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सं./No. OFMK/HR/024/Hiring/2024

दिनांकित /Dated: 15.06.2024

Advertisement No-01/2024

ENGAGEMENT OF PROFESSIONALS ON FIXED TENURE CONTRACT BASIS

Ordnance Factory Medak(OFMK) is a unit of Armoured Vehicles Nigam Limited, engaged in Manufacturing of Infantry Combat Vehicles(ICV),Armoured Ambulance, CMT,NBC(RV),CRN-91 and MPV. 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 tenure contract basis at Ordnance Factory Medak-Unit of AVNL located at Yeddumailaram, Sangareddy/Hyderabad-502205.The engagement is purely a temporary and ad-hoc engagement for a fixed tenure to meet temporary functional requirements. The engagement shall be on fixed term contract basis.This engagement is based on selection through short listing and interview.

SL. No.	Name of the Post	No. of Vacancies	Qualification & Experience	Basic pay excluding allowances	Age limit as on date of advertisement
01.	Junior Manager (Contract/Production)	04 [03-UR, 01- OBC(NCL)]	01.First Class Degree in Production Engineering/Mechanical Engineering/Automobile Engineering / Mechanical Production and Industrial Engineering / Production Engineering & Management / Manufacturing Engineering 02. The candidate should have good knowledge in MS Office- Word, Excel & Power Point Presentation's etc. 03. The candidate should have at least 01 year of working experience in any Govt/DPSU'/PSU'/Reputed Private Manufacturing industry.	Rs 30000/-	Minimum age 21 years Maximum age 30 years

Abbreviations Used: UR= Un-Reserved, SC=Scheduled Caste, ST=Scheduled Tribe, OBC (NCL)=Other Backward Caste (Non Creamy Layer), VH- Visually Handicapped, HH-Hearing Handicapped,OH-Orthopedically Handicapped, MD-Multiple Disabilities

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

How to apply:

1. Interested candidates may download the application from the website (avn.l.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 Deputy General Manager/HR, Ordnance Factory Medak, Yeddumailaram, Dist: Sanga Reddy, Telangana - 502205**" super-scribing the envelope with the Advertisement No & name of the post applied for. The last date for receipt of Application at Ordnance Factory Medak 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 only **through SBI Collect (PSU ->Armoured Vehicles Nigam Limited -> Miscellaneous)**. **SC/ ST / PWD/ Ex-SM / 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 rejected. OFMK/AVNL management will not take any responsibility for any delay in receipt or loss in postal transit for any application or Communication.
4. 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.
5. 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 at **Annexure -C**. **All the candidates are required to go through the terms and conditions thoroughly before filling their applications.**

XXX SD-

(के. सी. मोहन)/K.C.Mohan)

उप महाप्रबन्धक/ मा. सं. (एच. आर /DGM/HR)

कृते मुख्य महाप्रबन्धक/FOR CHIEF GENERAL MANAGER

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

1.0 JOB LOCATION: Above post are for Ordnance Factory Medak, Yeddumailaram, Sangareddy District, Telangana-502205.

1.1 TERMS OF ENGAGEMENT, ALLOWANCE AND JOB DESCRIPTION:

1.2 Junior Manager(Contract/Production): The candidate will be engaged initially for a period of **ONE** year. If the initial tenure is fixed for a period less than 4 years, then the same may be extended up to a maximum period of four years (including initial period) based on requirement and individual performance with the approval of the Head of the Unit.

1.3 Name of the Post: Junior Manager(Contract/Production)

Location : ORDNANCE FACTORY MEDAK,YEDDUMAILARM,SANGAREDDY

Tenure : 01 year(extendable)

Reservation : UR-03, OBC(NCL)-01

Age : Minimum-21 years and Maximum-30 years(SC/ST-05 Years and OBC(NCL)-03 Years as per the extant rules of Govt of India)

Remuneration : Rs 30000/- Per Month

Eligibility : First Class Degree in Production Engineering/Mechanical Engineering/Automobile Engineering / Mechanical Production and Industrial Engineering / Production Engineering & Management / Manufacturing Engineering from a recognized university/Institutes approved by AICTE/UGC.

Job Specification : For Carrying out activities in Production & Control (Corporate Planning Division)of OFMK.

Job Description : The incumbent is responsible for Carrying out various activities in Corporate Planning Division of OFMK as mentioned below:

- 1.The candidate is responsible to generate/feed the indents /Contracts in PPC after receipt of supply order/contract to OFMK.
2. The candidate is responsible to generate warrants from PPC.
3. The candidate is responsible to generate and submit the claim invoices for the issue's/supplies made by OFMK.
4. The candidate is responsible to generate the reports in the areas of Spares/IFD/Budget/CRM as Per the need basis required by AVNL/CO or other external agencies.
5. The candidate is responsible to prepare the presentation as per need basis.
6. The candidate is responsible to generate DIV's for SPARES/IFD's/Capital items.

