

आयुध निर्माणी मेदक
आर्मर्ड व्हीकल्स निगम लिमिटेड की इकाई
भारत सरकार का उद्यम,
रक्षा मंत्रालय



ORDNANCE FACTORY MEDAK
A UNIT OF ARMOURD VEHICLES NIGAM LIMITED
A GOVT. OF INDIA ENTERPRISE
MINISTRY OF DEFENCE

CIN-U35990TN2021GOI145504

सं./No. OFMK/HR LB/02/FTB/2025

दिनांक /Date: 01.11.2025

Advertisement No. OFMK/FTB/JT/2025/03

**ENGAGEMENT OF DIPLOMA TECHNICIAN(CONTRACT) AND JUNIOR TECHNICIANS
(CONTRACT) ON FIXED TENURE BASIS**

Armoured Vehicles Nigam Limited (AVANI) (AVNL) is a new Defence PSU with its headquarters at Avadi (Chennai). AVNL is the current market leader and has monopoly in the armoured and combat vehicles segment in India with the expertise and capabilities to fulfil the requirement of the Armed Forces.

02. Ordnance Factory Medak (OFMK) is a unit of Armoured Vehicles Nigam Limited (AVNL), engaged in Manufacturing of Infantry Combat Vehicles (ICV) and all variants of BMP II like Armoured Ambulance Tracked (AAT), Carrier Motor Tracked (CMT), Armoured Engineering Recon Naissance Vehicle (AERV), Carrier Command Post Tracked (CCPT). AVNL OFMK is a great Company with bright future and it offers great work environment and challenging opportunities for the professionals to prove their mettle.

03. AVNL OFMK invites offline Applications from Indian Citizens fulfilling the eligibility requirements, for filling up of the following positions on **Fixed Tenure Contract Basis** at Ordnance Factory Medak – a Unit of AVNL, located at Yeddumailaram, Sangareddy, Hyderabad-502205. The engagement is purely a temporary and ad-hoc engagement for a fixed tenure to meet temporary functional requirements.

04. Details of Posts:-

SNo	Name of the Post	Vacancies										EX-SM
		UR	EWS	OBC (NCL)	SC	ST	TOTAL	PWD				
								VH	HH	OH	MD	
1.	Diploma Technician (Contract) (CNC Operator)	06	01	02	01	--	10	--	--	--	--	4
2.	Junior Technician (Contract) (Miller)	--	--	01	--	--	01	--	--	01	--	
3.	Junior Technician (Contract) (Examiner Engineering)	05	01	02	01	--	09	--	01	--	--	
4.	Junior Technician (Contract) (Fitter General)	--	--	01	--	--	01	01	--	--	--	
Total		11	02	06	02	--	21	01	01	01	--	4

05. Details of Identified Posts for Persons with Benchmark Disabilities are given below:

SI No.	Name of the post	Category	Functional Classification	Physical Requirement
1	Junior Technician (Contract) (Miller)	Category (a)	Low Vision	ST, SE, MF
		Category (b)	Deaf & Hard of Hearing	
		Category (c)	One Leg, Dwarfism, Acid Attack victims	
		Category (d)	Autism Spectrum Disorder (Mild), Specific Learning Disability	
		Category (e)	Multiple Disability(a) to (c)	

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Sl No.	Name of the post	Category	Functional Classification	Physical Requirement
2	Junior Technician (Contract) (Examiner Engineering)	Category (a)	Deaf & Hard of Hearing	S,ST,W,KC, SE,MF
		Category (b)	One Leg, Both Leg, Dwarfism, Acid Attack victims	
		Category (c)	Autism Spectrum Disorder (Mild), Specific Learning Disability	
		Category (d)	Multiple Disability (a) to (c)	
3	Junior Technician (Contract) (Fitter General)	Category (a)	Low Vision	ST, SE,MF
		Category (b)	Deaf & Hard of Hearing	
		Category (c)	One Leg, Both Leg, Dwarfism, Acid Attack victims	
		Category (d)	Autism Spectrum Disorder (Mild), Specific Learning Disability	
		Category (e)	Multiple Disability(a) to (c)	

Abbreviations Used:

UR=Un-Reserved, SC=Scheduled Caste, ST=Scheduled Tribe, OBC (NCL)=Other Backward Caste (Non Creamy Layer), VH=Visually Handicapped, HH=Hearing Handicapped, OH=Orthopedically Handicapped, MD=Multiple Disabilities. S = Sitting, ST= Standing, W=Walking, KC= Kneeling & Crouching, SE= Seeing, MF= Manipulation by Fingers.

