

**ENGAGEMENT OF PROFESSIONALS ON FIXED TERM CONTRACT BASIS****ADVT. NO. AVNLCO/HR/2025/08**

Armoured Vehicles Nigam Limited (AVANI) (AVNL) is a new Defence PSU with its headquarters at Avadi (Chennai). AVNL is engaged in the manufacturing of battle tanks (T-72, T-90, MBT Arjun), 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 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 position on fixed term contract basis in AVNL Corporate Office, Avadi, Chennai – 600054:**

S. No	NAME OF THE POST	NO OF VACANCY	TOTAL CONSOLIDATED REMUNERATION (PER MONTH) ALL INCLUSIVE
1.	Addl. General Manager (Consultant Finance & Accounts)	01 [01-UR]	Rs. 1,00,000 + IDA
2.	Junior Manager (Co-ordinator)	01 [01-UR]	Rs. 30,000 + IDA
3.	Manager - Web Developer (PHP)	01 [01-UR]	Rs. 60,000 + IDA
4.	Assistant Manager (Document Writer)	01 [01-UR]	Rs. 40,000 + IDA
5.	Junior Manager (Hardware & Networking)	02 [02-UR]	Rs. 30,000 + IDA
6.	Assistant Manager (e-Office)	01 [01-UR]	Rs. 40,000/- + IDA
7.	Junior Manager (e-Office)	03 [03-UR]	Rs. 30,000/- + IDA
8.	Senior Manager (Server Administrator)	01 [01-UR]	Rs. 70,000/- + IDA
9.	Senior Manager (Cyber Security)	01 [01-UR]	Rs. 70,000/- + IDA
10.	Assistant Manager (Email Administrator)	01 [01-UR]	Rs. 40,000/- + IDA
11.	Manager (AI & New Technology)	01 [01-UR]	Rs. 60,000/- + IDA

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

How to apply

1. Interested candidates may download the application from the website (www.avnl.co.in or ddpdoo.gov.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/CO & HR, Armoured Vehicles Nigam Limited, HVF Road, Avadi, Chennai - 600054** super-scribing the envelope with the Advertisement No & Name of the post applied for. **Last date for receipt of Application at AVNL CO is 21 days from the date of publication of this advertisement in the Employment Newspaper.**
2. Application fee (Non-refundable Rs.300/-) to be paid through SBI Collect (PSU -> Armoured Vehicles Nigam Limited (Tamil Nadu) -> AVNL CO -> Recruitment fees) or by means of a Demand Draft drawn in favour of **Armoured Vehicles Nigam Limited**, payable at Chennai. SC/ST/PwD/Ex-SM/EWS/Female applicants are exempted from payment of application fees.
3. Non-attachment of required documents as per application format will be treated as incomplete application and will be rejected forthwith. It is mandatory to fill all the relevant information such as qualification details, experience details, percentage of marks etc. In case of any variation in Name/ surname/ spelling mentioned in the Application cum Bio-data and in educational/professional qualification certificates, application will be liable to be cancelled. AVNL management will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.
4. Applicant is requested to enter his/her active email address and mobile phone number which should be valid and operational, as all important communications will be sent to this email or mobile number. The engagement of above professionals on contract basis will be subject to the terms and conditions attached as **Annexure - C. All the candidates are required to go through the terms and conditions thoroughly before filing their applications.**

Sd-

HR Division, AVNL



Annexure-A

DETAILED TERMS, QUALIFICATION, EXPERIENCE, JOB SPECIFICATION, SKILLS REQUIRED FOR THE POST:**1.0 Addl. General Manager (Consultant Finance & Accounts):**

Sl. No	Particulars	Details
1	No. of Positions	01(UR)
2	Age Limit	Max 65 Years.
3	Qualification	1. Chartered Accountant or CMA or MBA Finance or Retired IOFS Officers
4	Experience	1. Minimum 10 years for CA, CMA & MBA Candidates. 2. Retired IOFS officers possessing a minimum of 03 years' experience in handling Financial matter within Government Departments.
5	Key Responsibilities	<p>a. Audit Coordination and Compliance</p> <ul style="list-style-type: none"> • Liaise with statutory auditors, internal auditors, and CAG auditors (for Supplementary Audit). • Prepare and submit timely replies to audit queries, objections, and observations. • Coordinate with internal departments and auditors to ensure compliance and smooth conduct of audits. • Track implementation of audit recommendations and ensure compliance within stipulated timelines. <p>b. Taxation and GST Matters</p> <ul style="list-style-type: none"> • Ensure compliance with GST laws including timely return filings, reconciliations, and audits. • Address GST-related notices, queries, and support in litigation matters. • Provide support in handling Direct Tax matters, including TDS compliance, return filings, and tax audit-related requirements. <p>c. Financial Accounting</p> <ul style="list-style-type: none"> • Support in finalization of annual accounts in accordance with applicable accounting standards and statutory requirements. • Coordinate with the CA team for monthly/quarterly/year-end closing and preparation of financial statements. • Assist in review and implementation of internal financial controls. <p>d. Policy and Process Improvement</p> <ul style="list-style-type: none"> • Review and suggest improvements to existing financial processes and internal controls. • Provide advisory support on accounting treatments and changes in financial regulations. <p>e. Reporting and MIS</p> <ul style="list-style-type: none"> • Prepare and review financial MIS reports for

