



CIN-U35990TN2021GOI145504

**ENGAGEMENT OF PROFESSIONAL ON FIXED TERM CONTRACT POLICY
(Advt No. AVNLCO/HR/2026/02)**

Armoured Vehicles Nigam Limited (AVANI) (AVNL) is a new Defence PSU with its headquarters at Avadi (Chennai). AVNL is engaged in the manufacturing of battle tanks (T-72, T-90, MBT Arjun), Infantry Combat Vehicles, Support vehicles (MPV, AERV etc.) and Defence mobility solutions (Stallion, LPTA etc.) for the armed forces and homeland security agencies. It is the current market leader in this segment. It is a new Government Company with Great Future. It offers great work environment and challenging opportunities for the professionals to prove their mettle. **Applications are invited from professionals for the following position in AVNL Corporate Office, Avadi, Chennai – 600054:**

NAME OF THE POST	NO OF VACANCY	TOTAL CONSOLIDATED REMUNERATION (PER MONTH) ALL INCLUSIVE	NATURE OF APPOINTMENT
Assistant Manager (Company Secretary)	01 [01-UR]	Rs. 40,000/- + IDA	Engagement on Fixed Term Contract Basis

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

How to apply

- Interested candidates may download the application from the website (www.avnl.co.in) 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 **General Manager/HR (CO), Armoured Vehicles Nigam Limited, HVF Road, Avadi, Chennai – 600054** super-scribing the envelope with the Advertisement No & Name of the post applied for. **Last date for receipt of Application at AVNL CO is 21 days from the date of publication of this advertisement.**
- Application fee (Non-refundable Rs.300/-) to be paid through SBI Collect (PSU -> Armoured Vehicles Nigam Limited (Tamil Nadu) -> AVNL CO -> Recruitment fees) or by means of a Demand Draft drawn in favour of **Armoured Vehicles Nigam Limited**, payable at Chennai. SC/ST/PwD/Ex-SM/EWS/Female applicants are exempted from payment of application fees.

3. Non-attachment of required documents as per application format will be treated as incomplete application and will be rejected forthwith. It is mandatory to fill all the relevant information such as qualification details, experience details, percentage of marks etc. In case of any variation in Name/ surname/ spelling mentioned in the Application cum Bio-data and in educational/professional qualification certificates, application will be liable to be cancelled. AVNL management will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.
4. Applicant is requested to enter his/her active email address and mobile phone number which should be valid and operational, as all important communications will be sent to this email or mobile number. The engagement of above professionals on contract basis will be subject to the terms and conditions attached as **Annexure - C. All the candidates are required to go through the terms and conditions thoroughly before filing their applications.**

Sd-

HR Division, AVNL

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Annexure-A

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

Assistant Manager (Company Secretary):

S. No.	Particulars	Details
1	No. of Positions	01 (Un reserved)
2	Age	Below 40 Years
3	Qualifications	a. Degree in any discipline with Associate/Fellow membership of the ICSI Institute b. Preference will be given to the candidate having PSU background
4	Job Specification	<ol style="list-style-type: none">1. Assisting in ensuring compliance with Companies Act, all applicable statutory requirements and company Laws.2. Maintenance of statutory Registers as prescribed under Companies act 2013 and Rules thereof.3. Maintenance of Records/Registers of Board Agenda, Minutes of Meetings of BOD/Committees and all other confidential documents.4. Assisting in Preparation and filing of all e-forms, returns and reports as required by the Companies Act or any applicable statute to the Registrar of Companies or to any Government authority/Ministry of Corporate Affairs.5. Facilitate compliance with Government Instructions/guidelines on Corporate Governance issued by DPE or any other government authority.6. Assisting in preparation of Agenda & Minutes for Board/Committee Meetings in a proper Statutory manner.7. Assisting in preparation of Notice for Annual General Meetings etc. and supporting in conducting of such meetings in a proper manner and preparation of minutes of such meetings.8. Assisting in preparation of Annual Report of the company in accordance with Companies Act.9. Assisting Company Secretary on various company laws/matters10. Filing of CSR Returns11. Coordinating/dealing with various Government authorities/stakeholders. <p>Knowledge:</p> <ol style="list-style-type: none">a. Of Companies Act and other applicable Statutesb. Of Government/DPE guidelines on Corporate Governancec. Of Company Secretarial Standards issued by ICSId. Of procedure of conducting Board Meetings and Annual General Meetings of the company

