

Application Form**APPLICATION FOR THE POST OF (Junior Manager/Diploma Technician/Junior Technician)****Post Applied For** _____

Paste a recent Passport size Photograph
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Sl. No.	PARTICULARS	DETAILS
1	Name (In Block Letters)	
2	FATHER's/MOTHER's/HUSBAND's NAME	
3	GENDER	WHETHER BELONGS TO SC/ST/OBC/EWS.
4	DATE OF BIRTH (DD/MM/YYYY)	
5	HIGHEST QUALIFICATIONS	
6	WORK EXPERIENCE AND DETAILS OF EMPLOYER	
7	PRESENT ADDRESS FOR COMMUNICATION	
8	TELEPHONE /MOBILE NO.	
9	EMAIL	
10	AADHAAR NUMBER/ PAN NUMBER	
11	APPLICATION FEE Rs. 300 to be paid through SBI Collect (Procedure available in Detailed Advertisement)	

12. EDUCATIONAL QUALIFICATIONS

Sl. No.	Qualifications from the 10 th Class onwards	% of marks obtained/CGPA	Year of passing	Name of school/college	Major Responsibilities

(Documents to be enclosed (whichever applicable))

- Valid documents evidencing date of birth of the candidate (Secondary/Matriculation School Certificate/Birth Certificate)
- Educational Certificates – Mark sheets & Degree (SSC,HSC, Diploma, Graduation, Post-Graduation)
- Work Experience a) Joining Relieving Letter from Company/Organization b) Experience /Services Certificate/ Salary statement/ Bank Statement issued by Company/Organization. (It should indicate date of joining and date of relieving from each organization where worked).
- Caste Certificate in case of candidates belonging to reserved category.

DECLARATION

I, Shri/Smt./Kum. _____ have read the instructions carefully before sending this application. I hereby declare that all the statements made in this application are correct to the best of my knowledge and belief. I understand that any discrepancy found in the information will lead to cancellation of my candidature / debarment at any time.

Date :**Place :****Signature of the Candidate**

17. Check List of Enclosures:

Sl. No.	ENCLOSURES	YES/ NO
1	Proof of Date of Birth -	
2	Educational Qualification Certificate and Consolidated Mark sheet	
3	NCTVT (NTC or NAC) certificate with Marks sheet	
4	Apprenticeship certificate of AVNL Group of Units	
5	Experience Certificate	
6	Caste & Category Certificate: (SC / ST / OBC-NCL / EWS) – in prescribed Performa for appointment to Central Government Jobs.	
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/EX-SM/Female candidates are exempted)	

DECLARATION

I, Shri/Smt./Kum. _____ have read the instructions carefully before sending this application. I hereby declare that all the statements made in this application are correct to the best of my knowledge and belief. I understand that any discrepancy found in the information will lead to cancellation of my candidature / debarment at any time.

Date :

Place :

Signature of the Candidate

OTHER TERMS AND CONDITIONS:**1.0 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 candidate 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.

2.0 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.

3.0 Liability of Service:

3.1 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.

3.2 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.

4.0 Hours of Work:

4.1 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.

4.2 They will work on full time basis and on all working days including Saturday 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, 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 candidate 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 consolidated monthly remuneration.
- 5.3** The fixed tenure candidates are not allowed to carry forward the leave balance at the end of the year.

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;
- 6.3** Income tax or any other 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 candidate on any account;
- 6.6** Any other deductions made with the written authorization of the candidate concerned;
- 6.7** Fines
- 6.8** For unauthorized absence from duty;
- 6.9** For damage to or loss of goods expressly entrusted to the candidate 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 periodically. Individuals with performance rating satisfactory & above will be granted an increment, on completion of each year during the hiring period. 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.
- 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 THE UNIT's DECISION WILL BE 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.

Procedure for Payments through SBI COLLECT

1. Visit : **SBI COLLECT** / (<https://www.onlinesbi.sbi/sbicollect>)
2. Select category : **PSU-PUBLIC SECTOR UNDERTAKING**
3. Filter by State : **TAMIL NADU**
4. PSU-Public Sector Undertaking : **ARMOURED VEHICEL NIGAM LIMITED**
5. Select Category of Payment : **MTPF – MISCLLANEUOS EMPLOYEE REFUND**
6. Personal No. : **// ENTER YOUR PAN / AADHAAR NO**
7. NAME : **//TYPE YOUR NAME**
8. Bill No. : **//EXAM FEES**
9. DATE : **//SELECT DATE**
10. MOBILE NUMBER : **//ENTER YOUR MOBILE NUMBER**
11. SECTION/DEPARTMENT : **//HR SECTION, (MTPF)**
12. REMARKS : **//FOR ENGAGEMENT UNDER FIXED TERM**
13. AMOUNT : **//300/-**
14. Remarks : **//POST APPLIED FOR._____**
15. Re enter your **Name**, select Date and **Mobile number**. Enter **Captcha** & then Click on : **SUBMIT**
16. Read once again & verify the submitted details & then Click **CONFIRM**
17. Select the desire mod of Payment i.e. Net banking/NEFT/RTGS/UPI & SBI BRANCH (for CHALLAN) to make the Payment.
18. Those who don't have any mode of electronic Payment can generate **CHALLAN** through **SBI BRANCH** Option and make payment through Cash/Cheque at any SBI Counter.
19. Take Print Out of the e-Receipt in duplicate. One for self record & Second is to be attached with application form).
20. SC/ST/Female candidates are exempted from payment of application fees.

