

Annexure B (Detailed terms, qualification, experience, job specification, skills required for the post.)

1. Name of the Post: HR Consultant

Number of vacancies – 01 (UR)

Location: Company Headquarter, Avadi, Chennai

Tenure – 02 year (extendable by another year)

Reservation: Unreserved

Age: Max 65

Remuneration: Rs. 110000/- (All inclusive)

Qualification: Degree in any discipline is essential. Recognized PG Diploma in Personnel Management/Labour Welfare/Industrial Relations/ Management/ Behavioural Science/Training & Development /HRD/ HRM/Organisational Development (2 years)/ PG Diploma in Personnel Management

OR

MBA with specialization in PM/IR/HRD/HRM (Duration of not less than 2 years)

PG Diploma in Social Welfare (IISW, Cal) is desirable.

Experience – minimum 20 years – as on the date of advertisement

Must be either working or have retired in pay scale of Rs100000-260000 in HR Division in CPSE/DPSU preferably heading or headed the HR Function at Organisation level. The candidate should have a wide exposure to industrial environment and should be conversant with HR Policy development and its implementation, industrial relations / welfare activities, recruitment /induction/ placement, training & development and change management interventions, compensation and benefit administration, industrial law and their implementation, contract labour management, liaising with various Govt. and statutory/Enforcement agencies, disciplinary matters/ domestic enquiry.

Job Specification:

- Preparation of HR Manuals, Rules and Policies for AVNL in line with the DPE guidelines;
- Identification and implementation of best HR Practices;
- To provide strategic insight in HR for building appropriate Corporate Organizational Structure at the HQ as well as at Unit level;
- Fixation of Pay Scales (Both Executives & Non-Executives), Allowances & benefits and incentives of all employees in line with the DPE guidelines.
- Restructuring the Manpower/cadre as per the Organization requirement
- Manpower Planning
- To develop and implement appropriate Recruitment and Promotion Policy;

- To develop and implement Performance Management System (PMS) based on objective assessments;
- To develop and implement appropriate Succession Planning Mechanism;
- To continuously develop and implement appropriate Change Management Practices;
- To establish People Capability Maturity Model (PCMM) in AVNL for HR excellence
- To advise on IR matters for establishment of appropriate IR mechanism at Corporate and Unit level in accordance with Labour Codes/Statutory provisions and GOI guidelines
- To identify capacity building requirements - Skill Assessment and development
- To completely overhaul Training and Development activities and develop appropriate mechanism to identify Training Needs and initiate Development Requirements both in house and external;
- To help AVNL Institutes of Learning to evolve into Centres Of Excellence and Centres of Specialised Training
- Guidance on RTI matters, Parliamentary questions and other statutory correspondence with Ministries and other Government bodies.
- Town Planning and Estate Management
- To frame policy for hiring office space, negotiating and mediating on behalf of the Company.
- Any other related job.

Role and Responsibilities

The HR Consultant is expected to herald the transition of AVNL as a CPSE from hitherto being a pure Government entity. He will be expected to build up policies in line with DPE guidelines and akin to other CPSE. He should initiate appropriate strategies to bring in the appropriate changes in organisation structure and to mind set of employees.

2. Name of the Post: Manager (HR-CSR):

No. of vacancies: 01 Un reserved

Age: Max 65 years

Tenure : 2 years (Extendable)

Remuneration: Rs. 60000/- (All inclusive)

Required Candidate profile: Knowledge of computer literacy MS Office & related HR software operations.

Qualification: First Class Degree with Full time 02 years MSW / MBA/ Post Graduate Degree/ Diploma in Human Resources / Personnel Management/Industrial Relations/PM&IR with First Class

Job Description:

- Assist the Team in Corporate Social Responsibility (CSR) activities of the Company.
- Facilitate base line survey of the CSR projects
- Thorough Knowledge of Company's Act 2013
- Assists the Management in identification of CSR projects as per Company's Act.
- Coordinating with the Impact Assessment Teams of the CSR Projects teams
- Preparation of CSR Annual Plan and Submission to CSR Committee
- Obtaining approvals for Annual Plan on CSR projects from AVNL CSR Committee/ BOD
- MIS on CSR projects
- Planning of each project of the Annual Plan and estimate the budget required for all the CSR projects.
- Engagement of NGOs/Government Organizations/AVNL/other PSUs/other autonomous bodies for undertaking of CSR projects individually or jointly.
- Proper and periodic monitoring of CSR activities through Monthly/Quarterly/Annual basis

