



CIN-U35990TN2021GOI145504

सं./No.: AVNL/CO/HR/038/Hiring/2022-23

दिनांक/Dated: 27 .03.2023

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 homelandsecurity 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:

01. HR CONSULTANT

<i>Sl. No</i>	<i>Particulars</i>	<i>Details</i>
1	<i>No. of Position</i>	01 (Unreserved)
2	<i>Maximum Age</i>	Below 65 years
3	<i>Qualification</i>	<u>Essential:</u> Degree in any discipline is essential. Recognized PG Diploma in Personnel Management/Labour Welfare / Industrial Relations / Management / Behavioural Science / Training & Development / HRD / HRM / Organizational Development (2 years) / PG Diploma in Personnel Management (OR) MBA with specialization in PM / IR / HRD / HRM (Duration of not less than 2 years) <u>DESIRABLE:</u> PG Diploma in Social Welfare (IISW, Cal)
4	<i>Experience</i>	Minimum 20 years in relevant field as on the date of advertisement
5	<i>Nature of responsibilities</i>	Detailed terms, qualification, experience, Job Specification, Skills required for the post are attached as Annexure - A
6	<i>Tenure</i>	02 Years (extendable by another year) (OR) Till attaining the age of 65 years, whichever is earlier
7	<i>Remuneration</i>	Rs.1,10,000/- (All inclusive)

02. MANAGER (PR & CORPORATE COMMUNICATION)

<i>Sl. No</i>	<i>Particulars</i>	<i>Details</i>
1	<i>No. of Position</i>	01 (Unreserved)
2	<i>Maximum Age</i>	Below 65 years
3	<i>Qualification</i>	<u>Essential:</u> Degree in Post Graduate Degree / Diploma in Journalism / Mass Communication / Public Relations from a recognized University
4	<i>Experience</i>	Minimum 10 years in relevant field as on the date of advertisement
5	<i>Nature of responsibilities</i>	Detailed terms, qualification, experience, Job Specification, Skills required for the post are attached as Annexure - A
6	<i>Tenure</i>	02 Years (extendable by another year) (OR) Till attaining the age of 65 years, whichever is earlier
7	<i>Remuneration</i>	Rs.60,000/- (All inclusive)

03. MANAGER (LEGAL)

<i>Sl. No</i>	<i>Particulars</i>	<i>Details</i>
1	<i>No. of Position</i>	01 (Unreserved)
2	<i>Maximum Age</i>	Below 65 years
3	<i>Qualification</i>	<u>Essential:</u> Degree in Law / LLB
4	<i>Experience</i>	Minimum 10 years in relevant field as on the date of advertisement
5	<i>Nature of responsibilities</i>	Detailed terms, qualification, experience, Job Specification, Skills required for the post are attached as Annexure - A
6	<i>Tenure</i>	02 Years (extendable by another year) (OR) Till attaining the age of 65 years, whichever is earlier
7	<i>Remuneration</i>	Rs.60,000/- (All inclusive)

04. MANAGER (PROCUREMENT / IMM)

Sl. No	Particulars	Details
1	<i>No. of Position</i>	01 (Unreserved)
2	<i>Maximum Age</i>	Below 65 years
3	<i>Qualification</i>	<u>Essential:</u> Degree in ANY Discipline with 2 years MBA / Post Graduate Degree / Diploma with specialization in Materials Management / Supply Chain Management / Marketing Management
4	<i>Experience</i>	Minimum 10 years in relevant field as on the date of advertisement
5	<i>Nature of responsibilities</i>	Detailed terms, qualification, experience, Job Specification, Skills required for the post are attached as Annexure - A
6	<i>Tenure</i>	02 Years (extendable by another year) (OR) Till attaining the age of 65 years, whichever is earlier
7	<i>Remuneration</i>	Rs.60,000/- (All inclusive)

05. EXECUTIVE (HR-CSR)

Sl. No	Particulars	Details
1	<i>No. of Position</i>	01 (Unreserved)
2	<i>Maximum Age</i>	Below 27 years
3	<i>Qualification</i>	<u>Essential:</u> First Class Degree with Full time 02 years MSW / MBA / Post Graduate Degree / Diploma in Human Resources / Personnel Management / Industrial Relations / PM & IR with First Class
4	<i>Experience</i>	Minimum 02 years in handling of CSR Projects in PSUs / Private Organizations / NGO
5	<i>Nature of responsibilities</i>	Detailed terms, qualification, experience, Job Specification, Skills required for the post are attached as Annexure - A
6	<i>Tenure</i>	02 Years (extendable by another year)
7	<i>Remuneration</i>	Rs.60,000/- (All inclusive)

06. DATABASE ADMINISTRATOR

<i>Sl. No</i>	<i>Particulars</i>	<i>Details</i>
1	<i>No. of Position</i>	01 (Unreserved)
2	<i>Maximum Age</i>	Above 40 years and Below 60 years
3	<i>Qualification</i>	<u>Essential:</u> Bachelor's Degree in Computer Science, IT, Information Systems (OR) MCA (OR) Related Technical Degree
4	<i>Experience</i>	Minimum 10+ Years DBA Experience
5	<i>Nature of responsibilities</i>	Detailed terms, qualification, experience, Job Specification, Skills required for the post are attached as Annexure - A
6	<i>Tenure</i>	02 Years (extendable by another year)
7	<i>Remuneration</i>	Rs.1,10,000/- (All inclusive)

07. SYSTEM ADMINISTRATOR (LINUX)

<i>Sl. No</i>	<i>Particulars</i>	<i>Details</i>
1	<i>No. of Position</i>	01 (Unreserved)
2	<i>Maximum Age</i>	Above 40 years and Below 60 years
3	<i>Qualification</i>	<u>Essential:</u> Bachelor's Degree in Computer Science, IT, Information Systems (OR) MCA (OR) Related Technical Degree
4	<i>Experience</i>	Minimum 10+ Years as Linux System Administrators
5	<i>Nature of responsibilities</i>	Detailed terms, qualification, experience, Job Specification, Skills required for the post are attached as Annexure - A
6	<i>Tenure</i>	02 Years (extendable by another year)
7	<i>Remuneration</i>	Rs.1,10,000/- (All inclusive)

08. IT SUPPORT CONSULTANT

<i>Sl. No</i>	<i>Particulars</i>	<i>Details</i>
1	<i>No. of Position</i>	02 (Unreserved)
2	<i>Maximum Age</i>	Above 40 years and Below 60 years
3	<i>Qualification</i>	Essential: Bachelor's Degree in Computer Science, IT, Information Systems (OR) MCA (OR) Related Technical Degree
4	<i>Experience</i>	Minimum 10+ Years in Technical Support / IT Experiences with Project Management, System Analysis, Technical and Support Skills
5	<i>Nature of responsibilities</i>	Detailed terms, qualification, experience, Job Specification, Skills required for the post are attached as Annexure - A
6	<i>Tenure</i>	02 Years (extendable by another year)
7	<i>Remuneration</i>	Rs.1,00,000/- (All inclusive)