06. Qualification/Experience: The essential Educational Qualification and Experience for the post are appended below:

S.No	Name of the Post	Educational Qualification and PPQE
1	Diploma Technician (Contract) (CNC Operator)	Qualification: Diploma in Mechanical Engineering/Production Engineering/Tool and Die Making with NAC/NTC in Machinist
		Experience: <u>Essential:</u> Should have 01 year experience in operating and programming CNC Machines. <u>Desirable:</u> Understanding of G and M code programming. Knowledge of using and understanding CAD/CAM software Knowledge of mathematical calculations for measurements Knowledge of programming Seimens/Fanuc systems.
2	Junior Technician (Contract) (Miller)	Qualification: NAC/NTC in Machinist/Turner/Grinder
		Experience: <u>Essential:</u> Should have 01 year experience in operating milling and turning machines. <u>Desirable:</u> Knowledge in operating conventional machines. Knowledge of Mathematical calculations for measurements

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S.No	Name of the Post	Educational Qualification and PPQE
	Junior Technician (Contract) (Examiner Engineering)	Qualification: NAC/NTC in Fitter(Electronics) Experience: <u>Essential:</u> Should have 02 years experience in concerned areas. Should possess adequate knowledge about drawings and ability to understand specifications. <u>Desirable:</u> Knowledge of main assemblies and sub-assemblies of the BMP Tanks- T90/TT2
4	Junior Technician (Contract) (Fitter General)	Qualification: NAC/NTC in Fitter General/ Mechanic Machine Tool Maintenance/ Tool & Die Maker Experience: <u>Essential:</u> Should have 02 years experience in concerned areas. Should possess adequate knowledge about drawings and ability to understand specifications. <u>Desirable:</u> Knowledge of main assemblies and sub-assemblies of the BMP Tanks- T90/TT2

Note :-

- Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.
- NTC/NAC would mean certificate issued by National Council for Vocational Training (NCVT).
- Diploma would mean Regular/Full Time Diploma in Engineering/Technology acquired from recognized Institutions/State Board of Technical Education.
- Candidates possessing higher qualifications even if possessing the required qualification indicated in the Advertisement / Notification need not apply. Candidature of such personnel who possess higher qualifications than the required qualification indicated in the Advertisement / Notification and who apply for the post, will be rejected.

07. Experience:

- Experience shall be as specified for each post.
- Academy/Teaching/Research work, experience in non-profit organizations, internship/project work placements are part of academic curriculum and will not be considered as experience.
- Work experience prior to completion of the qualification will not qualify as relevant Post Qualification Experience.
- The decision of the Committee with respect to experience will be final.**
- Those working must submit NOC at the time of Trade Test and should submit proper relieving letter from present employer in the event of selection.

08. Age Limit:

- The age of a person at time of engagement shall not be less than 18 years. The Upper Age Limit prescribed for all the posts shall not exceed 30 years on the date of advertisement.
- The Upper Age Limit is relaxed by 3 years for OBC (Non-creamy layer) candidates and 5 years for SC/ST candidates in the post reserved for them.



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- 8.3 The Upper Age Limit is relaxed by 10 years for Person with Benchmark Disabilities (PWBD).
- 8.4 **Ex-Apprentice Trainees:** In case of Ex-Apprentice Trainees, if age bar comes in the way of the candidate the same would be relaxed to the extent of the period for which the Apprentice had undergone training, in line with Apprentice Act.
- 8.5 Proportionate relaxation in upper age limit will be given to the candidates having relevant work experience. The upper age limit is relaxable for the candidates with relevant post qualification experience, to a maximum extent of 7 years. Relaxation in age would be one year for every completed year of relevant post qualification experience over & above to prescribed maximum age limit of the post.
- 8.6 **Ex-serviceman:** The Upper Age Limit shall not exceed 30 years plus 3 years after deducting the period of service from the present age (plus 5 years for SC candidates and 3 years for OBC candidates)
- 8.7 Maximum age shall not be more than 55 with all relaxations.
- 8.8 Candidates seeking age relaxation shall enclose the relevant certificates issued by Competent Authority.

