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ARMoured VEHICLES NIGAM LIMITED

AVNL MANAGEMENT INDUSTRIAL SCHEME



Name of the Scheme: AVNL Management Industrial Trainee (AMIT) Scheme.

Introduction

This Scheme seeks to engage professionals who have completed their Graduation / Post Graduate Degrees in professional courses and also Research Scholars in Engineering/Management courses enrolled in recognized University/Institution within India or abroad, as "Management Industrial Trainee (MIT)". These 'Management Industrial Trainees ' shall be given exposure to various Verticals/Divisions/Functions within the Corporate Office or in various Units of Armoured Vehicles Nigam Limited (AVNL) (AVANI).

The AVNL Management Industrial Trainee Scheme will be on paid basis, initially for a period of one year and can be extended based on their performance for a maximum period of 3 years.

Purpose

To allow exposure of "selected candidates" to the functioning of the different Verticals/Divisions/Units of Armoured Vehicles Nigam Limited, a Government of India Enterprise under the Ministry of Defence as 'MIT'. An illustrative list of domains/areas for which Management Industrial Trainee may be engaged, is enclosed as **Annexure 'A'**.

Objectives of the Scheme:

The Scheme has the following stated objectives:

- (i) To allow talented personnel /research scholars to be associated with the functioning of Armoured Vehicles Nigam Limited (AVNL)(AVANI), a premier Defence Public Sector Undertaking for first-hand experience and learnings.
- (ii) The "AVNL Management Industrial Trainee Scheme" would also contribute in various functional areas based on their academic knowledge for the benefit of AVNL.
- (iii) It is neither a job nor any such assurance for a job in the Armoured Vehicles Nigam Limited.

Applicability:

- (i) Applicable to 'Indian Nationals' only.
- (ii) **AVNL Management Industrial Trainee** scheme shall be available throughout the year based on the requirements of AVNL.

Eligibility

Bonafide personnel of any recognized University/ Institution within India or abroad, fulfilling following conditions are eligible to apply for the AMIT Scheme:

- (i) Graduate / Post Graduate Degrees in professional courses (BE/B. Tech/B.Sc(Engg) / M. Tech/MBA/MSW/PG Diploma in Management/ MBA from IGNOU etc).
- (ii) Chartered Accountancy/ ICWA /Company Secretary-ship (Intermediate/Final) etc.
- (iv) The students who have appeared in the final exam or just completed Graduation/PG and waiting for admission for higher studies may also be considered for MIT Programme.
- (v) Candidates upper age limit maximum of 27 years as on date of application.
- (vi) Statutory reservation will be as per Government norms

Period

The period of Management Industrial Trainee (MIT) shall be at least for one year but not exceeding 3 years. Management Industrial Trainee not completing the requisite period of minimum one year will not be issued any certificate.

Stipend / Remuneration

The Stipend/Remuneration will be payable per month to each Management Industrial Trainee on year wise is as under:

Sl NO	YEAR	STIPEND / RENUMERATION (CONSOLIDATED) IN Rs
1	1ST YEAR	18000
2	2ND YEAR	19000
3	3RD YEAR	20000

The MITs shall not be entitled to any other benefits/facilities/allowances apart from the Stipend or consolidated remuneration.

Competent Authority

Proposals for engagement of MITs indicating the number and discipline shall be sent to Corporate Office for Approval in Principle (AIP).

- (i) AIP pertaining to Production Units (HVF, EFA, OFMK, MTPF, VFJ, NDO, Pune Office) will be given by Director/Operations.
- (ii) AIP pertaining to Non Production Units (AVNL IOLAV, AVNL IOLMK, AVNL IOLAM) will be given by Director/HR
- (iii) AIP pertaining to AVNL Directorate will be approved by the concerned Director.
- (iv) On AIP, Engagement will done by the concerned Unit/non-production unit/HR Directorate.