11.4 12.3 The above posts are merely illustrative. Engagement at higher levels/grades may also be planned depending upon functional requirement.

12.4 Certain Posts can be exclusively reserved for Ex-OFB Apprentices, Ex-SM and Agniveers depending on job specification and experience requirement.

13.0 Qualification & Relaxation:

13.1 Minimum qualification will be specified for each post. 10% relaxation will be provided for SC, ST, PWBD, Ex-serviceman categories. Qualifications for the posts mentioned in para above, are given as Annexure-1. Higher qualification may be proposed for special requirements.

13.2 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.

13.3 Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.⁴

14.0 Post Professional Qualification Experience (PPQE):

14.1 Experience will be as specified for each post.

14.2 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.

14.3 Work experience prior to completion of the qualification will not qualify as relevant Post Qualification Experience.

14.4 The decision of the Committee with respect to experience will be final.

14.5 Those working must submit NOC at the time of Interview and should submit proper relieving letter from present employer in the event of selection.

14.6 Definition of Post Professional Qualification Experience (PPQE):

14.7 Large Private Sector Organization/ Institution /Company of repute shall include Listed companies (which would mean and include companies listed on NSE or group A & B of BSE)
OR

Organization/Institution/ Companies with more than 500 employees OR having an annual turnover of more than Rs.250 crores in the last financial year.

Note:

i. Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.

ii. The work experience shall be in full time job on regular salary basis, after acquiring prescribed minimum essential educational qualification.

iii. 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.

iv. 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.

v. Entrepreneurial experience will not be considered for the purpose of ascertaining required number of years of post-qualification experience.

vi. 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.

vii. Period of apprenticeship under Apprenticeship Act shall be considered for the purpose of ascertaining required number of years of post-qualification experience.

14.8 Documentary evidence for work experience:

The candidate is required to submit experience certificate / documentary evidence for

establishing work experience as mentioned below;

i. For Past employment: The certificate must indicate 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. In case experience certificate from any of the past employers is not submitted, it may lead to rejection of the candidature.

ii. For Current employment: Experience Certificate with all the details mentioned above
OR

Offer letter/ Appointment letter showing the date of joining (Proof of date of joining)⁵

And

Proof of continuity of present employment (Pay slips for last three months).

NOTE:

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

14.9 The cut-off date for age, qualification and experience will be the date of advertisement.

15.0 RESERVATION:

15.1 All Government of India orders on 'Reservation' shall apply.

15.2 Relaxations, Concessions:

Reservations/ Relaxation & Concessions will be applicable to candidates belonging to SC/ ST/ OBC (Non-Creamy layer)/ PWBD/ EWS/ Ex-Service Men/Agniveers as per Government of India directives. Reserved category candidates applying against unreserved post shall be treated as General category and no relaxation shall be given

16.0 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.

17.0 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.

18.0 Liability for Service:

18.1 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.

18.2 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.

19.0 Hours of Work

19.1 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.⁶

19.2 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.

19.3 Attendance shall be marked daily according to the method prescribed by the management from

time to time.

19.4 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, 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.

20.0 Holidays & Balance of Leaves

20.1 The list of festival/closed holidays shall be as notified by the management.

20.2 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 consolidated monthly remuneration.

20.3 The fixed tenure employees are not allowed to carry forward the leave balance at the end of the year.

20.4 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.

20.5 Other leaves as admissible to regular employees will be available.

21.0 Identity Cards

21.1 Every such employee would be provided with an identity card.

21.2 Every employee shall show his identity card if required to do so by the representative(s) of the

21.3 Company authorized to check the card and regulate entry of persons to the premises of the Company.

21.4 The first issue of the card will be free of charge. Loss of the card shall immediately be reported to the management. A new card shall be issued on payment of rupees four hundred only.

21.5 Every such employee leaving the service of the Company for any reason whatsoever, shall surrender his identity card.

22.0 Change of Address

Every such employee must notify to the management his residential address on joining the Company and must also notify any changes therein.

23.0 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.

24.0 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.⁷

25.0 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.

26.0 Accommodation:

Accommodation may be provided in the Units in which they are working subject to availability on payment of License 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.

27.0 Method of Engagement:

27.1 Tenure engagement will be made based on functional requirement for a fixed term. Scope of

Work/ detailed Job description and reporting mechanism of the persons proposed to be engaged has to be decided on case to case basis along with the remuneration and other benefits and allowances as stipulated in the policy for each post along with qualification and experience requirements.