		<ul style="list-style-type: none"> e. Of preparing Minutes of Board Meetings and Annual General Meetings etc. f. Of Preparing Annual Report of the Company in line with Companies Act g. Coordination and Liaising with Regulatory Authorities
5	Experience	Experience in company secretarial functions of a Miniratna Category PSU, preferable DPSU or listed companies is preferable.
5	Tenure	The candidate will be engaged initially for a period of TWO years which may be extended by another year
6	Remuneration	Rs. 40,000/- + IDA No increment shall be granted during the term of the contract.
7	Place of Posting	AVNL CO, Avadi, Chennai
8	Working Hours	As per office hours.
9	Policy	Engagement of Professionals on Fixed Term Contract Policy

ADVT. NO. AND DATE _____

APPLICATION FOR THE POST OF _____

To
Armoured Vehicles Nigam Limited
Avadi, Chennai – 600 054

Annexure B

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

APPLICATION FOR ENGAGEMENT OF PROFESSIONALS ON FIXED TERM CONTRACT BASIS

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

13	Aadhaar Number/Pan Number	
14	Details of Application Fee Remitted Mode / DD No. // DD Date / Bank Details	

15. EDUCATIONAL QUALIFICATIONS

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

16. PARTICULARS OF EXPERIENCE

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

Additional information if any which you would like to mention in support of your suitability for the post (Attach separate sheet, if necessary)

Declaration

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

Signature of the candidate

Date:

Place:

Documents to be enclosed (whichever applicable)

- 1.** Valid document evidencing date of birth of the candidate (Secondary / Matriculation School Certificate / Birth Certificate).
- 2.** Educational Certificates - Mark sheets & Degree (Diploma, Graduation, Post-Graduation)
- 3.** Work experience –
 - a) Joining-Relieving Letter from Company/Organization.
 - b) Experience /Service Certificate/Salary statement/Bank Statement issued by Company/Organization. (It should indicate date of joining and date of relieving from each organization where worked).
 - c) Salary Certificate together with ITR or Form-16 A issued by present / past employers(s).
- 4.** Caste Certificate in case of candidates belonging to reserved category

TERMS AND CONDITIONS FOR ENGAGEMENT OF EMPLOYEES ON FIXED TERM CONTRACT**A. Selection Process:**

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

(i) Screening:

Screening of Applications will be done by a Screening Committee constituted for that purpose. Candidates are required to fill in the Application Form (attached with the advertisement) complete in all respects. The complete Application Form has to be submitted to AVNL/HR for screening by the Screening Committee. Candidates may be shortlisted for Interview. The Company may adopt higher criteria in case of receipt of more number of applicants meeting eligibility criteria.

(ii) Interview:

- If required, Personal Interview/interaction will be conducted.
- *The offer of engagement shall be issued to the suitable candidates in the order of merit and based on the number of vacancies and will be subject to verification of antecedents and caste certificate (in case of reserved category candidates) as per Govt. of India guidelines.*
- **Following weightage criteria will be followed for personal interview.**

Criteria	Weightage
Written Test	85%
General Knowledge - 40%	
Domain Knowledge - 45%	
Interview for shortlisted candidates	15%

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

(iii) Declaration of Result of Selection:

- Only those candidates shortlisted may be called for interview (physical/virtual).
- The names of candidates shortlisted for interviews will be notified on AVNL website and call letters will be sent to their e-mails.
- Candidates are requested to print the call letter and comply with the instructions indicated therein.
- The results of the final selection, either on the basis of qualification and experience and/or interview, will be published only on AVNL website.

