



**भारी वाहन निर्माणी HEAVY VEHICLES FACTORY  
आर्मर्ड व्हीकल्स निगम लिमिटेडकी इकाई UNIT OF ARMoured VEHICLES NIGAM LIMITED  
भारत सरकार का उद्यम A GOVT. OF INDIA ENTERPRISES  
रक्षा मंत्रालय MINISTRY OF DEFENCE**

**HVF ADVERTISEMENT No. 23-01/HVFTS/58<sup>th</sup> TA/2023**

**Dated: 10.05.2023**

Under Skill India Mission of Government of India, Applications are invited from Indian citizens for engagement of 58<sup>th</sup> Batch (for Non-ITI & ITI candidates) of Trade Apprentices Training under the Apprentices Act 1961 and amendments thereof in AVNL/HVF. The engaged apprentices shall be imparted training in the **HEAVY VEHICLES FACTORY, AVADI, CHENNAI – 600 054.**

**Important Note:** Candidates who have already applied through the Government of India portal ([www.apprenticeship.gov.in](http://www.apprenticeship.gov.in)) are required to re-apply. Candidates who have already undergone apprenticeship and have National Apprentice Certificate (NAC) are not eligible to apply.

**1. FILLED APPLICATION TO BE SUBMITTED:**

Submission of Application Starts from	<b>15/05/2023</b>
Last date & time of Application reaching the factory	<b>14/06/2023 (16.45 Hours)</b>

**2. AGE LIMIT:** Between 15 to 24 years as on **14/06/2023**, Relaxation in Upper age limit is permitted as under:

Age for	Minimum (in years)	Maximum (in years)
UR	15	24
OBC		27
SC/ST		29
PH		Maximum Age limit for each category (UR,OBC,SC,ST) is further relaxed by 10 years
For ITI Candidates		Upper age limit is further relaxed by the period of training already undergone as per the normal duration of NCVT/SCVT, in the relevant Trade

**3. ESSENTIAL QUALIFICATION: As on date of notification i.e., 14/06/2023**

a.	Non-ITI	Should have Passed Madhyamik (class X std or equivalent) as on date of notification for applying with minimum 50% marks as per criteria of that Board. (as per their Marksheet) and with minimum 40% marks in Mathematics and Science each.
b.	ITI	1. Should have passed relevant trade test from any institute recognized by NCVT or SCVT or any other authority specified through Gazette notification of Ministry of Skill Development and Entrepreneurship/Ministry of Labour and Employment with duration as per the Apprentice Act 1961 with minimum 50% marks. The relevant trade to be considered will be strictly on the basis of Schedule I of Apprentice Act 1961 (and amendments thereof). 2. In addition, candidate must have passed Madhyamik / Class X std or equivalent (Minimum 50% marks in Matriculate / Class X std).

#### 4. VACANCY DETAILS:

SL. NO.	NAME OF THE TRADE	NON-ITI / EX ITI	UR	OBC	SC	ST	TOTAL	PH		
								OH	HH	VH
1	FITTER (G)	NON ITI	16	8	7	1	32	0	1	0
2	MACHINIST	NON ITI	18	11	7	0	36	0	0	1
3	WELDER (G&E)	NON ITI	12	7	5	0	24	1	0	0
4	ELECTRICIAN	EX ITI	8	0	1	1	10	0	0	0
5	MACHINIST	EX ITI	24	7	6	1	38	0	0	1
6	WELDER (G&E)	EX ITI	17	5	6	0	28	0	1	0
TOTAL			95	38	32	3	168	5*		

\* In specified PH vacancies may be interchangeable.

