



CIN-U35990TN2021GOI145504

सं./No. OFMK/HR/024/Hiring/2025

दिनांक /Dated: 16.08.2025

Advertisement No-OFMK/FTB/05/2025

ENGAGEMENT OF PERSONNEL 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 professionals for the following positions on **Fixed Tenure 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										
		UR	EWS	OBC (NCL)	SC	ST	TOTAL	PWD				EX-SM
								VH	HH	OH	MD	
1.	Junior Manager (Contract) (Production)	02	--	01	03	01	07	--	--	--	--	--
2.	Junior Manager (Contract) (Mechanical)	01	--	01	--	--	02	--	--	--	--	--
3.	Junior Manager (Contract) (Quality)	01	--	--	--	--	01	--	--	--	--	--
4.	Junior Manager (Contract) (Integrated Material Management)	04	--	01	--	--	05	--	--	--	--	--
5.	Junior Manager (Contract) (Business analytics)	01	--	01	--	--	02	--	--	--	--	--
6.	Junior Manager (Contract) (Civil)	01	--	--	--	--	01	--	--	--	--	--
7.	Junior Manager (Contract) (Information Technology)	03	--	--	--	--	03	--	--	--	--	--
8.	Diploma Technician (Contract) (Tool design)	01	--	--	--	--	01	--	--	--	--	--



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Sno	Name of the Post	Vacancies										
		UR	EWS	OBC (NCL)	SC	ST	TOTAL	PWD				EX-SM
								VH	HH	OH	MD	
9.	Diploma Technician (Contract) (Design)	02	--	--	--	--	02	--	--	--	--	--
10.	Diploma Technician (Contract) (Quality & Inspection)	01	--	--	--	--	01	--	--	--	--	--
11.	Diploma Technician (Contract) (Mechanical)	01	--	--	--	--	01	--	--	--	--	--
12.	Diploma Technician (Contract) (Civil)	01	--	--	--	--	01	--	--	--	--	--
13.	Assistant (Contract) (HR)	01	--	--	--	--	01	01	--	--	--	--
14.	Assistant (Contract) (Stores)	06	--	02	01	--	09	--	--	--	--	--
		--	--	--	--	--	37	--	--	--	--	--

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

Sl No.	Name of the post	Category	Functional Classification	Physical Requirement
1	Junior Manager (Contract) (Production)	a) Hearing Impairment	HH	S, M, ST, H, BN.SE, C, MF, RW
		b) Locomotor Disability, including Cerebral Palsy, Leprosy Cured, dwarfism, Acid Attack victims, Muscular dystrophy	One Leg, One Arm, Leprosy Cured, Dwarfism, Acid Attack victims	
		c) Multiple Disability (amongst a&b)	All mentioned in above rows	
2	Junior Manager (Contract) (Mechanical)	a) Hearing Impairment	HH	S, M, ST, H, BN.SE, C, MF, RW
		b) Locomotor Disability, including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack victims, Muscular dystrophy	One Leg, One Arm, Leprosy Cured, Dwarfism, Acid Attack victims	
		c) Multiple Disability (amongst a&b)	All mentioned in above rows	
3	Junior Manager (Contract) (Quality)	a) Hearing Impairment	HH	S, M, ST, H, BN.SE, C, MF, RW
		b) Locomotor Disability, including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack victims, Muscular dystrophy	One Leg, One Arm, Leprosy Cured, Dwarfism, Acid Attack victims	
		c) Multiple Disability(amongst a&b)	All mentioned in above rows	
4	Junior Manager (Contract) (Integrated Material Management)	a) Hearing Impairment	HH	S, M, ST, H, BN.SE, C, MF, RW
		b) Locomotor Disability, including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack victims, Muscular dystrophy	One Leg, One Arm, Leprosy Cured, Dwarfism, Acid Attack victims	
		c) Multiple Disability (amongst a&b)	All mentioned in above rows	
5		a) Hearing Impairment	HH	