		<p>management.</p> <ul style="list-style-type: none"> • Provide insights and analysis of financial data to support strategic decision-making. <p>f. Special Assignments</p> <ul style="list-style-type: none"> • Undertake any specific tasks or projects assigned by the Director (Finance) or other competent authorities. • Support in ERP and system-based process improvements, if required.
6	Tenure	The initial period of engagement is for 02 years (extendable by one year based on performance).
7	Remuneration	Rs. 1,00,000/- + IDA. No increment shall be granted during the term of the contract.
8	Place of Posting	AVNL CO, Avadi, Chennai

2.0 Junior Manager (Co-ordinator):

Sl. No	Particulars	Details
1	No. of Positions	01(UR)
2	Age Limit	Below 40 Years.
3	Qualification	1. Bachelor's degree in Commerce, English Literature, Computer Science, Arts & Science with adequate English knowledge (spoken & writing)
4	Experience	<p>1. Minimum 5-10 years of relevant experience in government, executive or administrative role.</p> <p>2. Prior experience in working with senior government officials or executives, especially in secretarial or administrative capacities.</p>
5	Job Purpose	The co-ordinator will provide high-level administrative, organizational, and confidential support to a senior official/executive. The position requires discretion, excellent communication skills, and the ability to multitask and coordinate across various stakeholders.
6	Job Description	<p>1. Administrative Support</p> <ul style="list-style-type: none"> • Manage and prioritize the schedule, appointments and meetings of the executive. • Prepare and maintain official correspondence, memos, presentations and reports. • Handle all incoming and outgoing communications (emails, letters, and calls) <p>2. Confidentiality & Discretion</p> <ul style="list-style-type: none"> • Handle sensitive information with utmost confidentiality. • Maintain secure filing systems for classified and personal data. <p>3. Coordination and liaison</p> <ul style="list-style-type: none"> • Serve as the point of contact between the executive and internal/external stakeholders. • Coordinate travel arrangements, logistics, and protocol for official visit and tours. <p>4. Meeting & Event Management</p> <ul style="list-style-type: none"> • Organize meetings, prepare agenda, take minutes, and follow up on action points. <p>5. Documentation & Record Keeping</p> <ul style="list-style-type: none"> • Maintain records of office orders, notes, official files and reference documents.

		<ul style="list-style-type: none"> Draft and vet official documents before final approval. 6. Monitoring & Tracking <ul style="list-style-type: none"> Track progress on tasks assigned to various departments or subordinates Follow up on time-sensitive issues and escalate where necessary.
7	Skills & Competencies	<ul style="list-style-type: none"> a. Excellent command of written and spoken English and local language Tamil. b. Proficiency in MS Office Suite and digital communication tools. c. High level of organizational and time-management skills. d. Strong interpersonal and diplomatic skills. e. Ability to work under pressure and manage multiple tasks simultaneously. f. Trustworthy with sound judgement and integrity.
8	Tenure	The initial period of engagement is for 02 years (extendable on yearly basis based on business requirement and individual performance up to maximum 01 year. i.e. Overall tenure of 03 years)
9	Remuneration	Rs. 30,000/- + IDA. No increment shall be granted during the term of the contract.
10	Place of Posting	AVNL CO, Avadi, Chennai

3.0 Manager - Web Developer (PHP):

Sl. No	Particulars	Details
1	No. of Positions	01(UR)
2	Age Limit	Below 50 Years.
3	Qualification	1. Bachelors or master Degree in computer science/Information Systems/MCA /Engineering/Information Technology related field.
4	Experience	1. 3+ years of experience as Web Developer
5	Job Description	<ul style="list-style-type: none"> Designed, developed, and maintained responsive websites and web applications using HTML5, CSS3, JavaScript (ES6+), and modern frameworks like Laravel, CodeIgniter, Drupal, Symfony, CakePHP, Yii, Slim, etc., Collaborated with UI/UX designers to implement user-friendly interfaces and improve overall user experience. Integrated RESTful APIs and third-party services (e.g., payment gateways, authentication services). Optimized websites for speed, SEO, and accessibility (WCAG compliance). Built custom CMS features with Word Press and headless CMS solutions (e.g., Strapi, Sanity). Maintained version control using Git/GitHub, and managed deployments via Netlify, Vercel, and AWS. Participated in agile development processes (Scrum) with daily standups, sprint planning, and retrospectives. Experience with HTML5, CSS3, SASS, JavaScript, jQuery APIs, Tailwind CSS, Bootstrap, Figma, Webpack, Docker Optimize applications for speed and scalability. Write clean, efficient and well-documented code. Debug and troubleshoot issues in existing code and perform code reviews.

