



आर्मर्ड व्हीकल्स निगम लिमिटेड
भारत सरकार का उद्यम
रक्षा मंत्रालय



CIN- U35990TN2021GOI145504



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

सं./No.: AVNL/04/10/23-24/HR

दिनांक/ Dated: 28th July 2023

Advertisement for

ENGAGEMENT OF PROFESSIONAL ON FIXED TERM CONTRACT BASIS

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 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.

ASSISTANT COMPANY SECRETARY

Sl. No	Particulars	Details
1	No. of Persons	01
2	Age	Below 50 years
3	Qualification	Essential: Qualified Company Secretary having Associate/Fellow membership of the ICSI Institute. DESIRABLE: i. Degree in Law ii. Preference to candidates with PSU background.
4	Experience	Minimum 5 years in relevant field as on the date of advertisement
5	Nature of responsibilities	Detailed terms, qualification, experience, Job Specification, Skills required for the post are attached as Annexure - A
6	Tenure	02 Years (extendable by another year)
7	Remuneration	Rs.70,000/- (All inclusive)

How to apply

1. Interested candidates may download the application from the website (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 **ONLY** through speed post/courier service to “**The Works Manager/CO & HR, Armoured Vehicles Nigam Limited, HVF Road, Avadi, Chennai – 600054**” super-scribing the envelope with the **name of the post applied for**. The last date for receipt of Application at AVNL CO will be **21 Days** from the date of publication of this advertisement in the Employment News.
2. Application fee (Non-refundable Rs.300/-) to be paid **through SBI Collect (PSU ->Armoured Vehicles Nigam Limited -> Miscellaneous)** 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 Biodata 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 filling their applications.**

(एम. सिवकुमार)/ (M. SIVAKUMAR)

महाप्रबंधक/नि.का. एवं मा.सं.

GENERAL MANAGER/CO & HR

पंजीकृत पता : भा.वा.नि. रोड, आवडी, चेन्नई-600 054

दूरभाष सं.:044-26383601,044-26384784

ईमेल: info@avnl.co.in

वेबसाइट: avnl.co.in

REGD. ADDRESS: HVF ROAD, AVADI, CHENNAI-600 054.

PHONE NO.: 044-26383601, 044-26384784

E-Mail: info@avnl.co.in

Website: avnl.co.in

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

01. NAME OF THE POST: ASSISTANT COMPANY SECRETARY

LOCATION: Company Headquarter, Avadi, Chennai

TENURE: 02 YEARS (Extendable by another year)

NUMBER OF VACANCIES: 01 (UR)

QUALIFICATION:

Qualified Company Secretary having Associate/Fellow membership of the ICSI Institute.

DESIRABLE:

- i. Degree in Law
- ii. Preference to candidates with PSU background.

EXPERIENCE REQUIRED (Post Qualification):

Minimum **05** years, having strong legal, commercial background and expertise in company secretarial matter of a Ratna Category PSU, preferably DPSU or listed companies.

AGE LIMIT: Below 50 Years.

REMUNERATION: Rs.70, 000/- (All inclusive) -No other perks/benefits/ allowances shall be applicable.

JOB SPECIFICATION/JOB REQUIREMENT:

- Ensure compliance with Companies Act and all other applicable Statutory and constitutional requirements.
- Maintenance of all Registers and Records as are statutorily required.
- Preparation and filing of all returns and reports as required by the Companies Act or any applicable statute to the ROC/NOC or to any Government authority.
- Ensure compliance with Government Instructions/guidelines on Corporate Governance issued by DPE or any other government Authority

- Preparation of Agenda for Board Meetings and conduct Board meetings in a proper manner and preparation of minutes of the Board meetings.
- Preparation of Agenda for Annual General Meetings etc. and conduct such meetings in a proper manner and preparation of minutes of such meetings.
- Preparation of proper Annual Report of the Company in accordance with legal and constitutional requirements.
- Advising the CMD and the Board on important issues
- Maintain all Registers and Records as are statutorily required.
- Reporting to Company Secretary

KNOWLEDGE:

- Of Companies Act and other applicable Statutes
- Of Government/DPE guidelines on Corporate Governance
- Of Company Secretarial Standards issued by ICSI
- Of Procedure of conducting Board Meetings and annual general Meetings of the Company
- Of preparing Minutes of Board Meetings and Annual General Meetings etc.
- Of Preparing Annual Report of the Company
- Of Coordination and Liaisoning with Regulatory Authorities

SKILL COMPETENCY:

1. To ensure compliance with Companies Act and all other applicable Statutory and constitutional requirements.
2. To maintenance all Registers and Records as are statutorily required.
3. To prepare and file all returns and reports as required by the Companies Act or any applicable statute to the ROC/NOC or to any Government authority.
4. To ensure compliance with Government Instructions/guidelines on Corporate Governance issued by DPE or any other government Authority.
5. To prepare Agenda for Board and Annual Meetings and conduct meetings in a proper manner and prepare minutes.
6. To draft, prepare and print proper Annual Report of the Company.