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	Junior Manager (Contract) (Business Analytics)	b) Locomotor Disability, including Cerebral palsy, Leprosy cured, dwarfism, Acid Attack victims, Muscular dystrophy	One Leg, One Arm, Leprosy Cured, Dwarfism, Acid Attack victims	S, M, ST, H, BN.SE, C, MF, RW
		c) Multiple Disability (amongst a&b)	All mentioned in above rows	
6	Junior Manager (Contract) (Civil)	a) Hearing Impairment	HH	S, M, ST, H, BN.SE, C, MF, RW
		b) Locomotor Disability, including Leprosy cured, dwarfism, Acid Attack victims	One Leg, One Arm, Leprosy Cured, Dwarfism, Acid Attack victims	
		c) Multiple Disability(amongst a&b)	All mentioned in above rows	
7	Junior Manager (Contract) (Information Technology)	a) Hearing Impairment	HH	S, M, ST, H, BN.SE, C, MF, RW
		b) Locomotor Disability, including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack victims, Muscular dystrophy	One Leg, One Arm, Leprosy Cured, Dwarfism, Acid Attack victims	
		c) Multiple Disability (amongst a&b)	All mentioned in above rows	
8	Diploma Technician (Contract) (Mechanical)	a) Hearing Impairment	HH	S, M, ST, H, BN.SE, C, MF, RW
		b) Locomotor Disability, including Cerebral palsy, Leprosy cured, dwarfism, Acid Attack victims, Muscular dystrophy	One Leg, One Arm, Leprosy Cured, Dwarfism, Acid Attack victims	
		c) Multiple Disability(amongst a&b)	All mentioned in above rows	
9	Diploma Technician (Contract) (Tool Design)	a) Hearing Impairment	HH	S, M, ST, H, BN.SE, C, MF, RW
		b) Locomotor Disability, including Cerebral palsy, Leprosy cured, dwarfism, Acid Attack victims, Muscular dystrophy	One Leg, One Arm, Leprosy Cured, Dwarfism, Acid Attack victims	
		c) Multiple Disability (amongst a&b)	All mentioned in above rows	
10	Diploma Technician (Contract) (Design)	a) Hearing Impairment	HH	S, M, ST, H, BN.SE, C, MF, RW
		b) Locomotor Disability, including Cerebral palsy, Leprosy cured, dwarfism, Acid Attack victims, Muscular dystrophy	One Leg, One Arm, Leprosy Cured, Dwarfism, Acid Attack victims	
		c) Multiple Disability (amongst a&b)	All mentioned in above rows	
11	Diploma Technician (Contract) (Quality & Inspection)	a) Hearing Impairment	HH	S, M, ST, H, BN.SE, C, MF, RW
		b) Locomotor Disability, including Cerebral palsy, Leprosy cured, dwarfism, Acid Attack victims, Muscular dystrophy	One Leg, One Arm, Leprosy Cured, Dwarfism, Acid Attack victims	
		c) Multiple Disability (amongst a&b)	All mentioned in above rows	
12	Diploma Technician (Contract) (Civil)	a) Hearing Impairment	HH	S, M, ST, H, BN.SE, C, MF, RW
		b) Locomotor Disability, including Leprosy cured, dwarfism, Acid Attack victims	One Leg, One Arm, Leprosy Cured, Dwarfism, Acid Attack victims	
		c) Multiple Disability(amongst a&b)	All mentioned in above rows	
13	Assistant (Contract) (HR)	a) Blindness and Low vision	LV (Low Vision)	S, ST, W, MF, SE, RW, H, Mobility(M)
		b) Deaf and hard hearing	HH (Hard of Hearing)	
		c) Locomotor Disability, including Cerebral palsy, Leprosy cured, dwarfism, Acid Attack victims, Muscular dystrophy	LD-OA/OL including LC, D, AAV, MD	
		d) Multiple Disability from amongst persons under clauses (a) to C	All mentioned in above rows	
14		a) Deaf and hard hearing	HH	



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Assistant (Contract) (Stores)	b) Locomotor Disability, including Cerebral palsy, Leprosy cured, dwarfism, Acid Attack victims, Muscular dystrophy	OA, OL, including CP, LC, D, AAV	S, ST, SE, RW, H, C
	c) Multiple Disability (from amongst a & b above)	All mentioned in above rows	

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.

06. Qualification/Experience: The essential Educational Qualification and Post Professional Qualification Experience (PPQE) for the post are appended below

