

आर्मर्ड व्हीकल्स निगम लिमिटेड
भारत सरकार का उद्यम
रक्षा मंत्रालय



ARMOURED VEHICLES NIGAM LIMITED
A GOVT. OF INDIA ENTERPRISE
MINISTRY OF DEFENCE

CIN-U35990TN2021GOI145504

सं./No.: 04/10/22/HR-AVNL

दिनांक/Dated: 30 .03.2022

**Advertisement for
ENGAGEMENT OF PROFESSIONALS ON FIXED TERM CONTRACT BASIS**

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. Applications are invited from professionals for the following positions on fixed term contract basis:

1. HR Consultant

Sl.No.	Particulars	Details
1	No. of Positions	01
2	Maximum Age	Below 62 Yrs.
3	Qualifications	Qualification: Degree in any discipline with PG Diploma in Personnel Management/Labour Welfare/Industrial Relations/ Management/ Behavioural Science/Training & Development /HRD/ HRM/Organisational Development from a Recognized/ reputed University/ Institution approved by AICTE with 1st Division or equivalent CGPA is essential. OR MBA with specialization in PM/IR/HRD/HRM (Duration of not less than 2 years) including MBA awarded by IGNOU PG Diploma in Social Welfare (IISW, Cal) is desirable.
4	Experience	Minimum 20 years
5	Nature of responsibilities	Detailed terms, qualification, experience, job specification, skills required for the post are attached as Annexure -A
6	Tenure	01 year (extendable by another year)
7	Remuneration:	Rs. 100000/- (All inclusive)

2. Senior Manager - HR

Sl.No.	Particulars	Details
1	No. of Positions	01
2	Maximum Age	Below 62 Yrs.
3	Qualifications	Qualification: Degree in any discipline with PG Diploma in Personnel Management/Labour Welfare/Industrial Relations/ Management/ Behavioral Science/Training & Development /HRD/ HRM/Organisational Development from a Recognized/ reputed University/ Institution approved by AICTE with 1st Division or equivalent CGPA is essential. OR MBA with specialization in PM/IR/HRD/HRM (Duration of not less than 2 years) including MBA awarded by IGNOU. PG Diploma in Social Welfare (IISW, Cal) is desirable.
4	Experience	Minimum 10 years
5	Nature of responsibilities	Detailed terms, qualification, experience, job specification, skills required for the post are attached as Annexure -A
6	Tenure	01 year (extendable by another year)
7	Remuneration:	Rs. 60000/- (All inclusive)

3. Company Secretary

Sl.No.	Particulars	Details
1	No. of Positions	01
2	Maximum Age	Below 50 Yrs
3	Qualifications	i. Qualified Company Secretary having Associate/Fellow membership of the ICSI Institute. ii. LLB. iii. Preference to candidates with PSU background.
4	Experience	Minimum 13 years
5	Nature of responsibilities	Detailed terms, qualification, experience, job specification, skills required for the post are attached as Annexure -A
6	Tenure	01 year (extendable by another year)
7	Remuneration:	Rs. 75000/- (All inclusive)

4. Content Writer (PR, Media & Communication)

Sl.No.	Particulars	Details
1	No. of Positions	01
2	Maximum Age	Below 40 Yrs.
3	Qualifications	Qualifications: Bachelor's degree in Communication/Journalism. Desirable : MA in Communication/ Masters in Mass Communications or Masters in Journalism or Masters in Journalism & Mass Communications, Public Relations or Masters in Mass Multimedia & Communications, Postgraduate Diploma in Business and Financial Journalism/ Postgraduate Diploma in Journalism.
4	Experience	Minimum 5 years
5	Nature of responsibilities	Detailed terms, qualification, experience, job specification, skills required for the post are attached as Annexure -A
6	Tenure	01 year (extendable by another year)
7	Remuneration:	Rs.60000/- (All inclusive)

5. Financial Consultant

Sl.No.	Particulars	Details
1	No. of Positions	01
2	Maximum Age	Below 62 Yrs.
3	Qualifications	Chartered Accountant or CMA or MBA finance.
4	Experience	Minimum 20 years
5	Nature of responsibilities	Detailed terms, qualification, experience, job specification, skills required for the post are attached as Annexure -A
6	Tenure	01 year (extendable by another year)
7	Remuneration:	Rs.1,00,000/- (All inclusive)

6. Sr Manager (Finance & Taxes)

Sl.No.	Particulars	Details
1	No. of Positions	01
2	Maximum Age	Below 40 Yrs.
3	Qualifications	Chartered Accountant or CMA
4	Experience	Minimum 7 years of relevant experience.
5	Nature of responsibilities	Detailed terms, qualification, experience, job specification, skills required for the post are attached as Annexure -A
6	Tenure	01 year (extendable by another year)
7	Remuneration:	Rs.60,000/- (All inclusive)

7. Sr Manager (Cost Accounting)

Sl.No.	Particulars	Details
1	No. of Positions	01
2	Maximum Age	Below 40 Yrs.
3	Qualifications	Chartered Accountant or CMA
4	Experience	Minimum of 7 years.
5	Nature of responsibilities	Detailed terms, qualification, experience, job specification, skills required for the post are attached as Annexure -A
6	Tenure	01 year (extendable by another year)
7	Remuneration:	Rs.60,000/- (All inclusive)

8. Sr Manager (Audit)

Sl.No.	Particulars	Details
1	No. of Positions	01
2	Maximum Age	Below 40 Yrs.
3	Qualifications	Chartered Accountant or CMA
4	Experience	Minimum of 7 years.
5	Nature of responsibilities	Detailed terms, qualification, experience, job specification, skills required for the post are attached as Annexure -A
6	Tenure	01 year (extendable by another year)
7	Remuneration:	Rs.60,000/- (All inclusive)