7. To advise the CMD and the Board on important issues.
8. To maintain all Registers and Records as are statutorily required.
9. For Office Automation

DETAILS ON ELIGIBILITY CRITERIA, EXPERIENCE, RESPONSIBILITIES

POST – ASSISTANT COMPANY SECRETARY EQUIVALENT TO SR. MANAGER

ESSENTIAL QUALIFICATION:

Candidate should have acquired Associate/Fellow Membership of Institute of Company Secretaries of India (ICSI).

EXPERIENCE (AS ON 01.06.2023):

5-8 years of post-qualification work experience with relevant work experience in the Company Secretariat of Central Public Sector Enterprises/State Public Sector Enterprises/Public Limited Company, with in depth understanding and knowledge of Companies Act, Rules & Regulations, SCRA, etc.

JOB RESPONSIBILITIES:

Key accountabilities shall include but not limited to the following:

- 1) Handling Company's Corporate Governance and other Statutory and legal Compliance related matters.
- 2) Assist Company Secretary in conducting periodic and timely Board Meeting, Committee Meetings, Annual General Meeting, Extra Ordinary General Meeting and all formalities preceding and succeeding such meeting.
- 3) Maintenance of all Registers and Records as are statutorily required.
- 4) Preparation and filing of all returns and reports as required by the Companies Act or any applicable statute to the ROC, DPE or to any Government authorities.
- 5) All Company Secretarial functions and related statutory and administrative works.
- 6) Signing corporate documents attending to corporate notice and correspondence, representing the organisation in dealings with external parties.
- 7) Handling Secretarial Audit/ CAG & Statutory Audit and Corporate Governance Compliance audit under Companies Act, 2013 read with DPE guidelines.
- 8) Ensuring Compliance of Secretarial Standards, DPE guidelines on Corporate Governance and Corporate Social Responsibility and Sustainability Development.
- 9) Prepare/review various returns and reports required for compliances with the various laws and regulations in coordination with respective cross functional teams such as HR, Finance, Operation, Legal etc.
- 10) Preparation of proper Annual Report of the Company in accordance with legal and constitutional requirements.

ESSENTIAL SKILLS:

Candidate should possess following skills:

- Candidates should be proficient in Computers, MS Office and relevant applications.
- Excellent Communications skills including grammar, editing and writing, attention to detail.
- Interpersonal skills and the ability to interact effectively with people at all levels of the Organisations.
- Working Knowledge of laws on Corporate Governance, taxes, Company Law.

DESIRED SKILLS:

- Additional qualification in Law is desirable.
- Preference to candidates with PSU background.

Advt. No. and Date.....

Paste a recent
Passport size
Photograph

APPLICATION FOR THE POST OF

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 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 ORGANISATION	
iii	POST CURRENTLY HELD ON REGULAR (SUBSTANTIVE) BASIS WITH PAY SCALE, LEVEL AND GRADE PAY (UNDER IDA & CDA PAY SCALES) OR ON THE DATE OF RETIREMENT / SEPARATION.	
9	PRESENT ADDRESS FOR COMMUNICATION	
10	PERMANENT ADDRESS	
11	TELEPHONE/MOBILE NO.	
12	EMAIL	
13	AADHAAR NUMBER/PAN NUMBER	
14	DETAILS OF APPLICATION FEE REMITTED MODE / DD	

15. EDUCATIONAL QUALIFICATIONS

Sl. No.	Qualifications from 10 th	% 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.	CTC (In Rs.) in other cases	Major Responsibilities
		From	To			

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

Declaration:

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

Date:

Signature of the candidate

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 PROFESSIONALS 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:**

- If required, Personal Interview/interaction will be conducted.
- *The offer of engagement shall be issued to the suitable candidates in the order of merit and based on the number of vacancies and will be subject to verification of antecedents and caste certificate (in case of reserved category candidates) as per Govt. of India guidelines.*

(iii) All such engagements will be recommended by a Selection Board constituted by the Chairman & Managing Director/AVNL.

(iv) **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.

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.

E. 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.

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.

F. 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

3. 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

4. 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 SI 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.

G. 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.

H. 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

- (xix) process there under. The number of positions filled may increase or decrease depending on the requirement of AVNL.
- (xx) No TA/ DA shall be paid to any candidate for attending interview in AVNL.
- (xxi) Engagement of the selected candidate will be subject to medical fitness by the Medical Officer nominated by AVNL.
- (xxii) *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.*
- (xxiii) No correspondence will be entertained from the candidates not selected/ interviewed.**
- (xxiv) 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.
- (xxv) 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.
- (xxvi) All disputes / cases related to this recruitment process are subject to jurisdiction of courts at Chennai only.
- (xxvii) 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.
- (xxviii) AVNL reserves the right to relax age/experience/qualification & other qualifying criteria in deserving cases.
- (xxix) 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.
- (xxx) **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.
- (xxxi) 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

- (xxxiii) certificates and without requisite fee, 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 hr@avnll.co.in or contact at 044-26843338 / 26843348 on all working days from 9.30 AM to 06.00 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.

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:

The last date of receipt of application will be **21 Days** from the date of publication of this advertisement in the Newspaper.