Sn	Name of the Post	Educational Qualification and PPQE
1	Junior Manager (Contract) (Production)	Qualification: First Class Degree in Production Engineering/Mechanical Engineering/Automobile Engineering / Mechanical Production and Industrial Engineering / Production Engineering & Management / Manufacturing Engineering PPQE: 1) Should have 01 year experience of working in GOVT/ PSU/ reputed private manufacturing industry.
2	Junior Manager (Contract) (Mechanical)	Qualification: First Class Degree in Mechanical Engineering/ Mechatronics. PPQE: <u>Essential:</u> Should have 01 year experience of working in GOVT/ PSU/ reputed private manufacturing industry. <u>Desirable:</u> Experience of working in the field of maintenance on all types of CNC machines, Presses, Conventional machines, EOT Cranes etc.in GOVT/PSU /reputed private manufacturing industry.
3	Junior Manager (Contract) (Quality)	Qualification: First Class Degree in Mechanical Engineering/ Electrical /Electrical & Electronics/ Metallurgy/ Chemical Engineering with ME/M.Tech in Quality Engineering with First Class PPQE: Minimum 02 years experience in Inspection & Testing in any Engineering Field.
4	Junior Manager (Contract) (Integrated Material Management)	Qualification: First Class Degree in Engineering/Technology with 2 years MBA/ Post Graduate Degree / Diploma with specialization in Materials Management/Supply Chain Management with First Class. PPQE: Candidate must have minimum 02 years experience of working in the field of Material Management. Candidate must have computer skill and also familiar with GeM-Procurement portal.
5	Junior Manager (Contract) (Business analytics)	Qualification: a) First Class Degree in Computer Science & Engineering /Information Technology /Information Science and Technology / Software Engineering /Computer Technology; and b) Master's Degree in Business Administration or Economics or Foreign Trade or Commerce or Business Economics or Quantitative Methods/ Statistics



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Sn	Name of the Post	Educational Qualification and PPQE
		PPQE: Should have 01 year experience of working in GOVT/PSU/reputed private manufacturing industry.
6	Junior Manager (Contract) (Civil)	First Class Degree in Civil Engineering PPQE: Should have 01 year experience of working in GOVT/PSU/reputed private manufacturing industry.
7	Junior Manager (Contract) (Information Technology)	First Class Degree in Computer Science & Engineering / Information Technology / Information Science and Technology / Software Engineering / Computer Technology (or) Master of Computer Application (MCA) with First Class. PPQE: Should have 01 year experience of working in GOVT/PSU/reputed private manufacturing industry and having thorough knowledge in CSS, HTML, Java Script, Informix and PHP.
8	Diploma Technician (Contract) (Tool design)	Qualification: Diploma in Mechanical Engineering (Tool & Die) PPQE: Minimum One year in design of Dies, Moulds and patterns required for producing castings in FDY. Should be able to create 3D models of components. Should have Methoding / Casting design concepts & good knowledge in engineering drawing. Should have working knowledge on software Auto Card (2D) & NX (Unigraphics-3D) & Solid work 3D.
9	Diploma Technician (Contract) (Design)	Qualification: Diploma in Mechanical Engineering/ Automobile Engineering /Electrical & Electronics/ Engineering Design with PG Diploma in Industrial Design (CAD) PPQE: Minimum One year in CAD/CAM programming. Should be able to create 3D models of components and generate CAM programme for machining on CNC machines. Should have good knowledge in engineering drawing. Auto Card (2D) & NX (Unigraphics-3D) & Solid works(3D).
10	Diploma Technician (Contract) (Quality & Inspection)	Qualification: a) Diploma in Mechanical Engineering /Production Engineering / Electrical and Electronics Engg. with Post Diploma/ Certification in Quality Assurance / Inspection / Quality Control (or) b) Diploma in Metallurgy Engg. with Certification in Non-Destructive Testing / Industrial Radiography of Level I conducted by Statutory authorities like ISNT Chennai or any reputed Institution c) Diploma in Chemical Engineering / B.Sc in Chemistry with Certification in Lab Testing Methods like Spectro Analysis / Wet Analysis etc. PPQE: Minimum 02 years experience in Inspection & Testing in any Engineering Field.
11	Diploma Technician (Contract) (Mechanical)	Qualification: Diploma in Mechanical Engg., Production Engg., Automobile Engg./Mechatronics PPQE: Minimum One year experience in reputed engineering work shop.
12	Diploma Technician (Contract) (Civil)	Diploma in Civil Engineering PPQE: Should have 01 year experience of working in GOVT/PSU/reputed private manufacturing industry.