9. Consultant (Business Strategy & Marketing)

Sl.No.	Particulars	Details
1	No. of Positions	1
2	Maximum Age	Below 62 Yrs.
3	Qualifications	<u>Essential:</u> Degree in any discipline with PG Diploma in Business Management or Marketing Management from a Recognized / reputed University / Institution approved by AICTE with 1st Division or equivalent CGPA <u>Desirable:</u> MBA with specialization in Business Management or Marketing Management (Duration of not less than 2 years) including MBA awarded by IGNOU
4	Experience	Minimum 20 years in relevant field as on the date of advertisement
5	Nature of responsibilities	Detailed terms, qualification, experience, job specification, skills required for the post are attached as Annexure –A
6	Tenure	1 year (extendable by another year)
7	Remuneration:	Rs. 100000/- (All inclusive)

10. Sr. Executive (Business Strategy & Marketing)

Sl.No.	Particulars	Details
1	No. of Positions	1
2	Maximum Age	Below 45 Yrs.
3	Qualifications	<u>Essential:</u> Degree in any discipline with PG Diploma in Business Management or Marketing Management from a Recognized / reputed University / Institution approved by AICTE with 1st Division or equivalent CGPA <u>Desirable:</u> MBA with specialization in Business Management or Marketing Management (Duration of not less than 2 years) including MBA awarded by IGNOU
4	Experience	Minimum 5 years in relevant field as on the date of advertisement
5	Nature of responsibilities	Detailed terms, qualification, experience, job specification, skills required for the post are attached as Annexure -A
6	Tenure	1 year (extendable by another year)
7	Remuneration:	Rs. 60000/- (All inclusive)

11. Executive (Product)

Sl.No.	Particulars	Details
1	No. of Positions	2
2	Maximum Age	Below 40 Yrs.
3	Qualifications	B.Tech. or B.Sc. (Mathematics in Intermediate) from a Recognized / reputed University / Institution approved by AICTE / UGC with 1st Division or equivalent CGPA
4	Experience	Minimum 5 years in relevant field as on the date of advertisement
5	Nature of responsibilities	Detailed terms, qualification, experience, job specification, skills required for the post are attached as Annexure -A
6	Tenure	1 year (extendable by another year)
7	Remuneration:	Rs. 50000/- (All inclusive)

12. Executive (Service Support)

Sl.No.	Particulars	Details
1	No. of Positions	2
2	Age	Below 40 Yrs.
3	Qualifications	B.Tech. or B.Sc. (Mathematics in Intermediate) from a Recognized / reputed University / Institution approved by AICTE / UGC with 1st Division or equivalent CGPA
4	Experience	Minimum 5 years in relevant field as on the date of advertisement
5	Nature of responsibilities	Detailed terms, qualification, experience, job specification, skills required for the post are attached as Annexure –A
6	Tenure	1 year (extendable by another year)
7	Remuneration:	Rs. 50000/- (All inclusive)

13. Executive (Budget & Reports)

Sl.No.	Particulars	Details
1	No. of Positions	1
2	Maximum Age	Below 40 Yrs.
3	Qualifications	B.Com. from a Recognized / reputed University / Institution approved by UGC with 1st Division or equivalent CGPA
4	Experience	Minimum 5 years in relevant field as on the date of advertisement
5	Nature of responsibilities	Detailed terms, qualification, experience, job specification, skills required for the post are attached as Annexure -A
6	Tenure	1 year (extendable by another year)
7	Remuneration:	Rs. 50000/- (All inclusive)

How to apply

1. Interested candidates may download the application from the website (avnln.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 through speed post/courier service to the **Staff Officer/CO & HR, Armoured Vehicles Nigam Limited, HVF Road, Avadi, Chennai – 600054** super-scribing the envelope with the name of the post applied for. **Last date for receipt of Application at AVNL CO : 22nd April 2022.**
2. Application fee (Non-refundable Rs.300/-) to be paid **through SBI Collect (PSU-Armoured Vehicles Nigam Limited – Miscellaneous)** 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 Biodata and in educational/ professional qualification certificates, application will be liable to be cancelled. AVNL management will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.
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 filing their applications.**

Sd/xxxxx
अजित प्रसाद के.के.
स्टाफ अधिकारी/नि.का .एवं मा.सं.
AJIT PRASAD K.K.
STAFF OFFICER/CO & HR

पंजीकृत पता : भा.वा.नि. रोड, आवडी, चेन्नई-600 054
दूरभाष सं.:044-26383601, 26382785
ईमेल: hr@avnln.co.in, वेबसाइट: avnln.co.in

REGD. ADDRESS: HVF ROAD, AVADI, CHENNAI - 600 054.
PHONE NO.: 044-26383601, 26382785
E-Mail : hr@avnln.co.in , Website: avnln.co.in

**Detailed terms, qualification, experience, job specification, skills
required for the post**

1. Name of the Post: HR Consultant

Location: Company Headquarter, Avadi, Chennai

Tenure – 01 year (extendable by another year)

Number of vacancies – 01 (UR)

Qualification: Degree in any discipline with PG Diploma in Personnel Management/Labour Welfare/Industrial Relations/ Management/ Behavioural Science/Training & Development /HRD/ HRM/Organisational Development from a Recognized/ reputed University/ Institution approved by AICTE with 1st Division or equivalent CGPA is essential.

OR

MBA with specialization in PM/IR/HRD/HRM (Duration of not less than 2 years) including MBA awarded by IGNOU

PG Diploma in Social Welfare (IISW, Cal) is desirable.

Experience – minimum 20 years – as on the date of advertisement

Must be either working or retired in E9 pay scale (150000-300000) in HR Division in a Schedule A Ratna Category CPSE/DPSU or retired as Director/HR in a Schedule A Ratna Category CPSE/DPSU or working/retired in similar positions from State/ Central Government Department(s)/ Institution(s)/ Undertaking(s) and/ or Large Private Sector Organization(s)/ Institution(s)/ Company(ies) of repute.