- Implementation and monitoring of all projects, have to be documented meticulously. Ensuring that the projects are supported with appropriate documentary/digital evidences or reports as applicable.
- Ensuring achievement of CSR Targets Qualifying for CSR expenditure in AVNL.
- Liasoning with all outside agencies / authorities, Government/autonomous bodies carrying of CSR activities.
- Strong Knowledge of HR activities
- Strong Knowledge of labour laws and other applicable acts of the Company

3. Name of the Post: Manager (Estate Development)

No. of vacancies: 01 Un reserved

Age: Below 65 years

Tenure: 2 years (Extendable)

Qualification: First Class B.E/B. Tech in civil Engineering or MBA with 10 years of experience in civil works, real estate or Estate Administration in a reputed organizations.

Skills Requirement:

- Experience in property management, real estate, project management including the coordination of housekeeping, maintenance, and renovations.
- Excellent interpersonal and communication skills and multitasking abilities.
- The ability to be on call at all times, including evenings, weekends, and holidays.

Remuneration: Rs. 60000/- (All inclusive)

Job Description:

- Coordination with the Estate administration team to discuss on Annual Development Plan, and Estate.
- Preparation of Project for Estate including making civil estimates and project plans
- Interaction with property residents, ensure that their grievances are handled in timely and proper manner.
- Liasoning with govt. authorities/ statutory authorities.
- Planning, Development of eco parks, landscaping for promoting healthy and eco friendly living in the estate.
- Development and maintenance of clubs, parks and recreational facilities in the estate.
- Development and maintenance of Hostels in the Estate.
- Planning for revenue generation for through development of shopping complexes,
- Identifying suitable vacant places in the estate for commercial advertisements.
- Water Harvesting
- Zero Water Discharge of STP Plant
- Town planning of AVNL Estate
- Suggest suitable plans for development and generation of revenues in the estate.
- Development and upgradation of Stadiums with facilities available in reputed national and international stadium in the country to conduct and host the national level sports events and leasing them for revenue generation.
- Preparing estimates and presenting to the Management for decision.
- Promoting the estate's businesses through marketing channels such as social media.
- Liaising with event planners, catering services, and clients to ensure that all functions run smoothly.
- Managing all administrative tasks like submitting insurance claims, filing legal documents, and preparing invoices.

- Vendor development & management for maintenance & renovations in the estate. MIS generation & presentation to the management. Client relations management along with exposure to maintenance of electrical distribution system.
- Suggesting alternative mode of Garbage disposal and handling of waste/utilization of wastes to generate revenues.

4. Name of the Post: Senior Content Writer

No. of vacancies: 01 Un reserved

Age: Max. 65 years

Tenure : 2 years (Extendable)

Qualifications: Bachelor's degree in English, Journalism, Communications, Marketing, or a related field. Advanced degree/Post graduation in Journalism and Mass communication is a plus.

Skills requirement

- Proven track record as a content writer, preferably in the event industry or related sectors.
- Exceptional writing, editing, and proofreading skills, with meticulous attention to detail and grammatical precision.
- Strong portfolio showcasing versatile writing styles and diverse content formats.
- Proficiency in tailoring content for different target audiences and platforms.
- Familiarity with SEO principles and content optimization strategies.
- Creative thinker with the ability to generate imaginative content ideas aligned with event themes and objectives.
- Experience using content management systems (CMS) and basic understanding of HTML and CSS.
- Excellent project management skills, capable of managing multiple tasks and projects concurrently.
- Strong interpersonal skills, enabling effective collaboration with cross-functional teams and clients.
- Knowledge of event industry trends, terminology, and best practices is advantageous.
- Self-motivated, adaptable, and capable of thriving in a fast-paced, deadline-driven environment.

