



ITI LIMITED

(A Govt. of India Undertaking)

REGD & CORPORATE OFFICE

ITI BHAVAN, DOORAVANI NAGAR

BENGALURU – 560016

ITI Limited, the Country's premier Telecom Company, 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 solutions provider in telecommunications. The company offers complete range of telecom products covering the whole spectrum of Switching, Transmission, Access and Subscriber premises equipment. In line with the prevailing technology trend ITI has made strides in the CDMA and GSM Technology, manufacture of GSM-BTS and Infrastructure equipment. Besides offering the latest telecom solutions and customized support to a variety of business. ITI has a dedicated Network Systems Unit for carrying out installation and commissioning of equipment and undertaking turnkey jobs. The company has set up state of the art data centre at Bangalore. The Company is looking for Office Assistants for its Registered and Corporate Office at Bangalore.

1. OFFICE ASSISTANT FOR FINANCE DEPARTMENT

Appointment on Tenure basis for a period of Five years, likely to be absorbed in the regular rolls of the Company subject to the requirement of the organisation and performance of the employee.

VACANCY - TWO

POSITION AND PAY SCALE

Office Assistant (Cat - E)

Total emoluments at Rs. 17532 (Basic + VDA+HRA) at the minimum of the Pay Scale of Rs. 4240-105-5500-115-6995, plus allowances and perks as per the Company's prevailing rules . [CTC : 3 Lakhs/Annum]

QUALIFICATION

Essential: Three years full time B Com/BBA Degree from a recognized University with minimum 60% marks for General and OBC Candidates and minimum aggregate 58% marks for SC/ST/PWD candidates.

Desirable: Diploma/Trade Certificate in Computer Application

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.

JOB PROFILE

Providing clerical and administrative support to Finance Executives. Assisting with day to day operations of the Finance Functions and duties, preparation of financial statements, processing payments, preparing invoices etc.

2. OFFICE ASSISTANT FOR HR DEPARTMENT

Appointment on Tenure basis for a period of Five years, likely to be absorbed in the regular rolls of the Company subject to the requirement of the organisation and performance of the employee.

VACANCY - TWO

POSITION AND PAY SCALE

Office Assistant (Cat - E)

Total emoluments at Rs. 17532 (Basic + VDA+HRA) at the minimum of the Pay Scale of Rs.4240-105-5500-115-6995, plus allowances and perks as per the Company's prevailing rules . [CTC : 3 Lakhs/Annum]

QUALIFICATION

Essential: Three years full time B.Com/BBA/BA/B.Sc Degree from a recognized University with minimum 60% marks for General and OBC Candidates and minimum aggregate 58% marks for SC/ST/PWD candidates.

Desirable: Diploma/Trade Certificate in Computer Application

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.

JOB PROFILE

Maintaining Employee records both hard and soft copies, files related to HR functions, updating HRIS, assisting with day to day operations of HR Functions and duties, providing clerical and administrative support to HR Executives. Confidential handling of sensitive information related to Employees and various functions of HR etc.

BENEFITS & PERKS (SI No. 1 & 2)

- Statutory benefits viz., Provident Fund / Gratuity as per relevant Rules / Act.
- Medical facility, subsidized Canteen
- Company residential quarters subject to availability, in which case HRA is not admissible
- 20 days earned leave, 15 days casual leave and 5 SL per annum as per company rules
- Present variable dearness allowance @283.5% of Basic Pay, HRA @ 30% of basic pay at Bangalore and CCA Rs.125/-

GENERAL CONDITIONS:

1. Only Indian Nationals need apply. Mere submission of application will not entail right for claiming appointment.
2. Reservations for SC/ST/OBC (Non Creamy Layer) and Persons with disabilities (PWD) / Ex Servicemen category exists as per Government of India Guidelines. Candidates belonging to OBC Category are required to submit recent certificate stating that they do not come under the purview of “Creamy Layer” from a competent authority in the prescribed format issued by the Government of India.
3. Educational Qualification, Age limit prescribed is as on the date of Advertisement.
4. Relaxation in Age / Qualification may be considered at the sole discretion of the Management.
5. Canvassing in any form will disqualify the candidature.
6. Company reserves the right to fill all or partially or note to fill any of the post/s. The number of post to be filled may decrease or increase depending on the actual/future requirements of the company.
7. 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 online. In addition to submit on line 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 candidates will not be included in the shortlist. Last date of submission of on line application is on 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
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- (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.