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Sn	Name of the Post	Educational Qualification and PPQE
13	Assistant (Contract) (HR)	<p>Qualification: First Class Degree with at least 01-year Diploma in Personnel Management/HR/ Industrial Relations/PM&IR. Knowledge of MS Office and excellent Drafting Skills.</p> <p>PPQE: Minimum one year experience in Personnel Management / HR / Industrial relations or basic knowledge of MS Office, Excel, Power point, good drafting skills.</p>
14	Assistant (Contract) (Stores)	<p>Qualification: First Class Degree with at least 01 year Diploma in Material Management / Supply Chain Management recognized by Indian Institute of Material Management. Knowledge of MS Office.</p> <p>PPQE: 1) Candidate must have minimum 02 years working experience in the field of Stores Management including store keeping and accounting in any organisation. The candidate must have computer skills & willing to travel to different locations in connection with Stores activities.</p>

Note :-

- All minimum essential qualification(s) must be from UGC recognized Indian University/ UGC recognized Indian Deemed University or AICTE approved courses of Autonomous Indian Institutions/ concerned Statutory Council/Body (wherever applicable). Diploma in engineering qualifications (if applicable) should be recognized by respective State Board of Technical Education.
- Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.
- The qualification of Degree in Engineering / Technology would mean Regular / Full Time Degree in Engineering / Technology [eg. (B.E./B.Tech) / B.Sc (Engg.)] acquired from recognized Universities/Institutions under the 10+2+4 or 10+2+5 system.
- The qualification of University Degree (eg. BA/BSc/B.Com) would mean Regular / Full Time Degree acquired from recognized Universities/Institutions under the 10+2+3 or 10+2+4 or 10+2+5 system.
- The qualification of Post Graduate Degree / Post Graduate Diploma (eg: MA/ MSc /M.Com/ MBA/ PGDPM&IR) would mean Regular / Full Time University Degree plus Regular /Full Time PG Degree/PG Diploma acquired from recognized Universities/Institutions under the 10+2+3+2 or 10+2+4+2 or 10+2+5+2 system.
- Candidates belonging to General/EWS/OBC(NCL) with First Class in Degree as well as Professional Qualification prescribed, would only be eligible. Relaxation by 10% will be applicable for candidates belonging to SC/ST/PwBD/Ex-Servicemen categories.
- In General, all the qualifications (Degree / Diploma etc) prescribed for induction in the Company should be of Regular and Full Time course from a recognized University/Institution. In other words, the qualifications acquired through Correspondence / Distance Education / Part Time / E-Learning cannot be equated with a Regular / Full Time course as above. However, for the programs for which AICTE is the regulator, its approval for ODL course is necessary. In brief AICTE does not recognize ODL degrees in subject areas other than Management and Information Technology. But for other non-professional courses/degrees acquired by individuals from the UGC recognized ODL programs are valid degrees for appointment to the posts in PSUs (OM No. DPE-GM-120001/2015-GM-FTS-3756 dated 25 May 2018).

07. Post Professional Qualification Experience (PPQE):



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- 7.1 Experience will be as specified for each post.
7.2 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.
7.3 Work experience prior to completion of the qualification will not qualify as relevant Post Qualification Experience.
7.4 **The decision of the Committee with respect to experience will be final.**
7.5 Those working must submit NOC at the time of Interview and should submit proper relieving letter from present employer in the event of selection.

08. Age Limit:

- 8.1 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**.
8.2 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.
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
Junior Manager (Contract)	Rs. 30,000/-
Diploma Technician (Contract)	Rs. 23,000/-
Assistant (Contract)	Rs. 23,000/-

- 9.2 Remuneration per month shall be as follows:

- Basic Pay – Minimum of the Pay Scale of the Post/Grade in which engagement is being sought.
- 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.



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- 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.
- 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 CMD. **HRA in lieu of accommodation will not be provided.**

11. SELECTION PROCEDURE:

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

Criteria	Weightage
Aggregate Marks secured in BE/B.Tech etc.	75%
Relevant post Qualification experience: 1. 2.5 marks will be allocated for minimum experience stipulated for the post. 2. 1.25 marks will be allocated for every additional experience of 6 months subject to a maximum of 10 marks.	10%
Interview for shortlisted candidates	15%

- 11.2 Candidates shall possess minimum 65% Marks in the required educational qualification (relaxable by 10% for SC/ST/PwBD).
- 11.3 Candidates possessing the Educational qualification prescribed above shall be shortlisted based on the marks obtained in the final examination of the required educational qualification based on the number of applications received against the number of vacancies.
- 11.4 Candidates shortlisted shall be subject to Document Verification and those candidates clearing document verification shall be subject to Interview.
- 11.5 Candidates not clearing Document verification shall not be allowed to proceed further.
- 11.6 Interview shall be conducted only at Ordnance Factory Medak, Yeddumailaram, Sangareddy, Telangana.
- 11.7 The Final Merit list shall be prepared as per the weightage of Marks mentioned at (11.1) above.
- 11.8 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.
- 11.9 Call letters shall **NOT** be sent by post. The intimation regarding shortlisting of candidates for Document verification/Interview/Trade Test and the results of the final selection will be published **only** in the DOO(C&S) website (ddpdoo.gov.in/career). Candidates are requested to regularly view the DOO(C&S) website (ddpdoo.gov.in/career) for updates.
- 11.10 Any corrigendum/clarifications shall be uploaded only in the DOO(C&S) website (ddpdoo.gov.in/career) and no separate press coverage shall be done for this purpose.
- 11.11 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 / Change selection procedure based on the receipt of number of applications / cancel candidature of any candidate / or cancel engagement process without assigning any reason.



