

भारी वाहन निर्माणी  
आर्मर्ड व्हीकल्स निगम लिमिटेडकी इकाई  
भारत सरकार का उद्यम  
रक्षा मंत्रालय



HEAVY VEHICLES FACTORY  
UNIT OF ARMoured VEHICLES NIGAM LIMITED  
A GOVT. OF INDIA ENTERPRISE  
MINISTRY OF DEFENCE

CIN-U35990TN2021GOI145504

**Detailed Advertisement for  
ENGAGEMENT OF SUPERANNUATED EMPLOYEES ON  
FIXED TERM CONTRACT BASIS IN HVF – A UNIT OF AVNL**

**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 home land security agencies. It is the current market leader in this segment. It is a new Government Company with Great Future. It offers great work environment and challenging opportunities for the professionals to prove their mettle. Applications are invited from superannuated employees for the following position on fixed term contract basis in HVF – Unit of AVNL located at Avadi, Chennai -54.

**1. MANAGER/ Production (Contract) :-**

Sl.No.	Particulars	Details
1	No. of Positions	02 (Unreserved)
2	Maximum Age	Below 63Yrs.
3	Qualifications	i) Should possess UG in Engineering/Equivalent. ii) Should held the post Equivalent to Level 10 & above in 7 <sup>TH</sup> CPC at the time of Retirement.
4	Experience	Minimum 10 years experience related with Job Specification mentioned in <b>Annexure-A</b>
5	Nature of responsibilities	Detailed terms, qualification, experience, job specification, skills required for the post are attached as <b>Annexure-A</b>
6	Tenure	<b>01 year (extendable)</b>
7	Remuneration	Rs.60,000/-(All inclusive) or Last basic minus pension whichever is lower

**2. Production Engineer (Contract) :-**

Sl.No.	Particulars	Details
1	No. of Positions	02 (Unreserved)
2	Maximum Age	Below 63Yrs.
3	Qualifications	i) Should possess Diploma/UG in Mechanical or Electrical Engineering/ Equivalent ii) Should held the post Equivalent to Level 06-08 in 7 <sup>TH</sup> CPC
4	Experience	Minimum 10 years experience related with Job Specification mentioned in <b>Annexure-A</b>
5	Nature of responsibilities	Detailed terms, qualification, experience, job specification, skills required for the post are attached as <b>Annexure-A</b>
6	Tenure	<b>01 year (extendable)</b>
7	Remuneration	Rs.30,000/-(All inclusive)or Last basic minus pension whichever is lower

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**3. Planning Engineer (Contract) :-**

Sl.No.	Particulars	Details
1	<b>No. of Positions</b>	02 (Unreserved)
2	<b>Maximum Age</b>	Below 63 Yrs.
3	<b>Qualifications</b>	i) Should possess Diploma/UG in Mechanical or Electrical Engineering/ Equivalent ii) Should held the post Equivalent to Level 06-08 in 7 <sup>TH</sup> CPC
4	<b>Experience</b>	Minimum 10 years experience related with Job Specification mentioned in <b>Annexure-A</b>
5	<b>Nature of responsibilities</b>	Detailed terms, qualification, experience, job specification, skills required for the post are attached as <b>Annexure-A</b>
6	<b>Tenure</b>	<b>01 year (extendable)</b>
7	<b>Remuneration</b>	Rs.30,000/- (All inclusive) or Last basic minus pension whichever is lower

**4. Quality Engineer / Mech (Contract) :-**

Sl.No.	Particulars	Details
1	<b>No. of Positions</b>	04 (Un reserved-3, Other Backward Class-1)
2	<b>Maximum Age</b>	Below 63Yrs.
3	<b>Qualifications</b>	i) Should possess Diploma/UG in Mechanical Engineering /Equivalent ii) Should held the post Equivalent to Level 06-08 in 7TH CPC
4	<b>Experience</b>	Minimum 10 years experience related with Job Specification mentioned in <b>Annexure-A</b>
5	<b>Nature of responsibilities</b>	Detailed terms, qualification, experience, job specification, skills required for the post are attached as <b>Annexure-A</b>
6	<b>Tenure</b>	<b>01 year (extendable)</b>
7	<b>Remuneration</b>	Rs.30,000/- (All inclusive) or Last basic minus pension whichever is lower

**5. Quality Engineer / Electrical (Contract) :-**

Sl.No.	Particulars	Details
1	<b>No. of Positions</b>	02 (Unreserved)
2	<b>Maximum Age</b>	Below 63Yrs.
3	<b>Qualifications</b>	i) Should possess Diploma/UG in Electrical Engineering/Equivalent ii) Should held the post Equivalent to Level 06-08 in 7TH CPC
4	<b>Experience</b>	Minimum 10 years experience related with Job Specification mentioned in <b>Annexure-A</b>
5	<b>Nature of responsibilities</b>	Detailed terms, qualification, experience, job specification, skills required for the post are attached as <b>Annexure-A</b>
6	<b>Tenure</b>	<b>01 year (extendable)</b>
7	<b>Remuneration</b>	Rs.30,000/- (All inclusive) or Last basic minus pension whichever is lower