Remuneration: Rs. 60000/- (All inclusive)

Job Description

- Collaborate closely with event planners, designers, and marketing teams to comprehend event concepts, goals, and objectives.
- Create compelling and persuasive content across various platforms, including event websites, social media channels, email campaigns, press releases, blogs, and more.
- Craft engaging event descriptions, narratives, and promotional copy that align with our brand voice and resonate with target audiences.
- Conduct thorough research to gain deep insights into event topics, industry trends, and relevant subject matter to ensure accuracy and impactful content.
- Generate innovative content ideas that align with event objectives and engage audiences through unique storytelling.
- Edit and proofread content meticulously to ensure accuracy, consistency, and adherence to brand guidelines.
- Provide mentorship and guidance to junior content team members, offering constructive feedback and sharing best practices.
- Collaborate with experts to optimize content for search engines, driving organic traffic and visibility.

- Stay up-to-date with industry trends, emerging technologies, and content marketing strategies to continuously enhance content quality and effectiveness.
- Participate in client presentations and meetings to present content strategies and gather feedback for refinement.
- Manage multiple projects concurrently, meet deadlines, and adapt seamlessly to evolving priorities in the fast-paced event industry.

5. Name of the Post: Manager(IT-HRMS Computer Applications)

No. of vacancies: 01 Un reserved

Age: Max < 40 years

Tenure : 2 years (Extendable)

Qualification: First class bachelor Degree in Computer Science or Computer Applications (BCA) with first class Master Degree in Computer Applications (MCA)

Skills requirement:

- Excellent knowledge of Technology, Information analysis and computer hardware/software
- Expertise in HRMS software Project Management.
- Expertise in Data Centre Management
- Knowledge in Computer networks, network administration and network installations

Remuneration: Rs. 60000/- (All inclusive)

Job Description:

- Plan, Organize, control and IT System in RDBMS environment.
- Creates and maintains all databases required for development, testing, education and production usage
- Design, Develop and implement and Coordinate HRMS Software development
- Ensure security of master data, networking access and back up systems
- Customize the User requirement in the HRMS domain
- Plans and implements backup and recovery of the databases
- Knowledge of cyber security norms and compliance.
- Coordinate with the HR staff to design, develop the HR screens
- Extensive knowledge of Data Storage center and Disaster Management
- Extensive knowledge of PL/SQL, Shell scripting.
- Controls migrations of programs, database changes, reference data changes and menu changes through the development life cycle.
- Enforces and maintains database constraints to ensure integrity of the database.
- Administers all database objects, including tables, clusters, indexes, views sequences, packages and procedures.
- Assists with impact analysis of any changes made to the database objects.
- Troubleshoots with problems regarding the databases, applications and development tools
- Performs the capacity planning required to create and maintain the databases.
- Performs ongoing tuning of the database instances.
- Diagnose the performance issues from SQL to Application to Database to System to Storage
- Work with various teams to resolve performance issues (development, storage administrators, network administrators, system administrators and business users)
- Performs database re-organizations as required to assist performance and ensure maximum uptime of the database.
- Implements and enforces security for all of the company Databases
- Report this listing

6. Name of the Post : System Administrator (Linux)

No. of Post : One

Age Limit : Above 40 years

Tenure : 2 Years, extendable another one year based on performance review on every 6 months.

Qualification Criteria : Bachelor's degree in Computer Science, IT, Information Systems (or) MCA (or) MSc (CS) (or) related technical degree

Experience Criteria : 10 + years of experience as Linux System Administration.

Desirable Skills Required :

- Linux Administration Certification
- Cloud and Virtualisation technologies, VM ware certification

Consolidated Remuneration : Rs.1.3 Lakhs per month

Job description :

System Administrator is responsible for maintaining IT operational infrastructure and providing services to the organization : Server Systems administration (Linux, Windows, and Virtualization platforms-VMWare), Disk Storage and SAN administration, Data Backup and Restore administration, Server Security administration, operational and infrastructure components of business continuity. Many related activities like Capacity Planning, Performance Analysis, Software Distribution and Availability Monitoring.