Procedure for selection and other modalities of the scheme

- (i) The policy will be uploaded on website for general information
- (ii) It will be circulated to all reputed institutions/universities/colleges.
- (iii) GMs/HR of Units and CO and other HR officers will visit institutions/universities/colleges for interaction.
- (iv) Selection Committees may be formed in each Unit/CO. The Committee can visit institutions/universities/colleges and select the panel of the candidates. The panel will be approved by Head of the Unit.
- (v) If necessary, AVNL will register with reputed institutions like IITs etc, for **Management Industrial Trainee** arrangements with them.
- (vi) It is the responsibility of the Units/Corporate Office to assign specific tasks and projects to the **Management Industrial Trainee**. The Head of Unit/General Managers of Corporate Office will also designate Officer(s) to whom the **Management Industrial Trainee** shall report during the period of engagement.
- (vii) The selected candidates shall submit Police Verification Certificate before joining as Management Trainee.
- (viii) Research scholars may be asked to submit the soft copy of their NOC from their Head of the Department/Institution. It also has to be indicated in the NOC that the Research scholar would not be registered for any course requiring his/her attendance in the course during the period of **Management Industrial Training**.

- (ix) The vertical/division/unit has to obtain the original NOC issued by the Department /institution at the time of joining of the candidate and also verify his/her eligibility from the original documents. If any discrepancy is found, the candidature of the candidate shall be cancelled.
- (x) The list of selected candidates will be informed to HR Directorate and also be uploaded on AVNL website.
- (xi) Depending upon the number of applications received against a particular domain/area, AVNL reserves the right to fix up the eligibility criteria, limit the number of applicants to be called for a particular period and to decide about the mode of screening thereof.
- (xii) The Reporting Officer shall be responsible for ensuring that the work programme output mutually agreed upon with the **Management Industrial Trainee** is satisfactorily completed. **Management Industrial Trainee** shall be required to submit a brief report/paper at the end of their assignment to the competent authority about their learning experience.
- (xiii) No TA & DA will be given to the **Management Industrial Trainee**, if called for interview and for joining the AMIT Scheme.
- (xiv) No Boarding/Lodging facility will be provided to the Management Industrial Trainees during their tenure.
- (xv) AVNL and its Constituent Units have Township for providing Quarters for accommodation to its employees. In case of any vacant quarters are available, MITs may be allotted quarters subject to the condition of payment of license fee and other charges as applicable with the approval of Competent Authority as per the extant rules in vogue.
- (xvi) In case these MITs are deputed for any temporary duty for exigencies of work along with regular officers, they may be sanctioned TA/DA on approval of the Competent Authority in line with the Non Gazetted Officers/Junior Managers.
- (xvii) The applicant is required to accept the terms and conditions of the AVNL Management Industrial Trainee Agreement before joining for AMIT Scheme. Terms and Conditions for AMIT Scheme Agreement is given at Annexure-I

Attendance

While working as Management Industrial Trainee, they should have a minimum of 75% attendance and they have to mark In and Out time on daily basis. In case of less than 75% attendance no extension of Management Industrial Trainee period is allowed and no experience certificate will be issued. The attendance record and the details of work supervision shall be maintained by the Heads of the Verticals/ Divisions/Units.

Working Hours

- (i) They would be required to be available during the normal working timing of the Unit/CO.
- (ii) MIT would be required to take approval from the Reporting Officer prior to taking leave.
- (iii) It may be strictly observed that the conduct of the Management Industrial Trainee and their access to data shall be the sole responsibility of the Reporting Officer.

Logistics and Support

Management Industrial Trainee will be required to have their own laptops. AVNL shall provide them working space, internet facility and other necessities as deemed fit by the authorities.

Leave

15 days per annum. No other leaves will be granted. In addition, trainee shall be eligible for 60 days of leave without stipend/remuneration for appearing for examinations of CA/ICWA/ACS etc

Experience Certificate

A certificate regarding successful completion of **Management Industrial Trainee** shall be issued by the Head of the concerned office in the enclosed format at **Annexure 'B'**.

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Conditions for applicants:

Interested applicants may apply in the address indicated in the website of AVNL.

- (i) Applicants must also clearly indicate the area of interest.
- (ii) The applicants who do not fulfil the eligibility conditions, their applications shall be rejected summarily. No communication in that regard shall be accepted nor any communication be made with the applicant.
- (iii) The selected applicant, who are pursuing research has to produce original mark sheets and NOC from the institution at the time of joining, failing which his/her candidature shall be cancelled.
- (iv) Police verification is a pre-condition for engagement of the selected candidates. Candidates will have to obtain a formal police verification report before joining.