The incumbent should have a wide exposure to industrial environment and should be conversant with HR Policy development and its implementation, industrial relations / welfare activities, recruitment /induction/ placement, training & development and change management interventions, compensation and benefit administration, industrial law and their implementation, contract labour management, liaisoning with various Govt. and statutory/Enforcement agencies, disciplinary matters/ domestic enquiry, etc. work experience in ERP environment etc. will be desirable .

Age limit : 62 Years

Remuneration: Rs. 100000/- (All inclusive)

Job Specification/Job Requirement/Skill competency

Preparation of HR Manuals, Rules and Policies for AVNL in line with the DPE guidelines as well as best practices in other reputed institutions/organisations.

To provide strategic insight in HR for building appropriate Corporate Organizational Structure at the HQ as well as at Unit level.

Fixation of Pay Scales (Both Executives & Non-Executives), Allowances & benefits and incentives of all employees in line with the DPE guidelines.

Restructuring the Manpower/Cadre as per the Organization requirement.

To frame and implement policy and procedure for hiring and recruitment.

To frame and implement Performance Management System (PMS) through appropriate annual performance appraisal system, career progression based on objective assessments & succession planning to fulfil the business requirements and as a means to motivate talent & enhancing productivity.

To develop COMPETENCY BASED PRACTICES for AVNL- Behavioural Competency Model to be developed for the Executives and starting of Online Development Centres(ODC) and conducting Competency Development Workshops for addressing identified competencies.

To establish People Capability Maturity Model (PCMM) in AVNL for HR excellence

To establish appropriate IR mechanism at Corporate and Unit level in accordance with Labour Codes/Statutory provisions and GOI guidelines

To identify capacity building requirements - Skill Assessment and development, Training & Development activities viz: Design and development of Training modules

To help AVNL Institutes of Learning to develop as Centres Of Excellence and Centres of Specialised Training

Guidance on RTI matters, Parliamentary questions and other statutory correspondence with Ministries and other Government bodies.

Town Planning and Estate Management.

To frame policy for hiring office space, negotiating and mediating on behalf of the Company. Any other related job.

Knowledge:

Wide exposure to industrial environment in a PSU set up, Organisational Structure, HR Policy development and its implementation,

Industrial relations / welfare activities, IR Mechanisms, Manpower Planning - recruitment /induction/ placement, Training & Development and change management interventions,

Compensation and benefit administration, Industrial law and their implementation, Contract labour management, Liaisoning with various Govt. and statutory/Enforcement agencies,

Disciplinary matters/ domestic enquiry, etc. Office automation, Work experience in ERP environment etc. will be desirable .

To frame and oversee and monitor an appropriate Performance Management System (PMS) & Talent Retention through annual appraisal functions, career progression based on objective assessments to fulfil the business requirements and as a means to motivate talent & enhancing productivity.

Town Planning and Development

2. Name of the Post: Senior Manager (HR)

Location: Company Headquarter, Avadi, Chennai

Tenure : 01 year (extendable by another year)

Number of vacancies: 1 (UR)

Qualification: Degree in any discipline with PG Diploma in Personnel Management/Labour Welfare/Industrial Relations/ Management/ Behavioural Science/Training & Development /HRD/ HRM/Organisational Development from a Recognized/ reputed University/ Institution approved by AICTE with 1st Division or equivalent CGPA is essential.

OR

MBA with specialization in PM/IR/HRD/HRM (Duration of not less than 2 years) including MBA awarded by IGNOU

PG Diploma in Social Welfare (IISW, Cal) is desirable.

Experience – minimum 10 years in Executives Cadre

Must be either working or retired in E3 pay scale (60000-180000) or higher pay scales in HR Division in a Schedule A Ratna Category CPSE/DPSU /State/ Central Government Department(s)/ Institution(s) and/or Large Private Sector Organization(s)/ Institution(s)/ Company(ies) of repute.

The incumbent should have a wide exposure to industrial environment and should be conversant with HR Policy development and its implementation, industrial relations / welfare activities, recruitment /induction/ placement, training & development and change management interventions, compensation and benefit administration, in depth knowledge of industrial law and their implementation, contract labour management, liaisoning with various Govt. and statutory/Enforcement agencies, disciplinary matters/ domestic enquiry, etc. work experience in ERP environment etc. will be desirable .

Age limit : 62 Years

Remuneration: Rs.60000/- (All inclusive)

Job Specification/Job Requirement/Skill competency

Preparation of HR Manuals, Rules and Policies for the New DPSU in line with the DPE guidelines as well as the best practices in the country.

To provide strategic inputs in HR for building appropriate Corporate organizational structure at the HQ as well as at Unit level.

Fixation of Pay Scales (Both Executives & Non-Executives), Allowances & benefits and incentives of all employees in line with the DPE guidelines.

Restructuring the Manpower/cadre as per the Organization requirement, To frame and implement policy and procedure for hiring and recruitment

To frame and implement an Performance Management System (PMS) through appropriate annual performance appraisal system, career progression based on objective assessments & succession planning to fulfil the business requirements and as a means to motivate talent & enhancing productivity.

To advise on IR matters for establishment of appropriate IR mechanism at Corporate and Unit level in accordance with Labour Codes/Statutory provisions and GOI guidelines

To identify capacity building requirements - Skill Assessment and development, Training & Development activities viz: Design and development of Training modules

Guidance on RTI matters, Parliamentary questions and other statutory correspondence with Ministries and other Government bodies.

Town Planning and Estate Management

Hiring office space, negotiating and mediating on behalf of BIRAC.

Office automation, Any other related job.

Knowledge:

Wide exposure to industrial environment in a PSU set up, Organisational Structure, HR Policy development and its implementation, Industrial relations / welfare activities, IR Mechanisms,

Manpower Planning - recruitment /induction/ placement, Training & Development , Compensation and benefit administration, Industrial law and their implementation, Contract labour management,

Liaisoning with various Govt. and statutory/Enforcement agencies, Disciplinary matters/ domestic enquiry, etc. Office automation, Town Planning & Estate Management, work experience in ERP environment etc. will be desirable .