**6. Drawing Engineer / Mech (Contract) :-**

Sl.No.	Particulars	Details
1	<b>No. of Positions</b>	03 (Unreserved)
2	<b>Maximum Age</b>	Below63Yrs.
3	<b>Qualifications</b>	i) Should possess Diploma/UG in Mechanical Engineering/Equivalent ii) Should held the post Equivalent to Level 06-08 in 7 <sup>th</sup> CPC
4	<b>Experience</b>	Minimum 10 years experience related with Job Specification mentioned in <b>Annexure-A</b>
5	<b>Nature of responsibilities</b>	Detailed terms, qualification, experience, job specification, skills required for the post are attached as <b>Annexure-A</b>
6	<b>Tenure</b>	<b>01 year (extendable)</b>
7	<b>Remuneration</b>	Rs.30,000/- (All inclusive) or Last basic minus pension whichever is lower

**7. Drawing Engineer / Electrical (Contract) :-**

Sl.No.	Particulars	Details
1	<b>No. of Positions</b>	01 (Unreserved)
2	<b>Maximum Age</b>	Below 63Yrs.
3	<b>Qualifications</b>	i) Should possess Diploma/UG in Electrical Engineering/Equivalent ii) Should held the post Equivalent to Level 06-08 in 7 <sup>th</sup> CPC
4	<b>Experience</b>	Minimum 10 years experience related with Job Specification mentioned in <b>Annexure-A</b>
5	<b>Nature of responsibilities</b>	Detailed terms, qualification, experience, job specification, skills required for the post are attached as <b>Annexure-A</b>
6	<b>Tenure</b>	<b>01 year (extendable)</b>
7	<b>Remuneration</b>	Rs.30,000/-(All inclusive) or Last basic minus pension whichever is lower

**8. Purchase Engineer (Contract) :-**

Sl.No.	Particulars	Details
1	<b>No. of Positions</b>	01 (Unreserved)
2	<b>Maximum Age</b>	Below63Yrs.
3	<b>Qualifications</b>	i) Should possess Diploma/UG in Mechanical (or) Electrical Engineering/Equivalent with knowledge in placing GEM contract ii) Should held the post Equivalent to Level 06-08 in 7 <sup>th</sup> CPC
4	<b>Experience</b>	Minimum10years experience related with Job Specification mentioned in <b>Annexure-A</b>
5	<b>Nature of responsibilities</b>	Detailed terms, qualification, experience, job specification, skills required for the post are attached as <b>Annexure-A</b>
6	<b>Tenure</b>	<b>01 year (extendable)</b>
7	<b>Remuneration</b>	Rs.30,000/-(All inclusive) or Last basic minus pension whichever is lower

**9. Russian Translator Engineer (Contract) :-**

Sl.No.	Particulars	Details
1	<b>No. of Positions</b>	01 (Unreserved)
2	<b>Maximum Age</b>	Below 63Yrs.
3	<b>Qualifications</b>	i) Should possess Diploma/UG in Russian language with Translation Knowledge from Russian language to English. ii) Should held the post Equivalent to Level 06-08 in 7 <sup>TH</sup> CPC
4	<b>Experience</b>	Minimum 10 years experience related with Job Specification mentioned in <b>Annexure-A</b>
5	<b>Nature of responsibilities</b>	Detailed terms, qualification, experience, job specification, skills required for the post are attached as <b>Annexure-A</b>
6	<b>Tenure</b>	<b>01 year (extendable)</b>
7	<b>Remuneration</b>	Rs.30,000/- (All inclusive) or Last basic minus pension whichever is lower

**10. Junior Assistant (Contract) :-**

Sl.No.	Particulars	Details
1	<b>No. of Positions</b>	03 (Unreserved)
2	<b>Maximum Age</b>	Below 63Yrs.
3	<b>Qualifications</b>	i) Should possess any Degree with Typing Speed of 70 wpm and preferable if having knowledge in procurement and Estate management activities ii) Should held the post Equivalent to Level 02-06 in 7 <sup>th</sup> CPC
4	<b>Experience</b>	Minimum 10 years experience related with Job Specification mentioned in <b>Annexure-A</b>
5	<b>Nature of responsibilities</b>	Detailed terms, qualification, experience, job specification, skills required for the post are attached as <b>Annexure-A</b>
6	<b>Tenure</b>	<b>01 year (extendable)</b>
7	<b>Remuneration</b>	Rs.22,000/- (All inclusive) or Last basic minus pension whichever is lower

