



ITI LIMITED

(A Govt. of India Undertaking)

REGD & CORPORATE OFFICE

ITI BHAVAN, DOORAVANI NAGAR

BENGALURU – 560016

ITI Limited offers a diverse suite of products, solutions & services across various industry segments. ITI has modern manufacturing infrastructure, equipment & technology at its manufacturing facilities located at Bengaluru, Mankapur, Naini (Prayagraj), Palakkad & Rae Bareli, a dedicated Research and Development center in Bengaluru and Marketing Services & Projects (MSPs) units spread throughout the country in 25 states locations. You may visit our website <https://www.itiltd.in> for further information.

The Company is looking for **Executives for Secretarial Department at Grade 2 Level.**

1. Executives for Company Secretarial Department (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: OFFICER (GRADE 2)

PAY SCALE: Total emoluments at Rs. 40616 (Basic + VDA+HRA) at the minimum of the Pay Scale of Rs. 8600-250-14600, plus allowances and perks as per the Company's prevailing rules. [CTC: 8.36 Lakhs/Annum]

MANDATORY QUALIFICATION

Final Pass in Company Secretary with full time Graduate in any discipline with minimum 60% of aggregate marks for General /OBC/EWS candidates and 58% of aggregate marks for SC/ST/PWD candidates.

PREFERRED QUALIFICATION

Additional Qualification in Law.

EXPERIENCE

Minimum 3 years post qualification work experience in a Company Secretarial set up of a Listed Public Limited Company.

JOB DESCRIPTION

1. Compliance under Company Law and its rules and regulations, various statutes under SEBI, DPE guidelines on Corporate Governance and other applicable statutes.
2. Managing Formalities for Public issues / preferential issues / Duplicate issues / split / allotment of shares.
3. Filing of various forms and periodical returns with Ministry of Corporate Affairs (MCA) / Stock Exchanges / Statutory Authorities.
4. Preparation of notices of meetings, agenda notes and minutes in connection with meetings of the Board and Board Sub Committees, etc.
5. Ensuring General Meeting related compliances.
6. Maintenance of Secretarial records, statutory books and registers.
7. Coordination and handling of Investor relationship activities such as transmission, transfer, monitoring the activities of R & T agents, etc.
8. Liaison with external agencies for half yearly compliance audit.
9. Monitoring overall compliance of all laws and statutes and in charge for compliance reporting.

UPPER AGE LIMIT

Not more than 31 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 guidelines.

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 @338.8% of Basic Pay, HRA @ 30% of basic pay at Bangalore and CCA Rs.300/-

GENERAL CONDITIONS:

1. Only Indian Nationals need to 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, Age and Experience limit prescribed is as on the date of Advertisement.
4. Experience limit prescribed is as on the last date of advertisement.
5. Relaxation in Age / Experience / Qualification may be considered at the sole discretion of the Management.
6. The company reserves the right to consider only those candidates for interview who according to its decision rank high in terms of eligibility criteria.
7. 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.
8. Canvassing in any form will disqualify the candidature.
9. Company reserves the right to fill all or partially or not 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.
10. 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.
11. 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
12. Court of Jurisdiction for any dispute / cause will be at Bangalore
13. Any corrigendum/Addendum, if any, will be hosted/published on ITI website. Candidates are requested to visit the website regularly for updates.
14. Wherever Grade System is applicable in respect of percentage of marks secured for qualifying examination, please provide a copy of document indicating the method of conversion of Grade (CGPA/OGPA etc.) into percentage followed in the University / Institution from where degree has been awarded.
- 15. 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 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 **15/01/2021** and receipt of hard copies of application along with copies of certificates is on **19/01/2021**. **No application fee required.**

ADDL. GENERAL MANAGER-HR,
ITI LIMITED
REGD & CORPORATE OFFICE
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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 containing the date of joining and date of reliving and 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 as and when asked.
 - (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 as and when asked.
 - (III) OBC (Non-Creamy Layer) category candidates should attach self-attested photocopy of valid OBC (NCL) certificate issued by Competent authority in the prescribed format. Originals should be produced for verification at the time of interview as and when asked.
 - (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 as and when asked.

- (V) EWS Candidates should attach self-attested photocopy of valid Income and Assets 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 clearly mentioning the Date of Joining and Date of Retirement. Original should be produced at the time of interview for verification as and when asked.
- (VII) 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.
- (VIII) The candidates are requested to check their eligibility criteria with regard to age, educational qualification, experience against the advertisement.

Advertisement Ref. No ITI/COMP/01/28/20/13

Dated:31/12/2020