09. WEB DEVELOPER (PHP)

<i>Sl. No</i>	<i>Particulars</i>	<i>Details</i>
1	<i>No. of Position</i>	03 (Unreserved)
2	<i>Maximum Age</i>	Above 27 years and Below 60 years
3	<i>Qualification</i>	Essential: Bachelor's Degree in Computer Science, IT, Information Systems (OR) MCA (OR) Related Technical Degree
4	<i>Experience</i>	Minimum 5+ Years in Web Programming
5	<i>Nature of responsibilities</i>	Detailed terms, qualification, experience, Job Specification, Skills required for the post are attached as Annexure - A
6	<i>Tenure</i>	02 Years (extendable by another year)
7	<i>Remuneration</i>	Rs.80,000/- (All inclusive)

10. YOUNG PROFESSIONAL (HR-GENERALIST)

<i>Sl. No</i>	<i>Particulars</i>	<i>Details</i>
1	<i>No. of Position</i>	03 (Unreserved)
2	<i>Maximum Age</i>	Below 27 years
3	<i>Qualification</i>	Essential: 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	<i>Experience</i>	Fresher(s). However Preference will be given for experienced candidates
5	<i>Nature of responsibilities</i>	Detailed terms, qualification, experience, Job Specification, Skills required for the post are attached as Annexure - A
6	<i>Tenure</i>	02 Years (extendable by another year)
7	<i>Remuneration</i>	Rs.40,000/- (All inclusive)

11. YOUNG PROFESSIONAL (EVENT MANAGEMENT)

<i>Sl. No</i>	<i>Particulars</i>	<i>Details</i>
1	<i>No. of Position</i>	01 (Unreserved)
2	<i>Maximum Age</i>	Below 27 years
3	<i>Qualification</i>	Essential: Degree with Post Graduate Diploma in Event Management by a reputed Institution
4	<i>Experience</i>	Experience in Organizing the events in a Government / Quasi Government / PSUs / Private Sector will be added advantage
5	<i>Nature of responsibilities</i>	Detailed terms, qualification, experience, Job Specification, Skills required for the post are attached as Annexure - A
6	<i>Tenure</i>	02 Years (extendable by another year)
7	<i>Remuneration</i>	Rs.40,000/- (All inclusive)

12. YOUNG PROFESSIONAL (PRODUCTION)

<i>Sl. No</i>	<i>Particulars</i>	<i>Details</i>
1	<i>No. of Position</i>	01 (Unreserved)
2	<i>Maximum Age</i>	Below 27 years
3	<i>Qualification</i>	<u>Essential:</u> First Class Degree in Production engineering / Mechanical Engineering / Automobile Engineering / Mechanical Production and Industrial Engineering / Production Engineering & Management / Manufacturing Engineering / M. Tech in the above disciplines
4	<i>Experience</i>	Fresher(s). However Preference will be given for experienced candidates
5	<i>Nature of responsibilities</i>	Detailed terms, qualification, experience, Job Specification, Skills required for the post are attached as Annexure - A
6	<i>Tenure</i>	02 Years (extendable by another year)
7	<i>Remuneration</i>	Rs.40,000/- (All inclusive)

13. YOUNG PROFESSIONAL (QUALITY CONTROL)

<i>Sl. No</i>	<i>Particulars</i>	<i>Details</i>
1	<i>No. of Position</i>	01 (Unreserved)
2	<i>Maximum Age</i>	Below 27 years
3	<i>Qualification</i>	<u>Essential:</u> First Class Degree in Mechanical Engineering / Electrical Engineering / Electrical & Electronics / Metallurgy / Chemical Engineering with M.E./M.Tech in Quality
4	<i>Experience</i>	Fresher(s). However Preference will be given for experienced candidates
5	<i>Nature of responsibilities</i>	Detailed terms, qualification, experience, Job Specification, Skills required for the post are attached as Annexure - A
6	<i>Tenure</i>	02 Years (extendable by another year)
7	<i>Remuneration</i>	Rs.40,000/- (All inclusive)

14. YOUNG PROFESSIONAL (ASSEMBLY)

<i>Sl. No</i>	<i>Particulars</i>	<i>Details</i>
1	<i>No. of Position</i>	01 (Unreserved)
2	<i>Maximum Age</i>	Below 27 years
3	<i>Qualification</i>	Essential: First Class Degree in Mechanical Engineering / Electrical Engineering / Electrical & Electronics / Metallurgy / Mechatronics / M.Tech in respective disciplines
4	<i>Experience</i>	Fresher(s). However Preference will be given for experienced candidates
5	<i>Nature of responsibilities</i>	Detailed terms, qualification, experience, Job Specification, Skills required for the post are attached as Annexure - A
6	<i>Tenure</i>	02 Years (extendable by another year)
7	<i>Remuneration</i>	Rs.40,000/- (All inclusive)

15. SENIOR MANAGER (COST ACCOUNTING)

<i>Sl. No</i>	<i>Particulars</i>	<i>Details</i>
1	<i>No. of Position</i>	01 (Unreserved)
2	<i>Maximum Age</i>	Below 50 years
3	<i>Qualification</i>	Essential: Certified Management Accountant (CMA)
4	<i>Experience</i>	Minimum 7 years in relevant field as on the date of advertisement in any CPSE / DPSU / Government or large manufacturing or automobile companies
5	<i>Nature of responsibilities</i>	Detailed terms, qualification, experience, Job Specification, Skills required for the post are attached as Annexure - A
6	<i>Tenure</i>	02 Years (extendable by another year)
7	<i>Remuneration</i>	Rs.1,00,000/- (All inclusive)

16. CONSULTANT (PRODUCTION AND STRATEGIC PLANNING)

<i>Sl. No</i>	<i>Particulars</i>	<i>Details</i>
1	<i>No. of Position</i>	01 (Unreserved)
2	<i>Maximum Age</i>	Below 63 years
3	<i>Qualification</i>	Essential: Degree in Engineering from a recognized / reputed University / Institution approved by UGC with 1 st Division or equivalent CGPA
4	<i>Experience</i>	Minimum 20 years in Production (OR) Planning (OR) Material Management combined in new DPSU as on the date of advertisement Out of the above, minimum 10 years in Production, Planning, Material Management Sections Retired from New DPSU with SAG or Higher
5	<i>Nature of responsibilities</i>	Detailed terms, qualification, experience, Job Specification, Skills required for the post are attached as Annexure - A
6	<i>Tenure</i>	02 Years (extendable by another year)
7	<i>Remuneration</i>	Rs.1,10,000/- (All inclusive)

17. CONSULTANT (QUALITY ASSURANCE)

<i>Sl. No</i>	<i>Particulars</i>	<i>Details</i>
1	<i>No. of Position</i>	01 (Unreserved)
2	<i>Maximum Age</i>	Below 63 years
3	<i>Qualification</i>	Essential: Degree in Engineering from a recognized / reputed University / Institution approved by UGC with 1 st Division or equivalent CGPA
4	<i>Experience</i>	Minimum 20 years in Production (OR) Quality combined in new DPSU / DGQA as on the date of advertisement Out of the above, minimum 10 years in Quality Retired from new DPSU / DGQA with SAG or Higher
5	<i>Nature of responsibilities</i>	Detailed terms, qualification, experience, Job Specification, Skills required for the post are attached as Annexure - A
6	<i>Tenure</i>	02 Years (extendable by another year)
7	<i>Remuneration</i>	Rs.1,10,000/- (All inclusive)