- The above mentioned notified vacancies are provisional.
- The Ex-ITI candidates can apply against one of the designated trades i.e. trades which are compatible to the trade on which training was undertaken at ITI only.
- PH/PWD candidates can also apply against vacancies as per their eligibility. Their selection will be done as per prevailing vacancies against each trade during the selection process, considering their suitability as per provisions of Apprentices Act 1961 and Apprenticeship Rules, 1992 and amendments thereof.
- When the prescribed number of persons belonging either to the Scheduled Castes (SC) or to the Scheduled Tribes (ST) are not available, the training places so reserved for them may be filled by persons belonging to the ST or as the case may be, to the SC and if the prescribed training places cannot be filled even in the above given manner, then the training places so lying unfilled may be filled by persons not belonging to the Scheduled Castes or the Scheduled Tribes. Similarly, if the prescribed training places reserved for Other Backward Classes cannot be filled from the OBC, then the training places so lying unfilled may be filled by persons not belonging to the OBC.

#### 5. HOW TO APPLY:

- Candidates will have to download the Application form through the [www.avnl.co.in](http://www.avnl.co.in) shown in this advertisement. No other format of application **shall** be entertained. Candidates are required to read the instructions indicated in the advertisement thoroughly before filling the application.
- Candidates must fill their personal details in capital letters carefully. Candidates should ensure that their name, father's name, date of birth, marks obtained shall exactly match with what is recorded in Matriculation or equivalent and ITI certificate etc. Any deviation found during Document Verification may result in cancellation of candidature and debarment.
- Candidates are advised to indicate their active mobile number and valid e-mail ID in the Application and keep them active during the entire engagement process as all important messages will be sent by email/SMS, which will be treated as deemed to have been read by the candidates.
- While filling up the application form, the applicant must paste recent clear colour photograph (size 3.5 cm x 3.5 cm) in the space provided (taken not later than three months from the date of application).
- The name in Aadhaar Card should match with certificates.
- Unclear / illegible documents shall not be accepted and the candidate's application will be rejected at the time of verification of documents. If the enclosed documents are irrelevant or not legible, the candidature of the candidate may be summarily rejected.

- g) Candidates are required to send their filled application form by ordinary post along with all documents in an Envelope super scribed in block letters **"58<sup>TH</sup> BATCH TRADE APPRENTICES"** to the following address before the closing date of Application submission.

**To**

**THE CHIEF GENERAL MANAGER,  
HEAVY VEHICLES FACTORY,  
AVADI, CHENNAI – 600054.  
TAMILNADU.**

**Join Telegram Group: OnlineForms.in**

**The Application must reach the above address on or before the closing date and time (14/06/2023 16.45 Hours). Late submission of the applications (after closing date and time) is not eligible.**

- h) Only one application from a candidate will be accepted. Candidates trying to submit more than one application with different particulars like Name/Father's name/Community/Photo/educational and/or technical qualification etc. are informed that all such applications will be summarily rejected.

## **6. MODE OF SELECTION:**

Selection will be done on the basis of merit list. The merit list will be prepared separately for NON-ITI and EX-ITI category. The merit list for NON-ITI category will be prepared on the basis of overall percentage of marks in Madhyamik or matriculation (Class X standard or equivalent), aggregate in all subjects or best of 5 subjects as per criteria of that 10<sup>th</sup> Board, as entered by the candidate in the application form. Candidate shall submit original mark sheet of Madhyamik Board (Class X std. or equivalent). For NON-ITI category, common merit list will be prepared and the trades will be allotted by factory on Merit-cum-choice basis after selection / joining. In case of CGPA/GPA grading obtained by the candidate one has to enter marks (and not CGPA grading) by conversion as per one's 10<sup>th</sup> standard board criteria (in case candidates incorrectly filling up the CGPA grading beside clear instructions, it will be converted to percentage by standard multiplication factor of 9.5 uniformly irrespective of their board criteria. This formula shall be used for all such candidates, either for whom there is absence of clear instruction from the concerned 10<sup>th</sup> Board or those who use incorrect ratio, different from the one mandated by the concerned 10<sup>th</sup> Board. The marks / percentage will be considered for preparing merit list). In case the candidate's class Xth board declares the matriculation result in form of grades like A+/A/B+/B/C+/C etc, then the candidate needs to enter the percentage of marks obtained as per 10<sup>th</sup> board criteria. The candidate shall submit original marksheet of Class 10<sup>th</sup>. In case the corresponding board doesn't possess conversion formula, then following table shall be used to calculate percentage from grades.

