



CIN-U35990TN2021GOI145504

ENGAGEMENT OF PROFESSIONALS ON FIXED TERM CONTRACT BASIS

(ADVT. No. IOLAV/FTC/RECT/2024/03)

CORRIGENDUM TO ADVT NO. IOLAV/FTC/RECT/2024/02

Armoured Vehicles Nigam Limited (AVANI) (AVNL) is a new Defence PSU with its headquarters at Avadi (Chennai). It has five (05) constituent production units and has around 12,000 employees. AVNL produces battle tanks i.e. T-72, T-90, MBT Arjun and Infantry Combat Vehicles, support vehicles (MPV, AERV etc.) and Defence mobility solutions (Stallion, LPTA etc.) for the armed forces and 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.

AVNL invites offline Applications from Indian Citizens fulfilling the eligibility requirements, for filling up of the following Fixed Term Contract Basis to work in AVNL Institute of Learning, Avadi, Chennai-54, is a training institute for AVNL employees and others. **Those candidates who had applied against the earlier advertisement [ADVT NO. IOLAV/FTC/RECT/2024/02] need not apply afresh.**

Sl.No	Name of the Post	No of Vacancies	Minimum Basic Pay (Per Month)	Nature of Appointment
1	Young Professionals (HR Generalist)	04 (UR-03, OBC-01)	Rs.40,000/-	Engagement on Full Time on Fixed Term Contract Basis.

Detailed terms, qualification, experience, job specification for the post are attached as Annexure-A.

How to apply:

1. Interested candidates may download the application from the website (avn.co.in) as attached at Annexure B to this advertisement. Hard Copy of duly filled in application shall be submitted along with scanned self-attested copies of evidence of proof of age, qualification and experience, last drawn pay including level/grade or CTC as applicable etc. The application, complete in all respect together with the required fee should be sent ONLY through speed post/courier service to **“The Chief General Manager, AVNL Institute of Learning, AVNL (HVF) Estate, Avadi, Chennai - 600054”** super-scribing the envelope with the name of the post applied for. The last date for receipt of Application at AVNL IOLAV will be **21 Days** from the date of publication of this advertisement in the Employment News.

2. Application fee (Non-refundable Rs.300/-) to be paid **through SBI Collect => PSU(Public Sector Undertaking) => Armoured Vehicles Nigam Limited Tamil Nadu => Payment Category => AVNL CO - Recruitment Fee** or by means of a Demand Draft drawn in favour of Armoured Vehicles Nigam Limited, payable at Chennai. SC/ ST / PWD/ 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 Biodata and in educational/ professional qualification certificates, application will be liable to be cancelled. AVNL IOLAV 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. All the candidates are required to go through the terms and conditions thoroughly before filling their applications.

5. **It is reiterated that those candidates who had applied against the earlier advertisement [ADVT NO. IOLAV/FTC/RECT/2024/02] need not apply afresh.**

[M. SAKTHIVEL MURUGAN]

AWM/CO & HR (FOR AVNL IOLAV)

DETAILED TERMS, QUALIFICATION, EXPERIENCE, JOB SPECIFICATION, SKILLS REQUIRED FOR THE POST:

1.	NAME OF THE POST	YOUNG PROFESSIONAL (HR GENERALIST)
2.	NUMBER OF VACANCIES	03 (Unreserved), 01 (OBC-Non-Creamy Layer)
3.	LOCATION	AVNL Institute of Learning, Avadi, Chennai - 600054.
4.	TENURE	02 Years (Extendable by another year)
5.	AGE LIMIT	Maximum 27 Years
6.	REMUNERATION	Rs. 40, 000/- (All inclusive)- No other perks/benefits/allowances shall be applicable.
7.	ESSENTIAL EDUCATIONAL QUALIFICATION	First Class Full time MBA/PG Degree/PG Diploma in Human Resources / Personnel Management/Industrial Relations/PM & IR.
8.	EXPERIENCE REQUIRED (Post Qualification)	Fresher(s). However, Preference will be given for experience candidates
9.	JOB REQUIREMENT	<ul style="list-style-type: none"> • Support regular officials in the orientation of AMACE (AVNL Management Academy and Centre of Excellence) • Support regular-officials in the implementation of EITP (Executive Induction Training Programme) • Prepare Course programmes and Course materials in consultation with regular officials. • Should be able to co-ordinate with candidates, faculties and other concerned members in smooth conducting of training programmes in consultation with regular officials. • Should be able to prepare tender documents, supply orders and execution of supply orders, preparation of bills, pertaining to maintaining of the institute. • Look after day to day operations of HR functions. • Knowledge of Labour law, PF & ESIC process, legal compliance pertaining to Factory Act, PF Act, CLRA & Other applicable Act. • MIS preparation & report as per the requirement • Look after Administrative Activities like Company Estate, Transport & Canteen.