18. CONSULTANT (R&D and MODERNIZATION)

<i>Sl. No</i>	<i>Particulars</i>	<i>Details</i>
1	<i>No. of Position</i>	01 (Unreserved)
2	<i>Maximum Age</i>	Below 63 years
3	<i>Qualification</i>	Essential: Degree in Engineering from a recognized / reputed University / Institution approved by UGC with 1 st Division or equivalent CGPA
4	<i>Experience</i>	Minimum 20 years in Production (OR) Maintenance combined in new DPSU as on the date of advertisement Out of the above, minimum 5 years in R&D or Engg. Sections Retired from new DPSU with SAG or Higher
5	<i>Nature of responsibilities</i>	Detailed terms, qualification, experience, Job Specification, Skills required for the post are attached as Annexure - A
6	<i>Tenure</i>	02 Years (extendable by another year)
7	<i>Remuneration</i>	Rs.1,10,000/- (All inclusive)

19. CONSULTANT (EXPORT & MARKETING)

<i>Sl. No</i>	<i>Particulars</i>	<i>Details</i>
1	<i>No. of Position</i>	01 (Unreserved)
2	<i>Maximum Age</i>	Below 63 years
3	<i>Qualification</i>	Essential: Degree in Engineering from a recognized / reputed University / Institution approved by UGC with 1 st Division or equivalent CGPA
4	<i>Experience</i>	Minimum 20 years in Production (OR) Planning (OR) Material Management combined in new DPSU as on the date of advertisement Out of the above, minimum 10 years in Production, Planning, Material Management Sections Retired from New DPSU with SAG or Higher (OR) Other DPSU with E-8 Grade or higher
5	<i>Nature of responsibilities</i>	Detailed terms, qualification, experience, Job Specification, Skills required for the post are attached as Annexure - A
6	<i>Tenure</i>	02 Years (extendable by another year)
7	<i>Remuneration</i>	Rs.1,10,000/- (All inclusive)

20. CONSULTANT (AUDIT)

Sl. No	Particulars	Details
1	<i>No. of Position</i>	01 (Unreserved)
2	<i>Maximum Age</i>	Below 65 years
3	<i>Qualification</i>	<u>Essential:</u> Chartered Accountant (OR) Cost and Management Accountant (OR) Company Secretary (OR) Chartered Financial Analyst (OR) Post Graduate Diploma in Management [Finance] (OR) Master of Business Administration [Finance] (OR) Master of Business Economics (OR) Master of Commerce Candidate with more than 5 years of Internal Audit related experience of a CPSE / DPSU / Govt. Department, with manufacturing units, the requirement of essential qualification may be relaxed with the approval of Competent Authority to Post Graduate in any other Discipline <u>DESIRABLE:</u> Certified Internal Auditor (CIA) from the Institute of Internal Auditors
4	<i>Experience</i>	Minimum 5 years in the Financial Audit of a Central Govt. Public Sector Enterprise (CPSE) /State Govt. Public Sector Enterprises (SPSE) / Large Private Sector Company in the manufacturing / Engineering sector of repute. Those with relevant work experience in a Govt. / Central PSE / State PSE in the manufacturing sector would be given preference Retired Govt. Servants who have served in the financial budgeting, accounting or audit functions of the departments/services in Indian Audit & Accounts Department (IA & AS), Indian Civil Accounts Service Department (ICAS), Indian Railways Accounts Service Department (IRAS), Indian Ordnance Factory Service Department (IOFS), Defence Accounts Department (DAD), and superannuated from the post of Senior Audit Officers (Sr. AO) or higher, in the revised (7 th CPC) Pay Scale of Level 10 or above. The work experience should be of at least 2 years in the relevant field of Accounting & Auditing of a Govt. Sector Enterprise (CPSE / SPSE / Govt. Dept.) comprising of manufacturing units / factories.
5	<i>Nature of responsibilities</i>	Detailed terms, qualification, experience, Job Specification, Skills required for the post are attached as Annexure - A
6	<i>Tenure</i>	02 Years (extendable by another year) (OR) Till attaining the age of 65 years, whichever is earlier
7	<i>Remuneration</i>	Rs.1,10,000/- (All inclusive)

How to apply

1. Interested candidates may download the application from the website (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 ONLY through speed post/courier service** to **“The Works Manager/CO & HR, Armoured Vehicles Nigam Limited, HVF Road, Avadi, Chennai – 600054”** super-scribing the envelope with the **name of the post applied for**. The last date for receipt of Application at AVNL CO will be **21 Days** from the date of publication of this advertisement in the Employment News.
2. Application fee (Non-refundable Rs.300/-) to be paid **through SBI Collect (PSU ->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 filling their applications.**

Sd / xxxxx

(आर के बाल)

(R. K. Bal)

म.प्र. / नि.का. एवं मा.सं

GM / CO & HR

पंजीकृत पता : भा.वा.नि. रोड, आवडी, चेन्नई-600 054

दूरभाष सं. : 044-26383601, 044-26384784

ईमेल: [info@avnल.co.in](mailto:info@avnل.co.in)

वेबसाइट: avnल.co.in

REGD. ADDRESS: HVF ROAD, AVADI, CHENNAI-600 054.

PHONE NO.: 044-26383601, 044-26384784

E-Mail: info@avnल.co.in

Website: avnल.co.in

DETAILED TERMS, QUALIFICATION, EXPERIENCE, JOB SPECIFICATION, SKILLS REQUIRED FOR THE POST**01. NAME OF THE POST: HR CONSULTANT**

NUMBER OF VACANCIES: 01 (Unreserved)

LOCATION: Company Headquarter, Avadi, Chennai

TENURE: 02 Years (Extendable by another year) **(OR)** Till attaining the age of **65 years**, whichever is earlier

AGE LIMIT: Maximum 65 Years.

REMUNERATION: Rs.1, 10, 000/- (All inclusive) -No other perks/benefits/ allowances shall be applicable.

QUALIFICATION:

Degree in any discipline is essential. Recognized PG Diploma in Personnel Management/Labour Welfare / Industrial Relations / Management / Behavioural Science / Training & Development / HRD / HRM / Organizational Development (2 years) / PG Diploma in Personnel Management **(OR)** MBA with specialization in PM / IR / HRD / HRM (Duration of not less than 2 years)

DESIRABLE QUALIFICATION: PG Diploma in Social Welfare (IISW, Cal)

EXPERIENCE REQUIRED (Post Qualification):

- Minimum **20** years in relevant field as on the date of advertisement.
- Must be either working or have retired in pay scale of Rs.100000 – 260000 in HR Division in CPSE / DPSU preferably heading or headed the HR Function at Organisation level. The candidate 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, liaising with various Govt. and statutory / Enforcement agencies, disciplinary matters / domestic enquiry.