GRADE	RANGE OF MARKS	PERCENTAGE
A+	90-100	95%
A	80-89	84.5%
B+	70-79	74.5%
B	60-69	64.5%
C+	50-59	54.5%
C	40-49	44.5%

The Merit List for Ex-ITI category will be prepared trade-wise, on the basis of simple average of percentage of marks both in Matriculation and ITI (minimum 50% in aggregate in each). For the purpose of calculation of percentage of Matriculation, marks obtained and filling up by the candidate in application will be considered (aggregate of all subjects or best of 5 subjects, as per guideline of that

10<sup>th</sup> Board), and for calculation of percentage of ITI marks, marks mentioned in provisional/final certificate will be taken.

The aggregate marks obtained by the candidates in Madhyamik (Class X or equivalent) shall be considered irrespective of Board / Exam System and shall be considered as per percentage formula of that Board / Exam System only.

Based on the vacancy position, select lists will be prepared and only provisionally selected candidates will be called for document verification and medical examination.

#### **Tie Resolution-**

For preparation of merit list, in case of two candidates having the same marks/percentage (tie case), the candidates with older age shall be preferred. If the dates of birth are also the same, then the candidates who passed Matriculation examination earlier (Year) shall be considered first. Even if the Year of passing of Matriculation examination is same, the candidate name in alphabetical order appearing first will be considered first.

In case of any mistake or error by oversight or otherwise, HVF reserves the right to take action to revise select list of eligible candidates, as deemed fit, at any point of time and in this regard, the decision of AVNL/HVF shall be final.

### **7. RESERVATION FOR SC/ST/OBC & PH CANDIDATES:**

Reservation is applicable as per the relevant schedule in the Rules under the Apprentice Act, 1961, Apprenticeship Rules 1992 and amendments thereof and the Rights of Persons with Disabilities Act, 2016 and existing Government Rules. Vacancies notified against PH/PWD category are not separate but included in the total number vacancies as per provision. Final selection of the candidates will be made in order of merit in each category, separately as per applicable Reservations Rules.

### **8. DURATION OF TRAINING:**

For Non-ITI and ITI candidates: Duration of Training period shall be as specified in the Apprentice Act, 1961, Apprenticeship Rules 1992 and amendments thereof. However, for Ex-ITI candidates, training period will be reduced as per schedule I of Apprenticeship Rules 1992 and amendments thereof in the respective trade.

### **9. STIPEND:**

The minimum stipend per month shall be paid to the trade apprentices (as per the provision of sub-rule(1) of rule 11 of the Apprenticeship Rules,1992). According to the Trade Apprentice Act 1961 & as per The Gazette notification of India, G.S.R. 686(E), Part-II-Section 37-Sub-section(i) Dtd. September 25, 2019, the stipend paid to apprentices per month shall be.

NON-ITI(Matriculation/ Xth Class Candidate)	For 1 <sup>st</sup> year ₹ 6000 and II <sup>nd</sup> year ₹ 6600
EX-ITI (ITI Pass candidate)	For 1 year Trade ₹ 7700 For 2 years Trade ₹ 8050

No other allowances will be paid during the entire period of apprenticeship training.

**Note:** At the time of joining, the candidate should submit a copy of his/her **STATE BANK OF INDIA PASSBOOK** (With clear Account number and IFSC Code).

### **10. STANDARD OF PHYSICAL FITNESS:**

As per the Apprentice Act, 1961, Apprenticeship Rules 1992 and amendments thereof.

### **11. MEDICAL EXAMINATION:**

After successful document verification of the provisionally selected candidates, medical examination will be conducted / decided by HVF. Date, Time and Venue of Medical Examination will be communicated separately. Candidates medically FIT in medical examination will be considered for further process of Trade Apprentices engagement.

### **12. TERMS & CONDITIONS:**

The selected candidates will have to execute a Contract of Apprenticeship (if minor, by his/her guardian). Based on **availability**, the Apprentices may be provided with quarters/hostel accommodation. During the training, the Apprentices are entitled for MEDICAL treatment from Ordnance Factory Hospital, HVF Estate, Avadi only as per rules. If a candidate is selected as Trade apprentice, against the designated trades, his/her training shall be subject to registration through [www.apprenticeshipindia.gov.in](http://www.apprenticeshipindia.gov.in).

