



CIN-U35990TN2021GOI145504

**ENGAGEMENT OF PROFESSIONALS ON  
FIXED TERM CONTRACT BASIS IN HVF – A UNIT OF AVNL**

**(Advt. No.HVF/FTC/RECT/EXE/2025/04)**

**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 bright Future. The Company 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 Based posts on CONTRACT BASIS to work in Heavy Vehicles Factory, Avadi, Chennai-54, a unit of AVNL.

**1. ASSISTANT MANAGER/TECH (MECHANICAL) (Contract)**

S.No.	Particulars	Details
1	No. of Positions	02 (UR-02)
2	Age	Minimum Age - 18 Years. Maximum Age - 30 Years.
3	Qualifications & Experiences	First Class Degree in Engineering in the discipline of Mechanical Engineering / Mechatronics from a recognized university/ Institutes by appropriate statutory authorities in the country. <b>Essential:</b> (i) Having knowledge of 3D modelling & 2D drafting on using software like Siemens NX/ Solid Works/CATIA/Creo. (ii) Having knowledge of Softwares like ANSYS/Abaqus/Hypermesh/ ADAMs, etc. (iii) Able to understand Complex Engineering Design Drawings (Mechanical) (iv) Good verbal and written communication skills.
4	Job Specification	For carrying out activities in Research & Development division of HVF.
5	Nature of responsibilities	<b>The incumbent is responsible for carrying out various activities in R&amp;D division of HVF as mentioned below:</b> (i) To study the systems of Armoured Fighting Vehicles and carry out R&D activities on development/ up-gradation / Improvement / Indigenization as per the allotted system/s. (ii) Able to lead the team as a Project Leader for execution of project/s. (iii) To carry out Design Analysis on Combat Vehicles/ Battle Tanks (iv) To carry out 3D-Modelling as well as 2D drafting on Siemens NX Software. (v) Any other activities given by higher authorities to be carried out for development of these systems.

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<b>6</b>	<b>Tenure</b>	<b>01 year (extendable)</b>
<b>7</b>	<b>Total Consolidated Remuneration per month (All Inclusive)</b>	Rs. 40,000 +IDA/- No increment shall be granted during the term of the contract

## **2. ASSISTANT MANAGER/TECH (ELECTRICAL) (Contract)**

<b>S.No.</b>	<b>Particulars</b>	<b>Details</b>
<b>1</b>	<b>No. of Positions</b>	<b>01 (UR-01)</b>
<b>2</b>	<b>Age</b>	Minimum Age - 18 Years. Maximum Age - 30 Years.
<b>3</b>	<b>Qualifications &amp; Experiences</b>	First Class Degree in Engineering in the discipline of Electrical Engineering from a recognized university/Institutes by appropriate statutory authorities in the country <b>Essential:</b> (i) Able to understand complex design electrical circuit drawings, Electrical circuits, electronics modules, etc. (ii) Knowledge of Servo drives, Electro-Mechanical drives, Knowledge of MATALAB Simulations. (iii) Good verbal and written communication skills.
<b>4</b>	<b>Job Specification</b>	For carrying out activities in Research & Development division of HVF.
<b>5</b>	<b>Nature of Responsibilities</b>	The incumbent is responsible for carrying out various activities in R&D division of HVF as mentioned below :  (i) To study the systems of Armoured Fighting Vehicles and carry out R&D activities on development/up-gradation/Improvement/Indigenization for Electrical & Electronics systems as per the allotted systems. (ii) Able to lead the team as a Project Leader for execution of project/s. (iii) To carry out 3D modelling activities on NX Software for electrical modules. (iv) Any other activities given by higher authorities to be carried out for development of these systems.
<b>6</b>	<b>Tenure</b>	<b>01 year (extendable)</b>
<b>7</b>	<b>Total Consolidated Remuneration per month (All Inclusive)</b>	Rs. 40,000 +IDA/- No increment shall be granted during the term of the contract

