



**ENGAGEMENT OF PROFESSIONALS ON BOTH EXPERTS/CONSULTANTS/ADVISORS POLICY AND  
FIXED TERM CONTRACT POLICY  
(Advt No. AVNL CO/HR/2025/10)**

**Armoured Vehicles Nigam Limited (AVANI) (AVNL)** is a new Defence PSU with its headquarters at Avadi (Chennai). AVNL is engaged in the manufacturing of battle tanks (T-72, T-90, MBT Arjun), 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. 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 position in AVNL Corporate Office, Avadi, Chennai – 600054:**

| S. No | NAME OF THE POST                        | NO OF VACANCY | TOTAL CONSOLIDATED REMUNERATION (PER MONTH) ALL INCLUSIVE | NATURE OF APPOINTMENT                      |
|-------|---|---------------|---|--|
| 1.    | Senior Consultant D2IC (TADAK)          | 01<br>[01-UR] | Rs. 1,20,000/- + IDA                                      | Engagement of Experts/Advisors/Consultants |
| 2.    | Consultant (GCS)                        | 01<br>[01-UR] | Rs. 1,20,000/- + IDA                                      |  |
| 3.    | Consultant (Vectronics)                 | 01<br>[01-UR] | Rs. 1,20,000/- + IDA                                      |  |
| 4.    | Senior Manager (TWS)                    | 01<br>[01-UR] | Rs. 70,000/- + IDA  | Engagement on Fixed Term Contract Basis    |
| 5.    | Senior Manager (Engine)                 | 01<br>[01-UR] | Rs. 70,000/- + IDA  |  |
| 6.    | Junior Manager (Training & Development) | 01<br>[01-UR] | Rs. 30,000/- + IDA  |  |

**Note:** Detailed terms, qualification, experience, Job Specifications, Skills required for above mentioned post are attached at **Annexure-A**

**How to apply**

- Interested candidates may download the application from the website ([www.avnl.co.in](http://www.avnl.co.in) or [ddpdoo.gov.in](http://ddpdoo.gov.in)) as attached at **Annexure B** (for S. No. 1,2&3) and at **Annexure D** (for S. No 4,5& 6) 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/HR (CO), Armoured Vehicles Nigam Limited, HVF Road, Avadi, Chennai - 600054** super-scribing the envelope with the Advertisement No & Name of the post applied for. **Last date for receipt of Application at AVNL CO is 21 days from the date of publication of this advertisement.**

2. 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.
3. Non-attachment of required documents as per application format will be treated as incomplete application and will be rejected forthwith. It is mandatory to fill all the relevant information such as qualification details, experience details, percentage of marks etc. In case of any variation in Name/ surname/ spelling mentioned in the Application cum Bio-data and in educational/professional qualification certificates, application will be liable to be cancelled. AVNL management will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.
4. 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 & Annexure - E. All the candidates are required to go through the terms and conditions thoroughly before filing their applications.**

**Sd-**

HR Division, AVNL

**Annexure-A****DETAILED TERMS, QUALIFICATION, EXPERIENCE, JOB SPECIFICATION, SKILLS REQUIRED FOR THE POST:****1.0 Senior Consultant D2IC (TADAK)**

| S. No | Particulars             | Details  |
|-------|-------------------------|--|
| 1     | No. of Positions        | 01(UR)   |
| 2     | Age Limit               | Below 65 Years.  |
| 3     | Academic Qualifications | 1. B. Tech/B.E/Equivalent {AMIE section A & B of the institution of Engineering (India)} Degree in Electrical/Electronics/Mechanical Engineering.<br>2. Doctorate or PG Degree in the relevant field of Electrical/Electronics/Mechanical Specialisation.  |
| 4     | Experience              | 1. Shall have at least 30 years of experience in design/development of systems related to Design, development, testing, product realization of missile / ATGM systems.<br>2. Should have experience in QA aspects of Missiles.   |
| 5     | Nature of Duties        | 1. Technical guidance to R&D team for Design, Development, Integration of ATGM systems and other missiles.<br>2. Technical guidance in setting up test equipment for missile systems, QA systems and formulating QAPs.<br>3. Design review and vetting.<br>4. Connecting technology providers with AVNL.<br>5. Any other work related to Design, Development and Manufacturing (Sourcing), Integration and testing of above systems. |
| 6     | Tenure                  | Initial period of engagement is for 01 year which may be extended on yearly basis based on business requirement and individual performance up to maximum 08 years (i.e. Overall tenure of 05 years) or age of 68 years whichever is earlier.   |
| 7     | Remuneration            | Rs. 1,20,000/- + IDA. In the event of extension, the remuneration for the extended period (ie one year) shall be increased by 5% on the last drawn remuneration (excluding conveyance component)   |
| 8     | Place of Posting        | Ordnance Factory Medak, Yeddumailaram, Sangareddy, Telangana.  |
| 9     | Working Hours           | Physically minimum 08 days per month and in VC mode as and when required.  |