JOB SPECIFICATION:

- Preparation of HR Manuals, Rules and policies for AVNL in line with the DPE guidelines.
- Identification and implementation of best HR Practices.
- 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
- Manpower Planning
- To develop and implement appropriate Recruitment and Promotion Policy.
- To develop and implement Performance Management System (PMS) based on objective assessments.
- To develop and implement appropriate Succession Planning Mechanism
- To continuously develop and implement appropriate Change Management Practices.
- To establish People Capability Maturity Model (PCMM) in AVNL for HR excellence
- 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
- To completely overhaul Training and Development activities and develop appropriate mechanism to identify Training Needs and initiate Development Requirements both in house and external.
- To help AVNL Institutes of Learning to evolve into Centres of Excellence and Centres of Specialized 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.

ROLE AND RESPONSIBILITIES:

The HR Consultant is expected to herald the transition of AVNL as a CPSE from hitherto being a pure Government entity. He will be expected to build up policies in line with DPE guidelines and akin to other CPSE. He should initiate appropriate strategies to bring in the appropriate changes in Organisation structure and to mind set of employees.

02. NAME OF THE POST: MANAGER (PR & CORPORATE COMMUNICATION)

NUMBER OF VACANCIES: 01 (Unreserved)

LOCATION: Company Headquarter, Avadi, Chennai

TENURE: 02 Years (Extendable by another year) **(OR)** Till attaining the age of **65 years**, whichever is earlier

AGE LIMIT: Maximum 65 Years.

REMUNERATION: Rs.60, 000/- (All inclusive) -No other perks/benefits/ allowances shall be applicable.

QUALIFICATION:

Degree with Post Graduate Degree / Diploma in Journalism / Mass Communication / Public Relations from a recognized University.

EXPERIENCE REQUIRED (Post Qualification):

Experience of minimum of 10 years in Public Relations and Corporate Communication in a Government / Quasi Government / PSUs / Private Sector. Must be either working or retired in E3 pay scale (Rs.60000 – 180000) or equivalent in PR and Corporate Communications Department in a Government / Semi-Government, CPSE / DPSU / Private Sector or retired in the same or higher Pay Scales(s). Experience can be relaxed for suitable candidates.

JOB SPECIFICATION:

- Media Management (Issue of Media Releases from time to time, Publication of articles, Organizing interviews of top Management in various publications, coordination of live interviews of top Management with TV Channels, postings in social media (tweeter)
- Release of Advertisements
- Sponsorship of events
- Corporate Film making and updating from time to time
- Organizing & Coordinating Customer visits from Army, Navy and Air Force
- Printing of Corporate Publications such as Product literature, Coffee Table Book, e-book etc.

03. NAME OF THE POST: MANAGER (LEGAL)

NUMBER OF VACANCIES: 01 (Unreserved)

LOCATION: Company Headquarter, Avadi, Chennai

TENURE: 02 Years (Extendable by another year)

AGE LIMIT: Maximum 62 Years.

REMUNERATION: Rs.60, 000/- (All inclusive) -No other perks/benefits/ allowances shall be applicable.

QUALIFICATION:

Degree in Law / LLB

EXPERIENCE REQUIRED (Post Qualification):

- Experience of minimum of 10 years in Legal Department in a Government / Quasi Government / PSUs. Must be either working or retired in E3 pay scale (Rs.60000 – 180000) or equivalent in Legal Department. Experience can be relaxed for suitable candidates.
- The incumbents should have a wide exposure to industrial environment and should be conversant with all Legal matters. Knowledge of Applicable Labour legislations, Labour Codes, Company Act, Indian Contract Act, Civil & Criminal Procedure Code and other General Legislation / Statutes applicable to a Government Company like AVNL.

JOB SPECIFICATION:

- Responsible for legal affairs of the Company along with addressing day to day legal issues.
- Handling and defending legal disputes / lawsuits relating to vendors, employees, contracts or the regulatory authorities
- Rendering legal advice and vetting of documents for legal purposes
- Preparation of Draft Affidavits, Petitions, Appeals for filing before CAT / High Courts / Supreme Court or other Courts and Tribunals
- Preparation of appropriate legal communication, notices as per the need and requirement of the Company
- Preparing necessary briefs for the legal issues and proactive coordination in litigations
- Attending the court hearings and timely follow up
- Drafting, negotiation and closure of all general and contractual agreements
- Preparation of replies and representations to authorities wherever required
- Support in formulating effective policies and guard rails to avoid risk to company and its Directors
- Providing day to day support to all the functions on various queries pertaining to legal aspects and coordination with on all the legal aspects for avoiding any risk to the organization
- Any other job related to legal issues in the Company.

04. NAME OF THE POST: MANAGER (PROCUREMENT / IMM)

NUMBER OF VACANCIES: 01 (Unreserved)

LOCATION: Company Headquarter, Avadi, Chennai

TENURE: 02 Years (Extendable by another year) **(OR)** Till attaining the age of **65 years**, whichever is earlier

AGE LIMIT: Maximum 65 Years.

REMUNERATION: Rs.60, 000/-(All inclusive) -No other perks/benefits/ allowances shall be applicable.

QUALIFICATION:

Degree in ANY Discipline with 2 years MBA / Post Graduate Degree / Diploma with specialization in Materials Management / Supply Chain Management / Marketing Management

EXPERIENCE REQUIRED (Post Qualification):

Experience of minimum of 10 years in Procurement Department in a Government / Quasi Government / PSUs. Must be either working or retired in E3 pay scale (Rs.60000 – 180000) or equivalent in Procurement Department. Experience can be relaxed for suitable candidates.

RESPONSIBILITIES/ JOB SPECIFICATION:

Thorough Knowledge of Public Procurement Processes / Procedures / Techniques

Thorough Knowledge of CVC guidelines for public procurement

- Responsible for the procurement of Products and Goods / Services, Initiation of proposals for approval of Competent Financial Authority, Tendering process through GeM or e-procurement system, Constitution of Technical Evaluation Committee, Correspondence with Bidders, Price Bid Opening, Conducting Tendering Process Committee, Finalization of Supply Order, Issuance of Supply Order.
- Strong understanding of procurement processes / techniques, especially e-procurement and GeM
- Process purchase orders to procure goods / services within strict deadlines
- Monitoring supplier performance and ensuring contractual obligations
- Act as a point of contact between the company and suppliers
- Manage an efficient flow of goods to ensure optimum production / services
- Excellent verbal and written communication Skills

05. NAME OF THE POST: EXECUTIVE (HR – CR)

NUMBER OF VACANCIES: 01 (Unreserved)

LOCATION: Company Headquarter, Avadi, Chennai

TENURE: 02 Years (Extendable by another year)

AGE LIMIT: Maximum 27 Years.

REMUNERATION: Rs.60, 000/- (All inclusive) -No other perks/benefits/ allowances shall be applicable.