		<ul style="list-style-type: none"> Stay up to date with new trends and best practices in web development. Familiarity with SQL/No SQL databases. Knowledge of version control system like Git. Understanding of security principles and data protection. Web development as SDLC (Software Development Life Cycle). Web development to the compliance of DBIM & GIGW. Will be responsible to do any work as assigned by the senior officials. Will be assigned duties to other units of AVNL in India w.r.t. Network & related works. As per the requirement of higher management the professional should be available any day including Holidays. In this regards undertaking to be given by professional.
8	Tenure	The initial period of engagement is for 02 years (extendable further by 01 year on mutual agreement)
9	Remuneration	Rs. 60,000/- + IDA. No increment shall be granted during the term of the contract.
10	Place of Posting	AVNL CO, Avadi, Chennai

4.0 Assistant Manager (Document Writer):

Sl. No	Particulars	Details
1	No. of Positions	01(UR)
2	Age Limit	Below 65 Years.
3	Qualification	1. Bachelors or master Degree in computer science/Information Systems/MCA /Engineering/Information Technology related field.
4	Experience	1. 2+ years of experience in Documentation.
5	Job Description	<ul style="list-style-type: none"> A Document Writer is responsible for creating, editing, and maintaining various forms of written content to communicate information clearly and effectively.
6	Skills Required	<p>This role will encompass a range of responsibilities including but not limited to:</p> <ul style="list-style-type: none"> Develop clear, concise, and accurate documentation, including user manuals, product guides, API documentation, white papers, and online help. Write engaging and informative content tailored to the target audience, ensuring accessibility and usability. Review and edit content to ensure clarity, consistency, and accuracy, adhering to company style guides and standards. Proofread documents to eliminate grammatical, typographical, and formatting errors. Organize and present information in a logical and coherent manner, making it accessible to both technical and non-technical audiences. Utilize various documentation tools and platforms to create, manage, and publish content. Work closely with cross-functional teams, including product managers, designers, and developers, to ensure alignment and accuracy in documentation.

		<ul style="list-style-type: none"> • Communicate effectively with stakeholders to gather feedback and make necessary revisions. • Oversee documentation projects, manage timelines, and prioritize deliverables to meet product release dates and client expectations. • Maintain a library of application documentation, cataloguing it for internal and/or external use. • Writing and Editing: Proficiency in grammar, style, and tone appropriate for the target audience. • Technical Aptitude: Ability to understand and translate complex technical concepts into user-friendly content. • Documentation Tools: Experience with tools like Microsoft Word, Google Docs, Markdown, and specialized documentation platforms. • Will be responsible to do any work as assigned by the senior officials. • Will be assigned duties to other units of AVNL in India w.r.t. Network & related works. • As per the requirement of higher management the professional should be available any day including holidays. In this regards undertaking to be given by professional.
8	Tenure	The initial period of engagement is for 02 years (extendable further by 01 year on mutual agreement)
9	Remuneration	Rs. 40,000/- + IDA. No increment shall be granted during the term of the contract.
10	Place of Posting	AVNL CO, Avadi, Chennai

5.0 Junior Manager (Hardware & Networking):

Sl. No	Particulars	Details
1	No. of Positions	02(UR)
2	Age Limit	Max 40 Years.
3	Qualification	<ol style="list-style-type: none"> 1. Certification for Hardware & Networking like CCNA/ DCHN/CompTIA A+ / CompTIA Security+ / JNCIA / ASW / VCTA-NV/CCNP / CCT any one certificate. 2. Bachelors or Master Degree in Engineering or Information Technology or related field. 3. Hardware & Networking professional should have desired skills like Network configuration, Troubleshooting, Security protocols, Routing and switching, Network monitoring, Wireless networking, Cloud networking, Virtualization & Programming and scripting. Oracle, Linux,
4	Experience	1. Minimum 1 year experience
5	Job Description	<p>Reporting to senior officers as decided by AVNL, the Hardware & Networking professionals will be responsible for overseeing of Video Conferencing System, IT hardware, Networking activities, Biometric systems, connected accessories of computer & Servers. Having knowledge in testing, and troubleshooting of computer hardware and computer related equipment.</p> <ul style="list-style-type: none"> • Collaborating with technology teams to build and install Network system, Firewall, Routers, and Managed Switches, Memory devices, Media Convertors and extenders.

		<ul style="list-style-type: none"> To perform Technical support, System maintenance, Software installation, System administration, Hardware configuration & LAN. Coordinate with IT Division of AVNLCO for all cyber security related works. Maintenance of Video Conferencing system (VC) regular cleaning, inspection, and updating of equipment, as well as troubleshooting and repair. Updating of Antivirus patches in server and client. Ensure seamless integration of new software programs and applications with existing computer hardware. Installation of Operating System like Windows / Linux. Having good knowledge in Security protocols, Wireless networking, Cloud networking & Virtualization. Mode of working: Physical. Will be responsible to do any work as assigned by the senior officials. Will be assigned duties to other units of AVNL in India w.r.t. Hardware, Network & related works. As per the requirement of higher management the professional should be available any day including holidays. In this regards undertaking to be given by professional.
8	Tenure	The initial period of engagement is for 01 year (extendable further by 01 year on mutual agreement)
9	Remuneration	Rs. 30,000/- + IDA. No increment shall be granted during the term of the contract.
10	Place of Posting	AVNL CO, Avadi, Chennai