If due to any reason the registration process are not able to register the candidate in the apprenticeship portal, the training of the candidate shall be terminated immediately. The Candidate who have completed the period of training will, on passing a test to be conducted by the National Council for Training (NCTV) in Vocational Trades to determine his/her designated proficiency in which he/she has served, as an Apprentice, will be given a certificate of proficiency in the trade by the National Council.

In the event of premature termination of Contract of Apprenticeship for failure on the part of apprentice to carry out the terms and conditions of the contract (as notified under the Apprenticeship Rules 1992) and amendments thereof, the candidate/surety has to pay such amount as is determined by the Apprenticeship Adviser as and towards the cost of training.

### **13. OFFER & ACCEPTANCE OF EMPLOYMENT:**

It shall not be obligatory on the part of the Employer to offer any employment to any Apprentice after completion of the training, nor shall it be obligatory for the Apprentices to accept any employment, if offered by the Employer. The candidates are advised to get themselves familiarised with the rules and regulations under the Apprentices Act, 1961, Apprenticeship Rules 1992 and amendments thereof and Rights of Persons with Disabilities Act, 2016.

### **14. PAYMENT OF FEE:**

Application fee for UR & OBC Candidates (Non-refundable) – Rs.100/- Application fee for SC/ST/Women/PWD/Others (Transgender) – Rs. 70/- (Non-refundable). Fee once paid shall not be refunded under any circumstances or reused / adjusted. Fee payment will have to be made through **IPO** (Indian Postal Order) / **SBI Collect**.

### **15. MEDICAL FITNESS**

A person shall be eligible for being trained under the Apprentices Act, 1961 and Apprenticeships Rules, 1992, as amended from time to time, if he or she satisfies the minimum standards of physical fitness as prescribed therein for imparting training in the relevant trades which will be certified by the Ordnance Factory hospital - HVF.

### **16. HELPDESK**

For any doubt being faced while filling Application, candidates can contact through official e-mail id: [hvfhrd@ord.gov.in](mailto:hvfhrd@ord.gov.in) and also call on telephone number **044-26843862, 044-26843864 and 044-26843215** from 09:00 a.m. to 12:30 and 2.00 pm to 16:30 p.m. on all working days.

### **17. GENERAL INFORMATION TO CANDIDATES:**

Candidates are advised to note the following instructions carefully:

- I. Candidates will have to download the application form through the [www.avnl.co.in](http://www.avnl.co.in) appearing in this advertisement. Candidates are advised to go through the detailed advertisement of HVF carefully.
- II. It is to be noted that mere submission of application does not guarantee induction as trade apprentice in HVF. The selection of candidates will be made based on Trade-wise Merit List / Select List considering available vacancies category-wise. The candidature of all applicants shall be purely provisional at all stages of selection process. The candidature and selection of candidates shall also be subject to scrutiny of original credentials/documents, clear police verification report, medical test and other eligibility criteria as mentioned in the advertisement and provisions of Act Apprentices Act 1961 and Apprenticeship Rules, 1992 and all amendments thereof. However, pending / delay in police verification report shall not be ground to reject engagement of candidate.
- III. The candidates are required to carefully go through the advertisement in detail. The candidates are advised to carefully fill the marks /percentage obtained in educational eligibility criteria. The candidates have to agree to the terms and conditions of this advertisement before submission of their application against this Advertisement. A checklist for documents to be submitted along with the application and the candidates are required to confirm themselves that they fulfil all the conditions in this advertisement before submitting their hardcopy of the application.
- IV. Candidates are required to regularly check the website ( [www.avnl.co.in](http://www.avnl.co.in) ) under “Career” Tab for opening / closing date of submitting applications, for any updates and changes.
- V. Candidates are required to give valid mobile number and e-mail id for periodical notices.
- VI. Canvassing of any kind will disqualify the candidate. Selection process is done strictly on merit.
- VII. Candidates are advised not to fall prey to any unscrupulous elements.
- VIII. Any material suppression of facts or submitting forged certificates shall lead to rejection of his/her candidature at any stage of selection of this process.
- IX. Decision of AVNL/HVF in all matters relating to the vacancy, eligibility, acceptance/rejection of any application etc. shall be final and binding on the candidate and no query/correspondence shall be entertained in this regard.
- X. Any subsequent changes in the terms and conditions of the engagement of Trade Apprentices as per the extant rules will stand good. AVNL/HVF reserves the right to incorporate any subsequent changes/modifications/additions in the terms & conditions under this advertisement notice as necessitated and applicable. Any corrigendum may be published on the website ( [www.avnl.co.in](http://www.avnl.co.in) ).
- XI. Any dispute with regard to the engagement of Trade Apprentices will be subject to courts/tribunals having jurisdiction over the Chennai.
- XII. No Transport Allowance shall be admissible to any candidates called for Documents Verification / Medical Examination.
- XIII. All the provisions of Act Apprentices Act, 1961 and Apprenticeship Rules, 1992 and all amendments thereof as on date are applicable.