### How to apply

1. Interested candidates may download the application from the website (www.avnl.co.in) as attached at **Annexure-B** to this advertisement. Hard Copy of duly filled in application shall be submitted along with scanned self-attested copies of evidence of proof of age, qualification and experience, last drawn pay including level/grade or CTC as applicable etc. The application, complete in all respect together with the required fee should be sent through speed post/courier service to the **General Manager/HR, Heavy Vehicles Factory, Avadi, Chennai – 600054** super-scribing the envelope with the name of the post applied for. Last date for receipt of Application at HVF is 21 days from the date of advertisement.
2. All superannuated applicants are exempted from payment of application fee.
3. Non-attachment of required documents as per application format will be treated as incomplete application and will be rejected forthwith. It is mandatory to fill all the relevant information such as qualification details, experience details, percentage of marks etc. In case of any variation in Name/ surname/, spelling mentioned in the Application cum Bio-data and in educational/ professional qualification certificates, application will be liable to be cancelled. HVF management will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.
4. Applicant is requested to enter his/her active email address and mobile phone number which should be valid and operational, as all important communications will be sent to this email or mobile number. The engagement of above professionals on contract basis will be subject to the terms and conditions attached as **Annexure – C**. All the candidates are required to go through the terms and conditions thoroughly before filing their applications.

कृष्ण किशोर जी. / KRISHNA KISHORE G  
महाप्रबंधक (एच.आर, एफ&ए)/ GM/HR, F&A  
मुख्य महाप्रबंधक /for CHIEF GENERAL MANAGER

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

<b>1)</b>	<b>Name of the Post</b>	:	<b>MANAGER/PRODUCTION (CONTRACT)</b>
	Number of vacancies	:	02 (UR)
	Location	:	HVF - a unit of AVNL, Avadi, Chennai
	Tenure	:	01 year (extendable)
	Reservation	:	UR – 02
	Age	:	Max 63 yrs
	<b>Remuneration</b>	:	Rs. 60000/-(All inclusive) or Last basic minus pension whichever is lower.
	<b>Eligibility</b>	:	Retired Officers from Government/PSUs at the pay level of 10 and above or equivalent PSU pay scales.
	<b>Experience</b>	:	10 years and above in relevant field as mentioned in Job Description.
	<b>Qualification</b>	:	Should possess UG in Engineering/Equivalent
	<b>Job Specification</b>	:	For Managing production activities of General Assembly & Sheet Metal Shop.

**Job Description:-**

The incumbent is responsible for overall Planning, Production, Coordination and Administration of Production Shop/ Section which carried out the following activities.

- ✓ Assembling and testing of Battle Tanks of variants T-90/T-72 .
- ✓ Trouble Shooting of Tanks of T-90/ T-72 variants.
- ✓ Interpretation of Documentation/ Specification of T-90/T-72 variants.
- ✓ Planning & Production T-90/T-72 variants.
- ✓ Inspection of Input Materials and all kind of Forging, Casting , Sub-Assemblies, Major Assemblies, Consumables and generic items.
- ✓ Correspondence with other allied Establishments regarding Production activities

**Role and Responsibilities:-**

The Officers will be engaged in the level of Divisional Officer and are responsible for planning/coordinating and executing production of T-90/T-72 TWL/BLT Tanks and Obtaining I-Note with coordination of all DGQA.

<b>2)</b>	<b>Name of the Post</b>	<b>:</b>	<b>PRODUCTION ENGINEER (CONTRACT)</b>
	Number of vacancies	:	02
	Location	:	HVF - a unit of AVNL, Avadi, Chennai
	Tenure	:	01 year (extendable)
	Reservation	:	UR – 02
	Age	:	Max 63 yrs
	<b>Remuneration</b>	<b>:</b>	Rs. 30000/- (All inclusive) or Last basic minus pension whichever is lower.
	<b>Eligibility</b>	<b>:</b>	Retired Officers from Government/PSUs at the pay level of 06 to 08 or equivalent PSU pay scales.
	<b>Experience</b>	<b>:</b>	10 years and above in relevant field as mentioned in Job Description
	<b>Qualification</b>	<b>:</b>	Should possess Diploma/UG in Mechanical Engineering/Equivalent
	<b>Job Specification</b>	<b>:</b>	For carrying out Production Activities of Sheet Metal shop.

**Job Description:-**

The incumbent is responsible for carrying out various Production activities in Shop as mentioned below:

- ✓ Fabrication and testing of various Sheet metal components for T-90/T-72 variants.
- ✓ Prepares and Maintain Roaster for Shift allotment/ Work allotment of employees
- ✓ Supervise the Operations of production section at different stages related to Fabrication work.
- ✓ Monitoring of Welding defects and rectify the same.
- ✓ Planning for Raw material stock ahead of production Schedule.
- ✓ Study the performance existing machinery and suggest implement to obtain maximum efficiency
- ✓ Ensure safety measure in Production section.
- ✓ Correspondence with other sections regarding Production related activities
- ✓ Other Miscellaneous Production activities as per requirement.

