



भारी वाहन निर्माणी  
आर्मर्ड व्हीकल्स निगम लिमिटेड की इकाई  
भारत सरकार का उद्यम  
रक्षा मंत्रालय  
आवडी, चेन्नै – 600 054

**HEAVY VEHICLES FACTORY**  
UNIT OF ARMoured VEHICLES NIGAM LIMITED  
A GOVERNMENT OF INDIA ENTERPRISE  
MINISTRY OF DEFENCE  
AVADI, CHENNAI – 600 054



## **ENGAGEMENT OF JUNIOR TECHNICIANS UNDER FIXED TENURE CONTRACT**

### **Advertisement No. HVF/RG/FTB/RECT/JTC/2025/03**

Heavy Vehicles Factory, a unit of AVNL invites application through **ONLINE MODE** only from eligible and interested Indian Citizens fulfilling the eligibility criteria, for filling up of Fixed Tenure Based posts on **CONTRACT BASIS** to work in Heavy Vehicles Factory, Avadi, Chennai – 600 054. The period of Contract for selected Candidates is initially for 01 year extendable for 03 more years based on performance.

#### **1.0 IMPORTANT DATES:**

Activity	Important dates
Opening date for Online Registration of Applications	28.06.2025
Last date for submission of Online Application with Fees	19.07.2025
Tentative dates of Document Verification and Trade Test (1 <sup>st</sup> Phase)	26.07.2025 27.07.2025

#### **NOTE:**

1. Detailed instructions are available in the website <https://oftr.formflick.org>. Candidates should read these instructions carefully before making any entry or selecting options for filling up of online applications.
2. Candidates, in their own interest are advised to register and submit their application well within the time and not to wait till the last date & time. HVF will not be held responsible, if the Candidates are unable to submit their application due to last minute rush.
3. Manual application/Hard Copy of applications **is not** allowed and will not be entertained.
4. The Candidates applying should ensure that they fulfil all eligibility conditions for the post/trade applied for.
5. Their admission for Trade Test will be purely provisional subject to satisfying the prescribed eligibility conditions at the time of Trade Test after due verification of their original certificates/documents.
6. Mere issue of Admit Card to the Candidate for Document Verification/Trade Test will not imply that his/her candidature has been finally accepted by HVF/AVNL for Contractual Engagement.
7. Verification of eligibility conditions with reference to the original certificates/documents will be done only before Trade Test in HVF/Chennai.
8. Candidates are advised to bring Self Verified Online Police Verification Report (PVR) and Medical Fitness Certificate (Blank Format is enclosed as Annexure-5) during the time of Document Verification.

## 2.0 DETAILS OF POSTS: -

S.No.	Name of the Post		Vacancies							
			UR	EWS	OBC (NCL)	SC	ST	Total	PwBD	EX-SM
1	Junior Technician (Contract) (Blacksmith)		9	1	4	3		17		1
2	Junior Technician (Contract) (Carpenter)		3		1			4		
3	Junior Technician (Contract) (Electrician)		88	16	46	34	2	186	7	18
4	Junior Technician (Contract) (Electroplater)		3					3		
5	Junior Technician (Contract) (Examiner)	Electrician	6	1	3	2		12		1
6		Fitter General	12	2	4	5		23		2
7		Fitter Electronics	5		1	1		7		
8		Machinist	11	2	5	3		21		2
9		Welder	3		1			4		
10	Junior Technician (Contract) (Fitter General)		333	61	159	109	6	668	26	66
11	Junior Technician (Contract) (Fitter AFV)		23	5	10	11		49	1	4
12	Junior Technician (Contract) (Fitter Auto Electric)		3		1	1		5		
13	Junior Technician (Contract) (Fitter Electronics)		42	7	20	14		83	3	8
14	Junior Technician (Contract) (Heat Treatment Operator)		6	1	3	2		12		1
15	Junior Technician (Contract) (Machinist)		215	37	102	72	4	430	17	43
16	Junior Technician (Contract) (Operator Material Handling Equipment)		29	5	16	10		60		6
17	Junior Technician (Contract) (Painter)		12	2	6	4		24		2
18	Junior Technician (Contract) (Rigger)		18	3	8	7		36		3
19	Junior Technician (Contract) (Sand & Shot Blaster)		4		1	1		6		
20	Junior Technician (Contract) (Welder)		100	20	44	34	2	200	8	20
	TOTAL		925	163	435	313	14	1850	62	177

**Note:** 1) The Competent Authority has right to revise either by increasing or decreasing the advertised number of vacancies at any point of time.