## 2.0 Senior Manager (TWS)

| S. No | Particulars             | Details  |
|-------|-------------------------|--|
| 1     | No. of Positions        | 01(UR)   |
| 2     | Age Limit               | Below 65 Years.  |
| 3     | Academic Qualifications | First Class Diploma/ Degree in engineering in the discipline of Electrical & Electronics Engineering from a recognized university / institutes by appropriate statutory authorities in the country.  |
| 4     | Experience              | 1. Shall have minimum 20 years R&D experience in development of Turret and Weapon system of AFVs.<br>2. Shall have strong knowledge in the development of electronic units for fire control system/ Gun control system.<br>3. Shall have experience in the integration of fire Control System/Gun Control system in AFVs, performance evaluation, field trials and integration with systems like Fire Control System .etc. |
| 5     | Job Description         | Supporting and close co-ordination in development of Electronic units for fire control system / gun control system , and other electronic units related to turret and weapon system.   |
| 6     | Tenure                  | Initial period of engagement is for 02 years (Extendable) which may be extended on yearly basis based on business requirement and individual performance up to maximum 05 years (i.e. Overall tenure of 05 years) .  |
| 7     | Remuneration            | Rs. 70000/- +IDA<br>(No increment shall be granted during the term of the contract)  |
| 8     | Place of Posting        | AVNL CO , Avadi , Chennai ( Location at HVF , Avadi)   |
| 9     | Working Hours           | As per office hours  |

## 3.0 Senior Manager (Engine)

| S. No | Particulars             | Details   |
|-------|-------------------------|---|
| 1     | No. of Positions        | 01(UR)  |
| 2     | Age Limit               | Below 65 Years.   |
| 3     | Academic Qualifications | First Class Diploma/ Degree in engineering in the discipline of Mechanical Engineering from a recognized university / institutes by appropriate statutory authorities in the country.   |
| 4     | Experience              | 1. Shall have at least 20 years R&D experience in development of Engines for AFVs<br>2. Shall have strong knowledge in development of Engines for power pack system of AFVs.<br>3. Shall have Experience in Design & Development of Engines for AFVs , performance evaluation , fields trials and integration with other systems. |
| 5     | Job Description         | Supporting and close co-ordination in design and development of engines for power pack systems of AFVs.   |
| 6     | Tenure                  | Initial period of engagement is for 02 years (Extendable)   |

|   |                  |   |
|---|------------------|---|
|   |                  | which may be extended on yearly basis based on business requirement and individual performance up to maximum 05 years (i.e. Overall tenure of 05 years) . |
| 7 | Remuneration     | Rs. 70000/- +IDA<br>(No increment shall be granted during the term of the contract)   |
| 8 | Place of Posting | AVNL CO , Avadi , Chennai ( Location at HVF , Avadi)  |
| 9 | Working Hours    | As per office hours   |

#### 4.0 Consultant (GCS):

| S. No | Particulars             | Details   |
|-------|-------------------------|---|
| 1     | No. of Positions        | 01(UR)  |
| 2     | Age Limit               | Below 67 Years.   |
| 3     | Academic Qualifications | First Class Degree in Engineering in the discipline of Mechanical/Electrical & Electronics Engineering from a recognized university/ Institutes by appropriate statutory authorities in the country.  |
| 4     | Experience              | i. Shall have minimum 20 years R&D experience in development of Gun Control System of AFVs.<br>ii. Shall have strong knowledge in the development of electronic units for Fire Control System/ Gun control system.<br>iii. Shall have experience in the integration of Fire Control System / Gun Control System in AFVs, performance evaluation, field trials and integration with systems like Fire Control System, etc. |
| 5     | Job Description         | Supporting and close co-ordination in development of electronic units for Gun Control System, and other electronic units related to Turret and Weapon system.   |
| 6     | Tenure                  | Initial Period of engagement is for 02 Years (Extendable) which may be extended on yearly basis based on business requirement and individual performance upto maximum 05 years (i.e. Overall of tenure of 05 years).  |
| 7     | Remuneration            | Rs. 1,20,000/- + IDA. In the event of extension, the remuneration for the extended period (ie one year) shall be increased by 5% on the last drawn remuneration (excluding conveyance component)  |
| 8     | Place of Posting        | AVNL CO , Avadi , Chennai ( Location at HVF , Avadi)  |
| 9     | Working Hours           | Physically minimum 08 days per month and in VC mode as and when required.   |