3. Name of the Post: Company Secretary

Location: Company Headquarter, Avadi, Chennai

Tenure : 01 year (extendable by another year)

Number of posts- 01 (UR)

Qualification

- i. Qualified Company Secretary having Associate/Fellow membership of the ICSI Institute.
- ii. LLB.
- iii. Preference to candidates with PSU background.

Experience Required (Post qualification): Minimum 13 years, having strong legal, commercial background and expertise in company secretarial matter of Ratna Category PSU, preferably DPSU or listed companies.

Minimum 13 years, having strong legal, commercial background and expertise in company secretarial matter of a Ratna Category PSU, preferably DPSU.

Age Limit -50 years.

Remuneration –Rs.75000/- (All inclusive)

Job Specification /Job Requirement

Ensure compliance with Companies Act and all other applicable Statutory and constitutional requirements

Maintenance of all Registers and Records as are statutorily required.

Preparation and filing of all returns and reports as required by the Companies Act or any applicable statute to the ROC/NOC or to any Government authority.

Ensure compliance with Government Instructions/guidelines on Corporate Governance issued by DPE or any other government Authority.

Preparation of Agenda for Board Meetings, Annual General Meetings and conduct such meetings in a proper manner and preparation of minutes thereon.

Preparation of proper Annual Report of the Company in accordance with legal and constitutional requirements. Advising the CMD and the Board on important issues

Maintain all Registers and Records as are statutorily required.

Knowledge:

Companies Act and other applicable Statutes, Government/DPE guidelines on Corporate Governance, Company Secretarial Standards issued by ICSI, Procedure of conducting Board Meetings and annual general Meetings of the Company, preparing Minutes of Board Meetings and Annual General Meetings etc., Preparing Annual Report of the Company, Coordination and liaisoning with Regulatory Authorities

Skill: Competency:

To ensure compliance with Companies Act and all other applicable Statutory and constitutional requirements, maintenance all Registers and Records as are statutorily required, prepare and file all returns and reports as required by the Companies Act or any applicable statute to the ROC/NOC or to any Government authority, ensure compliance with Government Instructions/guidelines on Corporate Governance issued by DPE or any other government Authority.

To prepare Agenda for Board and Annual Meetings and conduct meetings in a proper manner and prepare minutes, draft, prepare and print proper Annual Report of the Company, advise the CMD and the Board on important issues, maintain all Registers and Records as are statutorily required.

Office Automation

4. Name of the post : Content Writer (Public Relations, Media and Communication)

Location: Company Headquarter, Avadi, Chennai

Tenure – 01 year (extendable by another year)

Number of posts- 01 (UR)

Qualifications: : Bachelor's degree in Communication/Journalism.

Desirable : MA in Communication/ Masters in Mass Communications or Masters in Journalism or Masters in Journalism & Mass Communications, Public Relations or Masters in Mass Multimedia & Communications, Postgraduate Diploma in Business and Financial Journalism/ Postgraduate Diploma in Journalism.

Experience: Minimum 1+ years of content writing experience- UX, design and campaigns

Must have an **online portfolio URL in your resume - demonstrating big, campaign able thinking that can extend into any medium**

A portfolio of published articles - copywriting and proofreading, content creation (Brochures, Booklets, PPTs, Briefs, Campaign creation, Videos, Quizzes, Polls)

Use of multimedia and having proficiency in Microsoft Office Packages, Power Point, Adobe Illustrator, InDesign, Canva, Photoshop GIF creation software

Age Limit: 40 years

Remuneration: Rs.60,000/- (All inclusive)

Job Specification/Job Requirement

To Create & Compose Contents on the Company, its products and its Brand(Brochures, Newsletters, Official Press release, Power Point Presentations, Briefs, Videos, Success Story, Best Practices etc.)

Editing and publishing in-house magazines / newsletters / Journals / news features / articles etc.,

Organizing exhibitions/trade fares etc.,represent the organization at events and press conferences,

Write and edit official Press Releases, Support in photo and video documentation of Company events

Reaching out to influencers, media and beyond in order to arrange story placement on a national and global level, Arrange interviews/podcasts/media meets etc

Create, Manage and update content across platforms (website content, blog postswebsite, email, Twitter, Facebook, Instagram) and social mediachannels on an ongoing basis

Conducting in-depth research on industry-related topics in order to develop original content.

Using SEO best practices to increase traffic to the company website

Knowledge:

Proficiency in English Language

Creating Impactful Content (Brochures, Newsletters, Official Press release, Power Point Presentations, Briefs, Videos, Success Story, Best Practices etc.)

Microsoft Office Packages, Power Point, Adobe Illustrator, InDesign, Canva, Photoshop GIF creation software

Organizing exhibitions/trade fares etc, Arranging interviews/podcasts/media meets etc

SEO best practices, Digital media, Social Media Platforms

Skills required for the post:

Great Communication skills in writing and speaking in English

Copy writing and Content Creation, Power Point Presentation, Video

Maintaining strong public relations with media and other stakeholders,

Managing and updating content across platforms

5. Name of the Post: Financial Consultant

Location: Company Headquarter, Avadi, Chennai

Tenure – **01 year (extendable by another year)**

Number of vacancies – 01 (UR)

Qualifications: Chartered Accountant or CMA or MBA finance with minimum of 20 years of relevant experience.

Experience:

Must be either working or have retired in E9 pay scale (150000-300000) in FINANCE Division in a Schedule A Ratna Category CPSE/DPSU

OR

Retired as Director /Finance in a Schedule A Ratna Category CPSE/DPSU

The incumbent should have a wide exposure to industrial environment and should be conversant with FINANCE Policy Development and its implementation, Banking and Treasury Management, Internal Audit, CAG Audit, Statutory Compliances as per Companies Act-2013 and other related acts, rules and guidelines.