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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 DOO(C&S) website (ddpdoo.gov.in/career) as attached at 'Annexure-A' 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.

15.2 The application, complete in all respect together with the required fee should be sent **ONLY** through **India Post i.e. Ordinary Post/Speed Post** to "**The Deputy General Manager/HR, Ordnance Factory Medak, Yeddumailaram, 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 ->Armoured Vehicles Nigam Limited -> OFMK-Miscellaneous).** **SC/ ST / PWD/ Ex-SM / Female applicants are exempted from payment of application fees.**
- 15.7 Candidates belonging to OBC must submit OBC NCL in central format
- 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 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 Interview.
- 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 **040-23283455 / 23283469** 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.

NOTE: Applications received through other modes, viz. Fax/e-mail/By-Hand/Courier will not be accepted and will be summarily rejected.

-SD-
(के. सी. मोहन)/K.C.Mohan)
उप महाप्रबन्धक/ मा. सं. (DGM/HR)
कृते मुख्य महाप्रबन्धक/FOR CHIEF GENERAL MANAGER

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



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

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ANNEXURE – A

APPLICATION FOR ENGAGEMENT OF PERSONNEL ON UNDER FIXED TENURE BASIS

[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/Ex-SM/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:

a. Certified CGPA/SGPA to percentage conversion formula of university: _____

SI. No.	Qualifications from 10 th Class onwards	CGPA	% of marks obtained in final exam	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. Post Professional Qualification Experience (PPQE):

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			

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 (PwBDs).]	
7	Whether all above documents / certificates are self-attested	
08	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)	
10.	Copy of payment of fees made through SBI Collect (SC/ST/Ex-SM/PwBDs/Female candidates are exempted)	

Signature of the Candidate

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



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

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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 PERSONNEL ON
FIXED TENURE BASIS**

01. Selection Process:

Selection will be based on Qualification and Experience (PPQE) and performance in the interview.

- 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 Interview. 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 shortlisting of candidates.

III. INTERVIEW:

- ❖ A 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.
- ❖ 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 interview (physical/virtual).
- ❖ The names of candidates shortlisted for interviews will be notified on DOO(C&S) website (ddpdoo.gov.in/career) 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 DOO(C&S) website (ddpdoo.gov.in/career).

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.

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.



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05. Qualification & Experience:

Qualification and Experience (PPQE) 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(PPQE) and other criteria mentioned against each post before filling the application form.

06. Definition of Post Professional Qualification Work Experience(PPQE):

Work Experience in GOVT/PSU/reputed private manufacturing industry are only acceptable.

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 Work Experience (PPQE):

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

Work 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.

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 Pay slips for the last three months.



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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 interview/appointment. **Canvassing in any form will disqualify the candidate.**

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

09. Remuneration:

a) Remuneration per month shall be as follows:

i) Basic Pay – Minimum of the Pay Scale of the Post/Grade in which engagement is being sought.

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.

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:



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- 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.

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:

- i. 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.
- ii. 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:



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- a. 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.
- b. 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.
- c. Attendance shall be marked daily according to the method prescribed by the management from time to time.
- d. Absence from duty including absence due to late coming, shall be reckoned as follows:
 - i. Who does not report for duty on time may not be taken on work, and his absence for the day will be treated, at the discretion of the competent authority, as leave with or without pay or as absence from duty.
 - ii. Nothing in this provision shall prejudice the right of the management for deduction of wages for the period of absence and/or for taking disciplinary action against the delinquent employee as decided by the Competent Authority.

17. Holidays & Balance of Leaves:

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

- i. 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.
- ii. 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.

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:



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- 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 / selection procedure / 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 (ddpdoo.gov.in/career) only. Applicants are advised to check the website periodically for important updates.

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 interviews, selection on engagement of selected candidates will be final and binding on the candidates and no query / correspondence will be entertained in this regard.

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, English version of advertisement shall prevail.

NOTE

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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 interview. 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 (ddpdoo.gov.in/career)** and beware of FAKE websites put up by unscrupulous elements/touts.

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