



ITI LIMITED

(A Govt. of India Undertaking)
Business Co-ordination Office
Core-6, 1st Floor, Scope Complex,
7- Lodhi Road, New Delhi - 110003

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 Business Co-ordination Office, at Delhi.

OFFICE ASSISTANT

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 organization and performance of the employee.

VACANCIES - TWO

POSITION AND PAY SCALE

Office Assistant(Cat - E)

Total emoluments at Rs.17115 (Basic + VDA+HRA+CCA) 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: B.Com / B.B.A. / B.A. / B.Sc. Degree from a recognized University with minimum 52 % marks for General and OBC Candidates and minimum aggregate 50 % 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.

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, 15days casual leave and 5 SL per annum as per company rules
- Present variable dearness allowance @283.1% of Basic Pay, HRA @ 30% of basic pay 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.

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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 in prescribed format by Speed Post/Courier, superscribing Post Applied for and Advt. No. on the envelope, so as to reach us before **5:30 PM** on **31.05.2018**. The candidates applying against above post are not required to deposit any application fee. The candidates are requested to forward the application along with required documents as per the list below on following address;

Chief Manager (HR&PR)
ITI Limited
Business Co-ordination Office
Core-6, 1st Floor, Scope Complex,
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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.

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- (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, and experience against the advertisement.

Note: The incomplete applications/applications not accompanying requisite certificates will be summarily rejected and will not be considered for shortlisting.

Advertisement Ref. No: **BCO/HR/Manpower/01** Date: **16.04.2018**