The applicant must be well exposed and conversant with working in a highly computerized environment and be skilled in using ERP package, MS, (Word, Excel, Power point) , etc.

The applicant must have experience in handling CAG Audit, Parliamentary Committee Visits, Loan seeking from Banks for financing business operations of the company, setting up internal financial

controls, define job descriptions for Managers, Officials, Staff and task holders in Finance Division of the Company.

The applicant must be experienced in handling statutory regulations pertaining to Insurance of assets, insurance of employees, Industrial safety related insurances, regular compensation management, accident compensation management, Costing of Products, Profitability Analysis, key parameters governing efficient, profitable performance of the company, contract labour management, liaison with Banks, Stock Exchange, SEBI, various Govt. and statutory/Enforcement agencies, Vigilance authorities on disciplinary matters/domestic enquiry, etc. work experience in ERP environment etc. will highly be desirable .

Job Description:

- Preparation of accounting manuals, policies and standard operating procedures for AVNL in line with the DPE guidelines as well as best practices in other reputed institutions/organizations.
- To provide strategic insight in finance for building appropriate Corporate Organizational Structure at the HQ as well as at Unit level.
- Fixation of Pay Scales (Both Executives & Non-Executives), Allowances & benefits and incentives of all employees in finance department in line with the DPE guidelines.
- To advise on all financial matters for establishment of appropriate mechanism at Corporate and Unit level in accordance with Statutory provisions. GOI guidelines, Companies Act 2013, SEBI and all related authorities.
- To help AVNL Institutes of Learning to organize specialized Training in Finance.
- To guide on RTI matters, Parliamentary questions and other statutory correspondence with Ministries and other Government bodies.
- To supervise all finance, accounts and costing related activities.
- Age limit: 62 years
- Remuneration: Rs. 100000/- (All inclusive)

6. Name of the Post: SR. MANAGER (FINANCE & TAXES)

Location: Company Headquarter, Avadi, Chennai

Tenure – 01 year (extendable by another year)

Number of vacancies – 01 (UR)

Qualifications: Chartered Accountant or CMA with minimum of 7 years of relevant experience.

Job Description:

Reporting to General Manager – Finance, the Senior Manager (Direct & Indirect Tax) will be responsible for overseeing of Direct & Indirect Tax and reporting activities. The candidate will be involved in supporting presentations to the board's finance and audit committees and will work closely with the senior leadership team. In addition, the role will partner with, Senior Leadership, the Human Resources

(HR) and Information Technology (IT) staff to enhance and better integrate Finance, HR, and IT functions.

The responsibilities would include, but not be limited to, the following:

Direct Taxation

1. Preparation and filing of corporate income tax returns and TDS returns as per Income tax act periodically
2. Working on technology platforms to complete tax reporting processes with medium to strong excel and technology skill set
3. Prepare Tax accounting packs - quarterly schedule completion, reconciliations, tax journals.
4. Computing Effective Tax Rate (ETR) calculations.
5. Provide tax reporting and forecasting operational support to the Tax teams
6. Preparation of advance tax, current tax and deferred tax calculations to assist countries post accurate tax entries on a periodic basis.
7. Preparation of tax and transfer pricing audit compliances
8. Assisting in document compilation for audit purposes including tax assessments and appeals
9. Support Tax Risk Reporting process
10. Ability to manage and deliver high quality products meeting stringent timelines
11. Create and drive the team to create process efficiencies and add value in the process (i.e. improvise existing processes / standardize excel workings, etc.)

Indirect Taxation

1. Timely and accurate calculations and payment of GST.
2. Ensure that payment of taxes reconciled with Ledgers.
3. Should be able to timely prepare & finalize tax computation, GST returns.
4. Utilize the input credit timely and correctly.
5. To ensure that benefits given under statutes are thoroughly availed without any violation.
6. Liaison with external auditor
7. Liaison with GST Authorities, VAT / Sales Tax Authorities, excise and service tax authorities.
8. Compilations and preparation of submissions and details in respect of indirect tax matters of the company.
9. In depth knowledge GST, Excise, service tax, VAT.

10. Adept in providing expertise in evolving effective tax plans, managing Indirect Tax matters & ensuring timely compliance of Indirect Tax laws.
11. Ability to prioritize.
12. Work on multiple assignments, and manage ambiguity.
13. Should be able to lead and motivate subordinates.
14. Should be a team player with a proactive and result oriented approach.
15. Establish & maintain good working relationships.

Age limit : 40 Yrs

Remuneration: Rs. 60000/- (All inclusive)

7. Name of the Post: SR. MANAGER (COST ACCOUNTING)

Location: Company Headquarter, Avadi, Chennai

Tenure – **01 year (extendable by another year)**

Number of vacancies – 01 (UR)*

Qualifications: Chartered Accountant or CMA with minimum of 7 years of relevant experience.

Job Description:

Reporting to General Manager – Finance, the Senior Manager (Cost accounting) will be responsible for overseeing of Cost accounting and reporting activities. The candidate will be involved in supporting presentations to the board's finance and audit committees and will work closely with the senior leadership team. In addition, the role will partner with, Senior Leadership, the Human Resources (HR) and Information Technology (IT) staff to enhance and better integrate Finance, HR, and IT functions.