6.0 Assistant Manager (e-Office):

Sl. No	Particulars	Details
1	No. of Positions	01(UR)
2	Age Limit	Below 65 Years
3	Qualification	<ol style="list-style-type: none"> Bachelors or Master Degree in Engineering / CS / Information Technology / related field / MCA / M.Sc (CS/IT) / B.C.A/ B.Sc (CS/IT)/PGDCA/DCA. Minimum one year working knowledge in e-office administration is essential.
4	Job Description	<p>Reporting to senior officers as decided by AVNL, the Asst. Manager (e-Office) professionals will be responsible for:</p> <ol style="list-style-type: none"> Assist in constitution of e-office Governance Structure. Preparation and Population of E-Office Master Data (PIMS, File Head (MDM), KMS, etc.,) Assists procuring entity in acquiring Digital Signature (DSC) Capacity Building Program (CBP, Training & Handholding) E-Office application Trouble Shooting/Helpdesk-support Assist Procuring entity in scanning, digitalization and migration activities. Preparation and submission of MIS Report Compiling the list of queries received from users relating to e-Office and providing responses to these queries and if needed, escalates the queries to higher authorities for

		<p>times response.</p> <p>9. Co-ordination with NICSI, New Delhi for technical support</p> <p>10. Co-ordination with the units of AVNL and maintenance of e-Office portal.</p> <p>11. Manage and undertake all administrative responsibility.</p> <p>12. Would be responsible for the activities of e-Office portal</p> <p>13. Mode of working – Physical</p> <p>14. Will be responsible to do any work assigned by the senior officials</p> <p>15. Will be assigned duties to other units of AVNL in India w.r.t Hardware, Network & related works</p> <p>16. As per the requirement of higher management the professional should be available any day including holidays. In this regards undertakings to be given by professional and stay beyond working hours in case of emergency to be decided by higher officials.</p>
5	Tenure	The initial period of engagement is for 02 years (extendable on yearly basis based on business requirement).
6	Remuneration	Rs. 40,000/- + IDA. No increment shall be granted during the term of the contract.
7	Place of Posting	AVNL CO, Avadi, Chennai

7.0 Junior Manager (e-Office):

Sl. No	Particulars	Details
1	No. of Positions	03(UR)
2	Age Limit	Below 40 Years
3	Qualification	1. Bachelors or Master Degree in Engineering / CS / Information Technology or related field / MCA / M.Sc (CS/IT) / B.C.A/ B.Sc (CS/IT)/PGDCA/DCA.
5	Job Description	<p>Reporting to senior officers as decided by AVNL, the Junior Manager (e-Office) professionals will be responsible for:</p> <ol style="list-style-type: none"> 1. System administration & Deployment and maintenance of e-Office Product suite in Data centre 2. Linux/e-Office Installation 3. E-Office application configuration and trouble shooting 4. Patching & fixing updates of the Linux/e-Office servers 5. User/Group Administration and System Security 6. Installation software application and packages using tar ball, RPM, YUM, Linux Server handling and Server Monitoring 7. Creating and Managing cron in the e-Office servers. 8. Managing Apache Web server, Tomcat Web Server 9. Load Balancing in server and knowledge in SQL queries 10. Application Data Backup and Restore 11. Installation of PostgreSQL, configuration and tuning and Administration of PostgreSQL server 12. Mode of working – Physical 13. Will be responsible to do any work assigned by the senior officials 14. Will be assigned duties to other units of AVNL in India w.r.t Hardware, Network & related works 15. As per the requirement of higher management the professional should be available any day including

		holidays. In this regards undertakings to be given by professional and stay beyond working hours in case of emergency.
6	Tenure	The initial period of engagement is for 02 years (extendable on yearly basis based on business requirement).
7	Remuneration	Rs. 30,000/- + IDA. No increment shall be granted during the term of the contract.
8	Place of Posting	AVNL CO, Avadi, Chennai

8.0 Senior Manager (Server Administrator):

Sl. No	Particulars	Details
1	No. of Positions	01(UR)
2	Age Limit	Below 50 Years
3	Qualification	Bachelors or master Degree in computer science/Information Systems/MCA /Engineering/Information Technology related field. Preferable Certifications: VMWare certified professional(VCP)/ Red Hat System administrator / Azure administrator associate / CompTI A+ certification.
4	Experience	2 + years of experience as Linux / Windows (AD) System Administrators.
5	Job Description	<p>Server Administrator is responsible for maintaining IT operational infrastructure and providing services to the organization: Server Systems administration (Linux, Windows, and Virtualization platforms-VMWare), Disk Storage, NAS and SAN administration, Data Backup and Restore administration, Server Security administration and operational and infrastructure components of business continuity. Many related activities like Capacity Planning, Performance Analysis, Software Distribution and Availability Monitoring.</p> <p>Skills Required: This role will encompass a range of responsibilities including but not limited to:</p> <ol style="list-style-type: none"> Building, maintaining and deploying critical assets. Installation, configuration, deployment, upgrades and maintenance of applications and virtual environments. Automation of operational tasks using tools such as Shell scripts, Perl and Python scripts. Development and maintenance of dev, staging and production environments. Development, deployment and maintenance of monitoring systems and tools. Implementing and maintaining security processes, tools and controls. Deploying, maintaining and managing servers in Units & AVNL CO and maintain integration and support. Working with software development teams to design and build fault tolerant systems. Networking design, configuration and management firewalls, load balancers.