QUALIFICATION:

First Class Degree with Full time 02 years MSW / MBA / Post Graduate Degree / Diploma in Human Resources / Personnel Management / Industrial Relations / PM & IR with First Class

EXPERIENCE REQUIRED (Post Qualification):

Minimum 02 years in handling of CSR Projects in PSUs / Private Organizations / NGO

JOB SPECIFICATION:

- Assist the Team in Corporate Social Responsibility (CSR) activities of the Company
- Assist in base line survey of the CSR projects
- Knowledge of Company's Act 2014
- Assist in identification of CSR projects as per Company's Act
- Knowledge of HR activities
- Knowledge of Labour laws and other applicable acts of the Company
- Coordination with NGOs, GOs for execution of CSR Projects
- MIS on CSR projects
- Coordinating with the impact Assessment Teams of the CSR Projects teams

REQUIRED CANDIDATE PROFILE:

Knowledge of computer literacy like email, MS Office & related HR software operations.

06. NAME OF THE POST: DATABASE ADMINISTRATOR

NUMBER OF VACANCIES: 01 (Unreserved)

LOCATION: Company Headquarter, Avadi, Chennai

TENURE: 02 Years (Extendable by another year)

AGE LIMIT: Above 40 years and Below 60 years.

REMUNERATION: Rs.1, 10, 000/-(All inclusive) -No other perks/benefits/ allowances shall be applicable.

QUALIFICATION:

Bachelor's Degree in Computer Science, IT, Information Systems **(OR)** MCA **(OR)** Related Technical Degree

EXPERIENCE REQUIRED (Post Qualification):

- Minimum 10+ Years DBA Experience
- Experience in the Management and Administration of IBM Informix IDS latest, v11.x, v10.x and v9.x database systems on UNIX OS
- Experience in installing and configuring IBM Informix products and tools
- Proficiency with IBM Informix database tools and utilities
- Experience in Backup and Recovery operations using various backup and restore methods
- Expertise in SQL tuning and debugging
- Solid analysis and troubleshooting skills
- Experience on UNIX environment using SUN Solaris and HP-UX
- Support to Web Developers to integrate with Database and Web Publishing
- Exposure to Database Audit
- Assessing and auditing existing Projects for value-add to the client in terms of optimize operational and technical streams
- Automate the daily task using open source applications
- 7 X 24 support when needed

JOB SPECIFICATION:

Database Administrator (preferably INFORMIX) provides DBA support for daily operations and project development using IBM Informix on UNIX / LINUX platforms. The client maintains a custom enterprise Center Management System used nationwide by Units and Corporate entities. Support on additional database systems may be required

SKILLS REQUIRED:

- Administer, support and maintain all Informix database systems
- Daily monitoring of database activity and performance
- Create, update and document database configurations
- Tune databases, as required, to ensure optimal performance and response time
- Plan and manage space allocations
- Gather statistics on database usage
- Complete database, and other IBM Informix software, installs and upgrades
- Perform migrations, conversions, and data reorganizations of databases, as needed
- Develop, incorporate, and maintain database security procedures
- Write UNIX scripts, SQL, Stored Procedures, Triggers, as required
- Set up automated alerts and reporting
- Deliver timely and quality response to service requests
- Perform system and database troubleshooting and problem resolution
- Provide technical guidance to Applications Developers
- Implement database changes through development, test and production environments
- Ensure database archives and other backups are performed on a scheduled basis
- Restore / Refresh databases as needed / requested
- Write weekly DBA task reports for input to activity highlights
- Maintaining Database Admin documentation

07. NAME OF THE POST: SYSTEM ADMINSTRATOR (LINUX)

NUMBER OF VACANCIES: 01 (Unreserved)

LOCATION: Company Headquarter, Avadi, Chennai

TENURE: 02 Years (Extendable by another year)

AGE LIMIT: Above 40 years and Below 60 years.

REMUNERATION: Rs.1, 10, 000/-(All inclusive) -No other perks/benefits/ allowances shall be applicable.

QUALIFICATION:

Bachelor's Degree in Computer Science, IT, Information Systems **(OR)** MCA **(OR)** Related Technical Degree

EXPERIENCE REQUIRED (Post Qualification):

Minimum 10+ Years of experience as Linux System Administrators

JOB SPECIFICATION:

System Administrator is responsible for maintaining IT operational infrastructure and providing services to the organization: Server Systems administration (Linux, Windows, and Virtualization platforms-VM Ware), Disk Storage and SAN administration, Data Backup and Restore administration, Server Security administration and operational and infrastructure components of business continuity. Many related activities like Capacity Planning, Performance Analysis, Software Distribution and Availability Monitoring.

SKILLS REQUIRED:

This role will encompass a range of responsibilities including but not limited to:

- Building, maintaining and deploying critical assets
- Installation, configuration, deployment, upgrades and maintenance of applications and virtual environments
- Automation of operational tasks using tools such as Shell scripts, Perl and Python scripts
- Development and maintenance of dev, staging and production environments
- Development, deployment and maintenance of monitoring systems and tools
- Implementing and maintaining security processes, tools and controls
- Deploying, maintaining and managing servers in Units & AVNL CO and maintain integration and support
- Working with software development teams to design and build fault tolerant systems
- Networking design, configuration and management firewalls, load balancers
- Creating and running tests for application stacks – load testing, failover
- Maintaining System Admin documentation

This role also requires rota for out of hours support

DESIRABLE SKILLS REQUIRED:

- Scripting languages and automation tools – Python, PowerShell, etc.
- Database technologies or other relevant databases
- Must have proven track record in managing Linux
- Cloud and virtualisation technologies, VMWare etc.
- Software repositories Git, Gitlab, etc.
- Tools and processes Jira/Confluence etc.
- Monitoring tools PRTG, Graylog, Grafana etc.

08. NAME OF THE POST: IT SUPPORT CONSULTANT

NUMBER OF VACANCIES: 02 (Unreserved)

LOCATION: Company Headquarter, Avadi, Chennai

TENURE: 02 Years (Extendable by another year)

AGE LIMIT: Above 40 years and Below 60 years.

REMUNERATION: Rs.1, 00, 000/-(All inclusive) -No other perks/benefits/ allowances shall be applicable.

QUALIFICATION:

Bachelor's Degree in Computer Science, IT, Information Systems **(OR)** MCA **(OR)** Related Technical Degree

EXPERIENCE REQUIRED (Post Qualification):

Minimum 10+ Years in Technical Support / IT Experiences with Project Management, System Analysis, Technical and Support Skills

JOB SPECIFICATION:

Providing technical support to teams within the organization, and to external clients when required and supporting system integration with Web Applications, database and Web publishing. Assisting with the technical support to PHP / Web Developers. IT Infra maintenance and support with security management compliances. System Analysis and preparing system documents required for programmers and user for implementation.

SKILLS REQUIRED:

- Possessing knowledge in MS SQL server, Linux, PHP, SQL Query, Scripting etc. for provide technical support to team
- Virtualization and process visualization
- Good knowledge of project management and methodologies
- Ability to diagnose & address application issues and technical issues
- Excellent Written and verbal communication skills
- Significant experience in the provision of information systems and services
- Working knowledge in issues prioritization, escalation and administration
- Good team handling skills
- Good data analysis skills
- Assisting with systems integrations
- Maintaining and updating technical documents and procedures
- Identifying and resolving technical issues
- Manage & Coordinate with various stake holders and provide technical / functional support

09. NAME OF THE POST: WEB DEVELOPER (PHP)

NUMBER OF VACANCIES: 03 (Unreserved)

LOCATION: Company Headquarter, Avadi, Chennai

TENURE: 02 Years (Extendable by another year)

AGE LIMIT: Above 27 years and Below 60 years.