The responsibilities would include, but not be limited to, the following:

1. Developing cost standards for material , labour and over heads
2. Suggesting and constructing data accumulation system for all cost components
3. Development and maintenance of cost accounting system, documents and records of the organization
4. Analyzing cost of production for all AVNL units and recommend for changes if any
5. Assist and prepare monthly profit and loss for all AVNL units and submit to management for discussion
6. Review and analyze the classification of cost as per the cost accounting standards prescribed by ICAI CMA
7. Review and analyze manufacturing cost and prepare monthly reports of standard vs actual production cost unit wise for every quarter
8. Analyze and report profit margins across AVNL units

9. Review and maintenance of cost accounting records as per cost accounting standards across AVNL units
10. Identify and recommended cost – effective solutions wherever necessary
11. Assisting cost auditors for consolidation of cost audit
12. Quarterly reconciliation of costing vs financial accounting
13. Preparing cost sheet as per the standards prescribed by ICAI CMA

Age limit : 40 Years

Remuneration: Rs. 60000/- (All inclusive)

8. Name of the Post: SR. MANAGER (AUDIT)

Location: Company Headquarter, Avadi, Chennai

Tenure – **01 year (extendable by another year)**

Number of vacancies – 01 (UR)

Qualifications: Chartered Accountant or CMA with minimum of 7 years of relevant experience.

Job Description:

Reporting to General Manager – Finance, the Senior Manager – Audit, will be responsible for overseeing of all audit and reporting activities. The candidate will be involved in supporting presentations to the board's finance and audit committees and will work closely with the senior leadership team. In addition, the role will partner with, Senior Leadership, the Human Resources (HR) and Information Technology (IT) staff to enhance and better integrate Operations, Finance, HR, and IT functions.

The MAIN responsibilities would include, but not be limited to, the following:

- Coordinating all audit activity;
- Internal Audit of AVNL Corporate Office at Avadi, Chennai and all units
- Review of Internal Control and Risk Management System
- Independently review and appraise the systems of control throughout the year (not just the financial controls)
- recommend improvements to internal controls;
- ascertain the extent of compliance with procedures, policies, regulations, statutory obligations and other legislations;
- provide reassurance to management that their policies are being carried out with adequate control of the associated risks;
- facilitate good practice in managing risks effectively;
- ensure that assets and interests are safeguarded from fraud, deter fraudsters and possibly identify fraud.
- Provide necessary guidance for development of proper accounting system, maintenance of essential books of accounts and preparation, presentation & finalization of accounts in accordance with the provision of Companies Act,

2013 so as to avoid any qualification by the Statutory Auditors.

- Conduct risk-based audit and report the management on quarterly basis the inefficient and weak areas, deficiency in internal control system with suggestion for remedial measures.
- Report on financial impropriety and irregularities and system inadequacies that lead to such impropriety/ irregularity with suggestion of measures for improvement of the system on quarterly basis.
- Report on the Company's EDP & IT system related to accounting aspects, with special emphasis on their adequacy and security aspects.
- Overseeing all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements;
- Maintaining internal control and safeguards for receipt of revenue, costs, and programme budgets and actual expenditures;
- Supporting the CFO in engaging the board's audit and finance committees around issues and trends in financial operating models and delivery;
- Co-ordination with Statutory Auditors and CAG Auditors
- Report on any other matter of significance

Age limit : 40 Years

Remuneration: Rs. 60000/- (All inclusive)

9. Name of the Post : Consultant (Business Strategy & Marketing)

Location: Company Headquarter, Avadi, Chennai

Tenure : 1 year (extendable by another year)

Number of Vacancies : 01 (UR)

Qualifications : Essential: Degree in any discipline with PG Diploma in Business Management or Marketing Management from a Recognized / reputed University / Institution approved by AICTE with 1st Division or equivalent CGPA

Desirable: MBA with specialization in Business Management or Marketing Management (Duration of not less than 2 years) including MBA awarded by IGNOU

Experience :

- a) Must be either working or retired from Schedule-A Ratna Category CPSE with E9 Grade / post of Functional Director or from Central / State Government while holding the post of with Level-14 (not NFU / MACP) or Large Private Sector Organization of repute under Heavy Engg. Industrial Sector.
- b) Minimum 20 years in relevant field as on the date of advertisement
- c) Must have a wide exposure in Business Strategy / Marketing with respect to Heavy Engg. Industrial Sector.

Job Requirement / Skill competency

- a) Handling the matters with respect to MoU, Partnership, Business Agreements, Joint Venture, Special Purpose Vehicle, Intellectual Property, Market Survey, Interaction with

existing customers, exploring market for futuristic product / customer, widening product / customer base to achieve business growth

- b) Co-ordination with other Establishments
- c) Working knowledge of MS-Office particularly ms-word, ms-excel, ms-ppt

Reporting to : Director (Operations) / GM (Operations)

Age Limit : Below 62 Yrs.

Remuneration : Rs. 100000/- (All inclusive)

10. Name of the Post : Sr. Executive (Business Strategy, Marketing)

Location: Company Headquarter, Avadi, Chennai

Tenure : 1 year (extendable by another year)

Number of Vacancies : 01 (UR)

Qualifications : Essential: Degree in any discipline with PG Diploma in Business Management or Marketing Management from a Recognized / reputed University / Institution approved by AICTE with 1st Division or equivalent CGPA

Desirable: MBA with specialization in Business Management or Marketing Management (Duration of not less than 2 years) including MBA awarded by IGNOU

Experience :

- a) Experience of working in Schedule-A Ratna Category CPSE with E5 Grade / post of Functional Deputy Secretary from Central / State Government while holding the post of with Level-11 (not NFU / MACP) or Large Private Sector Organization of repute under Heavy Engg. Industrial Sector.
- b) Minimum 5 years in relevant field as on the date of advertisement
- c) Must have a wide exposure in Business Strategy / Marketing with respect to Heavy Engg. Industrial Sector.

Job Requirement / Skill competency

- a) Handling the matters with respect to MoU, Partnership, Business Agreements, Joint Venture, Special Purpose Vehicle, Intellectual Property, Market Survey, Interaction with existing customers, exploring market for futuristic product / customer, widening product / customer base to achieve business growth
- b) Co-ordination with other Establishments
- c) Drafting the noting, making correspondences, Market Survey, Interaction with existing customers, exploring market for futuristic product / customer, widening product / customer base to achieve business growth
- d) Expertise in MS-Office particularly ms-word, ms-excel, ms-ppt

Reporting to : Director (Operations) / GM (Operations)

Age Limit : Below 45 Yrs.