**Role and Responsibilities:-**

The Officers will be engaged in Supervisory level in the shop floor and are responsible for production of the Section allocated and obtaining necessary QA clearance.

<b>3)</b>	<b>Name of the Post</b>	<b>:</b>	<b>PLANNING ENGINEER (CONTRACT)</b>
	Number of vacancies	:	02
	Location	:	HVF - a unit of AVNL, Avadi, Chennai
	Tenure	:	01 year (extendable)
	Reservation	:	UR – 02
	Age	:	Max 63 yrs
	<b>Remuneration</b>	<b>:</b>	Rs. 30000/- (All inclusive) or Last basic minus pension whichever is lower.
	<b>Eligibility</b>	<b>:</b>	Retired Officers from Government/PSUs at the pay level of 06 to 08 or equivalent PSU pay scales.
	<b>Experience</b>	<b>:</b>	10 years and above in relevant field as mentioned in Job Description
	<b>Qualification</b>	<b>:</b>	Should possess Diploma/UG in Mechanical/Electrical Engineering/Equivalent
	<b>Job Specification</b>	<b>:</b>	For carrying out Planning Activities for MBT ARJUN (MK-IA & OH).

**Job Description:-**

The incumbent is responsible for Planning activities related with production of MBT Arjun by carrying out the following activities.

- ✓ Management of Material and Labour Warrant for MBT Arjun (OH)& Mk 1A.
- ✓ Storage and preservation of Sub-Assemblies during OH.
- ✓ Upkeep of records on removed sub-assemblies during OH.
- ✓ Liaise with Stores Section for forwarding and receiving material to OEMs.
- ✓ Arranging input materials for Assembly of OH on time.
- ✓ Liaise with planning section and procurement section to get replacement of defective items.
- ✓ Correspondence with other sections regarding planning related activities.
- ✓ Other Miscellaneous Planning activities as per requirement.

**Role and Responsibilities:-**

The Officers will be engaged in Supervisory level in the planning section and are responsible for various planning activities in relation to production of MBT Arjun Tank.



<b>4)</b>	<b>Name of the Post</b>	:	<b>QUALITY ENGINEER / MECH (CONTRACT)</b>
	Number of vacancies	:	04
	Location	:	HVF - a unit of AVNL, Avadi, Chennai
	Tenure	:	01 year (extendable)
	Reservation	:	UR – 03, OBC – 01
	Age	:	Max 63 yrs
	<b>Remuneration</b>	:	Rs. 30000/- (All inclusive) or Last basic minus pension whichever is lower.
	<b>Eligibility</b>	:	Retired Officers from Government/PSUs at the pay level of 06 to 08 or equivalent PSU pay scales.
	<b>Experience</b>	:	10 years and above in relevant field as mentioned in Job Description
	<b>Qualification</b>	:	Should possess Diploma/UG in Mechanical Engineering/Equivalent
	<b>Job Specification</b>	:	For inspection activities related to components of various types of Tanks.(T-90, T-72, BLT, Trawl, etc).

#### **Job Description:-**

The incumbent is responsible for Quality activities related with production of various battle tanks by carrying out the following activities

- ✓ Inspection of Assemblies and Mechanical components on receipt of Stores.
- ✓ Verification of Firm inspection reports.
- ✓ Carrying out dimensional inspection, Material Test at HVF lab/ External Lab.
- ✓ Fitment / Performance / Running trial and verification of Technical requirement points as per Drawing/Specification/QAE/QAI.
- ✓ Preparation of QAP.
- ✓ Monitoring the implementation of CAPA suggested by DI team for high frequency defects.
- ✓ Sentencing examination orders raised by Stores section in time especially perishable items, old stocks.
- ✓ Follow up action for repair cases for rectification/ replacement
- ✓ Correspondence with other sections regarding Quality related activities.
- ✓ Other Miscellaneous Quality activities as per requirement.

#### **Role and Responsibilities:-**

The Officers will be engaged in Supervisory level in the Quality section and are responsible for various Quality activities in relation to production of various Tanks.

<b>5)</b>	<b>Name of the Post</b>	<b>:</b>	<b>QUALITY ENGINEER / ELECTRICAL (CONTRACT)</b>
	Number of vacancies	:	02
	Location	:	HVF - a unit of AVNL, Avadi, Chennai
	Tenure	:	01 year (extendable)
	Reservation	:	UR – 02
	Age	:	Max 63 yrs
	<b>Remuneration</b>	<b>:</b>	Rs. 30000/- (All inclusive) or Last basic minus pension whichever is lower.
	<b>Eligibility</b>	<b>:</b>	Retired Officers from Government/PSUs at the pay level of 06 to 08 or equivalent PSU pay scales.
	<b>Experience</b>	<b>:</b>	10 years and above in relevant field as mentioned in Job Description
	<b>Qualification</b>	<b>:</b>	Should possess Diploma/UG in Electrical Engineering/Equivalent
	<b>Job Specification</b>	<b>:</b>	For inspection activities related to components of various types of Tanks (T-90, T-72, BLT, Trawl, etc).

