



## ITI LIMITED

(A Govt. of India Undertaking)

REGD & CORPORATE OFFICE

ITI BHAVAN, DOORAVANI NAGAR

BENGALURU – 560016

ITI Limited, the Country's multi-unit Central Public Sector Undertaking under the Department of Telecommunications, Ministry of Communications is all set to scale greater heights and reach unexplored realms. The company has vast expertise and experience of manufacturing legacy as well as new generation telecom products. From the digital switches to the GSM BTS, ITI has the state of the art infrastructure to manufacture any telecom & electronics product. The Company is one of the country's leading total solutions provider in telecommunications. The company offers complete range of telecom products including the optical broadband network elements, both active & passive. The company has also diversified in the manufacture of Solar Panels, Smart Cards, 3D printing etc. Besides manufacturing, company also offers the latest telecom solutions and customized support to a variety of business including testing facilities (EMI/EMC, Safety, Security, SAR) at its Bengaluru unit.

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. In line with the prevailing technology trend ITI has plans to make strides in the emerging Technology areas like 5G, IoT, M2M, AI etc. The Company is looking for HR Executive at Grade II pay scale at Corporate Office Bangalore.

### **1. HR Executive (Grade II Level)**

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 officer.**

NO OF VACANCIES : TWO

POSITION AND PAY SCALE

HR Executive (GRADE II)

Total emoluments at Rs.40230 (Basic + VDA+HRA+CCA) at the minimum of the Pay Scale of Rs. 8600-250-14600, plus allowances and perks as per the Company's prevailing rules . [CTC : 8.26 Lakhs/Annum]

### MANDATORY QUALIFICATION

Two years Post Graduate Degree in HR/Social work with specialization in Personnel Management & Industrial relations/HR, MBA with specialization in HR or its equivalent course from institute/universities recognized by appropriate statutory authorities.

1. Minimum of 60% aggregate marks for General and OBC candidates and
2. Minimum of 58% aggregate marks for SC/ST/PWD candidates.  
*(Wherever CGPA is applicable, please provide a copy of document indicating the method of conversion of CGPA into percentage followed in the university/institution from where degree has been awarded)*

### EXPERIENCE

Minimum One Year Post Qualification experience in HR related area.

### 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 Rules.

### BENEFITS & PERKS

- Statutory benefits viz., Provident Fund / Gratuity as per relevant Rules / Act.
- Medical facility, subsidized Canteen
- Magazine allowance
- Company residential quarters subject to availability, in which case HRA is not admissible
- 30 days earned leave and 12 days casual leave per annum as per company rules
- Group Insurance coverage.
- Reimbursement of membership fee for professional bodies and other perks / allowances as per company's Rules.
- Present variable dearness allowance @334.3% of Basic Pay, HRA @ 30% of basic pay at Bangalore and CCA Rs.300/-

### 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), EWS 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 and Age limit prescribed is as on the date of Advertisement.
4. Relaxation in Age / Qualification etc. may be considered at the sole discretion of the Management.
5. The company reserves the right to consider only those candidates for interview who according to its decision rank high in terms of eligibility criteria.
6. 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.
7. Canvassing in any form will disqualify the candidature.
8. 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.
9. Candidates will be considered for the interview in the appropriate / lower level of Grade / Designation depending on the experience, salary drawn and position held by them.
10. Out of the total period of experience stipulated, candidates should have completed at least one year of service in the company’s comparable equivalent next lower Grade / Position and scale of pay
11. To & fro 2<sup>nd</sup> Class Sleeper train fare by the shortest route will be reimbursed to SC/ST/PWD candidates attending for interview from out stations as per rules of the company.
12. Applications with insufficient information/incomplete will be rejected.
13. Court of Jurisdiction for any dispute / cause will be at Bangalore
14. Any corrigendum/Addendum, if any, will be hosted/published on ITI website. Candidates are requested to visit the website regularly for updates.

### 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

(A) APPLICATIONS SHOULD BE SUBMITTED THROUGH ONLINE.

In addition to submit online application, the candidates are requested to submit hardcopies of application along with required documents/copies of certificates 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 03.06.2020 and receipt of hard copies of application along with copies of certificates is on 08.06.2020. No Application fee required.

ADDL. GENERAL MANAGER-HR,  
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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) EWS Candidates should attach self attested photocopy of valid Income and Asset certificate issued by the Competent Authority in the prescribed format as per Annexure – 1 of DoPT Circular No.36039/1/2019-Esst(Res) dated 31.01.2019.

- (VI) Ex-Service Category candidates should attach self attested copy of Service Certificate.
- (VII) Original should be produced at the time of interview for verification.
- (VIII) 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.
- (IX) The candidates are requested to check their eligibility criteria with regard to age, educational qualification, experience against the advertisement.

**ADDL GENERAL MANAGER-HR**

Advertisement Ref. No. ITI/COMP/01/28/20/03

Dated:11.05.2020