#### 5.0 Consultant (Vectronics):

| S. No | Particulars      | Details         |
|-------|------------------|-----------------|
| 1     | No. of Positions | 01(UR)          |
| 2     | Age Limit        | Below 67 Years. |

|   |                         |   |
|---|-------------------------|---|
| 3 | Academic Qualifications | First Class Degree in Engineering in the discipline of Electrical & Electronics Engineering from a recognized university/ Institutes by appropriate statutory authorities in the country.   |
| 4 | Experience              | i. Shall have minimum 20 years R&D experience in development of Electrical and Electronic Systems for Hull & Turret of AFVs.<br>ii. Shall have experience in the integration of Electrical and Electronic Systems in AFVs, performance evaluation, field trials and integration with systems like other systems, etc. |
| 5 | Job Description         | Supporting and close co-ordination in development of Electrical and Electronic Systems for Hull & Turret of AFVs.   |
| 6 | Tenure                  | Initial Period of engagement is for 02 Years (Extendable) which may be extended on yearly basis based on business requirement and individual performance upto maximum 05 years (i.e. Overall of tenure of 05 years).  |
| 7 | Remuneration            | Rs. 1,20,000/- + IDA. In the event of extension, the remuneration for the extended period (ie one year) shall be increased by 5% on the last drawn remuneration (excluding conveyance component)  |
| 8 | Place of Posting        | AVNL CO , Avadi , Chennai ( Location at HVF , Avadi)  |
| 9 | Working Hours           | Physically minimum 08 days per month and in VC mode as and when required.   |

#### 6.0 Junior Manager (Training & Development):

| S. No | Particulars             | Details  |
|-------|-------------------------|--|
| 1     | No. of Positions        | 01(UR)   |
| 2     | Age Limit               | Below 27 Years.  |
| 3     | Academic Qualifications | 1. Bachelor's Degree in Engineering/Technology or relevant discipline.<br>2. PG Diploma/MBA in HR/Training & Development is desirable.   |
| 4     | Experience              | 1-3 years in Training & Development/HRD  |
| 5     | Job Description         | <p>1. Planning and Coordination of technical and statutory training programmes.</p> <p>2. Execution of skill development initiatives under atmanirbhar Bharat.</p> <p>3. Liaison with colleges, universities and external agencies.</p> <p>4. Managing internships, in-plant training, and AMIT scheme activities.</p> <p>5. Maintaining digital training records and MIS</p> <p>6. Coordination of MOUs with training institutions, industries and supporting HRD initiatives.</p> <p><b>Skills:</b></p> <p>i. Good communication &amp; coordination skills</p> <p>ii. Proficiency in MS Office &amp; data management</p> |

|   |                  |   |
|---|------------------|---|
|   |                  | iii. Knowledge of statutory training compliance<br>iv. Familiarity with LMS/digital learning platforms<br>v. Understanding of skill development frameworks. |
| 6 | Tenure           | The candidate will be engaged initially for a period of TWO years which may be extendable as per the requirement of the Company                             |
| 7 | Remuneration     | Rs. 30,000/- + IDA<br>No increment shall be granted during the term of the contract.  |
| 8 | Place of Posting | AVNL CO , Avadi , Chennai   |
| 9 | Working Hours    | As per office hours   |



## Annexure - B

## APPLICATION FOR ENGAGEMENT OF EXPERTS/ADVISORS/CONSULTANTS

| SNO | Particulars  |  |
|-----|--|--|
| 1   | Name of the Post                                       |  |
| 2   | Name   |  |
| 3   | Designation at the time of retirement                  |  |
| 4   | PPO No.  |  |
| 5   | Pay level/Pay scale in which retired                   |  |
| 6   | Name of the Organization/Department from where retired |  |
| 7   | Date of retirement                                     |  |
| 8   | Address for Communication                              |  |
| 9   | Contact Mobile No.<br>Alternate contract No.           |  |
| 10  | E-mail id  |  |
| 11  | Qualification  |  |
| 12  | Experience details                                     | Please provide the information in the format below |

| Name of the Organization/Department | Period |    | Designation | Brief details of the work handled |
|-------------------------------------|--------|----|-------------|-----------------------------------|
|                                     | From   | To |             |                                   |
|                                     |        |    |             |                                   |
|                                     |        |    |             |                                   |
|                                     |        |    |             |                                   |
|                                     |        |    |             |                                   |

12. Additional relevant information, if any, in support of your suitability for the said engagement (Attach separate sheet, if necessary)

## DECLARATION

I hereby declare that all the statements made by me in this application are true and complete to the best of my knowledge ie. I further declare that I was clear from vigilance angle at the time of retirement and I have not been dismissed/removed/compulsorily retired/retired under FR 56(j) from service. I have not been imposed with any penalty (major and /or minor) during last 15 years of service. I have not been subjected to criminal prosecution during my entire service career. I have read this document and ready to accept the terms and condition for engagement of the post advertised.