REMUNERATION: Rs.80, 000/-(All inclusive) -No other perks/benefits/ allowances shall be applicable.

QUALIFICATION:

Bachelor's Degree in Computer Science, IT, Information Systems **(OR)** MCA **(OR)** Related Technical Degree

EXPERIENCE REQUIRED (Post Qualification):

Minimum 5+ Years in Web Programming

JOB SPECIFICATION:

- Develop web applications for the different business process owners (HR, Finance, Contract Management Manufacturing, Export & Marketing, Materials Management, Maintenance etc.)
- Ensure alignment of the requirements & complete the project on time
- Provide the good quality output of the web applications

SKILLS REQUIRED:

- Proficient in PHP 7, MySQL, HTML, CSS, JavaScript, jQuery, Ajax, Codeigniter or any other PHP MVC Frameworks
- Understanding of creating AJAX-styled applications with PHP
- Ability to interface with existing APIs (i.e. Google Maps, Facebook, API, Twitter API, You Tube API, Instagram API and other social media networks)
- Ability to create web services for Android and IOS applications
- Experience working in Word Press (customization and plug in creation)
- Experience of working on Prestashop, Magento, Open Cart and Drupal will be an add on advantage
- Proficiency in writing MySQL queries
- Ability to create complex database architecture
- Knowledge with optimizing performance using Apache configuration, Memcached
- Demonstrable experience in optimizing speed of website by studying page speed etc.
- Understanding the benefits of SEO and the development skills to support SEO
- Must be able to write efficient code with documentation
- Has experience in debugging code
- Willing to learn new technology

10. NAME OF THE POST: YOUNG PROFESSIONAL (HR GENERALIST)

NUMBER OF VACANCIES: 03 (Unreserved)

LOCATION: Company Headquarter, Avadi, Chennai

TENURE: 02 Years (Extendable by another year)

AGE LIMIT: Maximum 27 Years.

REMUNERATION: Rs.40, 000/-(All inclusive) -No other perks/benefits/ allowances shall be applicable.

QUALIFICATION:

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

EXPERIENCE REQUIRED (Post Qualification):

Fresher(s). However, Preference will be given for experience candidates

JOB SPECIFICATION:

- Look after day to day operations of the HR
- Attendance Management & Payroll processing for staff and workers
- Knowledge of Labour law, PF & ESIC process
- Excellent record-keeping skills
- Parts of orientation & general HR & Admin activities
- Implementation of legal compliance pertaining to Factory Act, PF Act, CLRA & Other applicable Act.
- MIS preparation & report as per the requirement
- Interview to exit formalities
- HR Operation activities
- Administrative Activities – Company Estate, Transport & Canteen
- Exit Procedure

REQUIRED CANDIDATE PROFILE:

Knowledge of computer literacy like email, MS Office & related HR software operations.

11. NAME OF THE POST: YOUNG PROFESSIONAL (EVENT MANAGEMENT)

NUMBER OF VACANCIES: 01 (Unreserved)

LOCATION: Company Headquarter, Avadi, Chennai

TENURE: 02 Years (Extendable by another year)

AGE LIMIT: Maximum 27 Years.

REMUNERATION: Rs.40, 000/-(All inclusive) -No other perks/benefits/ allowances shall be applicable.

QUALIFICATION:

Degree with Post Graduate Diploma in Event Management by a reputed Institution

EXPERIENCE REQUIRED (Post Qualification):

Experience in Organizing the events in a Government / Quasi Government / PSUs / Private Sector will be added advantage

JOB SPECIFICATION:

- Assist in organizing end to end events
- Discussing and finalizing the event plans and concepts
- Creative and innovative event attractions based on Internal capabilities or outsources to qualified vendors
- Assist in Handling budgeting and approvals
- Assist in Liaising and negotiating with vendors
- Handling logistics for the events
- Updating senior management
- Assist in Managing branding and communication
- Coordinate in event feedback surveys
- Coordinate for obtaining permits
- Assist in handling post-event reports

REQUIRED CANDIDATE PROFILE:

The incumbent should be exposures to Industrial Environment and assist in organizing events end to end

12. NAME OF THE POST: YOUNG PROFESSIONAL (PRODUCTION)

NUMBER OF VACANCIES: 01 (Unreserved)

LOCATION: Company Headquarter, Avadi, Chennai

TENURE: 02 Years (Extendable by another year)

AGE LIMIT: Maximum 27 Years.

REMUNERATION: Rs.40, 000/-(All inclusive) -No other perks/benefits/ allowances shall be applicable.

QUALIFICATION:

First Class Degree in Production Engineering / Mechanical Engineering / Automobile Engineering / Mechanical Production and Industrial Engineering / Production Engineering & Management / Manufacturing engineering / M. Tech in the above discipline

EXPERIENCE REQUIRED (Post Qualification):

Fresher(s). However, Preference will be given for experience candidates

JOB SPECIFICATION:

Young Professional (Production) in large production units, manufacturing Armoured Vehicles, military vehicles

- ensure that manufacturing processes run reliably and efficiently
- Planning and organizing production schedules
- assessing project and resource requirements
- estimating, negotiating and agreeing budgets and timescales with clients and managers
- ensuring that health and safety regulations are met
- determining quality control standards
- overseeing production processes
- re-negotiating timescales or schedules as necessary
- selecting, ordering and purchasing materials
- organizing the repair and routine maintenance of production equipment
- liaising with buyers and marketing and sales staff
- supervising and managing the work of junior staff
- organizing relevant training sessions

SKILLS REQUIRED:

- confidence
- technical skills
- project management skills
- organization and efficiency
- leadership and interpersonal skills
- problem solving skills
- IT and numerical skills
- Communication skills
- Team working skills

13. NAME OF THE POST: YOUNG PROFESSIONAL (QUALITY CONTROL)

NUMBER OF VACANCIES: 01 (Unreserved)

LOCATION: Company Headquarter, Avadi, Chennai

TENURE: 02 Years (Extendable by another year)

AGE LIMIT: Maximum 27 Years.

REMUNERATION: Rs.40, 000/- (All inclusive) -No other perks/benefits/ allowances shall be applicable.