2) In case, Candidates are willing to apply for more than One post having similar qualification, they are advised to apply only one time by giving choice of preferences while applying in Online.

### 3.0 DETAILS OF SUITABLE CATEGORIES OF BENCHMARK DISABILITIES IDENTIFIED ARE GIVEN BELOW:

Sl.No	Name of the Post	CATEGORIES OF DISABLED SUITABLE FOR THE JOB
1	Junior Technician (Contract) (Blacksmith)	--
2	Junior Technician (Contract) (Carpenter)	--
3	Junior Technician (Contract) (Electrician)	OL, BL, LC, AAV
4	Junior Technician (Contract) (Electroplater)	HH, OL, LC, D, AAV
5	Junior Technician (Contract) (Examiner)	HH, OL, LC, D, AAV
6	Junior Technician (Contract) (Fitter General)	LV, HH, OL, BL, LC, D, AAV
7	Junior Technician (Contract) (Fitter AFV)	LV, HH, OL, BL, LC, D, AAV
8	Junior Technician (Contract) (Fitter Auto Electric)	LV, HH, OL, BL, LC, D, AAV
9	Junior Technician (Contract) (Fitter Electronics)	LV, HH, OL, BL, LC, D, AAV
10	Junior Technician (Contract) (Heat Treatment Operator)	--
11	Junior Technician (Contract) (Machinist)	LV, HH, OL, LC, D, AAV
12	Junior Technician (Contract) (Operator Material Handling Equipment)	--
13	Junior Technician (Contract) (Painter)	HH, OL, LC, D, AAV
14	Junior Technician (Contract) (Rigger)	--
15	Junior Technician (Contract) (Sand & Shot Blaster)	--
16	Junior Technician (Contract) (Welder)	HH, OL, LC, D, AAV

**Abbreviations used:** AAV- Acid Attack Victims, BL – Both Legs, D- Dwarfism, HH – Hard of Hearing, LC – Leprosy Cured, LV - Low Vision, OL – One Leg

Note: Persons with disability can apply against an unreserved vacancy, provided the post is identified suitable for the persons with disabilities of the relevant category.

### 4.0 QUALIFICATION & EXPERIENCE:

The essential educational qualification and experience required are as under:

S.No	Name of the Post		Qualification & Experience
1	Junior Technician (Contract) (Blacksmith)		NAC/NTC/STC in Blacksmith/ Foundry / Foundry Man
2	Junior Technician (Contract) (Carpenter)		NAC/NTC/STC in Carpenter
3	Junior Technician (Contract) (Electrician)		NAC/NTC/STC in Electrician / Power Electrician
4	Junior Technician (Contract) (Electroplater)		NAC/NTC/STC in Electroplater
5	Junior Technician (Contract) (Examiner)	Electrician	NAC/NTC/STC in Electrician / Power Electrician
		Fitter General	NAC/NTC/STC in Fitter General
		Fitter Electronics	NAC/NTC/STC in Electronics Mechanic
		Machinist	NAC/NTC/STC in Machinist
		Welder	NAC/NTC/STC in Welder Gas & Electric / Armoured Welding

S.No	Name of the Post	Qualification & Experience
6	Junior Technician (Contract) (Fitter General)	NAC/NTC/STC in Fitter General / Mechanic Machine Tool Maintenance / Tool & Die Maker
7	Junior Technician (Contract) (Fitter AFV)	NAC/NTC/STC in Fitter General
8	Junior Technician (Contract) (Fitter Auto Electric)	NAC/NTC/STC in Auto Electrician
9	Junior Technician (Contract) (Fitter Electronics)	NAC/NTC/STC in Electronics Mechanic
10	Junior Technician (Contract) (Heat Treatment Operator)	NAC/NTC/STC in Forger and Heat Treater
11	Junior Technician (Contract) (Machinist)	NAC/NTC in Machinist
12	Junior Technician (Contract) (Operator Material Handling Equipment)	NAC/NTC/STC in Crane Operations (or) Class X Equivalent Board Examinations with Driving License for Heavy Vehicles and with minimum of 02 years' experience in handling Crane Operations.
13	Junior Technician (Contract) (Painter)	NAC/NTC/STC in Painter
14	Junior Technician (Contract) (Rigger)	NAC/NTC/STC in Rigger (or) Class X equivalent Board Examinations with minimum of 02 years' experience in loading and unloading in a large industry whose turnover is above 500 Cr.
15	Junior Technician (Contract) (Sand & Shot Blaster)	Class X equivalent Board Examinations with minimum of 02 years' experience in Shot Blasting in an industry.
16	Junior Technician (Contract) (Welder)	NAC/NTC/STC in Welder Gas & Electric / Armoured Welding