09. Remuneration:

- 9.1 During the period for tenure Engagement the candidates will be paid following remuneration per month:

	Name of the Post	Minimum Basic
i)	Diploma Technician (Contract) (CNC Operator)	Rs. 23,000/-
ii)	Junior Technician (Contract) (Machinist)	Rs. 21,000/-
iii)	Junior Technician (Contract) (Miller)	Rs. 21,000/-
iv)	Junior Technician (Contract) (Fitter General)	Rs. 21,000/-

- 9.2 Remuneration per month shall be as follows:

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

10. OTHER BENEFITS & ALLOWANCE:

- 10.1 An amount of Rs. 3000/- per month for meeting all their other requirements including Medical and Accident insurance premium, conveyance and telephone facilities etc.
- 10.2 They will be eligible for Unit Industrial Canteen facility.
- 10.3 Provident Fund contributions will be calculated taking into account the Basic Pay + Dearness Allowance components and is included in the compensation.
- 10.4 PF shall be deducted as per statutory maximum wage ceiling decided by EPFO from time to time.
- 10.5 **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.

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- 10.6 **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.
- 10.7 **Accommodation:** Accommodation may be provided in the Units in which they are working 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 Head of the Unit. **HRA in lieu of accommodation will not be provided.**

11. SELECTION PROCEDURE:

- 11.1 Selection of the candidates shall be done as follows:

Name of the Post	Short listing Criteria	Trade Test
Diploma Technician(Contract) CNC Operation	Marks obtained in Diploma from AICTE approved institutions. [Weightage -100%]	Trade Test (Qualifying in Nature- FIT/UNFIT)
Junior Technician (Contract) (Miller)	Marks obtained in the NTC/NAC issued by NCVT (In case of possessing both NTC/NAC, the marks of NTC will only be considered for shortlisting) [Weightage -100%]	
Junior Technician (Contract) (Examiner Engineering)		
Junior Technician (Contract) (Fitter General)		

- 11.2 Candidates shall possess minimum first class in the required educational qualification (relaxable by 10% for SC/ST/PwBD).
- 11.3 Five extra marks to Ex-Trade Apprentices of AVNL Group of Units while calculating weightage of total marks (100 marks) based on their final examination marks obtained in NTC/NAC whichever is applicable would be given.
- 11.4 Candidates possessing the Educational qualification prescribed above shall be shortlisted based on the marks obtained in the final examination of the required educational qualification to the extent of 3 times the number of vacancies.
- 11.5 Candidates shortlisted shall be subject to Document Verification and those candidates clearing document verification shall be subjected to Trade Test.
- 11.6 Candidates not clearing Document verification shall not be allowed to proceed further.
- 11.7 Trade Test shall be conducted only at Ordnance Factory Medak, Yeddumailaram, Sangareddy, Telangana.
- 11.8 The Final Merit list shall be prepared as per the weightage of Marks mentioned at (11.1) above.
- 11.9 Selection will be based on the order of merit. In case more than one candidate secures the same mark, the candidate older in age by date of birth shall be considered for deciding place in the merit list.
- 11.10 Call letters shall **NOT** be sent by post. The intimation regarding short listing of candidates for Document verification/Trade Test/Trade Test and the results of the final selection will be published **only** in the DOO(C&S) website (<https://ddpdoo.gov.in>). Candidates are requested to regularly view the DOO(C&S) website for updates.



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11.11 Any corrigendum/clarifications shall be uploaded only in the DOO(C&S) website (<https://ddpdoo.gov.in>) and no separate press coverage shall be done for this purpose.

12. 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.

13. 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 four years (including initial period) based on requirement and individual performance with the approval of the Head of the Unit.

14. Termination of Engagement:

14.1 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.

14.2 An employee is liable to be discharged at any time from engagement on being found medically unfit.

14.3 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.

15. How to apply:

15.1 Interested candidates may download the application from the website (<https://ddpdoo.gov.in>) as attached at 'Annexure-A' to this advertisement. **Hard Copy of duly filled in application shall be submitted alongwith scanned self-attested copies** of evidence of proof of age, qualification and experience, last drawn pay including level/grade or CTC as applicable etc.

15.2 The application, complete in all respect together with the required fee should be sent **ONLY** through Ordinary Post/Speed Post to "The Deputy General Manager/HR, Ordnance Factory Medak, Yeddemailaram, Dist: Sangareddy, Telangana -502205, super-scribing the envelope with the Advertisement No. & Name of the post applied for".