QUALIFICATION:

First Class Degree in Mechanical Engineering / Electrical Engineering / Electrical & Electronics / Metallurgy / Chemical Engineering with M.E. /M. Tech in Quality

EXPERIENCE REQUIRED (Post Qualification):

Fresher(s). However, Preference will be given for experience candidates

JOB SPECIFICATION:

Young Professional (Quality Control) is responsible for ensuring manufactured products meet set standards of Quality, reliability and performance

- Setting and implementing internal / external quality requirements to ensure company products / services meet customer expectations
- Conduct assessment of company production processes to develop in-house quality policies, procedures and specifications
- Evaluate client requirements to ensure their needs are met by set customer service standards
- Ensure manufacturing processes comply with set standards of production
- Collaborating with quality team to implement procedures, systems and standards of operation
- Specify quality requirements for raw materials obtained from vendors and suppliers
- Implement and monitor quality assurance standards to ensure consistent product quality
- Conduct quality audits to make sure set quality policies and procedures are being adhered to
- Establish procedures and processes for sampling, recording and reporting of quality data
- Assist external quality auditors in coordinating on-site audits
- Maintain proper records and documentation of quality tests and other quality-related activities
- Collecting and compiling relevant quality statistical data

14. NAME OF THE POST: YOUNG PROFESSIONAL (ASSEMBLY)

NUMBER OF VACANCIES: 01 (Unreserved)

LOCATION: Company Headquarter, Avadi, Chennai

TENURE: 02 Years (Extendable by another year)

AGE LIMIT: Maximum 27 Years.

REMUNERATION: Rs.40, 000/-(All inclusive) -No other perks/benefits/ allowances shall be applicable.

QUALIFICATION:

First Class Degree in Mechanical Engineering / Electrical Engineering / Electrical & Electronics / Metallurgy / Mechatronics / M.Tech in respective disciplines

EXPERIENCE REQUIRED (Post Qualification):

Fresher(s). However, Preference will be given for experience candidates

JOB SPECIFICATION:

Young Professional (Assembly) are exposed in large production units, manufacturing Armoured Vehicles, military vehicles

- Managing the assembly of products and coordinating with suppliers, vendors
- Training employees in proper assembly techniques and safety procedures
- Reviewing drawings / blueprints or other specifications to ensure that all parts are accounted for and ordered correctly
- Communicating regularly with all stakeholders to ensure that they meet deadlines and have the materials needed to complete Assembly of the sections/products on time

- Evaluating the quality of work performed by employees to ensure that it meets company standards
- Scheduling employees for their shifts to ensure that production runs smoothly
- Coordinating with procurement department to raise indents for materials needed for assembly projects
- Monitoring inventory levels to ensure that materials are available. Ensuring that employees adhere to all safety regulations while on the job
- Knowledge in manufacturing and supply chain in areas of operational excellence, digital and analytical used cases, Industry 4.0
- Knowledge in CNC manufacturing machines, plant automation, plant network, security protocols and industry standards
- The incumbent will be exposed to industrial environment and shall work in Project Assembly/sub-assemblies and should be exposed to all production set up and thorough knowledge in drawings, specifications, and need to have good interpersonal skills

15. NAME OF THE POST: SENIOR MANAGER (COST ACCOUNTING)

NUMBER OF VACANCIES: 01 (Unreserved)

LOCATION: Company Headquarter, Avadi, Chennai

TENURE: 02 Years (Extendable by another year)

AGE LIMIT: Below 50 Years.

REMUNERATION: Rs.1, 00, 000/-(All inclusive) -No other perks/benefits/ allowances shall be applicable.

QUALIFICATION:

Certified Management Accounting (CMA)

EXPERIENCE REQUIRED (Post Qualification):

Minimum **7** years in relevant field as on the date of advertisement in any CPSE / DPSU / Government or large manufacturing or automobile companies

JOB SPECIFICATION:

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
14. Supervise and control the activities of Cost Accounting firm engaged by AVNL.

16. NAME OF THE POST: CONSULTANT (PRODUCTION AND STRATEGIC PLANNING)

NUMBER OF VACANCIES: 01 (Unreserved)

LOCATION: Company Headquarter, Avadi, Chennai

TENURE: 02 Years (Extendable by another year)

AGE LIMIT: Below 63 Years.

REMUNERATION: Rs.1, 10, 000/-(All inclusive) -No other perks/benefits/ allowances shall be applicable.

QUALIFICATION:

Degree in Engineering from a recognized / reputed University / Institution approved by UGC with 1st Division or equivalent CGPA

EXPERIENCE REQUIRED (Post Qualification):

- Minimum **20** years in Production **(OR)** Planning **(OR)** Material Management combined in new DPSU as on the date of advertisement
- Out of the above, **minimum 10 years** in Production, Planning, and Material Management Sections
- Retired from New DPSU with SAG or Higher

JOB SPECIFICATION:

- Production planning, contract management, handling the matters with respect to MoU, Partnership, Business Agreements, Joint Venture, Intellectual Property, exploring / widening market for futuristic product / customer
- Co-ordination with Customers and other Establishments
- Any other work related to operations division as assigned by Director (Operations) / GM (Operations)
- Working Knowledge of MS-Word, MS-Excel, MS-PowerPoint

17. NAME OF THE POST: CONSULTANT (QUALITY ASSURANCE)

NUMBER OF VACANCIES: 01 (Unreserved)

LOCATION: Company Headquarter, Avadi, Chennai

TENURE: 02 Years (Extendable by another year)

AGE LIMIT: Below 63 Years.

REMUNERATION: Rs.1, 10, 000/-(All inclusive) -No other perks/benefits/ allowances shall be applicable.

QUALIFICATION:

Degree in Engineering from a recognized / reputed University / Institution approved by UGC with 1st Division or equivalent CGPA

EXPERIENCE REQUIRED (Post Qualification):

- Minimum **20** years in Production (**OR**) Quality combined in new DPSU / DGQA as on the date of advertisement
- Out of the above, **minimum 10 years** in Quality
- Retired from new DPSU / DGQA with SAG or Higher

JOB SPECIFICATION:

- Quality Management
- Co-ordination with Customers and Other Establishments
- Any other work related to operations division as assigned by Director (Operations) / GM (Operations)
- Working Knowledge of MS-Word, MS-Excel, MS-PowerPoint

18. NAME OF THE POST: CONSULTANT (R&D and MODERNIZATION)

NUMBER OF VACANCIES: 01 (Unreserved)

LOCATION: Company Headquarter, Avadi, Chennai

TENURE: 02 Years (Extendable by another year)

AGE LIMIT: Below 63 Years.

REMUNERATION: Rs.1, 10, 000/-(All inclusive) -No other perks/benefits/ allowances shall be applicable.

QUALIFICATION:

Degree in Engineering from a recognized / reputed University / Institution approved by UGC with 1st Division or equivalent CGPA

EXPERIENCE REQUIRED (Post Qualification):

- Minimum **20** years in Production (**OR**) Maintenance combined in new DPSU as on the date of advertisement
- Out of the above, **minimum 5 years** in R&D or Engg. Sections
- Retired from new DPSU with SAG or Higher

JOB SPECIFICATION:

- Research & Development
- ToT & MoU for co-development of futuristic products
- Modernization of Plant & Machinery
- Improvement in Civil & Electrical infrastructure
- Preparation of DPRs
- Working knowledge of MS-Word, MS-Excel, MS-PowerPoint

19. NAME OF THE POST: CONSULTANT (EXPORT & MARKETING)

NUMBER OF VACANCIES: 01 (Unreserved)

LOCATION: Company Headquarter, Avadi, Chennai

TENURE: 02 Years (Extendable by another year)

AGE LIMIT: Below 63 Years.

REMUNERATION: Rs.1, 10, 000/-(All inclusive) -No other perks/benefits/ allowances shall be applicable.