Signature of the Applicant

Name:

Place:

Date:

**TERMS AND CONDITIONS FOR ENGAGEMENT OF EXPERTS/ADVISORS/CONSULTANTS**

**1.0 General Terms and Conditions:**

- 1.1 **Vigilance/Disciplinary angle clearance:** The candidate shall be clear from Vigilance/Disciplinary angle at the time of retirement. For this purpose, the concerned HR department shall coordinate with the HR/Administration department of the incumbent's previous organization to obtain the vigilance clearance.
- 1.2 **Police Verification:** Police Verification Report shall be obtained by the individual at the time of engagement.
- 1.3 **Criminal Case Declaration:** The incumbent shall provide a declaration upon selection.
- 1.4 **Termination of Engagement:** CMD/Head of Unit reserves the right to short close the engagement on the following grounds:
- a) In case the information furnished by the Experts/Advisors/Consultants are found to be false at any stage;
  - b) They are unable to fulfill the assigned tasks;
  - c) They are found lacking in honesty and integrity;
  - d) Due to change in business requirements;
  - e) Any other reason as deemed fit by the Management;
- 1.5 In the event of termination/short closure of engagement, one month's notice on either side or remuneration in lieu of notice period shall be provided.
- 1.6 The decision of the Management in this regard shall be final and binding
- 1.7 **Confidentiality-cum-non Compete Agreement will be made at the time of joining.**

**1.8 Existing Experts/Advisors/Consultants**

Experts/Advisors/Consultants who are presently engaged with AVNL will continue as per the terms and conditions brought in the letter of Engagement issued to them. The revised remuneration and entitlements brought in the Policy shall be affected at the time of extension/renewal.

**Illustration:** For Experts/Advisors/Consultants who complete 2 years of engagement after issuance of this policy, the remuneration will be fixed at minimum of applicable scale and increment of 5% + 5% (with compounding effect) from date of the implementation of this policy.

**2.0 Extension of Tenure:**

- a) The extension of tenure (after completion of original period of engagement) shall depend on the business requirement, individual's performance, willingness to continue, medical fitness and recommendations of the concerned Director.
- b) Each extension shall be for a period of one year and the number of extensions shall not exceed the duration/upper age limit stipulated for each category.
- c) The Approving Authority for extension up to 3 years shall be Director/HR, Extension beyond 3 years shall be with the approval of CMD.

**3.0 Conveyance:**

- a) In respect of Experts/Advisors/Consultants equivalent to SAG & above or equivalent IDA Pay Scales engaged, the AVNL Office/Unit/Establishment shall make transport arrangements. The car provided should be co-terminus with the tenure.
- b) In the event of non-utilization of Company provided car, conveyance reimbursement shall be payable at the rate of Rs. 8000/- per month.

#### **4.0 TA/DA:**

Experts/Advisors/Consultants shall be entitled to TA/DA for official journeys within India as applicable to their Grade/Pay level as per AVNL Travelling Allowances Rules.

#### **5.0 Accommodation:**

- a) During the official visits, Guest House accommodation may be arranged based on availability. In the event of non-availability of Guest House, stay in Hotels shall be regulated as per the TA/DA Rules. (Equivalent to AVNL Scale of Pay).
- b) Experts/Advisors/Consultants will be provided Company accommodation based on the availability at their places of postings.

#### **6.0 Leave:**

Experts/Advisors/Consultants shall be eligible for 15 days of Casual-cum-sick leave in a calendar year on pro-rata basis. Leave not availed during a calendar year cannot be carried forward and will lapse at the end of the calendar year.

#### **7.0 Reporting and Administrative Support:**

- a) They shall report to the concerned Head of AVNL Office/Unit. Periodic report on a quarterly basis with respect to the activities performed and evaluation of their performance shall be reported to the Concerned Director by the Unit Head/Divisional Head.
- b) The HR Head of AVNL Office/Unit will provide the required administrative support and arrange for payment of remuneration and other charges.