Termination

During MIT program, either party may terminate the services of MIT as per the terms of the AMIT Agreement with one month notice.

Limited Authority

The MIT will not enter into any commitments or dealings on behalf of AVNL or exceed the authority without the previous sanction of AVNL. Any violation of this may lead to termination of services with immediate effect.

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Confidentiality/Intellectual Property

(i) The MIT will be required to maintain utmost secrecy and shall not divulge or disclose to anyone in any manner, particulars or details of any information or data that he/she may come to possess by virtue of association with the Company, including details of the trade secrets, manufacturing or research process, financial, administrative and /or organization matter or any transaction or affairs of the Company of confidential nature.

(ii) All inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights that the MIT may make or conceive, either solely or jointly with others, during the period of MIT Scheme, shall be deemed to be the exclusive property of the Company and the MIT is required to waive any and all rights, title or interest, if any, in the same in favour of the Company. Further, it is expected that the MIT may promptly reduce to writing and disclose to the Company all such inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights, which may be made or conceived during the AMIT Scheme.

Non-Competition

It is to be acknowledged that during the course of MIT with AVNL, MIT may become familiar with its trade secrets and the other confidential information concerning AVNL, its associates, related companies and that work may be of a special, unique and extraordinary value to AVNL. It is to be agreed that during the term hereof, MIT shall not directly or indirectly own, manage, control, participate in, consult with, render services for (as an MIT or otherwise), or engage in any business competing with the AVNL. For the purpose of this Agreement, the "business of AVNL" shall refer to AVNL and its units, including without limitation AVNL.

Safe keeping of AVNL property

The MIT will be responsible for safekeeping and return in good condition and order of all Company assets, which may be in his/her use, custody or charge; failing which the Company shall be entitled to recover the costs of the same from him/her.

Fraudulent Behaviour

If at any time in the opinion of the Company, the MIT is found to be guilty of fraud, dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, or any other conduct considered by to be deterrent to the Company's interest or of violation of any terms of this MIT offer letter, the Company reserves the right to terminate the services of MIT without notice. The decision of the Company in this regard shall be final.

Review

AVNL reserves the right to review the scheme at any time. The Scheme so reviewed will be placed on the AVNL website.

Relaxation

CMD/AVNL will have the power to relax any of the conditions mentioned above, in the overall interest of AVNL.

Head of Unit's Final Decision

Where the selection process for Engagement on Management Industrial Trainees is conducted by the Units, 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 and binding on the candidates and no query / correspondences will be entertained in this regard.

AVNL's decision final

Where the selection process for Engagement on Management Industrial Trainees is conducted at AVNLCO, the decision of Chairman and Managing Director, AVNL 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 and engagement of selected candidates will be final and binding on the candidates and no query / correspondences entertained in this regard.

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ANNEXURE - “A”

Domains/ Areas available for AMIT Scheme

Human Resource Vertical:

1. Public Relations
2. Corporate Communications
3. Content Creation
4. Graphic Design
5. Framing Job Descriptions, Job Specifications of different Roles
6. Framing FRAC (Framework of Roles, Activities and Competencies)
7. Organisational Design
8. Creating HR databases
9. Creating HR KRA/KPIs
10. Creating HR Dashboards
11. Creation of Training Material
12. E-Office
13. Company Secretarial Functions
14. Data Analytics.
15. Any other HR related domain

Operations Vertical:

1. Lean Manufacturing
2. World Class Manufacturing
3. Value Analysis/ Value Engineering
4. TQM
5. Six Sigma
6. Preventive Maintenance
7. Inventory Management
8. Supply Chain Management
9. GeM
10. E procurement

11. AI in manufacturing
12. 3D Printing
13. Design
14. R&D & Innovation
15. ICT in Armoured Vehicles
16. AI/M2M/IOT/AR-VR...their relevance scope & applications and policy related to them
17. Industrial Waste Recycling/Treatment
18. Sustainability
19. Data Analytics
20. Robotics
21. Quality Control Measures.
22. Any other domain related to Operations