		<p>j. Creating and running tests for application stacks - load testing, failover.</p> <p>k. Maintaining System Admin documentation.</p> <p>l. Coordinate with IT Division of AVNLCO for all Server Administration related works.</p> <p>m. Will be responsible to do any work as assigned by the senior officials.</p> <p>n. Will be assigned duties to other units of AVNL in India w.r.t. Server & related works.</p> <p>o. As per the requirement of higher management the professional should be available any day including holidays. In this regards undertaking to be given by professional.</p>
6	Tenure	The initial period of engagement is for 02 years extendable further by 01 year on mutual agreement as per policy.
7	Remuneration	Rs. 70,000/- + IDA. No increment shall be granted during the term of the contract.
8	Place of Posting	AVNL CO, Avadi, Chennai

9.0 Senior Manager (Cyber Security):

Sl. No	Particulars	Details
1	No. of Positions	01(UR)
2	Age Limit	Max 50 Years
3	Qualification	<p>a. Bachelors or master Degree in computer science/Information Systems/BCA/MCA /Engineering/Computer/Information Technology/Mathematics/ related field, Bachelor degree in Cyber security is desirable.</p> <p>Desirable:</p> <ul style="list-style-type: none"> • Cyber security consultant should have desired skills like Oracle, Linux, MYSQL, UNIX, Windows and other operating systems, SDN, Experience with open-source penetration testing toolsets, virtualization and cloud security. • Deep understanding of cyber security and advanced persistent threats (APT) • Balanced expert level knowledge and real - world experience in cyber security and enterprise security.
4	Experience	1+ year for individual with B. Tech degree in cyber security / 5 years for other discipline.
5	Job Description	The cyber security consultant will be responsible for overseeing of cyber security and reporting activities. In addition, the role will partner with, senior leadership, the human resources (HR) and information Technology (IT) staff to enhance and better integrate finance, HR function, and IT function.
6	Key Responsibilities	<p>a. Threat deduction, Vulnerability management, Security implementation, Incidence response, Policy and compliance as per AVNL, Risk assessment & strategy, User education, Proficiency & scripting in security tools like firewall activities & encryption</p> <p>b. To have key knowledge in cyber security domains.</p> <p>c. Asset security.</p>

		<ul style="list-style-type: none"> d. Security architecture and engineering. e. Communication & Network security. f. Software development security. g. Identity and access management. h. Security assessment and testing. i. Security operations. j. Coordinate with IT Division of AVNL for all cyber security related works. k. Monitoring of servers related to Cyber security implementation at AVNL. l. Will be responsible to do any work as assigned by the senior officials. m. Will be assigned duties to other units of AVNL in India w.r.t. cyber security & related works. n. As per the requirement of higher management the professional should be available any day including holidays. In this regards undertaking to be given by professional. <p>Soft Skills:</p> <ul style="list-style-type: none"> a. Strong problem solving ability b. Good communication c. Effectively convey security concern and work with them.
6	Tenure	The initial period of engagement is for 02 years extendable further by 01 year on mutual agreement as per policy.
7	Remuneration	Rs. 70,000/- + IDA. No increment shall be granted during the term of the contract.
8	Place of Posting	AVNL CO, Avadi, Chennai

10.0 Assistant Manager (Email Administrator):

Sl. No	Particulars	Details
1	No. of Positions	01(UR)
2	Age Limit	Below 50 Years
3	Qualification	Bachelors or master Degree in computer science/Information Systems/MCA /Engineering/Information Technology related field.
4	Experience	1 + year of experience as email administrator.
5	Job Description	<p>An Email Administrator is responsible to ensure the reliability, security, and optimal performance of the organization's email system by managing day-to-day operations, troubleshooting issues and creating, editing, maintaining email ids and supporting users.</p> <p>Skills Required:</p> <p>This role will encompass a range of responsibilities including but not limited to:</p> <ul style="list-style-type: none"> a. Understanding of Email Protocols like SMTP, IMAP, POP# & MIME. b. Operating System Administration Linux (CentOS, Ubuntu, RHEL) & Windows. c. Email Server Software knowledge to install, configure, and manage Postfix, Send mail, Exim, Microsoft Exchange Server, Zimbra, iRedmail, Mailenable, etc. d. DNS and Email Authentication like MX Records, SPF, DKIM and DMARC.