**Job Description:-**

The incumbent is responsible for Quality activities related with production of various battle tank by carrying out the following activities

- ✓ Inspection of Assemblies and Electrical components on receipt of Stores.
- ✓ Verification of Firm inspection reports.
- ✓ Carrying out dimensional inspection, Material Test at HVF lab/ External Lab.
- ✓ Fitment / Performance / Running trial and verification of Technical requirement points as per Drawing/Specification/QAE/QAI.
- ✓ Preparation of QAP.
- ✓ Monitoring the implementation of CAPA suggested by DI team for high frequency defects.
- ✓ Sentencing examination orders raised by Stores section in time especially perishable items, old stocks.
- ✓ Follow up action for repair cases for rectification/ replacement
- ✓ Correspondence with other sections regarding Quality related activities.
- ✓ Other Miscellaneous Quality activities as per requirement.

**Role and Responsibilities:-**

The Officers will be engaged in Supervisory level in the Quality section and are responsible for various Quality activities in relation to production of various Tanks.

<b>6)</b>	<b>Name of the Post</b>	<b>:</b>	<b>DRAWING ENGINEER / MECH (CONTRACT)</b>
	Number of vacancies	:	03
	Location	:	HVF - a unit of AVNL, Avadi, Chennai
	Tenure	:	01 year (extendable)
	Reservation	:	UR – 03
	Age	:	Max 63 yrs
	<b>Remuneration</b>	<b>:</b>	Rs. 30000/- (All inclusive) or Last basic minus pension whichever is lower.
	<b>Eligibility</b>	<b>:</b>	Retired Officers from Government/PSUs at the pay level of 06 to 08 or equivalent PSU pay scales.
	<b>Experience</b>	<b>:</b>	10 years and above in relevant field as mentioned in Job Description
	<b>Qualification</b>	<b>:</b>	Should possess Diploma/UG in Mechanical Engineering/Equivalent
	<b>Job Specification</b>	<b>:</b>	For carrying out Drawing and Documentation activities.

**Job Description:-**

The incumbent is responsible for Drawing and Documentation activities related with production of various battle tank by carrying out the following activities.

- ✓ Scrutiny and Technical vetting of MP sheets received from CP Section for all tanks and spares.
- ✓ Entry of drawing details in the DDO master.
- ✓ Technical Study and entry of alternate material in DDO Master.
- ✓ Maintaining records of MP Sheets and Vetting history.
- ✓ Clearing of Technical Clarification received from Production/ Procurement Sections
- ✓ Issue of amended peculiar drawings of various Tanks.
- ✓ Preparation of various reports regarding Drawing and Documentation activities.
- ✓ Correspondence with other sections regarding Drawing and Documentation related activities.
- ✓ Other Miscellaneous Drawing and Documentation activities as per requirement.

**Role and Responsibilities:-**

The Officers will be engaged in Supervisory level in the Drawing & Documentation section and are responsible for various Drawing & Documentation activities in relation to production of various Tanks.

<b>7)</b>	<b>Name of the Post</b>	<b>:</b>	<b>DRAWING ENGINEER / ELECTRICAL (CONTRACT)</b>
	Number of vacancies	:	01
	Location	:	HVF - a unit of AVNL, Avadi, Chennai
	Tenure	:	01 year (extendable)
	Reservation	:	UR – 01
	Age	:	Max 63 yrs
	<b>Remuneration</b>	<b>:</b>	Rs. 30000/- (All inclusive) or Last basic minus pension whichever is lower.
	<b>Eligibility</b>	<b>:</b>	Retired Officers from Government/PSUs at the pay level of 06 to 08 or equivalent PSU pay scales.
	<b>Experience</b>	<b>:</b>	10 years and above in relevant field as mentioned in Job Description
	<b>Qualification</b>	<b>:</b>	Should possess Diploma/UG in Electrical Engineering/Equivalent
	<b>Job Specification</b>	<b>:</b>	For carrying out Drawing and Documentation activities.

**Job Description:-**

The incumbent is responsible for Drawing and Documentation activities related with production of various battle tanks by carrying out the following activities.

- ✓ Scrutiny and Technical vetting of MP sheets received from CP Section for all tanks and spares.
- ✓ Entry of drawing details in the DDO master.
- ✓ Technical Study and entry of alternate material in DDO Master.
- ✓ Maintaining records of MP Sheets and Vetting history.
- ✓ Clearing of Technical Clarification received from Production/ Procurement Sections
- ✓ Issue of amended peculiar drawings of various Tanks.
- ✓ Preparation of various reports regarding Drawing and Documentation activities.
- ✓ Correspondence with other sections regarding Drawing and Documentation related activities.
- ✓ Other Miscellaneous Drawing and Documentation activities as per requirement.

