each year during the hiring period. Individuals having performance rating Poor or below will be given 3 months time in writing to improve their performance. After three months again performance 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.
- 7.2 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.

8.0 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.

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

9.0 Secrecy:

9.1 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.

9.2 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.

10.0 HEAD OF THE UNIT'S DECISION WILL BE FINAL:

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

Procedure for Payments through SBI COLLECT

1. Visit : **SBI COLLECT** / (<https://www.onlinesbi/sbi/sbicollect>)
2. Select category :
3. Filter by State :
4. PSU-Public Sector Undertaking :
5. Select Category of Payment :
6. Pan/Aadhaar No. :
7. NAME :
8. Bill No. :
9. DATE :
10. MOBILE NUMBER :
11. SECTION/DEPARTMENT :
12. REMARKS :
13. AMOUNT :
14. Remarks :
15. Re enter your **Name**, select Date and **Mobile number**. Enter **Captcha** & then Click on :
16. Read once again & verify the submitted details & then Click
17. Select the desire mod of Payment i.e. Net banking/NEFT/RTGS/UPI & SBI BRANCH (for CHALLAN) to make the Payment.
18. Those who don't have any mode of electronic Payment can generate **CHALLAN** through **SBI BRANCH** Option and make payment through Cash/Cheque at any SBI Counter.
19. Take Print Out of the e-Receipt in duplicate. One for self record & Second is to be attached with application form).
20. SC/ST/Female candidates are exempted from payment of application fees.