Remuneration : Rs. 60000/- (All inclusive)

11. Name of the Post : Executive (Product)

Location: Company Headquarter, Avadi, Chennai

Tenure : 1 year (extendable by another year)

Number of Vacancies : 02

Qualifications :

B.Tech. or B.Sc. (Mathematics in Intermediate) from a Recognized / reputed University / Institution approved by AICTE / UGC with 1st Division or equivalent CGPA

Experience :

Minimum 5 years in relevant field as on the date of advertisement

Job Requirement / Skill competency

- a) Co-ordination with other Establishments
- b) Drafting the noting, making correspondences
- c) Expertise in MS-Office particularly ms-word, ms-excel, ms-ppt

Reporting to : Director (Operations) / GM (Operations)

Age Limit : Below 40 Yrs.

Remuneration : Rs. 50000/- (All inclusive)

12. Name of the Post : Executive (Service Support)

Location: Company Headquarter, Avadi, Chennai

Tenure : 1 year (extendable by another year)

Number of Vacancies : 02

Qualifications :

B.Tech. or B.Sc. (Mathematics in Intermediate) from a Recognized / reputed University / Institution approved by AICTE / UGC with 1st Division or equivalent CGPA

Experience :

Minimum 5 years in relevant field as on the date of advertisement

Job Requirement / Skill competency

- a) Co-ordination with other Establishments
- b) Drafting the noting, making correspondences
- c) Expertise in MS-Office particularly ms-word, ms-excel, ms-ppt

Reporting to : Officers of Operations Division

Age Limit : Below 40 Yrs.

Remuneration : Rs. 50000/- (All inclusive)

13. Name of the Post : Executive (Budget & Reports)

Location: Company Headquarter, Avadi, Chennai

Tenure : 1 year (extendable by another year)

Number of Vacancies : 01 (UR)

Qualifications :

B.Com. from a Recognized / reputed University / Institution approved by UGC with 1st Division or equivalent CGPA

Experience :

Minimum 5 years in relevant field as on the date of advertisement

Job Requirement / Skill competency

- a) Co-ordination with other Establishments
- b) Drafting the noting, making correspondences
- c) Expertise in MS-Office particularly ms-word, ms-excel, ms-ppt

Reporting to : Officers of Operations Division

Age Limit : Below 40 Yrs.

Remuneration : Rs. 50000/- (All inclusive)

Annexure- B

Advt. No. and Date.....

APPLICATION FOR THE POST OF

Paste a recent
Passport size
Photograph

SL NO	PARTICULARS	DETAILS
1	NAME (in Capital)	
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 ADEVERTISEMENT	
5	WHETHER BELONGS TO SC/ST/OBC /PWD/Others	
6	HIGHEST QUALIFICATION	
7	TOTAL POST QUALIFICATION WORK EXPERIENCE AS ON THE DATE OF ADEVERTISEMENT	
8	DATE OF RETIREMENT /SEPARATION FROM THE LAST EMPLOYMENT	
i	NAME OF THE COMPANY/DEPARTMENT (WORKING/RETIRED)	
ii	WHETHER CPSE /STATE PSU/ GOVT. DEPARTMENT /REPUTED/LARGE PRIVATE SECTOR ORGANISATION	
iii	POST CURRENTLY HELD ON REGULAR (SUBSTANTIVE) BASIS WITH PAY SCALE, LEVEL AND GRADE PAY (UNDER IDA & CDA PAY SCALES) OR ON THE DATE OF RETIREMENT / SEPARATION.	

8	PRESENT ADDRESS FOR COMMUNICATION	
9	PERMANENT ADDRESS	
10	TELEPHONE/MOBILE NO.	
11	EMAIL	
12	AADHAAR NUMBER/PAN NUMBER	

12. EDUCATIONAL QUALIFICATIONS

Srl No	Qualifications from 10 th Class onwards	% of marks obtained/CGPA	Year of passing	Name of School/College	Affiliated institute/university

13. PARTICULARS OF EXPERIENCE.

Name of the Company/ Organization	Post Held	Period of Employment		Pay Scale / Level & Grade Pay in case of PSUs/Govt. Depts.	CTC (In Rs.) in other cases	Major Responsibilities
		From	To			

Additional information if any which you would like to mention in support of your suitability for the post:

Declaration:

I, 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 wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Signature of the candidate

Place:

(Documents to be enclosed (whichever applicable))

1. Valid document evidencing date of birth of the candidate (Secondary / Matriculation School Certificate / Birth Certificate) .
2. Educational Certificates – Marksheetsd & 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 professionals on Fixed Term Contract

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

(i) **SCREENING:** Screening of Applications will be done by a Screening Committee constituted for that purpose. Candidates are required to fill in the Application Form (attached with the advertisement) complete in all respects. The complete Application Form has to be submitted to AVNL/HR for screening by the Screening Committee. Candidates 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.**

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

(iv) **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.

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

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.

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.

F. 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 SI 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.

G. Remuneration:

- For fixed term contract of professionals - consolidated monthly remuneration.
- **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.**
- Payment will be made after Tax deduction at source. TDS certificate shall be issued by the Company.