15.3 Applications received by hand shall not be entertained and will be summarily rejected.

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- 15.4 The last date for receipt of Application at Ordnance Factory Medak will be **21 Days** from the **date of publication of this advertisement in the Employment News.**
- 15.5 **The cut-off date for age, qualification and experience will be the date of advertisement.**
- 15.6 Application fee (**Non-refundable Rs.300/-**) to be paid only **through SBI Collect (PSU - >ArmouredVehicles Nigam Limited -> OFMK->Miscellaneous).** **SC/ ST / PWD/ Ex-SM / Female applicants are exempted from payment of application fees.**
- 15.7 Candidates belonging to OBC-NCL category should attached certificate in prescribed proforma for appointment for appointment to Central Government Jobs. (**ANNEXURE – “C”**)
- 15.8 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 rejected.
- 15.9 OFMK/AVNL management will not take any responsibility for any delay in receipt or loss in postal transit for any application or Communication.
- 15.10 Applications that are incomplete, not in prescribed format, not legible, without the required self attested certificates and without requisite fee, shall be summarily rejected without assigning any reasons and no correspondence in this regard shall be entertained.
- 15.11 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.**
- 15.12 No TA/DA will be admissible for attending Trade Test.
- 15.13 The engagement of above professionals on contract basis will be subject to the terms and conditions attached at '**Annexure –B**'. **All the candidates are required to go through the terms and conditions thoroughly before filling their applications.**
- 15.14 For any queries regarding this recruitment **please send E-mail to gm.ofmk@ord.gov.in** or contact at **040-23283485/3476** on all working days from **8.00 AM to 05.00 PM (Monday to Friday).**
- 15.15 Canvassing in any form will result in disqualification and cancellation of candidature.

-SD-

(के. सी. मोहन)/K.C.Mohan)

उपमहाप्रबन्धक/मा. सं. (एच. आर /DGM/HR)

कृतेमुख्यमहाप्रबंधक/FOR CHIEF GENERAL MANAGER

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ANNEXURE – A

APPLICATION FOR ENGAGEMENT OF PERSONNEL UNDER FIXED TENURE CONTRACT

[To be forwarded by Speed Post/Ordinary Post]

Advt.No. and Date _____

APPLICATION FOR THE POST OF _____

To
The Chief General Manager,
Ordnance Factory Medak,
(A Unit of Armoured Vehicles Nigam Limited)
Yeddumailaram, Sangareddy,
Telangana – 502205.

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

(TO BE FILLED UP IN BLOCK LETTERS ONLY)

01.	Name in Block letters (as mentioned in 10 th Std./SSLC certificate)	
02.	Father's / Husband's Name	
03.	Date of Birth (dd/mm/yyyy)	
04.	Age (as on date of advertisement) AGE IN YRS. / MONTHS.	
05.	Nationality	
06.	Category [UR/SC/ST/OBC-NCL/EWS] Enclose relevant certificate (except for UR)	
07.	Whether Ex-Serviceman or Not, if yes Enclose Discharge certificate	Yes / No
08.	Whether Person with Disability or Not, if yes Enclose Disability certificate	Yes / No
09.	Complete Postal Address with pin code for communication	STATE: PIN:

Signature of the Candidate

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10.	Permanent Account Number (PAN no.)	
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)
15.	Whether application fees paid (SC/ST/PwBD/Female candidates are exempted from payment of Fees)	Yes / No
16.	e-MRO Number & Date	

17. Details of educational and other qualifications starting from X Standard/SSLC:

Sl. No.	Qualifications from 10 th Class onwards	% of marks obtained/CGPA	Year of passing	Name of School/College	Affiliated institute/university
1					
2					
3					
4					
5					
6					

Signature of the Candidate

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18. Experience:

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

19. Additional information if any which you would like to mention in support of your suitability for the post: (A Separate Sheet may be enclosed)

20. 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: (SC / ST / OBC-NCL / EWS) – in prescribed proforma for appointment to Central Government Jobs.	
5	Discharge certificate for Ex-serviceman	
6	Disability certificate [for Persons with Benchmark Disability (PwBD).]	
7	Whether all above documents / certificates are self attested	
8	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)	
9.	Copy of payment of fees made through SBI Collect (SC/ST/PwBD/Female candidates are exempted)	

Signature of the Candidate

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DECLARATION:

I, Shri/Smt./Kum._____ have read the instructions carefully, understood them before filling/sending this application. I also certify that to the best of my knowledge and belief, this application correctly describes myself, my qualifications, and my experience. I understand that any misstatement described herein may lead to my disqualification or dismissal, if engaged.