Desirable Qualification: The candidate should have good knowledge in MS Office-Word, Excel & Power Point Presentations.

Post Qualification Experience: The candidate should have at least 01 year of working experience in any Govt/DPSU'/PSU'/Reputed Private Manufacturing industry.

Report Mechanism: The candidate will report to GR-B(Gazetted Officer) or others based on the situation /need Basis.

Advt. No. and Date-----

Paste a recent
Passport size
Photograph

APPLICATION FOR THE POST OF-----

APPLICATION FOR ENGAGEMENT OF PROFESSIONALS ON FIXED TENURE CONTRACT

SL No	PARTICULARS	DETAILS
1	NAME (IN CAPITAL LETTERS)	
2	FATHER's/MOTHER's/HUSBAND's NAME	
3	GENDER(MALE/FEMALE)	
4	DATE OF BIRTH (DD/MM/YYYY) AGE IN YRS. / MONTHS. AS ON THE DATE OF ADEVERTISEMENT(As per 10 th Class)	
5	WHETHER BELONGS TO SC / ST / OBC(NCL) / PwBDs/ ESM/Others	
6	HIGHEST QUALIFICATION	
7	TOTAL POST QUALIFICATION WORK EXPERIENCE AS ON THE DATE OF ADEVERTISEMENT	
i	NAME OF THE COMPANY/DEPARTMENT (WORKING)	
ii	WHETHER CPSE / STATE PSU / GOVT. DEPARTMENT / REPUTED / LARGE PRIVATE SECTOR ORGANISATION	
iii	POST CURRENTLY HELD ON REGULAR (SUBSTANTIVE) BASIS WITH PAY SCALE, LEVEL AND GRADE PAY (UNDER IDA & CDA PAY SCALES) OR ON THE DATE OF RETIREMENT / SEPARATION.	
8	PRESENT ADDRESS FOR COMMUNICATION	
9	PERMANENT ADDRESS	
10	TELEPHONE/MOBILE NO.	
11	EMAIL ID	
12	AADHAAR NUMBER/PAN NUMBER	
13	DETAILS OF APPLICATION FEE REMITTED	
14	E-MRO NO & DATE	
15	NATIONALITY	

16. EDUCATIONAL QUALIFICATIONS:

Sl. No.	Qualifications from 10 th Class onwards	% of marks obtained/CGPA	Year of passing	Name of School/College	Affiliated institute/university
1					
2					
3					
4					
5					

17. PARTICULARS OF EXPERIENCE:

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

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

Declaration:

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

I, the undersigned, also understand that the engagement is purely temporary and contractual and on Fixed tenure Basis and it is not against any permanent vacancy and this engagement will not give any claim for regular/permanent employment in the Company.

Date:

Signature of the candidate

Place:

(Documents to be enclosed (whichever 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/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).
- ❖ Caste Certificate in case of candidates belonging to reserved category.(SC/ST/OBC(NCL)/PwBDs)

TERMS AND CONDITIONS FOR ENGAGEMENT OF PROFESSIONALS ON FIXED TENURE 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 the Application Form (attached with the advertisement) complete in all respects. The completed Application Form has to be submitted to OFMK/AVNL 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.
- ❖ All such engagements will be recommended by a Selection Board constituted by the **Chief General Manager/OFMK**.

III. DECLARATION OF RESULT OF SELECTION:

- ❖ Only those candidates shortlisted may be called for interview (physical/virtual).
- ❖ The names of candidates shortlisted for interviews will be notified on AVNL website and call letters will be sent to their e-mails.
- ❖ Candidates are requested to print the call letter and comply with the instructions indicated therein.
- ❖ Selection will be based in the order of merit. In case of more than one candidate secures the same mark, the candidate older in age by date of birth shall be considered for deciding place in the merit list.
- ❖ 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:

Tenure will be fixed based on functional requirement. The tenure may be initially fixed for a period of One year and not exceeding 4 years. The tenure will come to an end automatically on completion of the initially fixed tenure, without any further notice. If the initial tenure is fixed for a period less than 4 years, then the same may be extended up to a maximum period of four years (including initial period) based on requirement and individual performance with the approval of the Head of the Unit.

C. Age Limit:

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

D. Age Relaxation: Maximum age limit is relaxed by 05 years for SC & ST, 03 years for OBC-NCL, 05 years for PwBD (UR), 08 years for PwBD (OBC-NCL) and 10 years for PwBD (SC/ST) candidates.