**Role and Responsibilities:-**

The Officers will be engaged in Supervisory level in the Drawing & Documentation section and are responsible for various Drawing & Documentation activities in relation to production of various Tanks.

<b>8)</b>	<b>Name of the Post</b>	:	<b>PURCHASE ENGINEER (CONTRACT)</b>
	Number of vacancies	:	01
	Location	:	HVF - a unit of AVNL, Avadi, Chennai
	Tenure	:	01 year (extendable)
	Reservation	:	UR – 01
	Age	:	Max 63 yrs
	<b>Remuneration</b>	:	Rs. 30000/- (All inclusive) or Last basic minus pension whichever is lower.
	<b>Eligibility</b>	:	Retired Officers from Government/PSUs at the pay level of 06 to 08 or equivalent PSU pay scales.
	<b>Experience</b>	:	10 years and above in relevant field as mentioned in Job Description
	<b>Qualification</b>	:	Should possess Diploma/UG in Mechanical (or) Electrical Engineering/ Equivalent with knowledge in placing GEM contract
	<b>Job Specification</b>	:	For carrying out Procurement and GeM activities.

#### **Job Description:-**

The incumbent is responsible for carrying out the following Procurement and GeM activities:

- ✓ Compiling Material/Service requirements received from various sections.
- ✓ Initiating procurement actions as per requirement.
- ✓ Getting approval for floating tenders/documents.
- ✓ Preparation of supply orders and various related documents
- ✓ Preparation / Forwarding of Bills/ Receipts for clearance.
- ✓ Purchases goods at favorable prices as per orders issued by AVNL.
- ✓ Receive information from clients on specification of goods and rates at which goods are to be purchased.
- ✓ Acquaints clients with latest information.
- ✓ Correspondence with other sections regarding procurement related activities.
- ✓ Other Miscellaneous procurement activities as per requirement.

#### **Role and Responsibilities:-**

The Officers will be engaged in Supervisory level in the procurement section and are responsible for various Procurement and GeM activities in relation to production of various Tanks.

<b>9)</b>	<b>Name of the Post</b>	<b>:</b>	<b>RUSSIAN TRANSLATOR (CONTRACT)</b>
	Number of vacancies	:	01
	Location	:	HVF - a unit of AVNL, Avadi, Chennai
	Tenure	:	01 year (extendable)
	Reservation	:	UR – 01
	Age	:	Max 63 yrs
	<b>Remuneration</b>	<b>:</b>	Rs. 30000/- (All inclusive) or Last basic minus pension whichever is lower.
	<b>Eligibility</b>	<b>:</b>	Retired Officers from Government/PSUs at the pay level of 06 to 08 or equivalent PSU pay scales.
	<b>Experience</b>	<b>:</b>	10 years and above in relevant field as mentioned in Job Description
	<b>Qualification</b>	<b>:</b>	Should possess Diploma/UG in Russian language with Translation Knowledge from Russian language to English.
	<b>Job Specification</b>	<b>:</b>	For carrying out Russian language Translation related activities.

**Job Description:-**

The incumbent is responsible for carrying out the following activities:

- ✓ Translates written or printed material from Russian Language to English language.
- ✓ Scrutinizes reports/ Publications/ Drawings / Specifications and other documents which are printed/ written in Russian language and translate them to English.
- ✓ Interpretation of spoken language in Russian and translate it to English .
- ✓ Listen to Russian Speaker and may take short notes of Russian Language to enable correct interpretation.
- ✓ Translating documents from English to Russian Language.
- ✓ Correspondence with other sections regarding Translation related activities.
- ✓ Other Miscellaneous Translation activities as per requirement.

**Role and Responsibilities:-**

The Officer will be engaged as Russian Translator in the Drawing & Documentation section and is responsible for Russian to English translation related activities .

<b>10)</b>	<b>Name of the Post</b>	:	<b>JUNIOR ASSISTANT (CONTRACT)</b>
	Number of vacancies	:	03
	Location	:	HVF - a unit of AVNL, Avadi, Chennai
	Tenure	:	01 year (extendable)
	Reservation	:	UR – 03
	Age	:	Max 63 yrs
	<b>Remuneration</b>	:	Rs. 22000/- (All inclusive) or Last basic minus pension whichever is lower.
	<b>Eligibility</b>	:	Retired Officers from Government/PSUs at the pay level of 06 to 08 or equivalent PSU pay scales.
	<b>Experience</b>	:	10 years and above in relevant field as mentioned in Job Description
	<b>Qualification</b>	:	Should possess Diploma/UG in Mechanical (or) Electrical Engineering/ Equivalent with knowledge in placing GEM contract
	<b>Job Specification</b>	:	For carrying out Clerical activities supporting to administration, Procurement, GeM and Estate management.