**Note: -**

1. NTC/NAC would mean Certificate issued by National Council for Vocational Training (NCVT) and STC would mean Certificate issued by State Council for Vocational Training.
2. All the Qualifications possessed by the Candidates and also Qualifications / Courses being pursued by them at the time of submitting the Application for engagement, are to be clearly indicated in the Application. In other words, all the qualifications already possessed and Qualifications / Courses which are being pursued / currently undergoing are to be indicated in the Application while submitting the same for notified posts in HVF.
3. Candidates shall possess minimum 65 % Marks in the required educational qualification (relaxable by 5 marks for SC/ST/OBC(NCL)/PwBD)

## **5.0 AGE LIMIT:**

- 5.1 The Upper Age Limit prescribed for all the posts shall not exceed **35 years** for Candidates without any relaxation as on the closing date of Online Application.
- 5.2 The Upper Age Limit is relaxed by 5 years for SC/ST Candidates and 3 years for OBC (Non-Creamy Layer) Candidates in the posts reserved for them.
- 5.3 The Upper Age Limit is relaxed by 10 years for Person with Benchmark Disabilities (PwBD) (plus 5 years for SC/ST Candidates and plus 3 years for OBC (NCL) Candidates)
- 5.4 **Ex-Apprentice Trainees:** The Upper Age Limit is relaxed to the extent of the period for which the Apprentice had undergone training in line with Apprentice Act 1961. (plus 5 years for SC/ST Candidates and plus 3 years for OBC (NCL) Candidates)
- 5.5 **Ex-Serviceman:** The Upper Age Limit shall not exceed 35 years plus 3 years after deducting the period of service from the present age (plus 5 years for SC/ST Candidates and plus 3 years for OBC (NCL) Candidates). However, he should be less than or equal to 55 years of age as on the closing date of Online Application.
- 5.6 **Work Experience:** 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.
- 5.7 Candidates seeking age relaxation shall enclose the relevant certificates issued by Competent Authority, which will be verified by HVF. In the event of suppression of information or forged Certificate submitted, the candidature of the Candidate will be cancelled and will be debarred for all posts in HVF.
- 5.8 The Maximum Age Limit after inclusive of all eligible relaxations for any category shall not exceed 55 years of age as on the closing date of Online Application.

## **6.0 REMUNERATION:**

- 6.1 During the period of tenure, engaged Junior Technicians (Contract) will be paid the following Remuneration per month.
- i) Basic Pay – Minimum Basic Pay of Rs. 21,000/-
  - ii) Industrial Dearness Allowance (IDA) as applicable
  - iii) Special Allowance @ 5% of Basic Pay
  - iv) Annual increment at the rate of 3% on the Basic Pay during the tenure only on successful completion of the previous tenure.

## **7.0 OTHER BENEFITS & ALLOWANCES:**

- 7.1 An amount of Rs.3000 per month for meeting all their other requirements including Medical and Accident Insurance Premium, conveyance and Telephone facilities etc.
- 7.2 Provident Fund contributions will be done as per Statutory provisions under EPF Rules.
- 7.3 **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 Candidate, 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.
- 7.4 **Ex-gratia payment:** In case of death by accident arising 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.

**7.5 Accommodation:** On Engagement, Selected Candidates should arrange Accommodation for stay on their own. However, if vacant Quarters are available, Accommodation will be provided on payment of Licence fee as prescribed by AVNL. **House Rent Allowance (HRA) in lieu of accommodation will not be provided.**