**NOTE-I:** To avoid last minute rush, candidates are advised in their own interest to submit application well before the closing date and time.

**NOTE-II:** HVF will not accept any responsibility for the candidates not being able to submit their application within the last day on account of aforesaid reasons or any other reasons thereof.

## **18. REJECTION OF CANDIDATURE:**

Candidates are requested to read all instructions carefully & thoroughly before filling the application form. Their applications, otherwise, are likely to be rejected on one or more of the following reasons. The application or candidature of the candidate may be rejected for any of the following reasons:

- I. Incomplete Application, unclear or illegible documents submitted.
- II. Application form other than downloaded format (through website [www.avnl.co.in](http://www.avnl.co.in) ) or handwritten / self-typed Applications.

- III. Does not possess the prescribed qualification as indicated in this advertisement to undergo the trade apprenticeship in HVF as on date of this advertisement.
- IV. Over aged or under aged or Date of Birth not filled / not clear or wrongly filled.
- V. Double or multiple applications submitted. The candidature will also be cancelled on applying for both ITI and Non-ITI vacancies.
- VI. Only a single application will be entertained. In respect of multiple applications, the latest application shall be considered.
- VII. Application without photo, photo with cap, wearing goggles, disfigured, unrecognizable or unclear or unidentifiable photo. Applications without signature, unclear documents submitted.
- VIII. Application Processing fees either partially or not submitted/enclosed as Original IPO (Indian Postal Order) / SBI Collect.
- IX. Invalid IPO (Indian Postal Order) enclosed with Application form.
- X. Candidate's name is figuring in the debarred list.
- XI. Any other irregularities which may render the candidature of applicant invalid by HVF.
- XII. Mismatch of Name, Father's name, Date of Birth, marks submitted and year of passing in the application form with the 10<sup>th</sup> certificate/ITI certificate.
- XIII. Irrelevance between the applied trade and the ITI trade certificate i.e. applications submitted without prescribed educational / Technical (ITI) qualifications in various designated trades as indicated in advertisement.

## **19. Enclosures to be attached with Application Form:**

Legible copy of the following documents

### **1. To all Candidates (Non-ITI and Ex-ITI):**

- a. Aadhaar Card
- b. SSC (Matriculation / 10th Standard) or its equivalent marksheet.
- c. Transfer Certificate / School Leaving Certificate
- d. Caste certificate for SC/ST/OBC (Non Creamy Layer) candidates, wherever applicable. For OBC Non-Creamy layer certificate issued in last three years.
- e. In case of PH/PWD candidate, Physical Disability certificate issued by the competent Medical Board/ Authority.

### **2. Ex-ITI Candidates:**

#### **In addition to the above documents**

- a. Consolidated mark sheet for all semesters of the relevant ITI Pass trade against which applied.
- b. National Trade Certificate issued by NCVT or Provisional National Trade Certificate issued by NCVT / SCVT for ITI pass candidates.