**Job Description:-**

The incumbent is responsible for carrying out the following Clerical activities:

- ✓ Preparing notes, Drafts and summaries quoting precedence, reference, rules etc.
- ✓ Draws out reports, Statements and attends to correspondence.
- ✓ Assist superior in disposal of cases
- ✓ Studies letters and correspondences and links connected papers on subject.
- ✓ Keeps watch over moment of files.
- ✓ May do his own typing, Tabulating the data, Preparing production schedules, etc.
- ✓ To maintain Estate and carry out clerical related activities in estate.
- ✓ Performing procurement activities through GEM portal.
- ✓ Correspondence with other sections regarding procurement related activities.
- ✓ Other Miscellaneous procurement activities as per requirement.

**Role and Responsibilities:-**

The Employees will be engaged in Clerical activities in the section and are responsible for various Clerical, procurement and administration activities.

Advt. No. and Date.....  
 APPLICATION FOR THE POST OF .....

**ANNEXURE-B**

Paste a recent  
 Passport size  
 Photograph

**APPLICATION FOR ENGAGEMENT OF SUPERANNUATED EMPLOYEES**

1	Name	
2	Designation at the time of retirement	
3	PPO No.	
4	Pay level/Pay scale in which retired	
5	Name of the Organization/Department From where retired	
6	Date of retirement	
7	Address for Communication	
8	Contact Mobile No. Alternate contract No.	
9	E-mail id	
10	Qualification	
11	Experience details	Please provide the information in the form at below

Name of the Organization/Department	Period		Designation	Brief details of the work Handled
	From	To		

12. Additional relevant information, if any, in support of your suitability for the said engagement (Attach separate sheet, if necessary)

**DECLARATION**

I hereby declare that all the statements made by me in this application are true and complete to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of retirement and I have not been dismissed/removed/compulsorily retired/retired under FR 56(j) from service. I have not been imposed with any penalty (major and /or minor) during last 15 years of service. I have not been subjected to criminal prosecution during my entire service career. I have read this document and ready to accept the terms and condition for engagement of the post advertised.

Place:  
Date:

Signature of the Applicant



**Terms and Conditions for engagement of Superannuated employees on Fixed Term Contract:-**

- 1. SELECTION PROCESS:** Selection will be ordinarily based on qualification and experience. Interview/ Interaction may be conducted if necessary.
- 2. SCREENING:** Screening of Applications will be done by a Screening Committee constituted for that purpose by concerned Units/Office.
- 3. INTERVIEW:** If required, Personal Interview/interaction will be conducted.
- 4. DECLARATION OF RESULT OF SELECTION:**
  - a) Only those candidates shortlisted may be called for interview (physical/virtual).
  - b) The names of candidates shortlisted for interviews will be notified on our Company's website and call letters will be sent to the e-mails.
  - c) Candidates are requested to print the call letter and comply with the instructions indicated therein.
  - d) The results of the final selection, either on the basis of qualification and experience and/or interview, will be uploaded on AVNL website.
- 5. OFFER:**
  - a) 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).
  - b) All such engagements will be recommended by a Selection Board constituted by the Head of the Unit. The Selection Board will conduct the interview.
- 6. PERIOD OF ENGAGEMENT:**

The selected superannuated employee will be engaged initially for a period of one year which may be extended further based on requirement up to a maximum age of 65 years.
- 7. REMUNERATION:**
  - 7.1 For fixed term contract of superannuated employees, the proposal shall clearly indicate the consolidated monthly remuneration.
  - 7.2 Their remuneration shall be fixed as per the formula of Last Basic Pay minus Pension or the consolidated monthly payment, whichever is lower. The amount of remuneration shall remain unchanged for entire term of contract. There will be no annual increment/percentage increase during the contract.
  - 7.3 Payment will be made after Tax deduction at source. TDS certificate shall be issued by the Company.