### **3. ASSISTANT MANAGER/TECH (ELECTRONICS) (Contract)**

<b>S.No.</b>	<b>Particulars</b>	<b>Details</b>
<b>1</b>	<b>No. of Positions</b>	<b>02 (UR- 02)</b>
<b>2</b>	<b>Age</b>	Minimum Age - 18 Years. Maximum Age - 30 Years.
<b>3</b>	<b>Qualifications &amp; Experiences</b>	First Class Degree in Engineering in the discipline of Electronics Engineering from a recognized university/Institutes by appropriate statutory authorities in the country <b>Essential:</b> (i) Able to understand complex design electronics circuit drawings, electronics modules, knowledge of latest technologies in electronics etc. (ii) Knowledge of Servo Drives. (iii) Knowledge of Transducers & Sensors. (iv) Knowledge of Communications systems. (v) Good Verbal and written communication skills. (vi) Knowledge of MATALAB Simulations.
<b>4</b>	<b>Job Specification</b>	For Carrying out activities in Research & Development division of HVF.
<b>5</b>	<b>Nature of responsibilities</b>	The incumbent is responsible for carrying out various activities in R&D division of HVF as mentioned below :  (i) To study the systems of Armoured Fighting Vehicles and carry out R&D activities on development/ up-gradation/ Improvement / Indigenization for Electrical & Electronics systems as per the allotted systems (ii) Able to lead the team as a Project Leader for execution of project/s. (iii) To carry out 3D modelling activities on NX Software for electronics modules. (iv) Any other activities given by higher authorities to be carried out for development of these systems
<b>6</b>	<b>Tenure</b>	01 year (extendable)
<b>7</b>	<b>Total Consolidated Remuneration per month (All Inclusive)</b>	Rs. 40,000 +IDA/- No increment shall be granted during the term of the contract

### **4. ASSISTANT MANAGER/TECH (Integrated Material Management) (Contract)**

<b>S.No.</b>	<b>Particulars</b>	<b>Details</b>
<b>1</b>	<b>No. of Positions</b>	<b>01 (UR-01)</b>
<b>2</b>	<b>Age</b>	Minimum Age - 18 Years. Maximum Age - 30 Years.
<b>3</b>	<b>Qualifications &amp; Experiences</b>	First Class Degree in Engineering/Technology with Full time 2 years MBA / Post Graduate Degree / Diploma with specialization in Materials Management / Supply Chain Management with First Class.
<b>4</b>	<b>Job Specification</b>	For Carrying out activities in Research & Development division of HVF.

5	<b>Nature of responsibilities</b>	<p>The incumbent is responsible for carrying out various activities in R&amp;D division of HVF as mentioned below :</p> <ul style="list-style-type: none"> <li>(i) Procurement of Materials</li> <li>(ii) Floating of EoI/RFI/RFPs</li> <li>(iii) Placement of Contract Acquisition Research Services (CARS),</li> <li>(iv) Inventory Management</li> <li>(v) Identify Suppliers and vendors for required goods and services</li> <li>(vi) Request Quotations, Proposals and bids</li> <li>(vii) Negotiate contracts and terms with vendors, etc.</li> <li>(viii) Any other activities given by higher authorities to be carried out for development of these systems</li> </ul>
6	<b>Tenure</b>	<b>01 year (extendable)</b>
7	<b>Total Consolidated Remuneration per month (All Inclusive)</b>	<p>Rs. 40,000 +IDA/-</p> <p>No increment shall be granted during the term of the contract</p>