## **8.0 SELECTION PROCEDURE:**

8.1 Selection of the Candidates shall be done as follows:

Name of the Post	Shortlisting Criteria	Trade Test
Junior Technician (Contract)	<p><b>Preference will be given in the following order:</b></p> <p>1) HVF Ex-Trade Apprentices, failing which</p> <p>2) Erstwhile OFB Ex-Trade Apprentices, failing which</p> <p>3) Other NTC/NAC holders.</p> <p>The Candidates of HVF Ex- Trade Apprentices will be shortlisted based on Month/Year of passing NAC (within which NAC Mark wise out of 400) in the respective trades.</p> <p>The Candidates of erstwhile OFB Ex- Trade Apprentices will be shortlisted based on Month/Year of passing NAC (within which NAC Mark wise out of 400) in the respective trades.</p> <p><b>For other NTC/NAC Holders:</b> Marks obtained in the final examination of NTC/NAC. [In case of possessing both NTC and NAC, then the marks of NTC will only be considered for shortlisting.</p> <p>For Non-NAC/NTC/STC holders, Candidates possessing only Class 10<sup>th</sup> with relevant experience will be shortlisted based on years of experience possessed. In case, candidates possess same number of years of experience, then selection will be based on mark of Class 10th.</p>	<p>Trade Test</p> <p><b>Qualifying in Nature – FIT/UNFIT</b></p>

**Note: HVF Ex-Trade Apprentices shall also have to apply online to consider them for Document Verification and Trade Test.**

- 8.2 The Trade Test (Practical) shall be only qualifying in nature without any marks. However, those Candidates who do not qualify in the Trade Test shall not be considered again irrespective of marks obtained in the final examination of NTC/NAC for this engagement of FTC Exercise.
- 8.3 Candidates shortlisted shall be subject to Document Verification and those Candidates clearing Document Verification shall be subject to Trade Test. Hence, Outstation Candidates are requested to plan their stay in HVF 01 day in advance considering the number of Candidates to be called for Trade Test and logistics to conduct Trade Test by HVF.
- 8.4 Candidates not clearing Document Verification shall not be allowed to proceed further to Trade Test.

- 8.5 **Biometric Verification:** Left Thumb Impression would be digitally captured from the Candidates appearing for Trade Test. This would be again confirmed with re-verification while reporting to HVF for duty.
- 8.6 Trade Test shall be conducted only at Heavy Vehicles Factory, Avadi and Chennai. The date of Trade Test will be informed well in advance through email and SMS. No physical Admit Card/Letters shall be issued through Post or Courier.
- 8.7 Selection will be based on the order of merit mentioned in Para 8.1 above. If 2 or more candidates has same merit, then Date of Birth will be criteria where older person shall get preference over the younger Trade Apprentices. If the Date of Birth is also same, then the criteria will be Name in alphabetical order of English.
- 8.8 Call letters shall **NOT** be sent by post. The intimation regarding shortlisting of Candidates for Document Verification/Trade Test and the results of the final selection will be published in the website <https://oftr.formflix.org> . Candidates are requested to regularly view the website for updates.
- 8.9 Any corrigendum/clarifications shall be uploaded only in the website <https://oftr.formflix.org> and no separate advertisement in Employment News shall be done for this purpose. Hence, Candidates on their own interest are requested to get themselves updated by frequently checking website through their registered email ID and SMS.

#### **9.0 NATURE OF ENGAGEMENT:**

The engagement shall be on Fixed Tenure Contractual basis to meet temporary functional requirements. It is not against permanent vacancy and will not entitle any candidate to claim regular / permanent employment in HVF. 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 HVF or in any other units of AVNL.

#### **10.0 TENURE OF ENGAGEMENT:**

The tenure is fixed 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 tenure may be extended up to a maximum period of four years (including initial period) based on Company's requirement and individual performance with the approval of the Head of the Unit. The Company as per its Policy reserves the right to extend the tenure beyond this 04 years period with due approval of the Competent Authority.

#### **11.0 TERMINATION OF ENGAGEMENT:**

- 11.1 The Tenure will come to an end automatically at the completion of One year unless extended. The engagement can also be terminated, at any time, by giving one month 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.
- 11.2 The Candidate is liable to be discharged at any time from engagement on being found medically unfit, unsound mind or declared unsolved. He shall also be discharged if it has come to notice of HVF he had wilfully suppressed any information to gain employment or given false information by forgery, fraud, deceit or any other criminal acts.
- 11.3 The Candidate 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.

- 11.4 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 at its discretion may regularize his/her period of unauthorized absence on such terms and conditions as it may deem fit and proper.