		<ul style="list-style-type: none"> e. Firewall and Network configuration like open/close ports for SMTP, IMAP, POP#, NAT port forwarding, reverse proxy. f. Knowledge of UTM/Firewall to allow/limit email traffic. g. Email security like SSL/TLS encryption, spam filtering, Antivirus/ Malware scanning & Black list management. h. Troubleshooting and logs. i. User and mailbox management. j. Backup and Disaster Recovery. k. Monitoring and Performance Tuning. l. Will be responsible to do any work as assigned by the senior officials. m. Will be assigned duties to other units of AVNL in India w.r.t. Email Administration. n. As per the requirement of higher management the professional should be available any day including holidays. In this regards undertaking to be given by professional.
6	Tenure	The initial period of engagement is for 02 years extendable further by 01 year on mutual agreement as per policy.
7	Remuneration	Rs. 40,000/- + IDA. No increment shall be granted during the term of the contract.
8	Place of Posting	AVNL CO, Avadi, Chennai

11.0 Manager (AI & New Technology):

Sl. No	Particulars	Details
1	No. of Positions	01(UR)
2	Age Limit	Below 50 Years
3	Qualification	Bachelors or master Degree in computer science/data science/ Information Systems/MCA /Engineering/Information Technology related field/ PhD in AI.
4	Experience	1 + year of experience for individual with B. Tech in AI / 5 years for other discipline.
5	Job Description	<p>An AI professional is responsible to developing new algorithms, designing and building of new AI systems. Model training and tuning, Deploying AI models, MLOps (monitoring, logging, and maintaining AI systems), Machine Learning and Deep learning, Cloud Computing, Internet of Things (IoT), Industry-Specific Applications, Cross-functional collaboration and build prototype and deliver intelligence systems.</p> <p>Skills Required:</p> <p>This role will encompass a range of responsibilities including but not limited to:</p> <ul style="list-style-type: none"> a. Exploring emerging tech trends (AI/ML, LLMs, generative AI, computer vision) b. Build PoCs (Proof of Concepts) c. AI/ML Models Development – Collect, Clean and process data. d. Design, train, and optimize models using Python library like TensorFlow PyTorch, or Scikit-learn. e. Fine tuning large language models (LLM). f. New Technology Integration – Analyze how new technologies like IoT, Generative AI, Block chain or Edge

		<p>AI can benefit business cases.</p> <ul style="list-style-type: none"> g. Collaborate with Data Engineers, Data Administrators, Product Manager and Domain Experts. h. Deploy AI/ML models into production using MLOps practices. i. Monitor performance / Update models periodically. j. Will be responsible to do any work as assigned by the senior officials. k. Will be assigned duties to other units of AVNL in India w.r.t. AI & New Technology professional. l. As per the requirement of higher management the professional should be available any day including holidays. In this regards undertaking to be given by professional.
6	Tenure	The initial period of engagement is for 02 years extendable further by 01 year on mutual agreement as per policy.
7	Remuneration	<p>Rs. 60,000/- + IDA.</p> <p>No increment shall be granted during the term of the contract.</p>
8	Place of Posting	AVNL CO, Avadi, Chennai

आर्मर्ड व्हीकल्स निगम लिमिटेड

भारत सरकार का उद्यम

रक्षा मंत्रालय



CIN-U35990TN2021GOI145504

ARMoured VEHICLES NIGAM LIMITED

A GOVT. OF INDIA ENTERPRISE

MINISTRY OF DEFENCE

ADVT. NO. AND DATE _____

APPLICATION FOR THE POST OF _____

To

Armoured Vehicles Nigam Limited

Avadi, Chennai – 600 054

ANNEXURE B

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

APPLICATION FOR ENGAGEMENT OF PROFESSIONALS ON FIXED TERM CONTRACT BASIS

SL NO	PARTICULARS	DETAILS
1	Name (in Block Letters)	
2	Father's/Mother's/Husband's Name	
3	Gender	
4	Date Of Birth (DD/MM/YYYY) Age in Yrs. /Months. As on the date of Advertisement ADEVERTISEMENT	
5	Whether Belongs to SC / ST / OBC / PWD / Others	
6	Highest Qualification	
7	Total Post Qualification work experience as on the date of Advertisement	
8	Date of Retirement / Separation from the last employment	
i	Name of the Company / Department (working/retired)	
ii	Whether CPSE / STATE PSU /GOVT. Department / Reputed / Large Private Sector Organization	
iii	Post Currently held on Regular (Substantive) basis with Pay Scale, Level and Grade Pay (Under IDA & CDA Pay Scales) or on the Date of Retirement / Separation.	
9	Present Address for Communication	
10	Permanent Address	
11	Telephone/Mobile No.	

12	Email Id	
13	Aadhaar Number/Pan Number	
14	Details of Application Fee Remitted Mode / DD No. // DD Date / Bank Details	

15. EDUCATIONAL QUALIFICATIONS

S. No.	Qualifications from 10 th Class onwards	% of marks obtained/CGPA	Year of passing	Name of School / College	Affiliated institute/university

16. PARTICULARS OF EXPERIENCE

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

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

Declaration

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

Signature of the candidate

Date:

Place:

Documents to be enclosed (whichever applicable)

1. Valid document evidencing date of birth of the candidate (Secondary / Matriculation School Certificate / Birth Certificate).