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

Examination passed	Name of School/ College	Name of Recognized University/ Board of Examination	Marks obtained/ Total Marks	Percentage of Marks (%)
SSLC/Xth STANDARD				
HSC				
DEGREE				
MBA/PG DEGREE/PG DIPLOMA IN HR/ PERSONNEL MANAGEMENT/ INDUSTRIAL RELATIONS/ PM & IR				

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

Company Details	Designation	Period From	Period To	Nature of Duties

16. Check List of Enclosures:

Sl. No.	ENCLOSURES	YES/ NO
1	Proof of Date of Birth	
2	Educational Qualification Certificate and Consolidated Mark sheet of Essential Qualification only.	
3	Caste & Category Certificate: (OBC-NCL) – in prescribed proforma for appointment to Central Government Jobs.	
4.	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

TERMS AND CONDITIONS FOR ENGAGEMENT OF PROFESSIONAL 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 shall be screened based on the marks obtained in the essential educational qualification & Relevant Post Qualification experience in the ratio of 1:5 for further process.

- 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 IOLAV for screening by the Screening Committee. Candidates will be shortlisted for Interview/Practical Test. The Company may adopt higher criteria in case of receipt of more number of applicants meeting eligibility criteria.

(ii) INTERVIEW:

- Interview/Practical Test 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 Essential Educational Qualification	75%
Relevant Post Qualification experience: 1. 2.5 marks will be allocated for minimum experience stipulated for the post. 2. 1.25 marks will be allocated for every additional experience of 6 months subject to a maximum of 10 marks.	10%
Interview / Practical test for shortlisted candidates	15%

- **All such engagements will be recommended by a Selection Board constituted by the Chief General Manager/AVNL IOLAV.**

(iii) Declaration of Result of Selection:

- Only those candidates shortlisted may be called for Interview / Practical Test.
- The names of candidates shortlisted for interviews will be notified on our AVNL website (www.avnl.co.in) and call letters will be sent to the e-mails.
- Candidates are requested to print the call letter and comply with the instructions indicated therein.
- The results of the final selection, on the basis of qualification, experience and interview, will be uploaded on AVNL website(www.avnl.co.in).

B. Tenure:

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

C. UPPER AGE LIMIT:

The Upper Age Limit for General category candidates shall be 27.

AGE RELAXATION: Upper Age Limit is relaxed by 3 Years for OBC (Non-Creamy Layer)

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

E. 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

Organisation/Institution/Companies with more than 500 employees

OR

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

1. The post qualification work experience is the period of work experience starting from the month immediately succeeding the month and year of final examination in which the candidate acquires the minimum essential educational qualification. 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.

DOCUMENTARY EVIDENCE FOR WORK EXPERIENCE:

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

A. For Past employment:

Work Experience Certificate.

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

B. 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. B.2 & B.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.

F. REMUNERATION:

- Consolidated monthly remuneration only will be paid.
- Payment will be made after Tax deduction at source. TDS certificate shall be issued by the Company.