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

F. Definition of Post Professional Qualification Work Experience:

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.

Note:

- 1.Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.
2. The work experience shall be in full time job on regular salary basis, after acquiring prescribed minimum essential educational qualification.
3. 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.
4. 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.
5. Entrepreneurial experience will not be considered for the purpose of ascertaining required number of years of post-qualification experience.
6. 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.
7. Period of apprenticeship under Apprenticeship Act shall be considered for the purpose of ascertaining required number of years of post-qualification experience.

G. Documentary Evidence for Work Experience:

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

WORK EXPERIENCE CERTIFICATE.

For Past employment:

I. 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 on Organisation/Company letter head duly signed & stamped by the Competent Authority 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.

And

3.Proof of continuity of present employment - Latest Pay slips for the last three months.

NOTE: Non-Submission of the documents as mentioned above for establishing requisite experience may lead to rejection of the candidature.

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

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

H. Offer:

(i) The offer of engagement on contract 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.

(ii) 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.**

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

I. Remuneration:

Remuneration per month shall be as follows:

i) Basic Pay – Minimum of the Pay Scale of the Post/Grade in which engagement is being sought.

ii) Dearness Allowance as applicable i.e. **IDA Pattern**

iii) Special Allowance @ 5% of Basic Pay

iv) Annual increment at the rate of 3% on the basic pay during the tenure shall be admissible on the Basic pay, subject to Satisfactory Performance.

OTHER BENEFITS & ALLOWANCE:

A. In addition to the remuneration, a consolidated amount of Rs. 3000 per month for meeting all their other requirements including Medical and Accident insurance premium, conveyance and telephone facilities etc.

B. They will be eligible for Unit Industrial Canteen facility.

C. Provident Fund contributions will be calculated taking into account the Basic Pay + Dearness Allowance components and is included in the compensation.

D. PF shall be deducted as per statutory maximum wage ceiling decided by EPFO from time to time.

J. Gratuity: On successful completion of the tenure of the Fixed Tenure Engagement or upon its earlier termination, after engagement for more than 1 (one) year, for a cause not attributable to the engaged employee, they will be entitled to receive gratuity @ 15 days pay for each completed year of engagement period or part thereof in excess of 6 (six) months, for which, the monthly instalment of the annual consolidated pay shall be divided by 26 to calculate one day's pay.

K. Ex-gratia payment:

In case of death by accident arising out of / in the course of employment in the premises of the Company, an ex-gratia payment of Rs. 10 lakhs shall be extended to the family of the deceased person.

L. Deduction or recovery from remuneration:

Apart from the statutory deductions and contributions, the following shall be deducted for the following purposes:

i	For amenities and services supplied by the Company
ii	For recovery of advances or for adjustment of over-payments
iii	Income tax or any other tax levied by the Government or any other statutory dues;
iv	Deduction required to be made by orders of a Court or other authority competent to make such order;
v	Deduction of amounts due to the Company from the employee on any account
vi	Any other deductions made with the written authorization of the employee concerned;
vii	Fines.
viii	For unauthorized absence from duty;
ix	For damage to or loss of goods expressly entrusted to the employee for custody or for loss of money for which he is required to account.

M. Termination of engagement:

9.1 The tenure will come to an end automatically at the completion of the fixed tenure unless extended. The engagement can also be terminated, at any time, by giving one month's notice by either party or payment of the monthly remuneration in lieu of the Notice. The Tenure Based Engagement will not confer any right on the Personnel to claim the status of a regular employee of the Company.

9.2 An employee is liable to be discharged at any time from engagement on being found medically unfit.

9.3 Pay and allowances may be drawn in his name up to the day of his demise.

9.4 An employee who remains unauthorized absent from duty or place of work either without sanction of any leave or after expiry of sanctioned leave, if any, and does not report for duty for any reason whatsoever within 15 consecutive days from the date of his/her unauthorized absence, shall be deemed to have voluntarily abandoned the engagement with the company without notice and will be treated as automatic termination. However, if subsequently his/her unauthorized absence is satisfactorily substantiated and accounted for, within 15 consecutive days from the date of the termination order to the entire satisfaction of the management, the management may regularize his/her period of unauthorized absence on such terms and conditions as it may deem fit and proper.

N. Medical Fitness:

Every selected candidate shall be required to undergo medical examination by the Company authorized doctor. Asst. Civil Surgeon of Govt. Hospital/CGHS recognized hospital will be deemed to have been authorized by the Company for this purpose. All engagements will be subject to the candidate's medical fitness as per prescribed standards for the post. The opinion of the authorized doctor in this regard shall be final. An employee shall be liable to be medically examined any time during the period of his engagement with the Company. The engagement shall be terminated any time if found medically unsuitable/unfit for such engagement.