QUALIFICATION:

Degree in Engineering from a recognized / reputed University / Institution approved by UGC with 1st Division or equivalent CGPA

EXPERIENCE REQUIRED (Post Qualification):

- Minimum **20** years in Production (**OR**) Planning (**OR**) Material Management combined in new DPSU as on the date of advertisement
- Out of the above, **minimum 10 years** in Production, Planning, Material Management Sections
- Retired from New DPSU with SAG or Higher (**OR**)
- Other DPSU with E-8 Grade or higher

JOB SPECIFICATION:

- Marketing & Civil Trade
- Export
- Organizing exhibitions, conference, seminars w.r.t. above
- Dealing with Channel Partners, Defence Attaches
- Working knowledge of MS-Word, MS-Excel, MS-PowerPoint

20. NAME OF THE POST: CONSULTANT (AUDIT)

NUMBER OF VACANCIES: 01 (Unreserved)

LOCATION: Company Headquarter, Avadi, Chennai

TENURE: 02 Years (Extendable by another year) (**OR**) Till attaining the age of **65 years**, whichever is earlier

AGE LIMIT: Below 65 Years.

REMUNERATION: Rs.1, 10, 000/- (All inclusive) -No other perks/benefits/ allowances shall be applicable.

QUALIFICATION (ESSENTIAL):

- Chartered Accountant **(OR)** Cost and Management Accountant **(OR)** Company Secretary **(OR)** Chartered Financial Analyst **(OR)** Post Graduate Diploma in Management [Finance] **(OR)** Master of Business Administration [Finance] **(OR)** Master of Business Economics **(OR)** Master of Commerce
- Candidate with more than 5 years of Internal Audit related experience of a CPSE / DPSU / Govt. Department, with manufacturing units, the requirement of essential qualification may be relaxed with the approval of Competent Authority to Post Graduate in any other Discipline

QUALIFICATION (DESIRABLE):

Certified Internal Auditor (CIA) from the Institute of Internal Auditors

EXPERIENCE REQUIRED (Post Qualification):

- Minimum 5 years in the Financial Audit of a Central Govt. Public Sector Enterprise (CPSE) /State Govt. Public Sector Enterprises (SPSE) / Large Private Sector Company in the manufacturing / Engineering sector of repute. Those with relevant work experience in a Govt. / Central PSE / State PSE in the manufacturing sector would be given preference.
- Retired Govt. Servants who have served in the financial budgeting, accounting or audit functions of the departments/services in Indian Audit & Accounts Department (IA & AS), Indian Civil Accounts Service Department (ICAS), Indian Railways Accounts Service Department (IRAS), Indian Ordnance Factory Service Department (IOFS), Defence Accounts Department (DAD), and superannuated from the post of Senior Audit Officers (Sr. AO) or higher, in the revised (7th CPC) Pay Scale of Level 10 or above. The work experience should be of at least 2 years in the relevant field of Accounting & Auditing of a Govt. Sector Enterprise (CPSE / SPSE / Govt. Dept.) comprising of manufacturing units / factories.

JOB SPECIFICATION:

- Reporting to the Chief Internal Auditor / General Manager – Internal Audit of AVNL
- The Consultant (audit), will be responsible to determine the risk areas, preparation of the Internal Audit Plan, overseeing of all financial audit and financial reporting activities. The candidate will be involved in supporting the CIA in his role and discharge of the responsibilities as CIA, and in presentations to the Board's Audit committee. In addition, the role will work closely with, Senior Leadership team, to develop systems in the aspect of audit and reporting with the help and in coordination with the information Technology (IT) department to enhance and enable better integration of the Operations, Finance, HR, etc. with IT functions of the Company.
- The main responsibilities would include, but not be limited to, the following:
 - (i) Assist in the coordination of all audit related activities for Internal Audit of AVNL Corporate Office at Avadi, Chennai and all other Units
 - (ii) Review of Internal Controls and Financial Risk Management System
 - (iii) Independently review and appraise the systems of control throughout the year (not just the financial controls)
 - (iv) Assign risk based ratings as caution, high, medium and low to processes and activities of the units. This shall be based upon the audit reports and risk controls examined and identification of the risks and the treatment of the same.
 - (v) Recommend improvements to internal controls
 - (vi) Ascertain the extent of compliance with procedures, policies, regulations, statutory obligations and other legislations
 - (vii) Provide reassurance to management that, their polices are being carried out with adequate control of the associated risks
 - (viii) Facilitate good practice in managing risks effectively

- (ix) Ensure that assets and interests are safeguarded from fraud, deter fraudsters and possibly identify fraud
- (x) Plan and organize the conduct of 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
- (xi) 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
- (xii) Report on the Company's EDP & IT system related to accounting aspects, with special emphasis on the data adequacy for financial reports and compliances
- (xiii) Overseeing all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements
- (xiv) Maintaining internal control and safeguards for receipt of revenue, costs, and programme budgets and actual expenditures
- (xv) Supporting the CIA in engaging the Audit Committee / Board around issues and trends in financial operating models and delivery
- (xvi) Co-ordination with Statutory Auditors and CAG Auditors as required. Monitor the follow up actions being taken by units on the observations and settlement thereof
- (xvii) Report on any other matter of Significance

AUDITEE UNIT LOCATIONS:

- (01) Heavy Vehicles Factory (HVF), Avadi, Chennai, Tamil Nadu
- (02) Engine Factory Avadi (EFA), Chennai, Tamil Nadu
- (03) Vehicles Factory Jabalpur (VFJ), Madhya Pradesh
- (04) Machine Tool Prototype Factory (MTPF), Ambernath, Thane District, Maharashtra
- (05) Ordnance Factory Medak (OFMK), Yeddumailaram, Telangana
- (06) Institute of Learning, Ambernath (IOLAM) attached to MTPF
- (07) Institute of Learning, Medak (IOLMK) attached to O.F. Medak
- (08) Institute of Learning, Avadi (IOLAV) attached to HVF
- (09) AVNL Corporate Office, Avadi, Chennai, Tamil Nadu

TA / DA FOR THE PURPOSE OF OFFICIAL VISITS TO THE LOCATIONS:

TA / DA for the purpose of official visits to the locations shall be provided by as per AVNL Rules. Accommodation shall be provided by the Units, as far as possible, at the Guest Houses / Hostels of the factories / units on payment basis.

Advt. No. and Date.....

Paste a recent
Passport size
Photograph

APPLICATION FOR THE POST OF

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 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.	

9	PRESENT ADDRESS FOR COMMUNICATION	
10	PERMANENT ADDRESS	
11	TELEPHONE/MOBILE NO.	
12	EMAIL	
13	AADHAAR NUMBER/PAN NUMBER	
14	DETAILS OF APPLICATION FEE REMITTED MODE / DD NO. / DD DATE / BANK DETAILS	

15. EDUCATIONAL QUALIFICATIONS

Sl. 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:

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.

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 – 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 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:

- 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.

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 (avn1.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.avn1.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@avnL.co.in or contact at 044-26382785 / 26843341 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:

The last date of receipt of application will be **21 Days** from the date of publication of this advertisement in the Employment News.