G. OTHER TERMS AND CONDITIONS:

- (i) The engagement is purely temporary and contractual and on Fixed Term Basis and it is not against any permanent vacancy. This engagement will not entitle any candidate to claim for regular/permanent employment in the Company. Accordingly, nothing within or relating to the Contract shall establish the relationship of employer and employee, or of principal and agent, between the Company and the contracted Professionals. They will not be entitled for any benefit /compensation/ absorption/ regularization/permanent employment in the Company except the fixed remuneration.
- (ii) The persons engaged on full time basis will not be allowed to take any other assignment during the period of contractual engagement.
- (iii) Total paid leave admissible shall not exceed 15 days in a year.
- (iv) DA, HRA or any other allowances shall not be admissible. No accommodation and Medical facilities will be admissible. However, company accommodation may be provided in special cases with the permission of CGM/IOLAV on payment of applicable license fees/charges and other charges.
- (v) TA, DA while on official tour may be paid on case to case basis. In case of retired Govt. 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 House during official tours. Units may also provide local transport.

- (vi) The persons engaged can be assigned additional responsibilities/tasks in addition to their specialization and assigned tasks.
- (vii) They will work on full time basis and on all working days as applicable or in operation in the Company. They may also be required to work beyond the normal working hours and on holidays too, in case of functional requirement.
- (viii) The engagement can be discontinued or terminated with one month notice or one month salary as the case may be decided by either side without assigning any reasons.**
- (ix) The incumbents are liable to be transferred/ posted anywhere in India at the discretion of the Company.
- (x) The cut-off date for age, qualification and experience will be the date of advertisement.**
- (xi) Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.
- (xii) 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.
- (xiii) 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.
- (xiv) 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 the interview/appointment. **Canvassing in any form will disqualify the candidate.**
- (xv) Candidate will have to bring an original valid Photo ID (Aadhaar Card etc.) and the original documents for verification at the time of interview/ medical/ joining, if called for.
- (xvi) **AVNL IOLAV** 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 IOLAV.
- (xvii) No TA/ DA shall be paid to any candidate for attending interview in AVNL IOLAV.
- (xviii) Engagement of the selected candidate will be subject to medical fitness by the Medical Officer nominated by AVNL IOLAV.
- (xix) 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.**
- (xx) Necessary Medical Insurance Policy for self may also be submitted at the time of joining with AVNL IOLAV.
- (xxi) No correspondence will be entertained from the candidates not selected/ interviewed.**

- (xxii) Candidates should ensure that they fulfill the eligibility criteria prescribed for the post they have applied. In case it is found at any stage of selection process or even after appointment that the candidate has furnished false or incorrect information or suppressed any relevant information/material facts or does not full fill the criteria, his / her candidature / services are liable for rejection/ termination without notice.
- (xxiii) Any corrigendum/clarifications of the advertisement, if necessary, shall be uploaded on AVNL website (www.avnl.co.in) and no separate press coverage is envisaged for this purpose.
- (xxiv) All disputes / cases related to this recruitment process are subject to jurisdiction of courts at Chennai only.
- (xxv) **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.**
- (xxvi) AVNL IOLAV reserves the right to relax age/experience/qualification & other qualifying criteria in deserving cases.
- (xxvii) All information regarding this recruitment process would be made available in the AVNL website (www.avnl.co.in) only. Applicants are advised to check the web site periodically for important updates.
- (xxviii) **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, technical fault or otherwise, beyond the control of the Company. Candidates are advised to keep a close watch on the AVNL website(www.avnl.co.in) for latest updates.
- (xxix) Application fee (Non-refundable Rs. 300/-). SC/ ST/PwBD/Female candidates are exempted from payment of application fees.

Payment of Processing Fee of Rs.300/- (Rupees Three Hundred only) to be paid **through SBI Collect (PSU-Armoured Vehicles Nigam Limited – AVNL CO – Recruitment Fees**

- (xxx) 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.
- (xxxi) For any queries regarding this recruitment please send E-mail to iolavd@ord.gov.in or contact at 044-26843367 on all working days from 9.30 AM to 05.00 PM (Monday to Friday).
- (xxxii) Clarifications/Decisions of the Company in respect of all matters pertaining to this recruitment would be final and binding on all candidates.
- (xxxiii) Any other terms and conditions of engagement can be determined and incorporated with the approval of the Competent Authority.

HEAD OF UNIT's DECISION FINAL:

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

Last date for receipt of Application at AVNL IOLAV is 21 days from the date of publication of advertisement in Employment News.

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