



ITI LIMITED

(A GOVT. OF INDIA UNDERTAKING)
REGD & CORPORATE OFFICE, ITI BHAVAN, DOORAVANI NAGAR,
BANGALORE-16

RECRUITMENT OF HINDI OFFICER- TRAINEE

ITI Limited, the Country's Premier Telecom Company and Multi Unit Central Public Sector undertaking is all set to take Telecom and IT to greater and unexplored realms. The Company has also emerged as the country's leading total solution provider in telecommunications. The Company offers complete range of Telecom products covering the whole spectrum of switching, Transmission, Access and subscriber premises equipments. Besides offering the latest Telecom solutions and customized support to a variety of business, ITI has dedicated network system Unit for carrying out installation and commissioning of equipments and for undertaking turnkey Projects. As per revival plan, ITI is concentrating more on manufacturing of diversified products in defence and Railway Sectors and the manufacturing of Solar Equipment, NGN Products, GPON, LED Lighting systems and more.

The Company is looking for talented Hindi Officer- Trainee for Hindi Cell at our Corporate Office, Bangalore.

HINDI OFFICER - TRAINEE

POSITION AND PAY

Appointments will be initially as Hindi Officer - Trainees for a period of two years. During the period of training, stipend of Rs.15000 for 1st year and Rs.16000 for 2nd year. After successful completion of training, he/she will be inducted on Grade II Pay Scale on tenure basis for a period of 3 Years. [Emoluments Rs. 35527/Month (Basic + VDA + HRA) at the minimum of the Pay Scale plus allowances and perks as per the Company's prevailing rules] Likely to be absorbed in the regular rolls of the Company subject to the requirement of the organisation and performance of the officer.

QUALIFICATION

Essential Qualification :

Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or the medium of examination at the degree level

OR

Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level

OR

Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level

OR

Master's degree of a recognized University in any subject other than Hindi or English, with English medium, and Hindi as a compulsory or elective subject or as the medium of examination at the degree level

Preference will be given to candidates with knowledge in using computers for Hindi typing.

UPPER AGE LIMIT

Not more than 30 years relaxable by 5 years for SC/ST/Persons with Disabilities, 3 years for OBCs (Non-Creamy Layer) and Ex-service personnel in accordance with the instructions of Central Govt.

BENEFITS & PERKS for Trainees

- Statutory benefits viz., Provident Fund
- Medical facility for self.
- Company residential quarters subject to availability
- 12 days casual leave per annum as per company rules
- Group Insurance coverage.

Benefits and Perks for Tenure appointment of Hindi Officer after completion of Training period.

- Statutory benefits viz., Provident Fund/Gratuity as per relevant rules/Act.
- Medical facility as per Company rules.

- Reimbursement of conveyance allowance as per company rules.
- Magazine / Journal Allowance.
- Companies Residential Quarters in ITI Township (HRA Not Admissible).
- 30 days of earned leave and 12 days of casual leave as per company rules.
- Group Insurance coverage
- Reimbursement of membership fees for professional bodies.
- Canteen Subsidy

GENERAL CONDITIONS:

1. Only Indian Nationals need apply. Mere submission of application will not entail right for claiming appointment.
2. Educational qualification, age limit prescribed is as on date of advertisement.
3. Reservation for SC/ST/OBC (Non Creamy Layer) and persons with disabilities / ex-servicemen category exist as per Govt. of India Guidelines. Candidates belonging to OBC category are required to submit certificate stating that they do not come under the purview of “Creamy Layer” from a competent authority in the prescribed format issued by the Govt. of India from time to time.
4. The Company reserves the right to consider only those candidates for interview who according to its decision rank high in terms of eligibility criteria.
5. Decision of the Company with regard to eligibility of candidates will be final. Mere eligibility will not entitle any candidates for admission to interview or selection.
6. Relaxation in Age / Qualification etc. may be considered at the sole discretion of the Management.
7. Company reserves the right to fill all or partially or not to fill any of the post. The number of posts to be filled may decrease or increase depending on the actual /future requirement of the Company.
8. Canvassing in any form will disqualify the candidature
9. To & Fro 2nd Class Train fare by the shortest route will be reimbursed to SC/ST & PWD candidates from out stations as per rules of the Company.
10. Professionally qualified internal candidates those who are meeting the eligibility criteria may also apply. Age and Qualification in respect of internal candidates will be as per Recruitment Rules/Career Plan of the company. Selected internal candidates on the regular rolls of the company will continue on the same rolls.
11. Applications with insufficient information/incomplete will be rejected.

MEDICAL STANDARD

Applicants should be of sound health and should meet the medical standard prescribed by the Company. Appointment of selected candidates will be subject to medical fitness duly certified by the Company's Medical Officers. No relaxation in health standard is allowed.

HOW TO APPLY AND IMPORTANT INSTRUCTIONS FOR CANDIDATES

Applications should be submitted through on line. In addition to online application, the candidates are requested to submit hardcopies of application along with required documents as per the list below in the following address. Without hard copies of application with relevant documents, the candidates will not be included in the shortlist. Last date of the receipt of on line application 21.05.2018 and receipt of hard copies of application along with copies of certificates on 26.05.2018 No application fee required.

**DY. GENERAL MANAGER-HR,
ITI LIMITED,
REGD & CORPORATE OFFICE, ITI BHAVAN, DOORVANI NAGAR,
BANGALORE-16**

(A) Application should be accompanied with the following: -

- (I) Self Attested photocopies of certificates and Marks Sheets in proof of Educational Qualification (X standard / SSLC and onwards) and Self attested Photocopies of Experience Certificate/s with a latest salary certificate containing detailed particulars of Basic Pay, Scale of Pay, Perks etc. Originals should be produced for verification at the time of interview.
- (II) SC/ST category candidates should attach self attested photocopy of Caste Certificate issued by the Competent Authority. Originals should be produced for verification at the time of interview.
- (III) OBC (Non-Creamy Layer) category candidates should attach self attested photocopy of recently obtained community certificate issued by the Competent Authority in the prescribed format (not older than 6 months as on the date of advertisement). Originals should be produced for verification at the time of interview.

- (IV) PWD category candidates should attach self attested photocopy of valid disability certificates issued by the Competent Authority in the prescribed format. Originals should be produced for verification at the time of interview.
- (V) Ex-Service Category candidates should attach self attested copy of Service Certificate. Original should be produced at the time of interview for verification.
- (VI) In case of candidates from Government / Quasi Government / PSU, 'No objection letter' from the present Employer has to be produced at the time of interview.
- (VII) The candidates are requested to check their eligibility criteria with regard to age, educational qualification, experience against the advertisement.

Advertisement Ref. No. ITI/COMP/01/28/18/06

Date: 25.04.2018