#### **5. ASSISTANT MANAGER/HR (Contract)**

S.No.	Particulars	Details
1	<b>No. of Positions</b>	<b>01 (UR-01)</b>
2	<b>Age</b>	<p>Minimum Age - 18 Years.</p> <p>Maximum Age - 30 Years.</p>
3	<b>Qualifications &amp; Experiences</b>	First Class Degree with Full time 02 years MBA/Post Graduate Degree/ Diploma in Human Resources/Personnel Management/Industrial Relations/ PM&IR with First Class
4	<b>Job Specification</b>	For Carrying out activities in Research & Development division of HVF.
5	<b>Nature of responsibilities</b>	<p>The incumbent is responsible for carrying out various activities in R&amp;D division of HVF as mentioned below :</p> <ul style="list-style-type: none"> <li>(i) Administration</li> <li>(ii) Identify staffing needs in coordination with department heads</li> <li>(iii) Prepare and post job advertisements</li> <li>(iv) Budget activities</li> <li>(v) Documentation</li> <li>(vi) Preparation of letters, noting/drafting on MS-Office software</li> <li>(vii) Able to prepare project proposals, approvals, project correspondence etc.</li> <li>(viii) Time keeping</li> <li>(ix) Record Management</li> <li>(x) Any other activities assigned by Higher Authorities.</li> </ul>
6	<b>Tenure</b>	<b>01 year (extendable)</b>
7	<b>Total Consolidated Remuneration per month (All Inclusive)</b>	<p>Rs. 40,000 +IDA/-</p> <p>No increment shall be granted during the term of the contract</p>

#### 6. JUNIOR MANAGER/TECH (MECHANICAL) (Contract)

S.No.	Particulars	Details
1	No. of Positions	17 (UR-09, OBC-04, SC-02, ST-01, EWS-01) PwBD – 01(HH)
2	Age	Minimum Age - 18 Years. Maximum Age - 30 Years.
3	Qualifications & Experiences	First Class Diploma/Degree in Engineering in the discipline of Mechanical Engineering from recognized university/Institutes by appropriate statutory authorities in the country. <b>Essential:</b> (i) Having knowledge of 3D modelling & 2D drafting on using software like Siemens NX/ Solid Works/CATIA/Creo. (ii) Having knowledge of Software's like ANSYS / Abaqus / Hypermesh / ADAMS, etc. (iii) Able to understand Complex Engineering Design Drawings (Mechanical) (iv) Good Verbal and written communication skills
4	Job Specification	For Carrying out activities in Research & Development division of HVF.
5	Nature of responsibilities	The incumbent is responsible for carrying out various activities in R&D division of HVF as mentioned below : (i) To study the systems of Armoured Fighting Vehicles and carry out R&D activities on development/up-gradation/Improvement/Indigenization as per the allotted system/s. (ii) To carry out Design Analysis on Combat Vehicles/ Battle Tanks (iii) To carry out 3D-Modelling as well as 2D drafting on Siemens NX Software. (iv) Any other activities given by higher authorities to be carried out for development of these systems.
6	Tenure	01 year (extendable)
7	Total Consolidated Remuneration per month (All Inclusive)	Rs. 30,000 +IDA/- No increment shall be granted during the term of the contract

#### 7. JUNIOR MANAGER/TECH (ELECTRICAL) (Contract)

S.No.	Particulars	Details
1	No. of Positions	02 (UR- 02)
2	Age	Minimum Age - 18 Years. Maximum Age - 30 Years.
3	Qualifications & Experiences	First Class Diploma/Degree in Engineering in the discipline of Electrical Engineering from recognized university/Institutes by appropriate statutory authorities in the country. <b>Essential:</b> (i) Able to understand complex design electrical circuit drawings, electrical circuits, electronics modules, etc. (ii) Knowledge of Servo drives, Electro-Mechanical drives, (iii) Knowledge of MATALAB Simulations. (iv) Good Verbal and written communication skills.
4	Job Specification	For Carrying out activities in Research & Development division of HVF.

5	<b>Nature of responsibilities</b>	<p>The incumbent is responsible for carrying out various activities in R&amp;D division of HVF as mentioned below:</p> <p>(i) To study the systems of Armoured Fighting Vehicles and carry out R&amp;D activities on development/ up-gradation/ Improvement/Indigenization for Electrical &amp; Electronics systems as per the allotted systems.</p> <p>(ii) To carry out 3D modelling activities on NX Software for electrical modules.</p> <p>(iii) Any other activities given by higher authorities to be carried out for development of these systems.</p>
6	<b>Tenure</b>	<b>01 year (extendable)</b>
7	<b>Total Consolidated Remuneration per month (All Inclusive)</b>	<p>Rs. 30,000 +IDA/-</p> <p>No increment shall be granted during the term of the contract</p>