O. Verification of Character and Antecedents:

Engagement shall be on the basis of satisfactory verification of character and antecedents in the prescribed form by the prescribed authorities in accordance with the directives issued by the Government from time to time. Such verification, if considered necessary may be obtained subsequently at any time during the course of engagement.

P. Liability for Service:

I) He/she shall be liable to be transferred to any of Unit, Project, Establishment, Office or any other place or location or job where he may be posted for the Company's work in any part of the country as may be required by the competent authority.

II) The employee shall be liable to be called upon by the Management at any point of time based on exigencies of work for which no overtime or extra payment shall be paid.

Q. Hours of Work:

I) He/she shall comply with such instructions as are issued from time to time relating to attendance, arrival and departure, the period and hours of work and shall be at work at the time fixed and notified by the competent authority from time to time.

II) 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.

III) Attendance shall be marked daily according to the method prescribed by the management from time to time.

IV) Absence from duty including absence due to late coming, shall be reckoned as follows:

(A) Who does not report for duty on time may not be taken on work, and his absence for the day will be treated, at the discretion of the competent authority, as leave with or without pay or as absence from duty.

(B) Nothing in this provision shall prejudice the right of the management for deduction of wages for the period of absence and/or for taking disciplinary action against the delinquent employee as decided by the Competent Authority.

R. Other Terms and Conditions:

(i) The engagement is purely temporary and contractual and on Fixed Tenure 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 fixed tenure 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 be admissible. Accommodation may be provided in the Units at OFMK in which they are working subject to availability on payment of License fee as prescribed by AVNL. The license fee may be relaxed on case to case basis with the special sanction from CMD. **HRA in lieu of accommodation will not be provided.** However, Company accommodation may be provided in special cases with the permission of CGM/OFMK on payment of applicable licence fees and other charges.

(v) **Official Tours-** An employee shall be liable to proceed on tour in the course of his official duty to any place within India as and when so required by the management for which he shall be paid as per TA/DA Rules. Eligibility of TA/DA shall be equivalent to the regular employees of same level/grade.

(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/PwBDs 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 PwBDs/OBC(NCL) 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 (Aadhar Card etc.) and other original documents for verification at the time of interview/ medical/ joining, if called for. **If the candidate fail to bring Original Certificates, he/she will not be permitted for attending interview.**

(xviii) AVNL/OFMK 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 OFMK/AVNL.

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

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

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

(xxiii) Candidates should ensure that they fulfil the eligibility criteria prescribed for the post they have applied. In case it is found at any stage of selection process or even after appointment that the candidate has furnished false or incorrect information or suppressed any relevant information/ material facts or does not full fill the criteria, his / her candidature / services are liable for rejection/ termination without notice.

(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) OFMK/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 application **Fee of Rs.300/- (Rupees Three Hundred only) to be paid only** through SBI Collect (PSU- Armoured Vehicles Nigam Limited- Miscellaneous).

(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 gm.ofmk@ord.gov.in** or contact at **040-23283455 / 23283469** on all working days from **8.00 AM to 05.00 PM (Monday to Friday)**.

(xxxiii) **Service Certificate-** On receipt of a request, every employee may be furnished with a service certificate at the time of termination, giving duration of his engagement in the Company, posts held by the employees, and the pay drawn by the employee at the time of his leaving the Company.

(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.

HEAD OF UNIT's DECISION FINAL:

Where the selection process for Engagement on Fixed Tenure basis is conducted by the Units, the decision of the Head of Unit, shall be final in all matters relating to eligibility, acceptance or rejection of applicants, penalty for false information, mode of selection, conduct of interviews, selection on engagement of selected candidates will be final and binding on the candidates and no query/ correspondences 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.**

*****NOTE*****

Beware of touts and job racketeers trying to deceive by false promises of securing job in **AVNL/OFMK** either through influence or by use of unfair and unethical means. AVNL/OFMK has not appointed any agent(s) for action on its behalf. Candidates are warned against any such claims being made by persons/agencies. Candidates are selected purely as per merit based on interview. Beware of unscrupulous elements and do not fall in their trap. Candidates attempting to influence **AVNL/OFMK** directly or indirectly shall be disqualified and legal action can be initiated against them. Candidates are advised to consult only the **official website of AVNL/CO, Avadi i.e. www.avnl.co.in** and beware of **FAKE** websites put up by unscrupulous elements/touts.

*****End Of Document*****