H. Other Terms and Conditions

- (i) **The engagement is purely temporary and contractual and on Fixed Term Basis and it is not against any permanent vacancy. This engagement will not entitle any candidate to claim for regular/permanent employment in the Company.** Accordingly, nothing within or relating to the Contract shall establish the relationship of employer and employee, or of principal and agent, between the Company and the contracted Professionals. They will not be entitled for any benefit /compensation/ absorption/ regularization/permanent employment in the Company except the fixed remuneration.
- (ii) The persons engaged on full time basis will not be allowed to take any other assignment during the period of contractual engagement.
- (iii) Total paid leave admissible shall not exceed 15 days in a year
- (iv) DA, HRA or any other allowances shall not be admissible. No accommodation and Medical facilities will be admissible. However, Company accommodation may be provided in special cases with the permission of CMD/AVNL on payment of applicable licence fees and other charges.
- (v) TA, DA while on official tour will be paid on case to case basis. In case of retired Govt./CPSE personnel, it may be as per his entitlement at the time of retirement. In other cases, it will be decided on case to case basis with the approval of Competent Authority. Company units will provide transit accommodation in their guest houses. Company units may also provide local transport.
- (vi) The persons engaged can be assigned additional responsibilities/tasks in addition to their specialization and assigned tasks.
- (vii) They will work on full time basis and on all working days as applicable or in operation in the Company. They may also be required to work beyond the normal working hours and on holidays too, in case of functional requirement.

- (viii) **The engagement can be discontinued or terminated with one month notice or one month salary as the case may be decided by either side without assigning any reasons.**
- (ix) The incumbents are liable to be transferred/ posted anywhere in India at the discretion of the Company.
- (x) Those working must submit NOC at the time of Interview and should submit proper relieving letter from present employer in the event of selection.
- (xi) **The cut-off date for age, qualification and experience will be the date of advertisement.**
- (xii) Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.
- (xiii) Relaxation of age for SC/ST/OBC- NCL/PWD and Ex-Servicemen/ J&K domicile category will be as per Govt. of India guidelines. Reserved category candidates applying against unreserved post shall be treated as General category and no relaxation shall be given. The reserved category candidates are required to submit the caste / category certificate in prescribed format of Government of India, issued by the competent authority. OBC candidates belonging to creamy layer category should apply as general category and against general vacancies only.
- (xiv) The minimum qualification requirement in terms of percentage of marks/division will be appropriately relaxed for the Candidates belonging to SC, ST and PWD category.
- (xv) Only full time regular courses will be considered as qualification and all qualifications should be recognized by AICTE/UGC/appropriate Indian Statutory Authorities. Wherever CGPA/ OGPA or letter grade in a Degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/ Institutes. Candidates will be required to submit documentary proof/ certificate to this effect from the Institute/ University at the time of Interview, if called for the same.
- (xvi) Mere submission of Application does not guarantee the adequacy of candidature for being considered for further selection process. Mere fulfilling of eligibility criteria shall not confer any right to the applicant for being called for interview/appointment. **Canvassing in any form will disqualify the candidate.**
- (xvii) Candidate will have to bring an original valid Photo ID (Aadhaar Card etc.) and other original documents for verification at the time of interview/ medical/ joining, if called for.
- (xviii) AVNL also reserves the right to cancel/amend the advertisement and/or the selection process there under. The number of positions filled may increase or decrease depending on the requirement of AVNL.
- (xix) No TA/ DA shall be paid to any candidate for attending interview in AVNL.
- (xx) Engagement of the selected candidate will be subject to medical fitness by the Medical Officer nominated by AVNL.
- (xxi) **Police verification report (PVR) is a pre-condition for engagement of the selected candidates. Candidates will have to obtain a formal Police verification report before joining. Necessary Medical Insurance policy for self may also be submitted at the time of joining with AVNL.**
- (xxii) **No correspondence will be entertained from the candidates not selected/ interviewed.**
- (xxiii) Candidates should ensure that they fulfill the eligibility criteria prescribed for the post they have applied. In case it is found at any stage of selection process or even after appointment that the candidate has furnished false or incorrect information or suppressed any relevant information/ material facts or does not full fill the criteria, his / her candidature / services are liable for rejection/ termination without notice.
- (xxiv) Any corrigendum/clarifications of the advertisement, if necessary, shall only be uploaded on AVNL website (avn1.co.in) and no separate press coverage shall be done for this purpose.
- (xxv) All disputes / cases related to this recruitment process are subject to jurisdiction of courts at Chennai only.

- (xxvi) Management reserves the right to cancel / restrict /enlarge / modify / alter the recruitment/ selection process, if need so arises, without issuing any further notice or assigning any reason thereafter.
- (xxvii) AVNL reserves the right to relax age/experience/qualification & other qualifying criteria in deserving cases.
- (xxviii) All information regarding this recruitment process would be made available in the AVNL website (avnل.co.in) only. Applicants are advised to check the web site periodically for important updates.
- (xxix) **The candidates must have an active E-mail ID & Mobile number which must remain valid for at least next one year.** All future communications with the candidates will take place only through E-mail. Candidates have to ensure accuracy of their E-mail ID & Mobile number. No change in E-mail ID & Mobile number as declared in the application will be allowed. The Company shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, connectivity/network issues, technical fault or otherwise, beyond the control of the Company. Candidates are advised to keep a close watch on the Company website (www.avnل.co.in) for latest updates.
- (xxx) Application fee (Non-refundable Rs. 300/-). SC/ST/PwD/Ex-SM/Female candidates are exempted from payment of application fees.
Payment of Processing Fee of Rs.300/- (Rupees Three Hundred only) **through SBI Collect (PSU-Armoured Vehicles Nigam Limited – Miscellaneous)** or by means of a Demand Draft drawn in favour of AVNL, payable at Chennai.
- (xxxi) Applications that are incomplete, not in prescribed format, not legible, without the required certificates and without requisite fee, shall be summarily rejected without assigning any reasons and no correspondence in this regard shall be entertained.
- (xxxii) For any queries regarding this recruitment please send E-mail to hr@avnل.co.in or contact at 044-26382785 on all working days from 9.30 AM to 06.00 PM (Monday to Friday).
- (xxxiii) Clarifications/Decisions of the Company in respect of all matters pertaining to this recruitment would be final and binding on all candidates.
- (xxxiv) Any other terms and conditions of engagement can be determined and incorporated with the approval of the Competent Authority.

AVNL's DECISION FINAL:

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

Last date for receipt of Application at AVNL CO : 22nd April 2022