#### 8. JUNIOR MANAGER/TECH (ELECTRONICS) (Contract)

S.No.	Particulars	Details
1	<b>No. of Positions</b>	<b>04 (UR-03, OBC-01)</b>
2	<b>Age</b>	<p>Minimum Age - 18 Years.</p> <p>Maximum Age - 30 Years.</p>
3	<b>Qualifications &amp; Experiences</b>	<p>First Class Diploma/Degree in Engineering in the discipline of Electronics Engineering from recognized university/Institutes by appropriate statutory authorities in the country.</p> <p><b>Essential:</b></p> <p>(i) Able to understand complex design electronics circuit drawings, electronics modules, knowledge of latest technologies in electronics etc.</p> <p>(ii) Knowledge of Servo Drives.</p> <p>(iii) Knowledge of Transducers &amp; Sensors.</p> <p>(iv) Knowledge of Communications systems.</p> <p>(v) Good Verbal and written communication skills.</p> <p>(vi) Knowledge of MATALAB Simulations</p>
4	<b>Job Specification</b>	For Carrying out activities in Research & Development division of HVF.
5	<b>Nature of responsibilities</b>	<p>The incumbent is responsible for carrying out various activities in R&amp;D division of HVF as mentioned below :</p> <p>(i) To study the systems of Armoured Fighting Vehicles and carry out R&amp;D activities on development/up-gradation/Improvement/Indigenization for Electrical &amp; Electronics systems as per the allotted systems</p> <p>(ii) To carry out 3D modeling activities on NX Software for electronics modules.</p> <p>(iii) Any other activities given by higher authorities to be carried out for development of these systems</p>
6	<b>Tenure</b>	01 year (extendable)
7	<b>Total Consolidated Remuneration per month (All Inclusive)</b>	<p>Rs. 30,000 +IDA/-</p> <p>No increment shall be granted during the term of the contract</p>

**9. JUNIOR MANAGER/TECH (MATERIAL MANAGEMENT) (Contract)**

S.No.	Particulars	Details
1	No. of Positions	<b>01 (UR-01)</b>
2	Age	Minimum Age-18 Years. Maximum Age-30 Years.
3	Qualifications & Experiences	First Class Degree with at least 01 year Diploma in Material Management / Supply Chain Management recognized by Indian Institute of Material Management. Knowledge of MS Office.
4	Job Specification	For Carrying out activities in Research & Development division of HVF.
5	Nature of responsibilities	The incumbent is responsible for carrying out various activities in R&D division of HVF as mentioned below : (i) Procurement of items as per requirement. (ii) Preparation Estimates and Warrants. (iii) Booking of Materials for R&D projects as per Warrants. (iv) Monitoring of Expenditures as per Project wise Estimates & warrants. (v) Maintaining Inventory records (vi) Stores Activities (vii) Any other activities assigned by Higher Authorities.
6	Tenure	<b>01 year (extendable)</b>
7	Total Consolidated Remuneration per month (All Inclusive)	Rs. 30,000 +IDA/- No increment shall be granted during the term of the contract

**10. JUNIOR MANAGER (HR) (Contract)**

S.No.	Particulars	Details
1	No. of Positions	<b>01 (UR-01)</b>
2	Age	Minimum Age - 18 Years. Maximum Age - 30 Years.
3	Qualifications & Experiences	(i) First Class Degree with at least 01-year Diploma in Personnel Management /HR/ Industrial Relations/PM&IR. (ii) Knowledge of MS Office and excellent Drafting Skills.
4	Job Specification	For Carrying out activities in Research & Development division of HVF.
5	Nature of Responsibilities	The incumbent is responsible for carrying out various activities in R&D division of HVF as mentioned below : (i) To carry out office activities, (ii) Preparation letters, noting/drafting on MS-office software, (iii) Able to prepare project proposals, approvals, project correspondences, etc. (iv) Budget activities (v) Time keeping (vi) Records Management (vii) Any other activities assigned by Higher Authorities.
6	Tenure	<b>01 year (extendable)</b>
7	Total Consolidated Remuneration per month (All Inclusive)	Rs. 30,000 +IDA/- No increment shall be granted during the term of the contract