Skills Required :

This role will encompass a range of responsibilities including but not limited to :

- Building, maintaining and deploying critical assets
- Installation, configuration, deployment, upgrades and maintenance of applications and virtual environments
- Automation of operational tasks using tools such as Shell scripts, Perl and Python scripts
- Development and maintenance of dev, staging and production environments
- Development, deployment and maintenance of monitoring systems and tools
- Implementing and maintaining security processes, tools and controls
- Deploying, maintaining and managing servers in Units & AVNL CO and maintain integration and support
- Working with software development teams to design and build fault tolerant systems
- Networking design, configuration and management firewalls, load balancers
- Creating and running tests for application stacks - load testing, failover
- Maintaining System Admin documentation.

This role also requires rota for out of hours support.

7. Name of the Post : ERP Consultant for Project Management

No. of Post : One

Tenure : 2 Years, extendable another one year based on performance review on every 6 months.

Age Limit : Above 40 yrs

Qualification Criteria : Bachelor's degree in any subject with information systems or MCA or MSc (CS) or a related field, such as a Master of Business Administration (MBA) desirable.

Desirable Skills Required : Any Certified ERP professional

Experience Criteria : Minimum 10 years in IT project implementation with at least 3 years in any ERP Projects (end to end) implementation

Consolidated Remuneration : Rs.1.5 Lakhs per month

Roles and Responsibilities :

- Providing leadership and managing team members to ensure project objectives are met
- Setting goals, timelines, and milestones for projects, making sure they are realistic and achievable
- Communicating with key stakeholders to ensure they are aware of project status
- Ensuring that all tasks are completed on time and within budget
- Coordinating with external vendors or clients to gather information needed for the project
- Assessing the feasibility of proposed projects, making sure they are consistent with company goals and objectives
- Working with a team to develop a project plan including tasks, timelines, costs, and resources required
- Managing a project from start to finish to ensure that it meets deadlines and is completed successfully
- Evaluating project risks and making appropriate changes to mitigate them
- Project Manager is responsible for managing all aspects of ERP projects. They work with clients to determine their needs and then use this information to create a project plan that meets those needs.
- Project managers must be able to effectively communicate with both technical and non-technical stakeholders throughout the course of a project. This means they need to have strong interpersonal skills, as well as an understanding of how different departments within an organization interact with one another.
- They should have the following skills
 - Communication
 - Leadership
 - Problem-solving
 - Organization.
 - Time management
 - Proper documentation
- Working Knowledge with any open source PM tools

8. Name of the Post : ERP technical consultant for Infrastructure Management

No. of Post : One

Tenure : 2 Years, extendable another one year based on performance review on every 6 months.

Age Limit : Above 40 yrs

Qualification Criteria :Bachelor's Degree in Computer Science or MCA or MSc (CS) or any related technical degree.

Desirable skills required : Any Certified ERP professional

Consolidated Renumeration : Rs.1.5 lakh per month

Experience Criteria : 10+ years experience in ERP related Infra Management and should have adequate experience in functional process and also experience in networking etc

Roles and Responsibilities:

- Automatic data retrieval with the IT infrastructure
- Allocation of the elements to the systems or processes
- Monitoring and alerting for any network-enabled devices and systems
- Illustrating all configuration items (CIs) in Incident and Service Management
- Supporting the application lifecycle process

- The Infrastructure Manager must have a good understanding of server technologies and the server team. This normally includes:
 - Operating systems
 - Physical and virtual servers
 - Storage and backups
 - Disaster recovery
 - Network
 - Data Centre Management
- Plan and monitor a strong monitoring system in place
- Produce standard reports on the status of the infrastructure
- Regularly communicate what they are doing and how their work relates to the success of the organization

09. Name of the Post : Manager - IT

No. of Post : Five (4 General 1 OBC)

Tenure : 2 Years, extendable another one year based on performance review on every 6 months.

Age Limit : Above 40 years

Posting Location : HVF, EFA, VFJ, OFMK, MTPF. Selected candidate will be posted in any one of these locations.

Desirable Skills Required : Any Certified ERP professional

Consolidated Remuneration : Rs.1.5 Lakhs per month

Qualification Criteria : Bachelor's degree in Computer Science, IT, Information Systems (or) MCA (or) MSc (CS) (or) related technical degree

Experience Criteria : 10 + years of experience in IT fields and adequate experience in handling various technological IT projects.

