



## 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 creative and talented candidates for the post of Personal Assistant / Personal Secretary.**

### **PERSONAL ASSISTANT/PERSONAL SECRETARY**

Appointment on Tenure basis for a period of Five years, with provision for absorption in the regular rolls of the of the Company subject to the requirement of the organization and performance of the official.

VACANCIES - ONE (Number of post may increase subject to future requirement.)

### POSITION AND PAY SCALE

Personal Assistant ( Cat - E)

Total emoluments at Rs. 19438 (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 : 3.36 Lakhs/Annum]

### QUALIFICATION

- (a) 3 years Bachelors Degree from a recognized University with Certificate in Stenography/ Secretarial Practice/Typewriting English (Senior) and Shorthand (Lower)  
or  
(b) 3 years Bachelors Degree in Secretarial Practice from a recognized University  
or  
(c) 3 years Diploma in Secretarial Practice from a recognized institute.

### 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 Government of India Guidelines.

### BENEFITS & PERKS

- 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 @325.50 % 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-Non Creamy Layer Category are required to submit latest OBC Non Creamy layer certificate from a competent authority in the prescribed format.
3. Educational Qualification, Age limit prescribed is as on the date of Advertisement.
4. Relaxation in Age and Qualification may be considered at the sole discretion of the Management.
5. Decision of the Company with regard to eligibility of candidates will be final.
6. Canvassing in any form will disqualify the candidature.
7. 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.

8. 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

(A) 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 for submission of on line application is on **31/10/2019** and receipt of hard copies of application along with copies of certificates is on **04/11/2019** **No application fee required.**

ADDL. 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). 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 valid OBC NCL certificate issued by the Competent Authority in the prescribed format. 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 against the advertisement.

Advertisement Ref. No. ITI/COMP/01/28/19/06

Dated: 15/10/2019