2. Educational Certificates - Mark sheets & Degree (Diploma, Graduation, Post-Graduation)

3. Work experience –

a) Joining-Relieving Letter from Company/Organization.

b) Experience /Service Certificate/Salary statement/Bank Statement issued by Company/Organization. (It should indicate date of joining and date of relieving from each organization where worked).

c) Salary Certificate together with ITR or Form-16 A issued by present / past employers(s).

4. Caste Certificate in case of candidates belonging to reserved category

TERMS AND CONDITIONS FOR ENGAGEMENT OF EMPLOYEES ON FIXED TERM CONTRACT

A. Selection Process:

Selection will be based on qualification and experience and/or performance in the interview / interaction.

(i) Screening:

Screening of Applications will be done by a Screening Committee constituted for that purpose. Candidates are required to fill in the Application Form (attached with the advertisement) complete in all respects. The complete Application Form has to be submitted to AVNL/HR for screening by the Screening Committee. Candidates may be shortlisted for Interview. The Company may adopt higher criteria in case of receipt of more number of applicants meeting eligibility criteria.

(ii) Interview:

- *Selection Procedure comprising Interview/Written Test/Skill Test shall be decided by the Selection Committee.*
- All engagements will be recommended by a Selection Board constituted by the Chairman & Managing Director/AVNL.

(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.
- The results of the final selection, either on the basis of qualification and experience and/or interview, will be published only on AVNL website.
- Only selected candidates shall be intimated by email.

B. Tenure:

The tenure of contract engagement on full time basis will be normally for the period specified in the advertisement against each post, which is extendable depending on the performance and requirements.

C. Age Limit:

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

D. Qualification & Experience:

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

I DEFINITION OF POST QUALIFICATION WORK EXPERIENCE:

Definition of Large Private Sector Organization / Institution / Company of Repute:

Shall include listed companies (which would mean and include companies listed on NSE or group A& B of BSE)

OR

Organization/Institution/ Companies with more than 500 employees.

OR

Having an annual turnover of more than Rs.250 crores in the last financial year.

Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.

1. The work experience shall be in full time job on regular salary basis, after acquiring prescribed minimum essential educational qualification.
2. In case of intermittent nature of job, the actual days engaged in full time job only will be considered for calculating number of years of experience.
3. Any other nature of experience like freelance experience will not be considered as it is not a full-time job and required number of years of experience cannot be established.
4. Entrepreneurial experience will not be considered for the purpose of ascertaining required number of years of post-qualification experience.
5. Period of on-the-job training undertaken by the candidates as Management Trainee (MT) / Executive Trainee (ET) / Graduate Trainee (GT) in PSUs after acquiring the requisite qualification mentioned above shall be considered for determining post qualification work experience.
6. Articleship / Internship / Academic Project / Teaching / Research experience shall not be considered as Post Qualification Experience.
7. Period of apprenticeship under Apprenticeship Act shall be considered for the purpose of ascertaining required number of years of post-qualification experience.

II DOCUMENTARY EVIDENCE FOR WORK EXPERIENCE:

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

(i) For Past Employment

1. WORK EXPERIENCE CERTIFICATE.

The submission of work experience certificate indicating the date of joining, date of relieving, pay last drawn, pay scale with duration and nature of jobs / specific areas of experience / experience in the relevant fields / Projects handled etc. is compulsory for all the past employments which the candidate is mentioning in the application form. In case experience certificate from any of the past employers is not submitted, it may lead to

rejection of the candidature. So candidates are advised to ensure that the experience Certificate indicating the date of joining, date of relieving and other details as mentioned above is attached for minimum requisite experience details mentioned in the application form.

(ii) For Current Employment

1. Experience Certificate with all the details mentioned above

OR

2. Offer letter/ Appointment letter showing the date of joining (Proof of date of joining) mentioned by the candidate in the application form

OR

Offer letter / Appointment letter where date of joining is not mentioned along with any other document issued by the employer (including pay slip / identity card issued by employer) where date of joining is clearly mentioned.

And

3. Proof of continuity of present employment – Latest Pay slips for three months.

NOTE:

1. If the candidate is not able to provide experience certificate for current employment, the candidate must submit the documents mentioned at Sl No. 2 & 3 to clearly prove the continuity in the job.

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

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

E. Remuneration:

a. For fixed term contract of professionals - consolidated monthly remuneration.

b. If retired Govt. officials are engaged, their remuneration shall be fixed by deducting the amount of pension from his salary drawn at the time of retirement or the consolidated monthly payment, whichever is lower.

c. Payment will be made after Tax deduction at source. TDS certificate shall be issued by the Company.

F. Other Terms and Conditions

(i) **The engagement is purely temporary and contractual and on Fixed Term Basis and it is not against any permanent vacancy. This engagement will not entitle any candidate to claim for regular/permanent employment in the Company.** Accordingly, nothing within or relating to the Contract shall establish the relationship of employer and employee, or of principal and agent, between the Company and the contracted Professionals. They will not be entitled for any benefit /compensation/ absorption/ regularization/permanent

employment in the Company except the fixed remuneration.