Finance Vertical:

1. Commercial /Management Accounting
2. Corporate Accounts
3. Cost accounting
4. Financial Accounting
5. Direct/Indirect Taxation
3. Audit
4. Tally Operation
5. Cost Analysis
6. Organizational Cyber Security
7. Application Development
8. Any other domain related to Finance

ANNEXURE - “B”

Date: _____ 2024

TO WHOMSOEVER IT MAY CONCERN

(To be given on Letter Head)

This is to certify that Mr./Ms. _____ / has successfully completed AMIT Scheme with Armoured Vehicles Nigam Limited, a Government of India Enterprise under Ministry of Defence from ----- to ----- . During the period of AVNL MIT Training, he/she worked in the following areas:

i.

ii.

2. He/she has shown special flair for ----- . His/her performance and the report have been rated as _____ .

3. During the AMIT Scheme, he/she was found to be punctual, sincere and hardworking.

4. I wish him/her success in his/her life/career.

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(Signature)
Head of Unit

ANNEXURE - “C”

**FORMAT FOR NOC TO BE OBTAINED FROM
COLLEGE/INSTITUTION/DEPARTMENT**

(To be given on Letter Head)/To be signed by HOD/Principal/Head of Institution

Date:_____ 2024

Subject: No Objection Certificate for AVNL MIT Scheme in case of Research Scholars.

It is certified that <Mr./Ms.> is a bonafide candidate/Research Scholar <College ID No.> of <Semester/Year> of <name of the programme> of this <institution/ College>.

The <Institution/ College> has no objection for doing the AMIT Scheme at AVNL for the period from ----- to ----- . It is also certified that <he/she> is not registered for any course requiring <his/her>attendance in the class during the said period.

The conduct of the student as recorded by the <college/institution>has been found good/ satisfactory/unsatisfactory.

(Signature and Seal)

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OFFER FOR MANAGEMENT INDUSTRIAL TRAINEE SCHEME

Date: _____

NAME

Dear

Subject: AVNL MANAGEMENT INDUSTRIAL TRAINEE SCHEME with AVNL_ Congratulations!

Your application for AMIT Scheme dated----- submitted to AVNL/ duly recommended by your College/University vide its letter dated has been successfully processed. We are impressed with your academic credentials and are pleased to offer you AMIT Programme with AVNL. Armoured Vehicle Nigam Limited (AVNL) is one of the new Defence Public Sector Undertakings under Ministry of Defence, Government of India. It has 05 constituent production units and has around 11,800 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 homeland security agencies. It is the current market leader in this segment.

During your AMIT Scheme with us, you will be exposed to various functions that will provide you experiential learning, real chance to put your skills in practice which enables you to become Skilled with enhanced employability. You will also have an opportunity to gain “hands on” live project experience and to interact with very experienced professionals.

Please report to AVNL Corporate Office at the following address, i.e., AVNL Headquarters, Tank Factory Road, Avadi, Chennai-54 on----- 2024 at 9:00 AM. This AMIT Programme shall be governed by the terms and conditions as laid down hereunder in this MANAGEMENT INDUSTRIAL TRAINEE SCHEME Agreement as stated in ANNEXURE 1.

Looking forward.

For AVNL
Sri
Designation

ANNEXURE 1

AVNL MANAGEMENT INDUSTRIAL TRAINEE SCHEME AGREEMENT

1. The duration of your AMIT Scheme would be ----- years. Your AMIT Scheme shall commence on ----- 2024 to an automatic end on -----2024. Please note that this MIT Scheme is not an offer for employment by the Company and doesn't create any employer and employee relation and neither of us intends any employment relationship to be created either now or at any time in the future, accordingly regulations governing employment with the Company will not apply to you.
2. As an MIT, your position shall always be that of a 'learner', who is conducting an organizational study, while the Company shall hold the position of a 'teacher' or 'instructor'.
3. During your AMIT Scheme with the Company, you will be paid a Stipend/Remuneration as under per month, subject to deductions as per applicable tax laws.

