

ENGAGEMENT OF STAFF CAR DRIVER(CONTRACT) UNDER FIXED TENURE BASIS

(Advt. No.AVNLCO/FTB/RECT/2025/01)

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 10,000 employees. AVNL produces battle tanks i.e., T-72, T-90, MBT Arjun and Infantry Combat Vehicles, support vehicles (MPV, AERV etc.) and defence mobility solutions (Stallion, LPTA etc.) for the Armed Forces and Homeland Security Agencies. It is the current market leader in this segment. It is a new Government Company with bright Future. The Company offers great work environment and challenging opportunities for the professionals to prove their mettle.

Applications are invited for the following positions under Fixed Tenure Basis on **CONTRACT BASIS** to work in **AVNL Corporate Office, Avadi, Chennai-54**. Engagement is based on selection through short listing and Skill Test.

1. Details of Post:-

Sl.No	Name of the Post	No of Vacancies
1	Staff Car Driver (Contract)	05 (FIVE) (04 UR, 01 OBC)

2. QUALIFICATION & EXPERIENCE:

The essential educational qualification and experience is as under:

Qualification & Experience	<p>a. Possession of valid driving license for motor cars.</p> <p>b. Knowledge of motor mechanisms[the candidates should be able to do minor repairs/ remove defects in the vehicles]</p> <p>c. Experience of driving motor cars for Joint Secretary Level and above Officers in Government Departments / PSUs for a period of two years.</p> <p>d. A pass in 10th standard.</p> <p>e. Knowledge of Hindi is desirable and will be preferable.</p>
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3. Age Limit:

3.1 The Maximum Age Limit shall not exceed 55 years.

4. Remuneration:

- 4.1 During the period for tenure Engagement the candidates will be paid following remuneration per month.

Name of the Post	Minimum Basic Pay
Staff Car Driver (Contract)	Rs.21,000/-

- 4.2 Remuneration per month shall be as follows:

- Basic Pay
- Industrial Dearness Allowance, as applicable
- Special Allowance @ 5% of Basic Pay
- Annual increment at the rate of 3% on the basic pay during the tenure.

5. OTHER BENEFITS & ALLOWANCE:

- 5.1 A amount of Rs.3000 per month for meeting all their other requirements including Medical and Accident insurance premium, conveyance and telephone facilities etc.
- 5.2 Provident Fund contributions will be calculated taking into account the Basic Pay + Industrial Dearness Allowance and is included in the compensation.
- 5.3 PF shall be deducted as per statutory maximum wage ceiling decided by EPFO from time to time.
- 5.4 **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.
- 5.5 **Ex-gratia payment:** In case of death by accident arising out of or 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.
- 5.6 **Accommodation:** Accommodation may be provided subject to availability on payment of Licence 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.**

6. SELECTION PROCEDURE:

- 6.1 Shortlisting and Selection of the candidates shall be done as follows:

Name of the Post	Shortlisting Criteria
Staff Car Driver (Contract)	<p>a) Shortlisting of Candidates:- The candidates shall be shortlisted based on the above criteria.</p> <p>b) Skill Test:- Skill Test on Driving, Motor Repair and Knowledge of Traffic Rules will be conducted for the shortlisted candidates. The grading of the Candidates will be done based on the assessment in the "Skill Test only"</p>

6.2 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 completed Application Form has to be submitted to AVNL Corporate Office for screening by the Screening Committee. Candidates will be shortlisted for Skill Test. The Company may adopt higher criteria in case of receipt of more number of applicants meeting eligibility criteria. Only those candidates shortlisted may be called for Skill Test. The names of candidates shortlisted for Skill Test will be notified on AVNL website (www.avnl.co.in/careers) and call letters for Skill Test will be sent to their e-mails. Candidates are requested to print the call letter for Skill Test and comply with the instructions indicated therein.

6.3 SELECTION :

All such engagements will be recommended by a Selection Board constituted by CMD/AVNL.

6.4 Any corrigendum/clarifications shall be uploaded only in the AVNL website (www.avnl.co.in) and no separate press coverage shall be done for this purpose.

7. Nature of Engagement

The engagement is not against permanent vacancy and will not entitle any candidate to claim regular / permanent employment in the Company in future. 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 tenure contractual basis. The person so engaged, has no lien, right or tenure against any post in AVNL, and shall not at any time during or after expiry of the term of engagement or its premature termination, make any claim for regularization or employment in AVNL.