(ii) The persons engaged on full time basis will not be allowed to take any other assignment during the period of contractual engagement.

(iii) Total paid leave admissible shall not exceed 15 days in a year

(iv) DA, HRA or any other allowances shall not be admissible. No accommodation and Medical facilities will be admissible. However, Company accommodation may be provided in special cases with the permission of CMD/AVNL on payment of applicable licence fees and other charges.

(v) TA, DA while on official tour will be paid on case to case basis. In case of retired Govt. / CPSE personnel, it may be as per his entitlement at the time of retirement. In other cases, it will be decided on case to case basis with the approval of Competent Authority. Company units will provide transit accommodation in their guest houses. Company units may also provide local transport.

(vi) The persons engaged can be assigned additional responsibilities/tasks in addition to their specialization and assigned tasks.

(vii) They will work on full time basis and on all working days as applicable or in operation in the Company. They may also be required to work beyond the normal working hours and on holidays too, in case of functional requirement.

(viii) The engagement can be discontinued or terminated with one-month notice or one-month salary as the case may be decided by either side without assigning any reasons.

(ix) The incumbents are liable to be transferred/ posted anywhere in India at the discretion of the Company.

(x) Those working must submit NOC at the time of Interview and should submit proper relieving letter from present employer in the event of selection.

(xi) The cut-off date for age, qualification and experience will be the date of advertisement.

(xii) Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.

(xiii) Relaxation of age for SC/ST/OBC- NCL/PWD and Ex-Servicemen/ J&K domicile category will be as per Govt. of India guidelines. Reserved category candidates applying against unreserved post shall be treated as General category and no relaxation shall be given. The reserved category candidates are required to submit the caste / category certificate in prescribed format of Government of India, issued by the competent authority. OBC candidates belonging to creamy layer category should apply as general category and against general vacancies only.

(xiv) The minimum qualification requirement in terms of percentage of marks/division will be appropriately relaxed for the Candidates belonging to SC, ST and PWD category.

(xv) Only full time regular courses will be considered as qualification and all qualifications should be recognized by AICTE/UGC/appropriate Indian Statutory Authorities. Wherever CGPA/ OGPA or letter grade in a Degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/ Institutes. Candidates will be required to submit documentary proof/ certificate to this effect from the Institute/ University at the time of Interview, if called for the same.

(xvi) Mere submission of Application does not guarantee the adequacy of candidature for being considered for further selection process. Mere fulfilling of eligibility criteria shall not confer any right to the applicant for being called for interview/appointment. **Canvassing in any form will disqualify the candidate.**

(xvii) Candidate will have to bring an original valid Photo ID (Aadhaar Card etc.) and other original documents for verification at the time of interview/ medical/ joining, if called for.

(xviii) AVNL also reserves the right to cancel/amend the advertisement and/or the selection process there under. The number of positions filled may increase or decrease depending on the requirement of AVNL.

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

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

(xxi) Police verification report (PVR) is a pre-condition for engagement of the selected candidates. Candidates will have to obtain a formal Police verification report before joining. Necessary Medical Insurance policy for self may also be submitted at the time of joining with AVNL.

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

(xxiii) Candidates should ensure that they 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 <https://avnl.co.in> and no separate press coverage shall be done for this purpose.

(xxv) All disputes / cases related to this recruitment process are subject to jurisdiction of courts at Chennai only.

(xxvi) Management reserves the right to cancel / restrict /enlarge / modify / alter the recruitment/ selection process, if need so arises, without issuing any further notice or assigning any reason thereafter.

(xxvii) AVNL reserves the right to relax age/experience/qualification & other qualifying criteria in deserving cases.

(xxviii) All information regarding this recruitment process would be made available in the AVNL website (avnل.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 website (www.avnل.co.in) for latest updates.

(xxx) Application fee (Non-refundable Rs. 300/-). SC/ST/PwD/Ex-SM/Female candidates are exempted from payment of application fees.

Payment of Processing Fee of Rs.300/- (Rupees Three Hundred only) **through SBI Collect (PSU- Armoured Vehicles Nigam Limited – Miscellaneous)** or by means of a Demand Draft drawn in favour of AVNL, payable at Chennai.

(xxxi) Applications that are incomplete, not in prescribed format, not legible, without the required certificates and without requisite fee, shall be summarily rejected without assigning any reasons and no correspondence in this regard shall be entertained.

(xxxii) For any queries regarding this recruitment please send **E-mail to hr@avnل.co.in or contact 044-26844808/26844810 on all working days from 9.30 AM to 06.00 PM (Monday to Friday).**

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

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

AVNL's DECISION FINAL:

The decision of Chairman & Managing Director, AVNL in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, conduct of interviews, selection and engagement of selected candidates will be final and binding on the candidates and no query/ correspondence will be entertained in this regard.

Last date for receipt of Application at AVNL CO is 21 days from the date of publication of advertisement.