## 8. 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 Superannuated employees. 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 normally admissible. However, in specific cases, special permission may be given for accommodation at the decided rates of license fee. The special permission will be given by GM/Admin & HR of the Units for accommodation.
- (v) TA, DA while on official tour may be paid on case to case basis. In case of retired Govt. personnel, it may be as per his entitlement at the time of retirement.
- (vi) Telephone, conveyance/transport and other facilities may be allowed on merits depending upon operational requirements. Special permission in each case is to be decided by GM/Admin & HR of the Unit.
- (vii) The persons engaged can be assigned additional responsibilities/tasks in addition to their assigned tasks.
- (viii) They will work on full time basis and on all working days as applicable or in operation in the Company. They may also be required to work beyond the normal working hours and on holidays too, in case of functional requirement.
- (ix) The engagement can be discontinued or terminated with one month notice or one month remuneration as the case may be decided by either side without assigning any reasons.
- (x) The incumbents are liable to be transferred/ posted anywhere in India at the discretion of the Company.
- (xi) The cut-off date for age will be the date of advertisement. Employer's certificate would serve as proof of age, qualification and experience.
- (xii) Reserved category candidates applying against unreserved post shall be treated as General category and no relaxation shall be given. OBC candidates belonging to creamy layer category should apply as general category and against general vacancies only. Employer's certificate would serve as proof of caste.
- (xiii) Mere submission of Application does not guarantee the adequacy of candidature for being considered for engagement. Mere fulfilling of eligibility criteria shall not confer any right to the applicant for being called for the interview/appointment. Canvassing in any form will disqualify the candidate.
- (xiv) Candidate will have to bring an original valid Retired Employee Card and the original documents for verification at the time of interview/medical/joining, if called for.
- (xv) AVNL also reserves the right to cancel/amend the advertisement and/or the selection process there under. The number of positions to be filled may increase or decrease depending on the requirement of AVNL.
- (xvi) The superannuated employees shall continue to draw pension and dearness relief on pension, if any, during the period of engagement. Their engagement shall not be considered as a case of re-employment.

- (xvii) No TA/DA shall be paid to any candidate for attending interview in HVF/AVNL.
- (xviii) Engagement of the selected candidate will be subject to medical fitness by the Medical Officer nominated by HVF/AVNL.
- (xix) 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.
- (xx) No correspondence will be entertained from the candidates not selected /interviewed.
- (xxi) 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 fulfill the criteria, his/her candidature/services are liable for rejection/termination without notice.
- (xxii) Any corrigendum/clarifications of the advertisement, if necessary, shall be uploaded on AVNL website([www.avnl.co.in](http://www.avnl.co.in)) and no separate press coverage is envisaged for this purpose.
- (xxiii) All disputes/cases related to this engagement process are subject to jurisdiction of courts at Chennai only.
- (xxiv) Management reserves the right to cancel /restrict /enlarge /modify /alter the engagement/selection process, if need so arises, without issuing any further notice or assigning any reason thereafter.
- (xxv) AVNL reserves the right to relax qualifying criteria in deserving cases.
- (xxvi) Candidates should be clear from Vigilance angle at the time of retirement and he should not have been dismissed/removed/compulsorily retired/retired under FR 56(j) from service. He should not have been imposed with any penalty (major and /or minor) during last 15 years of his service. Similarly he/she should not have been subjected to criminal prosecution during his entire service career. The selected candidate must produce a certificate from his employer/organization to that effect.
- (xxvii) If found guilty during the tenure of engagement, the AVNL may take necessary action as may be deemed fit.
- (xxviii) The designation of the retired persons will be the last designation on the date of superannuation or as per decision of the Company, AVNL.
- (xxix) The re-engaged superannuated employee will maintain absolute secrecy and confidentiality in matters related to all official documents/information or any other data, which they acquire or that may come to their knowledge during their engagement.
- (xxx) The re-engaged superannuated employee at all times, during their engagement maintain absolute integrity, office discipline, devotion to duty and do nothing which is against the interest of AVNL. Any contravention to this condition will entail immediate termination of their engagement.
- (xxxi) All information regarding this engagement process would be made available in the AVNL website ([www.avnl.co.in](http://www.avnl.co.in)) only. Applicants are advised to check the website periodically for important updates.
- (xxxii) The candidates must have an active E-mail ID & Mobile number which must remain valid for at least next one year. All future communications with the candidates will take place only through E-mail. Candidates have to ensure accuracy of their E-mail ID & Mobile number. No change in E-mail ID & Mobile number as declared in the application will be allowed. The Company shall not be responsible if the information/intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of the Company. Candidates are advised to keep a close watch on the Company website ([www.avnl.co.in](http://www.avnl.co.in)) for latest updates.
- (xxxiii) Applications that are incomplete, not in prescribed format, not legible, without the required certificates, shall be summarily rejected without assigning any reasons and no correspondence in this

regard shall be entertained.

(xxxiv) For any queries regarding this recruitment please send E-mail to hvf@ord.gov.in or contact at 044-26843211 on all working days from 8.30 AM to 05.00 PM (Monday to Friday).

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

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

**9. AVNL's Decision Final:**

9.1 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 posting of selected candidates will be final and binding on the candidates and no query/correspondence will be entertained in this regard.

**10.0 Interpretation/Modification/Amendments/Relaxations:**

10.1 CMD is the competent authority for relaxations/interpretation/amendment/modification of provisions of this policy.

10.2 In case of any dispute with regard to this policy, the same shall be referred to CMD, AVNL, as the sole arbitrator for settlement of dispute, whose decision shall be conclusive, final and binding on the re-engaged superannuated employees.

**Last date for receipt of Application at HVF is 21 days from the date of publication of advertisement in Employment News.**

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