27.2 The proposals for engagement of Tenure employees initiated by all production Units (HVF, EFA, OFMK, MTPF & VFJ) shall be processed in Operations Directorate in consultation with HR Directorate and cleared by Director/Operations. The proposals initiated by Non Production Units like IOLAV, IOLMK & IOLAM shall be cleared by Director/HR. The proposals initiated in AVNLCO shall be concurred by the concerned Director. All such proposals of engagement of employees on tenure basis shall be finally approved by CMD.

27.3 On approval of proposal, the originating Unit/IOLs/Office will be responsible for carrying out the process of engagement.

28. Disqualification:

Following shall constitute disqualification for engagement.

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

29.0 SOURCING OF CANDIDATES:

29.1 Sourcing will be through open advertisement. Short Advertisement will be published in one reputed Local News Paper, National News Paper, Employment News. Detailed advertisement will be hosted in AVNL-website (www.avnl.co.in). The concerned Unit will prepare drafts of short advertisement and detailed advertisement and forward to HR Directorate for approval.

29.2 Candidates should ensure that they fulfill the eligibility criteria prescribed for the post they have applied. In case it is found at any stage of selection process or even after appointment that the candidate has furnished false or incorrect information or suppressed any relevant information/ material facts or does not full fill the criteria, his / her candidature / services are liable for rejection/ termination without notice.

29.3 Any corrigendum/clarifications of the advertisement, if necessary, shall only be uploaded on AVNL website (www.avnl.co.in) and no separate press coverage shall be done for this purpose.⁸

29.4 All disputes / cases related to this recruitment process are subject to jurisdiction of courts at Chennai only.

29.5 Management reserves the right to cancel / restrict /enlarge / modify / alter the recruitment/ selection process, if need so arises, without issuing any further notice or assigning any reason thereafter.

29.6 AVNL reserves the right to relax age/experience/qualification & other qualifying criteria in deserving cases.

29.7 The candidates must have an active E-mail ID & Mobile number which must remain valid for at least next one year. All future communications with the candidates will take place only through E-mail. Candidates have to ensure accuracy of their E-mail ID & Mobile number. No change in E-mail ID & Mobile number as declared in the application will be allowed. The Company shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, connectivity/network issues, technical fault or otherwise, beyond the control of the Company. Candidates are advised to keep a close watch on the Company website (www.avnl.co.in) for latest updates.

29.8 Application fee at present is Non-refundable Rs.300/- and it will be revised from time to time. SC/ST/PwD/Ex-SM/Agniveers/Female candidates are exempted from payment of application

fees.

29.9 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.

29.10 Clarifications/Decisions of the Company in respect of all matters pertaining to the engagement would be final and binding on all candidates.

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

30.0 SELECTION PROCESS:

30.1 SCREENING: Screening of Applications will be done by a Screening Committee constituted for that purpose. Candidates are required to fill in the Application Form (attached with the advertisement) complete in all respects. Candidates may be shortlisted for selection. The Company may adopt higher criteria in case of receipt of more number of applicants meeting eligibility criteria.

30.2 Selection will be based on any of the following methods/procedures may be adopted:

- i) Interview, or,
- ii) Written Test, or,
- iii) Written Test and Interview
- iv) Any other prescribed method (Qualification and/or Experience etc.)

30.3 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 /9 criteria for shortlisting of candidates. All such engagements will be recommended by a Selection Board constituted by the concerned Head of the Unit/Corporate Office.

30.4 Minimum Qualifying Marks may be fixed for each procedure. Relaxation as per the Government guidelines will be extended to SC/ST/OBC/ PwBD/Ex-Service Man/Agniveers candidates.

30.5 No TA/ DA will be admissible for attending Test/Interview

30.6 Declaration of Result of Selection:

(i) Selection will be based in 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

(ii) The results of the final selection, will be published only on AVNL website.

30.7 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.

Draft of contract agreement is given as Annexure

(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.

31.0 REMUNERATION:

31.1 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
- iii) Special Allowance @ 5% of Basic Pay

iv) Annual increment at the rate of 3% on the basic pay during the tenure

32.0 OTHER BENEFITS & ALLOWANCE:

32.1 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.

32.2 They will be eligible for Unit Industrial Canteen facility.

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

32.4 PF shall be deducted as per statutory maximum wage ceiling decided by EPFO from time to time.10

32.5 Gratuity: On successful completion of the tenure of the Fixed Term 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.

33.0 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

34.0 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.

35.0 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.

36.0 Secrecy

36.1 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.

36.2 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.

37.0 Interpretation:

In case of any doubt arising with regard to any of the provision of the above Policy or decision on any matter not covered by this Policy, the final authority shall vest with the Chairman and Managing11 Director, whose decision shall be final.

38.0 AVNL's DECISION FINAL:

The decision of Chairman & Managing Director, AVNL in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, conduct of interviews, selection and engagement of selected candidates will be final and binding on the candidates and no query/ correspondence will be entertained in this regard.