I, the undersigned, also understand that the engagement is purely temporary and contractual and on Fixed Tenure Basis and it is not against any permanent vacancy and this engagement will not give any claim for regular/permanent employment in the Company.

Date:

Signature of the candidate

Place :



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Annexure-B

**TERMS AND CONDITIONS FOR ENGAGEMENT OF PROFESSIONALS ON
FIXED TENURE CONTRACT**

01. Selection Process:

Selection will be based on Qualification, Experience and performance in the Trade Test.

I. SCREENING: Screening of Applications will be done by a Screening Committee. Candidates are required to fill the Application Form (attached with the advertisement) complete in all respects. The completed Application Form has to be submitted to OFMK/AVNL. Candidates may be shortlisted for Trade Test. The Company may adopt higher criteria in case of receipt of more number of applicants meeting eligibility criteria.

II. The selection process as indicated above is tentative. Selection Process may, however, vary depending upon number of applicants, administrative/business requirements of the Company. The Management reserves the right to raise the minimum eligibility standards/ criteria for short listing of candidates.

III. TRADE TEST:

- ❖ A Trade Test 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.
- ❖ All such engagements will be recommended by a Selection Board constituted by the Head of the Unit

IV. DECLARATION OF RESULT OF SELECTION:

- ❖ Only those candidates shortlisted will be called for Trade Test (physical).
- ❖ The names of candidates shortlisted for Trade Tests will be notified on DOO(C&S) website (<https://ddpdoo.gov.in>) 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.
- ❖ Selection will be based in the order of merit. In case of more than one candidate secures the same marks, the candidate older in age by date of birth shall be considered for deciding place in the merit list.
- ❖ The results of the final selection will be published only on AVNL website.

02. Tenure:

Tenure will be fixed based on functional requirement. The tenure may be initially fixed for a period of One year and not exceeding 4 years. The tenure will come to an end automatically on completion of the initially fixed tenure, without any further notice. If the initial tenure is fixed for a period less than 4 years, then the same may be extended up to a maximum period of four years (including initial period) based on requirement and individual performance with the approval of the Head of the Unit.

03. Age Limit:

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

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04. Age Relaxation:

Maximum age limit is relaxed by 05 years for SC & ST, 03 years for OBC-NCL, 10 years for PwBD (UR), 13 years for PwBD (OBC-NCL) and 15 years for PwBD (SC/ST) candidates.

05. Qualification & Experience:

Qualification and Experience commensurate with the job description should be clearly specified in the Application Form. The candidates are advised to ensure that they meet the Qualification, Experience and other criteria mentioned against each post before filling the application form.

06. Experience: In any Govt./Public Sector or reputed Private Company.

Note:

1. Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.
2. The work experience shall be in full time job on regular salary basis, after acquiring prescribed minimum essential educational qualification.
3. 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.
4. 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.
5. Entrepreneurial experience will not be considered for the purpose of ascertaining required number of years of post-qualification experience.
6. 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.
7. Period of apprenticeship under Apprenticeship Act shall be considered for the purpose of ascertaining required number of years of post-qualification experience.

07. Documentary Evidence for Experience:

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

Experience Certificate.

i. For Past employment:

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 on Organisation/Company letter head duly signed & stamped by the Competent Authority with all the details mentioned above.

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OR

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

And

3. Proof of continuity of present employment-Latest Payslips for the last three months.

NOTE: Non-Submission of the documents as mentioned above for establishing requisite experience may lead to rejection of the candidature.

1. Self-declaration regarding nature of jobs/ specific areas of experience / experience in the relevant fields / Projects handled etc, will not be considered/ accepted.
2. Non-submission of the documents as mentioned above for establishing requisite experience may lead to rejection of the candidature.

08. Offer:

(i) The offer of engagement on contract 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.

(ii) 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 Trade Test/appointment. **Canvassing in any form will disqualify the candidate.**

(iii) **No correspondence will be entertained from the candidates not selected/ Trade Tested.**

09. Remuneration:

a). Remuneration per month shall be as follows:

i) Basic Pay.

ii) Dearness Allowance as applicable i.e. IDA

iii) Special Allowance @ 5% of Basic Pay

iv) Annual increment at the rate of 3% on the basic pay during the tenure shall be admissible on the Basic pay, subject to Satisfactory Performance.

b) OTHER BENEFITS & ALLOWANCE:

i) In addition to the remuneration, a consolidated amount of Rs. 3000/- per month for meeting all their other requirements including Medical and Accident insurance premium, conveyance and telephone facilities etc.

ii) They will be eligible for Unit Industrial Canteen facility.

iii) Provident Fund contributions will be calculated taking into account the Basic Pay + Dearness Allowance components and is included in the compensation.

iv) PF shall be deducted as per statutory maximum wage ceiling decided by EPFO from time to time.

v) 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.

