

Anexunre D (Terms and Conditions for engagement of 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 upto 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 Professionals. They will not be entitled for any benefit /compensation/ absorption/ regularization/permanent employment in the Company except the fixed remuneration.
- (ii) The persons engaged on full time basis will not be allowed to take any other assignment during the period of contractual engagement.
- (iii) Total paid leave admissible shall not exceed 15 days in a year
- (iv) DA, HRA or any other allowances shall not be admissible. No accommodation and Medical facilities will be admissible. However, Company accommodation may be provided in special cases with the permission of CMD/AVNL on payment of applicable licence fees and other charges.
- (v) TA, DA while on official tour will be paid on case to case basis. In case of retired Govt./CPSE personnel, it may be as per his entitlement at the time of retirement. In other cases, it will be decided on case to case basis with the approval of Competent Authority. Company units will provide transit accommodation in their guest houses. Company units may also provide local transport.
- (vi) The persons engaged can be assigned additional responsibilities/tasks in addition to their specialization and assigned tasks.
- (vii) They will work on full time basis and on all working days as applicable or in operation in the Company. They may also be required to work beyond the normal working hours and on holidays too, in case of functional requirement.
- (viii) **The engagement can be discontinued or terminated with one month notice or one month salary as the case may be decided by either side without assigning any reasons.**
- (ix) The incumbents are liable to be transferred/ posted anywhere in India at the discretion of the Company.
- (x) Those working must submit NOC at the time of Interview and should submit proper relieving letter from present employer in the event of selection.
- (xi) **The cut-off date for age, qualification and experience will be the date of advertisement.**
- (xii) Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.
- (xiii) Relaxation of age for SC/ST/OBC- NCL/PWD and Ex-Servicemen/ J&K domicile category will be as per Govt. of India guidelines. Reserved category candidates applying against unreserved post shall be treated as General category and no relaxation shall be given. The reserved category candidates are required to submit the caste / category certificate in prescribed format of Government of India, issued by the competent authority. OBC candidates belonging to creamy layer category should apply as general category and against general vacancies only.
- (xiv) The minimum qualification requirement in terms of percentage of marks/division will be appropriately relaxed for the Candidates belonging to SC, ST and PWD category.
- (xv) Only full time regular courses will be considered as qualification and all qualifications should be recognized by AICTE/UGC/appropriate Indian Statutory Authorities. Wherever CGPA/ OGPA or letter grade in a Degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/ Institutes. Candidates

will be required to submit documentary proof/ certificate to this effect from the Institute/ University at the time of Interview, if called for the same.

- (xvi) Mere submission of Application does not guarantee the adequacy of candidature for being considered for further selection process. Mere fulfilling of eligibility criteria shall not confer any right to the applicant for being called for interview/appointment. **Canvassing in any form will disqualify the candidate.**
- (xvii) Candidate will have to bring an original valid Photo ID (Aadhaar Card etc.) and other original documents for verification at the time of interview/ medical/ joining, if called for.
- (xviii) AVNL also reserves the right to cancel/amend the advertisement and/or the selection process there under. The number of positions filled may increase or decrease depending on the requirement of AVNL.
- (xix) No TA/ DA shall be paid to any candidate for attending interview in AVNL.
- (xx) Engagement of the selected candidate will be subject to medical fitness by the Medical Officer nominated by AVNL.
- (xxi) **Police verification report (PVR) is a pre-condition for engagement of the selected candidates. Candidates will have to obtain a formal Police verification report before joining. Necessary Medical Insurance policy for self may also be submitted at the time of joining with AVNL.**
- (xxii) No correspondence will be entertained from the candidates not selected/ interviewed.
- (xxiii) Candidates should ensure that they fulfill the eligibility criteria prescribed for the post they have applied. In case it is found at any stage of selection process or even after appointment that the candidate has furnished false or incorrect information or suppressed any relevant information/ material facts or does not full fill the criteria, his / her candidature / services are liable for rejection/ termination without notice.
- (xxiv) Any corrigendum/clarifications of the advertisement, if necessary, shall only be uploaded on AVNL website (avn1.co.in) and no separate press coverage shall be done for this purpose.
- (xxv) All disputes / cases related to this recruitment process are subject to jurisdiction of courts at Chennai only.
- (xxvi) Management reserves the right to cancel / restrict /enlarge / modify / alter the recruitment/ selection process, if need so arises, without issuing any further notice or assigning any reason thereafter.
- (xxvii) AVNL reserves the right to relax age/experience/qualification & other qualifying criteria in deserving cases.
- (xxviii) All information regarding this recruitment process would be made available in the AVNL website (avn1.co.in) only. Applicants are advised to check the web site periodically for important updates.
- (xxix) **The candidates must have an active E-mail ID & Mobile number which must remain valid for at least next one year.** All future communications with the candidates will take place only through E-mail. Candidates have to ensure accuracy of their E-mail ID & Mobile number. No change in E-mail ID & Mobile number as declared in the application will be allowed. The Company shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, connectivity/network issues, technical fault or otherwise, beyond the control of the Company. Candidates are advised to keep a close watch on the Company website (www.avn1.co.in) for latest updates.

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

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

(xxxii)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.

(xxxiii)For any queries regarding this recruitment please send E-mail to hr@avnI.co.in or contact at 044-26843348/26843338 on all working days from 9.30 AM to 06.00 PM (Monday to Friday).

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

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

9. 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 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 AVNL CO is 21 days from the date of publication of advertisement.