Job Description :

- Manage information technology activities
- Plan, organize, control and evaluate IT system
- Manage IT staff by recruiting, training and coaching employees, communicating job expectations and appraising their performance
- Design, develop, implement and coordinate software development
- Ensure security of data, network access and backup systems
- Act in alignment with user needs and system functionality to contribute to organizational policy
- Identify problematic areas and implement strategic solutions in time
- Audit systems and assess their outcomes
- Preserve assets, information security and control structures
- Monitor Cyber Security Compliance
- Handle annual budget and ensure cost effectiveness
- IT managers must be able to effectively communicate with both technical and non-technical stakeholders.
- Should Possess Strong Interpersonal Skills.

Skills Required :

- Excellent knowledge of technology, information analysis and of computer hardware/software systems
- Expertise in Software Project Management
- Expertise in Data Centre management
- Knowledge in computer networks, network administration and network installation
- Ability to manage personnel and Managing IT staff

10. Name of the Post : Consultant (Cost Accounting)

Tenure – 2 years extendable further by 1 year on mutual agreement

Number of vacancies – 01

Reservation: Unreserved

Age: Max 50 years

Remuneration: Rs. 1,50,000/-(All inclusive) per month

Experience: a) Minimum 7 years of relevant experience preferably in manufacturing/automobile industry

b) Minimum 7 years of experience in PSUs or Large Private Organizations.

Job Description:

Reporting to General Manager – Finance, the Consultant (Cost accounting) will be responsible for overseeing of Cost accounting and related reporting activities of entire AVN ie.all units & consolidation at AVNL CO. The candidate will be involved in supporting presentations to the Board's Finance and Audit committees and will work closely with the senior leadership team.

The responsibilities would include, but not be limited to, the following:

- Developing cost standards for material , labour and over heads
- Suggesting and constructing data accumulation system for all cost components
- Development and maintenance of cost accounting system, documents and records of the organization
- Analyzing cost of production for all AVNL units and recommend for changes if any
- Assist and monitor monthly profit and loss for all AVNL units and submit to management for discussion
- Review and analyze the classification of cost as per the cost accounting standards prescribed by ICAI CMA
- Review and analyze manufacturing cost and prepare monthly reports of standard vs actual production cost unit wise for every quarter
- Analyze and report profit margins across AVNL units
- Review and maintenance of cost accounting records as per cost accounting standards across AVNL units
- Identify and recommended cost – effective solutions wherever necessary
- Assisting cost auditors for consolidation of cost audit report.
- Quarterly reconciliation of costing vs financial accounting.
- Preparing cost sheet as per the standards prescribed by ICAI
- Supervise and control the activities of Cost Accounting firms engaged by AVNL units.
- Support in costing implementation through ERP systems.
- Preparing & Supporting product wise profitability Report for the company.
- Support in Costing Based MIS to the Board / Top management

11. Name of the Post: CONSULTANT (Cyber Security)

Location: Company Headquarter, Avadi, Chennai

Tenure – 2 years extendable further by 1 year on mutual agreement

Number of vacancies – 01

Reservation: Unreserved

Experience: 5 Years

Age: Max 50 years

Remuneration: Rs. 1,00,000/- (All Inclusive) per month

Qualification:

- a) Licensing or certification for cyber security consultant like CISSP, CISA, CISM, OSCP, LPT, GPEN, CCSP, GIAC, CPA, CIA
- b) Bachelors or Master Degree in computer science/information systems/Business/Engineering/Computer/Education/Information Technology/Mathematics/BA/BSc degree in engineering or related field.
- c) Cyber security Consultant should have desired skills like Oracle, Linux, MYSQL UNIX, Windows and Other operating systems, SDN, Experience with open source penetration testing toolsets, virtualization and cloud security.
- d) Deep understanding of cyber security and advanced persistent threats (APT)
- e) Balanced expert level knowledge and real – world experience in cyber security and enterprise security.