Sl no	Year	Remuneration in Rs
1	1st Year	18000
2	2nd Year	19000
3	3rd Year	20000

4. During the AMIT Scheme, you would be required to attend office during the normal working hours of AVNL units or Corporate Office. You may also be required to attend trainings in shifts as permitted by law. The shifts and timings are subject to change and will be communicated to you from time to time.
5. The company expects you to undertake, attend and complete your AMIT Scheme with high standards of integrity and to maintain appropriate standards of behaviour at all times.
6. Your continuation in AMIT Scheme shall be subject to the satisfactory verification of your credentials, testimonials, etc. and the details given by you in your Application Form/Declaration. Your AMIT Scheme shall be liable to be terminated summarily if it is found at any time that you have concealed any material information or given any false information/particulars or convicted of or pleaded guilty of any offence or crime. For the avoidance of doubt, your signature in this Letter constitutes your express authorization to the Company (or the appointed third party) to conduct a background investigation on your credentials, as may be necessary.

7. You will be required to maintain utmost secrecy and shall not divulge or disclose to anyone in any manner, particulars or details of any information or data that you may come to possess by virtue of your association with the Company, including details of the trade secrets, manufacturing or research process, financial, administrative and /or organization matter or any transaction or affairs of the Company of confidential nature.
8. If at any time in the opinion of the Company, you are found to be guilty of fraud, dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, or any other conduct considered by to be deterrent to the Company's interest or of violation of any terms of this MIT letter, the Company reserves the right to terminate your MIT scheme without any notice. The decision of the Company in this regard shall be final.
9. All inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights that you may make or conceive, either solely or jointly with others, during the period of your MIT Programme, shall be deemed to be the exclusive property of the Company and you hereby waive any and all rights, title or interest, if any, in the same in favour of the Company. Further, it is expected that you to promptly reduce to writing and disclose to the Company all such inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights, which you may make or conceive during the AMIT Scheme.
10. You will be responsible for safekeeping and return in good condition and order of all Company assets, which may be in your use, custody or charge; failing which the Company shall be entitled to recover the costs of the same from you.
11. You expressly agree and undertake to fully indemnify, compensate and hold the Company harmless from and against any and all claims, demands, damages, injuries, expenses and liability arising directly or indirectly from your acts or omissions. You further agree that you will defend at your own expense and will indemnify and hold the Company harmless from and against any and all damages, demands, expenses, claims, liability, injuries, suits and proceedings asserted or brought against the Company on a claim that any material, software or other writings or articles developed by you for the Company during the course of your MIT Programme with the Company constitutes and infringement of any patent, copyright or other third party intellectual property right.
12. Your continuance on this MIT Scheme with the Company is subject to your remaining physically and mentally fit. You are expected to undergo medical examination as per the directions of the Company, if required unless prohibited under law.
13. You consent to the Company monitoring and recording any use that you make of the Company's electronic communications systems for the purpose of ensuring that the Company's rules are being complied with and for legitimate business purposes. You shall comply with any electronic communication systems policies, if any, that the Company may issue from time to time.
14. The Company reserves the right to search you or any of your property held on the Company's premises, at any time, if the Company believes that you are under the influence of alcohol or restricted drugs or carry a weapon, which could be hazardous to other occupants of the premises or if it believes that you may have committed a criminal offence. The Company in such a situation reserves the right to take any action against you under the laws of the land.

15. You would be required to submit the below stated documents on the date of your reporting for your AMIT Scheme.

a) Qualification certificates

b) Date of birth certificate

c) Photographs – 3 no's

d) Copy of ID Card if applicable in case of Research Scholars

e) Proof of your education with <name of university>

f) Letter from University / College recommending you for A MIT Scheme for the period in case of Research Scholars.

g) Police Verification Certificate in case of others

16. If all the above terms and conditions of MIT Programme are acceptable to you, please confirm your acceptance by signing and returning to us the duplicate of this MIT Offer letter.

17. No commitments other than what is mentioned in this MIT Programme Agreement will be applicable to you or entertained by us.

18. I accept the above terms & conditions

Student's Name:

Signature:

Date:

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