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10. Ex-gratia payment:

In case of death by accident arising out of / 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.

11. Deduction or recovery from remuneration:

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

- i For amenities and services supplied by the Company
- ii For recovery of advances or for adjustment of over-payments
- iii Income tax or any other tax levied by the Government or any other statutory dues;
- iv Deduction required to be made by orders of a Court or other authority competent to make such order;
- v Deduction of amounts due to the Company from the employee on any account
- vi Any other deductions made with the written authorization of the employee concerned;
- vii Fines.
- viii For unauthorized absence from duty;
- ix For damage to or loss of goods expressly entrusted to the employee for custody or for loss of money for which he is required to account.

12. Termination of engagement:

- a) 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.
- b) An employee is liable to be discharged at any time from engagement on being found medically unfit.
- c) Pay and allowances may be drawn in his name up to the day of his demise.
- d) 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.

13. 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.



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14. Verification of Character and Antecedents:

Engagement shall be on the basis of satisfactory verification of character and antecedents in the prescribed form by the prescribed authorities 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.

15. Liability for Service:

- 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.
- 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.

16. Hours of Work:

- 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.
- 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.
- Attendance shall be marked daily according to the method prescribed by the management from time to time.
- Absence from duty including absence due to late coming, shall be reckoned as follows:
 - 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.
 - 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.

17. Holidays & Balance of Leaves:

- The list of festival/closed holidays shall be as notified by the management.
- 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.
- The fixed tenure employees are not allowed to carry forward the leave balance at the end of the year.
- 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.

18. Performance Evaluation:

- 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.
- 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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19. 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.

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

20. Secrecy:

- i. 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.
- ii. 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.

21. Other Terms and Conditions:

- i. **Official Tours-** An employee shall be liable to proceed on tour in the course of his official duty to any place within India as and when so required by the management for which he shall be paid as per TA/DA Rules. Eligibility of TA/DA shall be equivalent to the regular employees of same level/grade
 - ii. The persons engaged can be assigned additional responsibilities/tasks in addition to their specialization and assigned tasks.
 - iii. **Service Certificate** - On receipt of a request, every employee may be furnished with a service certificate at the time of termination, giving duration of his engagement in the Company, posts held by the employees, and the pay drawn by the employee at the time of his leaving the Company.
 - iv. **Safety-** Employees shall be bound to observe safety rules as notified from time to time by the management and to use safety equipment and take other precautions as are necessary. Breach of safety regulations shall be deemed to be misconduct and shall be liable to punishment/termination.
22. The management will have the right to increase/decrease the number of posts or not to fill up any of the posts or raise the minimum eligibility standards/cancel candidature of any candidate or cancel engagement process without assigning any reason.
23. All information regarding this recruitment process would be made available in the DOO(C&S) website (<https://ddpdoo.gov.in>) only. Applicants are advised to check the website periodically for important updates.

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24. HEAD OF UNIT's DECISION FINAL:

The decision of the Head of Unit, shall be final in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, conduct of Trade Tests, selection on engagement of selected candidates will be final and binding on the candidates and no query / correspondence will be entertained in this regard.

25. Last date for receipt of Application at OFMK (AVNL):

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

26. In case of any discrepancy/difference in interpretation, the English version of the advertisement shall prevail.

NOTE

Beware of touts and job racketeers trying to deceive by false promises of securing job in AVNL/OFMK either through influence or by use of unfair and unethical means. AVNL/OFMK has not appointed any agent(s) for action on its behalf. Candidates are warned against any such claims being made by persons/agencies. Candidates are selected purely as per merit based on Trade Test. Beware of unscrupulous elements and do not fall in their trap. Candidates attempting to influence AVNL/OFMK directly or indirectly shall be disqualified and legal action can be initiated against them. Candidates are advised to consult only the **official website of DOO(C&S) website (<https://ddpdoo.gov.in>)** and beware of FAKE websites put up by unscrupulous elements/touts.

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