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ADVT. NO. AND DATE \_\_\_\_\_

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

To  
Armoured Vehicles Nigam Limited  
Avadi, Chennai – 600 054

**Annexure D**

Place a recent  
passport size photo  
of the applicant  
(self attested in  
front) to be firmly  
pasted (not to be  
stapled)

**APPLICATION FOR ENGAGEMENT OF PROFESSIONALS ON FIXED TERM CONTRACT BASIS**

| SL NO | PARTICULARS  | DETAILS |
|-------|--|---------|
| 1     | Name (in Block Letters)  |         |
| 2     | Father's/Mother's/Husband's Name   |         |
| 3     | Gender   |         |
| 4     | Date Of Birth (DD/MM/YYYY) Age in Yrs. /Months. As on the date of Advertisement<br>ADEVERTISEMENT  |         |
| 5     | Whether Belongs to SC / ST / OBC / PWD / Others  |         |
| 6     | Highest Qualification  |         |
| 7     | Total Post Qualification work experience as on the date of Advertisement   |         |
| 8     | Date of Retirement / Separation from the last employment   |         |
| i     | Name of the Company / Department (working/retired)   |         |
| ii    | Whether CPSE / STATE PSU / GOVT. Department / Reputed / Large Private Sector Organization  |         |
| iii   | Post Currently held on Regular (Substantive) basis with Pay Scale, Level and Grade Pay (Under IDA & CDA Pay Scales) or on the Date of Retirement / Separation. |         |
| 9     | Present Address for Communication  |         |
| 10    | Permanent Address  |         |
| 11    | Telephone/Mobile No.   |         |

|    |   |  |
|----|---|--|
| 12 | Email Id  |  |
| 13 | Aadhaar Number/Pan Number   |  |
| 14 | Details of Application Fee Remitted Mode / DD No. // DD Date / Bank Details |  |

#### 15. EDUCATIONAL QUALIFICATIONS

| S. No. | Qualifications from 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 (Attach separate sheet, if necessary)

#### Declaration

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

**Signature of the candidate**

**Date:**

**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

**TERMS AND CONDITIONS FOR ENGAGEMENT OF EMPLOYEES 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 may be shortlisted for Interview. The Company may adopt higher criteria in case of receipt of more number of applicants meeting eligibility criteria.

**(ii) Interview:**

- If required, Personal Interview/interaction will be conducted.
- *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.*
- **Following weightage criteria will be followed for personal interview.**

| Criteria  | Weightage |
|---|-----------|
| Aggregate Marks secured in BE/B.Tech etc.   | 75%       |
| Relevant Post Qualification Experience:<br>2.5 marks will be allocated for minimum experience stipulated for the post. 1.25 marks will be allocated for every additional experience of 6 months subject to a maximum of 10 marks. | 10%       |
| Interview for shortlisted candidates  | 15%       |

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

**(iii) Declaration of Result of Selection:**

- 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.
- 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 & 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

**1. WORK EXPERIENCE CERTIFICATE.**

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

Certificate indicating the date of joining, date of relieving and other details as mentioned above is attached for minimum requisite experience details mentioned in the application form.

(ii) For Current Employment

1. Experience Certificate with all the details mentioned above

**OR**

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

**OR**

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

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 salary 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) Employees who have opted for Voluntary Retirement from the regular services of AVNL/Erstwhile OFB Units/other PSUs/Autonomous bodies/Govt Departments/Defence Services are not eligible to apply for the posts for contractual engagement in AVNL CO/Units.

(iii) The persons engaged on full time basis will not be allowed to take any other assignment during the period of contractual engagement.

(iv) Total paid leave admissible shall not exceed 15 days in a year

(v) 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 specialcases with the permission of CMD/AVNL on payment of applicable licence fees and other charges.

(vi) 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.

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

(viii) 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.

*(ix) 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.*

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

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

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

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

(xiv) 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.

(xv) 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.

(xvi) 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.

(xvii) 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.**

(xviii) 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.

(xix) 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.

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

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

(xxii) *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.*

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

(xxiv) Candidates should ensure that they fulfil 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.

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

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

(xxvii) 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.

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

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

(xxx) **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.avnل.co.in](http://www.avnل.co.in)) for latest updates.

(xxxi) 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) **through SBI Collect (PSU- Armoured Vehicles Nigam Limited – Miscellaneous)** or by means of a Demand Draft drawn in favour of AVNL, payable at Chennai.

(xxxii) 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.

(xxxiii) For any queries regarding this recruitment please send **E-mail to [hr@avnل.co.in](mailto:hr@avnل.co.in) or contact 044-26844808/26844810 on all working days from 9.30 AM to 06.00 PM (Monday to Friday).**

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

(xxxv) 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 noquery/ correspondence will be entertained in this regard.

**Last date for receipt of Application at AVNL CO is 21 days from the date of publication of advertisement.**

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