8. Tenure of Engagement

The tenure is for a period of **ONE** year from the date of engagement. The tenure will come to an end automatically on completion of the fixed tenure, without any further notice. However, the same may be extended up to a maximum period of further three years based on requirement and individual performance with the approval of the CMD/AVNL. Extension of tenure beyond 4 years may also be considered with the approval of CMD/AVNL.

9. 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 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.

10. How to apply:

- 10.1 Interested candidates may download the application from the website (www.avnl.co.in) as attached at **Annexure A** to this advertisement. Hard Copy of duly filled in application shall be submitted along with **self-attested copies** of evidence of proof of age, qualification and experience, last drawn pay including level/grade or CTC as applicable etc. The application, complete in all respect together with the required fee should be sent **ONLY** through ORDINARY POST only to **Armoured Vehicles Nigam Limited Corporate Office, Avadi, Chennai - 600054** super-scribing the envelope with the **Name of the post applied : and Advertisement No.AVNLCO/FTC/RECT/2025/012**. Last date for receipt of application at AVNLCO is **21 days** from the date of publication of this advertisement in the Employment News.
- 10.2 **Application Fee: - Candidates are required to pay Application Fees of Rs. 300/- (Non-refundable). SC/ST/Ex-SM/Agniveer candidates are exempted from payment of application fees. Candidates are requested to pay the Application fee only through State Bank Collect [<https://www.onlinesbi.sbi/sbcollect/> —> PSU - Public Sector Undertaking —> ARMOURD VEHICLES NIGAM LIMITED, TAMILNADU —> AVNL CO - Recruitment Fees] [For Application Number, please enter the Advertisement Number]**
- 10.3 Applications that are incomplete, not in prescribed format, not legible, without the required certificates and without requisite fee, shall be summarily rejected without assigning any reasons and no correspondence in this regard shall be entertained.
- 10.4 Non-attachment of required documents as per application format will be treated as incomplete application and will be rejected forthwith. It is mandatory to fill all the relevant information such as qualification details, experience details, 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.



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- 10.5 Applicants are advised to make sure that to meet the eligibility requirements as per vacancy notification before submitting the application. Management will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.
- 10.6 Applicants are requested to enter his/her **active mobile phone number** which should be valid and operational, as all important communications will be sent to this mobile number. The engagement of above professional on contract basis will be subject to the terms and conditions attached as **Annexure - B**. All the candidates are required to go through the terms and conditions thoroughly before filling their applications.
- 10.7 No TA/DA will be admissible for attending Skill Test.
- 10.8 All disputes / cases related to this recruitment process are subject to jurisdiction of courts at Chennai only.
- 10.9 For any queries regarding this engagement please e-mail to info@avnI.co.in mentioning the **Advertisement number/Name** in the subject line or contact at 044-26844808 on all working days from 10.30 AM to 06.00 PM (Monday to Friday).
- 10.10 Canvassing in any form will result in disqualification and cancellation of candidature.

-Sd/-
DEPUTY GENERAL MANAGER/HR

ANNEXURE - A

**APPLICATION FOR ENGAGEMENT OF STAFF CAR DRIVER (CONTRACT)
UNDER FIXED TENURE BASIS
[To be forwarded by Ordinary Post]**

To

Armoured Vehicles Nigam Limited
Avadi, Chennai - 600 054

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

(TO BE FILLED UP IN BLOCK LETTERS ONLY)

01.	Post Applied for	
02.	Name in Block letters (as mentioned in 10 th Std./SSLC certificate)	
03.	Father's / Husband's Name	
04.	Date of Birth (dd/mm/yyyy)	
05.	Age (as on last date of receipt of application)	
06.	Nationality	
07.	Category [UR/SC/ST/OBC-NCL/EWS] Enclose relevant certificate (except for UR)	
08.	Whether Ex-Serviceman or Not, if yes Enclose Discharge certificate	Yes / No
09.	Whether Person with Disability or Not, if yes Enclose Disability certificate	Yes / No
10.	Complete Postal Address with pin code for communication	STATE: PIN:
11.	Aadhaar Number	
12.	Mobile / Phone number	(1) (2)
13.	E-mail ID (in block letters)	
14.	Two Prominent and visible identification Marks	(1) (2)

Signature of the Candidate

15. EDUCATIONAL QUALIFICATIONS :

S.No	Qualification 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	CTC (in Rs.) in the other cases	Major Responsibilities
		From	To			

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

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 employer(s).
- ❖ Caste Certificate in case of candidates belonging to reserved category.