### **How to apply**

1. Interested candidates may download the application from the website ([www.ddpdoo.gov.in](http://www.ddpdoo.gov.in) / [www.avnl.co.in](http://www.avnl.co.in)) as attached at **Annexure A** 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 **ORDINARY POST** to the **Chief General Manager, Heavy Vehicles Factory, Avadi, Chennai – 600 054** super-scribing the envelope with the **Name of the Post applied for and Post Bag No.01**. Last date for receipt of application at HVF is **21 days** from the date of publication of this advertisement in the Employment News.
2. **Application Fee:** - Payment of Processing Fee of Rs.300/- (Rupees Three Hundred only) to be paid **through SBI Collect => PSU-(Public Sector Undertaking) => Armoured Vehicles Nigam Limited => payment Category => HVF – Recruitment Fees.** (Don't use special characters in the payment page). **Paymnet shall NOT be accepted through any other payment modes like Cheque/Demand Draft etc.,** SC/ST/PwBD/Ex-SM/Female candidates are exempted from payment of application fees. The candidates shall attach a copy of receipt of payment made with the application form.
3. 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.
4. 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. HVF management will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.
5. Applicants are 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 professional on contract basis will be subject to the terms and conditions attached as Annexure - B. All the candidates are required to go through the terms and conditions thoroughly before filling their applications.

**Sd/-**  
**GENERAL MANAGER/HR**

**APPLICATION FOR ENGAGEMENT OF PROFESSIONALS UNDER FIXED TERM CONTRACT****[To be forwarded by Ordinary Post]**

Advt. No. and Date.....

APPLICATION FOR THE POST OF .....

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

To  
The Chief General Manager,  
Heavy Vehicles Factory,  
(A Unit of Armoured Vehicles Nigam Limited)  
Post Bag No. **01**,  
HVF Estate, Avadi, Chennai – 600 054

(TO BE FILLED UP IN BLOCK LETTERS ONLY)

01.	Post Applied for	
02.	Name in Block letters (as mentioned in 10 <sup>th</sup> Std./SSLC certificate)	
03.	Father's / Husband's Name	
04.	Date of Birth (dd/mm/yyyy)	
05.	Age (as on last date of receipt of application)	
06.	Nationality	
07.	Category [UR/SC/ST/OBC-NCL/EWS] Enclose relevant certificate (except for UR)	
08.	Whether Ex-Serviceman or Not, if yes Enclose Discharge certificate	Yes / No
09.	Whether Person with Disability or Not, if yes Enclose Disability certificate	Yes / No
10.	Complete Postal Address with pin code for communication	
11.	Aadhaar Number	
12.	Mobile / Phone number	(1) (2)
13.	E-mail ID (in block letters)	
14.	Two Prominent and visible identification Marks	(1) (2)
15.	Whether application fees paid (SC/ST/PwBD/ Ex-SM/Female candidates are exempted from payment of Fees)	Yes / No
16.	SBI Collect Payment Ref.No. (DD/Cheque etc., NOT Permitted)	

17. 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/10 <sup>th</sup> STD				
HSC/12 <sup>th</sup> STD				
DEGREE				
MBA/Post Graduation Degree/ Diploma with Specialization				

\* Wherever Marks are awarded as CGPA, CGPA equivalent to Percentage as per the Educational Institution should invariably be attached, without which, the application shall NOT be considered.

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

Company Details	Designation	Period From	Period To	Nature of Duties	Last drawn pay including level/grade or CTC as applicable etc.,

19. Check List of Enclosures:

Sl. No.	ENCLOSURES	YES/ NO
1	Proof of Date of Birth -	
2	Educational Qualification Certificate and Consolidated Mark sheet	
3	Experience Certificate	
4	Caste & Category Certificate: (SC / ST / OBC-NCL / EWS) – in prescribed proforma for appointment to Central Government Jobs.	
5	Discharge certificate for Ex-serviceman	
6	Disability certificate [for Persons with Benchmark Disability (PwBD).]	
7	Whether all above documents / certificates are self attested	
8	Two copies of photographs (one pasted on application form) and one extra photograph (Name and Date of Birth should be written on backside of photograph)	
9	Copy of payment of fees made through SBI Collect (SC/ST/PwBD/Ex-SM/ Female candidates are exempted) [DD/ Cheque etc., NOT Permitted]	

**DECLARATION**

I, Shri/Smt./Kum.\_\_\_\_\_ have read the instructions carefully before sending this application and meet the eligibility requirement as per vacancy notification. 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.