## **12.0 NOTICE TO PROSPECTIVE APPLICANTS:**

The schedule for date of downloading the Admit Card and date of Document Verification/Trade Test will be intimated to the Candidates who ought to login using their Registration Number and Date of Birth which they have to create at the time of filling the applications to download their Admit Card. No Admit Card will be sent by Post. In case of any change in schedule of dates, amendments etc., the same will be made available on <https://oftr.formflix.org> only.

## **13.0 HOW TO APPLY:**

- 13.1 Interested Indian Citizens shall apply through <https://oftr.formflix.org> only. In the own interest of such of those Candidates who wants to apply, they are requested to go through the instructions for filling up the Online Application. Candidates are also requested to go through the FAQ too to get clear clarifications and clear all doubts before proceeding with applying Online.
- 13.2 Detailed instructions for filling up Online application are available in the above mentioned URL Link.
- 13.3 Prior to applying ONLINE, Candidate would be required to register their email id and Mobile Number on the online portal. Therefore, they must have a valid email ID and Mobile Number, both of which should remain active for minimum 01 year from the date of application, since communications to the Candidates shall be made on their registered email ID and/or Mobile Number. Post registration of email ID and Mobile Number, request for change of e-mail ID and Mobile Number will not be entertained.
- 13.4 While applying Online, Candidate must ensure that before filling up of the Online Application, he/she must have the following ready:

### **Scanned copies of the documents (in pdf format) of size 2 MB as follows:**

- i. SSLC/ Matric/X<sup>th</sup> Certificate.
- ii. National Apprenticeship Certificate (NAC) with National Apprenticeship Certificate (NAC) Mark Sheets issued by NCVT of the relevant trade.
- iii. National Trade Certificate (NTC) with National Trade Certificate (NTC) Mark Sheets issued by NCVT of the relevant trade (or) State Trade Certificate (STC) with State Trade Certificate (STC) Mark Sheets issued by SCVT of the relevant trade
- iv. Valid Community Certificate (SC/ST/OBC[NCL]) obtained in the prescribed format for Central Govt. jobs. (Format of Certificate is enclosed as Annexure -1 & Annexure - 2)
- v. EWS Certificate valid for the year 2025-26. (Format of Certificate is enclosed as Annexure - 3)
- vi. Discharge Book/Certificate for Ex-Servicemen.
- vii. Disability Certificate for Persons with Benchmark Disability. (Format of Certificate is enclosed as Annexure - 4)
- viii. Experience Certificate(s), if any.
- ix. Employees Provident Fund (EPF) Member Pass Book, if any.
- x. Bank Pass Book
- xi. Aadhar Card
- xii. PAN Card
- xiii. Driving License, wherever applicable.



- 13.5 Application Fee:** - **Application Fee of Rs.300/-** (Rupees Three Hundred only) to be paid through Payment Gateways viz. Credit Card, Debit Card, Net Banking, UPI (GPay, PhonePe, etc.), Wallet ( Jio/Airtel/Paytm) etc. SC/ST/PwBD/Ex-SM/Female Candidates are exempted from payment of application fees.
- 13.6 The Website is so designed that Candidates not fulfilling the criteria will be summarily rejected.
- 13.7 In case of any variation in Name/surname/spelling mentioned in the Application and in educational/ professional qualification certificates, application will be liable to be cancelled.
- 13.8 Applicants are advised to make sure that to meet the eligibility requirements as per vacancy notification before submitting the Online application.
- 13.9 Applicants are requested to enter his/her **active Mobile Number** which should be valid and operational, as all important communications will be sent to this Mobile Number. The engagement of above professional on contract basis will be subject to the terms and conditions attached as **Appendix - A**. All the Candidates are required to go through the terms and conditions thoroughly before filling their applications.
- 13.10 No TA/DA will be admissible for attending Trade Test.
- 13.11 The candidate shall print and retain the application forms and downloaded admit card with themselves only to be produced by her/him later, at the time of Document Verification/Trade Test. Candidates are NOT required to send hard copy of application forms to HVF.**
- 13.12 All disputes / cases related to this engagement process are subject to jurisdiction of Courts at Chennai only.
- 13.13 For any queries regarding this engagement please send E-mail to [rajendranv@ord.gov.in](mailto:rajendranv@ord.gov.in)
- 13.14 Canvassing in any form will result in disqualification and cancellation of candidature.