17. Check List of Enclosures:

Sl. No.	ENCLOSURES	YES/ NO
1	Proof of Date of Birth -	
2	Educational Qualification Certificate and Consolidated Mark sheet	
3	Experience Certificate	
4	Caste & Category Certificate: (OBC-NCL) - in prescribed proforma for appointment to Central Government Jobs.	
5	Whether all above documents / certificates are self attested	
6	Two copies of photographs (one pasted on application form) and one extra photograph (Name and Date of Birth should be written on backside of photograph)	

DECLARATION

I, Shri/Smt./Kum. _____ have read the instructions carefully before sending this application. I hereby declare that all the statements made in this application are correct to the best of my knowledge and belief. I understand that any discrepancy found in the information will lead to cancellation of my candidature / debarment at any time.

Date :

Place :

Signature of the Candidate

ANNEXURE - B

OTHER TERMS AND CONDITIONS:

1.0 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.

2.0 Verification of Character and Antecedents:

Engagement shall be on the basis of satisfactory verification of character and antecedent 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.

3.0 Liability of Service:

- 3.1** 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.
- 3.2** 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.

4.0 Hours of Work:

- 4.1** 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.
- 4.2** 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.
- 4.3** Attendance shall be marked daily according to the method prescribed by the management from time to time.
- 4.4** Absence from duty including absence due to late coming, shall be reckoned as follows:
- (i) 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.
 - (ii) 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.

5.0 Holidays & Balance of Leaves:

- 5.1 The list of festival/closed holidays shall be as notified by the management.
- 5.2 Two and half days leaves every month will be credited. In case of absence from work over and above the stated weekly off, leave and holidays, proportionate amount will be deducted from the consolidated monthly remuneration.
- 5.3 The fixed tenure employees are not allowed to carry forward the leave balance at the end of the year.
- 5.4 Unutilized leaves to the extent of 50% of the total entitled leaves i.e. maximum 15 leaves may be encashed at the end of their one year service contract taking into account monthly consolidated pay @ 30 days in a month.

6.0 Deduction or recovery from remuneration:

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

- 6.1 For amenities and services supplied by the Company;
- 6.2 For recovery of advances or for adjustment of over-payments;
- 6.3 Income tax or any other tax levied by the Government or any other statutory dues;
- 6.4 Deduction required to be made by orders of a Court or other authority competent to make such order;
- 6.5 Deduction of amounts due to the Company from the employee on any account;
- 6.6 Any other deductions made with the written authorization of the employee concerned;
- 6.7 Fines
- 6.8 For unauthorized absence from duty;
- 6.9 For damage to or loss of goods expressly entrusted to the employee for custody or for loss of money for which he/she is required to account.

7.0 Performance Evaluation:

- 7.1 The performance will be evaluated periodically. Individuals with performance rating satisfactory & above will be granted an increment, on completion of each year during the employment. Individuals having performance rating 'Poor' or below will be given 3 months' time in writing to improve their performance. After three months again performance will be evaluated and if again the performance rating is found poor or below, the services of the individual will be terminated by giving one month notice.
- 7.2 During tenure of this engagement, the candidates will wholly devote to work assigned to them and will not undertake any other employment either on full or part time basis. Any violation of this condition will entail immediate termination of their services.



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8.0 Disqualification:

Candidates will have to give a declaration that there is nothing adverse against them either presently or in the past which would disqualify them for being engaged in service. Following shall constitute disqualification for engagement.

- 8.1 Insolvency
- 8.2 Pendency of investigation/trial in relation to a criminal offence.
- 8.3 Conviction by Court of Law for criminal offence.
- 8.4 Dismissal/termination from the services in their previous employment(s) pursuant to disciplinary action.

9.0 Secrecy:

- 9.1 The incumbent will maintain all information/ documents/ materials gathered during the course of the engagement in strict confidence. He/ she will not copy or make notes of such information/ documents except in connection with the work for the Company. He/ she will not divulge to anyone outside the Company or use any of the information/ documents/ materials gathered during the course of engagement for his/ her own or anyone else's benefit, either during or after the terms of engagement with the Company. The aforesaid obligation shall also apply to proprietary/ confidential information/ documents of third parties received by him/her or the Company in the normal course of the engagement with the Company.
- 9.2 The incumbent shall, while demitting the Office, handover all information/documents/ materials under his/ her possession, during the engagement period, to the immediate Reporting Authority.

10.0 AVNL's DECISION FINAL:

The decision of CMD/AVNL, shall be final in all matters relating to eligibility, acceptance or rejection of applications, 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 / correspondence will be entertained in this regard.

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