B. Tenure:

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

C. Age Limit:

The Upper Age Limit for General category candidates shall be as mentioned against each post. AGE RELAXATION will be applicable as per relevant Government orders for various categories.

D. Qualification & Experience:

Qualification and experience commensurate with the job description should be clearly specified in the Application. The candidates are advised to ensure that they meet the qualification, experience and other criteria before filing the application.

I DEFINITION OF POST QUALIFICATION WORK EXPERIENCE:

Definition of Large Private Sector Organization / Institution / Company of Repute:

Shall include listed companies (which would mean and include companies listed on NSE or group A& B of BSE)

OR

Organization/Institution/ Companies with more than 500 employees.

OR

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

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

1. The work experience shall be in full time job on regular salary basis, after acquiring prescribed minimum essential educational qualification.

2. In case of intermittent nature of job, the actual days engaged in full time job only will be considered for calculating number of years of experience.

3. Any other nature of experience like freelance experience will not be considered as it is not a full-time job and required number of years of experience cannot be established.

4. Entrepreneurial experience will not be considered for the purpose of ascertaining required number of years of post-qualification experience.

5. Period of on-the-job training undertaken by the candidates as Management Trainee (MT) / Executive Trainee (ET) / Graduate Trainee (GT) in PSUs after acquiring the requisite qualification mentioned above shall be considered for determining post qualification work experience.

6. Articleship / Internship / Academic Project / Teaching / Research experience shall not be considered as Post Qualification Experience.

7. Period of apprenticeship under Apprenticeship Act shall be considered for the purpose of ascertaining required number of years of post-qualification experience.

II DOCUMENTARY EVIDENCE FOR WORK EXPERIENCE:

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

(i) For Past Employment

1. WORK EXPERIENCE CERTIFICATE.

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

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

(ii) For Current Employment

1. Experience Certificate with all the details mentioned above

OR

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

OR

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

And

3. Proof of continuity of present employment – Latest Pay slips for three months.

NOTE:

1. If the candidate is not able to provide experience certificate for current employment, the candidate must submit the documents mentioned at Sl No. 2 & 3 to clearly prove the continuity in the job.

2. Self-declaration regarding nature of jobs / specific areas of experience / experience in the relevant fields / Projects handled etc. will not be considered / accepted.

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

E. Remuneration:

a. For fixed term contract of professionals - consolidated monthly remuneration.

b. If retired Govt. officials are engaged, their remuneration shall be fixed by deducting the amount of pension from his salary drawn at the time of retirement or the consolidated monthly payment, whichever is lower.

c. Payment will be made after Tax deduction at source. TDS certificate shall be issued by the Company.

F. Other Terms and Conditions

(i) **The engagement is purely temporary and contractual and on Fixed Term Basis and it is not against any permanent vacancy. This engagement will not entitle any candidate to claim for regular/permanent employment in the Company.** Accordingly, nothing within or relating to the Contract shall establish the relationship of employer and employee, or of principal and agent, between the Company and the contracted Professionals. They will not be entitled for any benefit /compensation/ absorption/ regularization/permanent employment in the Company except the fixed remuneration.

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

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

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

(v) DA, HRA or any other allowances shall not be admissible. No accommodation and Medical facilities will be admissible. However, Company accommodation may be provided in special cases with the permission of CMD/AVNL on payment of applicable licence fees and other charges.

(vi) TA, DA while on official tour will be paid on case to case basis. In case of retired Govt. / CPSE personnel, it may be as per his entitlement at the time of retirement. In other cases, it will be decided on case to case basis with the approval of Competent Authority. Company units will provide transit accommodation in their guest houses. Company units may also provide local transport.

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

(viii) They will work on full time basis and on all working days as applicable or in operation in the Company. They may also be required to work beyond the normal working hours and on holidays too, in case of functional requirement.

(ix) The engagement can be discontinued or terminated with one-month notice or one-month salary as the case may be decided by either side without assigning any reasons.