#### **14.0 REJECTION OF CANDIDATURE:**

The application or candidature of the candidate may be rejected for any of the following reasons:

- i) Incomplete Application
- ii) Fees not remitted where applicable
- iii) Fees details not entered/ Fees details not correctly entered while submitting ONLINE application
- iv) Does not possess the prescribed qualification for the post as on closing date of submission of online application
- v) Over aged or under aged or Date of Birth not filled or wrongly filled
- vi) Double or Multiple applications submitted for same trade
- vii) Application with unclear photo, photo with cap, wearing googles, disfigured or unidentifiable photo, unclear signature or LTI
- viii) Mismatch between the applied trade and NAC/NTC trade certificate
- ix) Mismatch of Name, Father's Name and Date of Birth in Online application form with the 10<sup>th</sup>/SSLC Certificate/NAC/NTC Certificate
- x) Any other irregularities which may render the candidature of applicant invalid by HVF
- xi) Any material suppression of facts or submitting forged certificates/documents shall lead to rejection of candidature at any stage of selection of this process, or even after selection or during the tenure of Contract
- xii) The candidature of Candidates shall be cancelled in the absence of non-capture of biometric data due to Mehendi / Tattoo on fingers

**Sd/-**

**GENERAL MANAGER/HR**

**OTHER TERMS AND CONDITIONS:****1.0 Medical Fitness:**

Candidates are also instructed to obtain Medical Fitness Certificate from Asst. Civil Surgeon / Civil Surgeon of a Govt. Hospital/CGHS/CGHS recognized Hospital of the parameters which needs to be physically tested. The sample tests which is mandatory required to be performed by the candidate to be declared as FIT is also enclosed as Annexure - 5.

**2.0 Verification of Character and Antecedents:**

The Candidates are requested to obtain Online Police Verification Report (PVR). Engagement shall be on the basis of satisfactory verification of character and antecedents by the Police Authorities. Such verification, if considered necessary shall also be obtained subsequently at any time of employment during the course of engagement by HVF.

**3.0 Liability of Service:**

- 3.1 He/she shall be posted to HVF, Avadi. However, he/she also liable to be transferred to any of Unit, Project, Establishment, Office or any other place or location or job where he/she may be posted for the Company's work in any part of the country as may be required by the competent authority.
- 3.2 The Candidate shall also be sent on Temporary Duty to anywhere in India for Company's work for which Travelling Allowance and Daily Allowance shall be paid by Company.
- 3.3 The Candidate 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. However, a Compensatory Off will be allowed as per Company Rules.

**4.0 Hours of Work:**

- 4.1 He/she shall comply with such instructions as are issued from time to time relating to attendance, reporting for work in time and out etc. including hours of work and shall be at work at the time fixed and notified by the competent authority failure to comply will constitute actionable by management liable for termination.
- 4.2 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.
- 4.3 Attendance shall be marked daily according to the method prescribed by the management from time to time.
- 4.4 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 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 for taking penal action against the delinquent worker as decided by the Competent Authority.

**5.0 Holidays & Balance of Leaves:**

- 5.1 The list of festival/closed holidays shall be as notified by the management.
- 5.2 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 monthly remuneration.
- 5.3 However, the leave at credit only can be taken not on advance in anticipation of service to be rendered.
- 5.4 The fixed tenure Candidate are not allowed to carry forward the leave balance at the end of the year.
- 5.5 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.

**6.0 Deduction or recovery from remuneration:** Apart from the statutory deductions and contributions, the following shall be deducted for the following purposes:

- 6.1 For amenities and services supplied by the Company;
- 6.2 For recovery of advances or for adjustment of over-payments, if any.
- 6.3 Income Tax or any other Statutory Tax levied by the Government or any other statutory dues;
- 6.4 Deduction required to be made by orders of a Court or other authority competent to make such order;
- 6.5 Deduction of amounts due to the Company from the worker on any account;
- 6.6 Any other deductions made with the written authorization of the worker concerned;
- 6.7 Fines
- 6.8 For unauthorized absence from duty;
- 6.9 For damage to or loss of goods expressly entrusted to the worker for custody or for loss of money for which he/she is required to account.

**7.0 Performance Evaluation:**

- 7.1 The performance will be evaluated every month. After one year, if extended, the performance would be monitored quarterly. However, without prejudice to above at any point of time, if the performance of a candidate is not satisfactory, he is liable for termination.
- 7.2 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.

**8.0 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.

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

**9.0 Secrecy:**

- 9.1 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.
- 9.2 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.

**10.0 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.

\*\*\*\*\*End of Document\*\*\*\*\*