Job Description:

- Reporting to Deputy General Manager – Finance, the Cyber Security consultant will be responsible for overseeing of Cyber Security and reporting activities. In addition, the role will partner with, Senior Leadership, the Human Resources (HR) and information Technology (IT) staff to enhance and better integrate Finance, HR, and IT function.
- Have a knowledge to perform the vulnerability assessments and penetration tests using tools as NMAP, Nessus, Niper, Burp suite, Metasploit and other toolsets as applicable in AVNL CO and its units located at Avadi – HVF, EFA, IOL and AVNL CO, OFMK Medak Hyderabad, VFJ, Jabalpur, MTPF Ambarnath Thane and any work assigned by higher officials.
- Investigate and report on security threats and incidents.
- Ability to coordinate and educate other professional in areas of Cyber Security expertise.
- Collaborating with network and system teams to ensure all required logs are collected.
- To identify problems, evaluate security issues, assess risk and implement solutions to defend against threats to network and computer systems of AVNL.
- Co-ordinate with IT Division of AVNL CO and its Units for all Cyber Security related works.

12. Name of the Post: Executive (Civil):

No. of vacancies: 01 Un reserved

Age: Max 35 years and age relaxations as applicable

Tenure : 2 years (Extendable)

Qualification: First Class B.E/B. Tech in civil Engineering or equivalent from a reputed University/Institution recognized by UGC/AICTE

Required Candidate profile: Knowledge of computer literacy MS Office & related HR software operations.

Remuneration: Rs. 50000/- (All inclusive)

Job Description:

- Knowledge of Procurement of civil works
- Knowledge of civil estimates
- Responsible for budget preparations

- Responsible for generations of various reports for Management
- Initiating proposals and obtaining approvals
- Any other works assigned from time to time.

13. Name of the Post: Executive (Electrical)

No. of vacancies: 01 Un reserved

Age: Max 35 years and age relaxations as applicable

Tenure : 2 years (Extendable)

Qualification: First Class B.E/B. Tech in Electrical Engineering or equivalent from a reputed University/Institution recognized by UGC/AICTE

Required Candidate profile: Knowledge of computer literacy MS Office & related HR software operations.

Remuneration: Rs. 50000/- (All inclusive)

Job Description:

- Knowledge of Procurement of Plant and Machinery related equipment
- Knowledge of Electrical Plant and Machinery estimates
- Responsible for budget preparations
- Responsible for generations of various reports for Management
- Initiating proposals and obtaining approvals
- Any other works assigned from time to time.

14. Name of the Post: Executive (Business strategy)

No. of vacancies: 01 Un reserved

Age: Max 35 years and age relaxations as applicable

Tenure : 2 years (Extendable)

Qualification:

First Class degree with two years full time post Graduate degree ie MBA (Marketing Management or PGDM in Marketing Management from recognized by UGC/AICTE or equivalent from a reputed and recognized University/Institution

OR

First Class degree with two years full time post Graduate degree ie MBA (Finance Management or PGDM in Finance Management from recognized by UGC/AICTE or equivalent from a reputed and recognized University/Institution

Required Candidate profile: Knowledge of computer literacy MS Office & related HR software operations.

Remuneration: Rs. 60000/- (All inclusive)

Job Description:

- Extensive Knowledge of preparing MoUs & JVs
- Knowledge of Exim, custom procedures
- Dealing with Foreign firms for marketing of the products
- Responsible for corresponding with foreign vendors on export/import activities

- Knowledge for conducting Exhibitions in inland and foreign countries
- Through knowledge of absorption of TOT
- Initiating proposals and obtaining approvals
- Any other works assigned from time to time.

15. Name of the Post: Executive (Mechanical)

No. of vacancies: 1 Un reserved

Age: Max 35 years and age relaxations as applicable

Tenure : 2 years (Extendable)

Qualification:

First Class degree with two years full time post Graduate degree ie MBA (Marketing Management or PGDM in Marketing Management from recognized by UGC/AICTE or equivalent from a reputed and recognized University/Institution

OR

First Class degree with two years full time post Graduate degree ie MBA (Finance Management or PGDM in Finance Management from recognized by UGC/AICTE or equivalent from a reputed and recognized University/Institution.

Required Candidate profile: Knowledge of computer literacy MS Office & related HR software operations.

Remuneration: Rs. 50000/- (All inclusive)

Job Description:

- Extensive Knowledge of Integrated Material Management activities (Like, Material planning, procurement and stores)
- Knowledge on GeM procurement procedures
- Initiating proposals and obtaining approvals
- Knowledge of Import procurement procedures
- Responsible for corresponding with foreign vendors on product support activities
- Any other works assigned from time to time.