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

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

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

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

(xiv) Relaxation of age for SC/ST/OBC- NCL/PWD and Ex-Servicemen/ J&K domicile category will be as per Govt. of India guidelines. Reserved category candidates applying against unreserved post shall be treated as General category and no relaxation shall be given. The reserved category candidates are required to submit the caste / category certificate in prescribed format of Government of India, issued by the competent authority. OBC candidates belonging to creamy layer category should apply as general category and against general vacancies only.

(xv) The minimum qualification requirement in terms of percentage of marks/division will be appropriately relaxed for the Candidates belonging to SC, ST and PWD category.

(xvi) Only full time regular courses will be considered as qualification and all qualifications should be recognized by AICTE/UGC/appropriate Indian Statutory Authorities. Wherever CGPA/ OGPA or letter grade in a Degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/ Institutes. Candidates will be required to submit documentary proof/ certificate to this effect from the Institute/ University at the time of Interview, if called for the same.

(xvii) Mere submission of Application does not guarantee the adequacy of candidature for being considered for further selection process. Mere fulfilling of eligibility criteria shall not confer any right to the applicant for being called for interview/appointment. **Canvassing in any form will disqualify the candidate.**

(xviii) Candidate will have to bring an original valid Photo ID (Aadhaar Card etc.) and other original documents for verification at the time of interview/ medical/ joining, if called for.

(xix) AVNL also reserves the right to cancel/amend the advertisement and/or the selection process there under. The number of positions filled may increase or decrease depending on the requirement of AVNL.

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

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

(xxii) Police verification report (PVR) is a pre-condition for engagement of the selected candidates. Candidates will have to obtain a formal Police verification report before joining. Necessary Medical Insurance policy for self may also be submitted at the time of joining with AVNL.

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

(xxiv) Candidates should ensure that they fulfil the eligibility criteria prescribed for the post they have applied. In case it is found at any stage of selection process or even after appointment that the candidate has furnished false or incorrect information or suppressed any relevant information/ material facts or does not full fill the criteria, his / her

candidature / services are liable for rejection/ termination without notice.

(xxv) Any corrigendum/clarifications of the advertisement, if necessary, shall only be uploaded on <https://avn1.co.in> and no separate press coverage shall be done for this purpose.

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

(xxvii) Management reserves the right to cancel / restrict /enlarge / modify / alter the recruitment/ selection process, if need so arises, without issuing any further notice or assigning any reason thereafter.

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

(xxix) All information regarding this recruitment process would be made available in the AVNL website (avn1.co.in) only. Applicants are advised to check the web site periodically for important updates.

(xxx) **The candidates must have an active E-mail ID & Mobile number which must remain valid for at least next one year.** All future communications with the candidates will take place only through E-mail. Candidates have to ensure accuracy of their E-mail ID & Mobile number. No change in E-mail ID & Mobile number as declared in the application will be allowed. The Company shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, connectivity/network issues, technical fault or otherwise, beyond the control of the Company. Candidates are advised to keep a close watch on the website (www.avn1.co.in) for latest updates.

(xxxi) Application fee (Non-refundable Rs. 300/-). SC/ST/PwD/Ex-SM/Female candidates are exempted from payment of application fees.

Payment of Processing Fee of Rs.300/- (Rupees Three Hundred only) **through SBI Collect (PSU- Armoured Vehicles Nigam Limited – Miscellaneous)** or by means of a Demand Draft drawn in favour of AVNL, payable at Chennai.

(xxxii) Applications that are incomplete, not in prescribed format, not legible, without the required certificates and without requisite fee, shall be summarily rejected without assigning any reasons and no correspondence in this regard shall be entertained.

(xxxiii) For any queries regarding this recruitment please send **E-mail to hr@avn1.co.in or contact 044-26844808/26844810 on all working days from 9.30 AM to 06.00 PM (Monday to Friday).**

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

(xxxv) Any other terms and conditions of engagement can be determined and incorporated with the approval of the Competent Authority.

AVNL's DECISION FINAL:

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

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