Signature of the Candidate

Date :

Place :

**Documents to be enclosed (which ever applicable)**

- ❖ Valid document evidencing date of birth of the candidate (Secondary / Matriculation School Certificate/Birth Certificate).
- ❖ Educational Certificates – Mark sheets & Degree (Diploma, Graduation, Post –Graduation).
- ❖ Work experience –
  - (A) Joining – Relieving Letter from Company/Organisation.
  - (B) Experience/Service Certificate/Salary statement/Bank statement issued by company/Organisation. (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 employer(s).
- ❖ Community Certificate in case of candidate belongs 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 HVF for screening by the Screening Committee. Candidates will be shortlisted for Interview. The Company may adopt higher criteria in case of receipt of more number of applicants meeting eligibility criteria.

**(ii) INTERVIEW:**

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

Criteria	Weightage
Aggregate Marks secured in BE/B.Tech/Diploma etc.	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 for shortlisted candidates	15%

\*Wherever the essential Qualification includes MBA/PG Diploma/Diploma apart from Degree of Engg/Tech etc, the weightage shall be 40% for Degree of Engg/ Tech etc. & 35% for MBA/PG Diploma/Diploma.

Engagements will be recommended by a Selection Board constituted by the Chief General Manager/HVF.

**(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 our website ([www.ddpdoo.gov.in](http://www.ddpdoo.gov.in) / [www.avnl.co.in](http://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, either on the basis of qualification and experience and/or interview, will be uploaded on [www.ddpdoo.gov.in](http://www.ddpdoo.gov.in) / [www.avnl.co.in](http://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 against post, which is extendable depending on the performance and requirements.

**C. Age Limit:**

The Upper Age Limit for General category candidates has been mentioned against the 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**

Organisation/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 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.

**F. 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.

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**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.

**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.
- (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.

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- (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 in Govt. / PSUs 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 PwBD 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.
- (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 the 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 the original documents for verification at the time of interview/ medical/ joining, if called for.
- (xviii) **HVF/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 HVF/AVNL.
- (xix) No TA/ DA shall be paid to any candidate for attending interview.
- (xx) Engagement of the selected candidate will be subject to medical fitness.
- (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.
- (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 be uploaded on [www.ddpdoo.gov](http://www.ddpdoo.gov)/[www.avnl.co.in](http://www.avnl.co.in) and no separate press coverage are envisaged 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) HVF/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 website ([www.ddpdoo.gov.in](http://www.ddpdoo.gov.in) /[www.avnl.co.in](http://www.avnl.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, technical fault or otherwise, beyond the control of the Company. Candidates are advised to keep a close watch on the website([www.ddpdoo.gov.in](http://www.ddpdoo.gov.in) / [www.avnl.co.in](http://www.avnl.co.in)) for latest updates.
- (xxx) Application fee (Non-refundable Rs. 300/-). SC/ST/PwBD/Ex-SM/Female candidates are exempted from payment of application fees.
- (xxxi) Payment of Processing Fee of Rs.300/- (Rupees Three Hundred only) to be paid **through SBI Collect [PSU - Armoured Vehicles Nigam Limited, Tamil Nadu – HVF Recruitment Fees]**
- (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 [hvf@ord.gov.in](mailto:hvf@ord.gov.in) or contact at 044-26843443 / 26843445 on all working days from 9.30 AM to 05.00 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.

**HVF's DECISION FINAL:**

The decision of Chief General Manager, HVF 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 HVF is 21 days from the date of publication of advertisement in Employment News.**

\*\*\*\*\*End of Document\*\*\*\*\*