



ITI LIMITED

(A Govt. of India Undertaking)
REGD & CORPORATE OFFICE
ITI BHAVAN, DOORAVANI NAGAR
BENGALURU – 560016
(CIN:L32202KA1950GOI000640)

ITI Limited (ITI) 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 & Raebareli, 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.

ITI Limited invites applications from Indian nationals fulfilling the eligibility criteria as per the notification for filling up the following posts of Secretarial Department at ITI Limited, Regd. and Corporate Office, ITI Bhavan, Dooravaninagar, Bangalore-560016.

Sl. No.	Grade	Post	Number of Vacancies					
			UR	OBC	SC	ST	EWS	Total
1	5	Company Secretary	1	0	0	0	0	1
2	2	Executive -Secretarial	0	1	0	0	0	1

1. Position/Grade: Company Secretary (Grade V)

Essential Qualification	Minimum Essential Experience
Associate Membership (ACS) of the Institute of Company Secretaries of India (ICSI).	Overall 10 years of Post Qualification Experience inclusive of at least 5 years of experience in listed Company.

2. Position/Grade: Executive - Secretarial (Grade II)

Essential Qualification	Minimum Essential Experience
Associate Membership (ACS) of the Institute of Company Secretaries of India (ICSI).	2 years of Post Qualification Experience in a Secretarial set-up of Public Limited Company.

3. SCALE OF PAY

SI No.	Position/Grade	Pay Scale (IDA - 1997) (INR)
1	Grade V	<ul style="list-style-type: none">• Basic Pay –14500-350-18700• Dearness Pay 50% of Basic• VDA – 382.4% as on 01.01.2024• CCA, other statutory benefits, other allowances and perks as per the Company’s prevailing rules
2.	Grade II	<ul style="list-style-type: none">• Basic Pay – 8600-250-14600• Dearness Pay 50% of Basic• VDA – 382.4% as on 01.01.2024• CCA, other statutory benefits, other allowances and perks as per the Company’s prevailing rules

4. UPPER AGE LIMIT

- Company Secretary(Grade V): - 42 Years
- Executive -Secretarial (Grade II):- 30 Years

5. OTHER ELIGIBILITY CRITERIA

- Company Secretary:** Out of the total period of experience stipulated, candidates should have completed at least 2 years of service in the company’s comparable equivalent next lower Grade / Position and scale of pay in a large organization.
- Executive Secretarial:** Out of the total period of experience stipulated, candidates having at least 2 years of service in the Company’s comparable equivalent next lower Grade / Position and scale of pay in a large organization will be preferred.

6. TERMS OF APPOINTMENT

- Initial appointment of Officers will be for a period of 05 years on tenure basis. By considering the requirement of the organization, performance of the officer and based on availability of vacancies, the tenure of officers may be extended. The officers may also be considered for Upgradation/Promotion based on their performance.
- Officers appointed into the company will be under probation for one year and the confirmation will be done only on satisfactory performance

7. 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
- Reimbursement of membership fee for professional bodies and other perks / allowances as per company’s Rules.
- Present variable dearness allowance @382.4% of Basic Pay after merger of 50 points DA as dearness pay.

8. SELECTION PROCESS:

- a) Initial screening will be done based on online application submitted by the candidates.
- b) Initial screening list will be published in ITI website.
- c) Screened candidates are required to upload the necessary documents as per the instructions provided in ITI Website.
- d) The screened candidates can upload the required documents by using the same user ID and password used for the submission of online application.
- e) After verification of documents, the list of shortlisted candidates for interview will be published in the website.
- f) Candidates shortlisted for interview will be assessed on the basis of subject knowledge, experience acquired and required traits for the post including attitude and soft skills of the candidate.

9. GENERAL CONDITIONS:

- a) Only Indian Nationals need to apply. Mere submission of application will not entail right for claiming appointment.
- b) All qualifications should have been acquired from the Indian Universities/ Institutes recognized by AICTE or UGC or any other appropriate statutory authority in India.
- c) Documentary proof in support of the candidates' experience, Post Qualification Executive experience as mentioned should be uploaded in the appropriate time.
- d) Educational Qualification and Maximum Age Limit prescribed is as on the date of Advertisement.
- e) Experience limit prescribed is as on the last date of the submission of application.
- f) The company reserves the right to consider only those candidates for interview who according to its decision rank high in terms of eligibility criteria.
- g) 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.
- h) Canvassing in any form will disqualify the candidature.
- i) 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.
- j) If the candidate has applied for more than one post in the same Advertisement, he/she will be considered only for the eligible lowest post among the posts applied by him/her.
- k) Applications in which the essential qualification / experience cannot be fully ascertained will be liable for rejection. Accordingly, it is the responsibility of candidate to satisfy that she / he meets the eligibility criteria (as mentioned in this advertisement) fully before applying, to properly fill the application and uploading necessary documents.
- l) Applications should be submitted through online mode only.
- m) Candidates can submit only one application. In case multiple applications are submitted for a post, the latest application will be considered.
- n) Candidature are liable to be rejected at any stage of recruitment / selection process without notice or if joined services are liable to be terminated, if any information provided by the candidate is not found in conformity with the eligibility criteria notified or if ITI Limited comes across any evidence / knowledge that the qualification / experience and any other particulars indicated in the

application / personal resumes / other forms / formats are not recognized / false/ misleading and / or amounts to suppression of information / particulars which should have been brought to the notice of ITI Limited or that the candidate has been shortlisted for next stage in the process / has secured employment in ITI Limited though or adopting any unfair means.

- o) ITI has transparent recruitment process where the selection criteria are purely based on merit of the candidate. ITI does not demand or charge any fee or request for money deposits at any stage of the recruitment process. We urge job seekers not to be misled by any communication made by fraudsters purporting to be representatives of our Company and demanding payment in lieu of employment in ITI. The Company is not liable for any loss that may ensue from such fraudulent actions. ITI reserves its right to take legal action including criminal action against such fraudsters.
- p) Court of Jurisdiction for any dispute / cause will be at Bangalore.
- q) Any corrigendum/Addendum, if any, will be hosted/published on ITI website. Candidates are requested to visit the website regularly for updates.
- r) Reservation will be maintained as per Rules.
- s) Applications with insufficient information/ incomplete will be rejected. Non uploading of required / legible documents in the appropriate time, will be treated as incomplete application and is liable for rejection.
- t) The notification is meant for inviting candidates from external source. Internal candidates also will be considered at par with external candidates including the terms of forwarding of application. There is no relaxation in eligibility criteria for internal candidates except upper age limit. There shall be no age bar for internal candidates.
- u) Any relaxation/interpretation of Job Notification w.r.t the eligibility criteria and other Terms and conditions in the Notification will be at the sole discretion of the management.

10. CONCESSIONS/ RELAXATIONS

- a) Reservation of posts for SC/ST/OBC (Non-Creamy Layer)/Ex-servicemen (ExSM)/Persons with Benchmark Disability (PwBD) [degree of disability 40% or more in respective category]/EWS will be as per Govt. Directives.
- b) The persons with benchmark Disabilities of 40% and above as prescribed in (RPwD Act, 2016) are eligible to apply to the posts earmarked for persons with benchmark disabilities.
- c) Max Age Limit for Ex-service Personnel: The period of service in Armed forces plus 3 years shall be deducted from the actual age of the ex-service personnel and if the resultant age does not exceed the maximum age fixed for the post, he shall then be eligible for consideration.
- d) PwBD/ExSM candidates belonging to SC/ST/OBC (NCL) categories shall be eligible for grant of cumulative age relaxation under one/ more categories. However, cumulative relaxation in age for one/more than one category taken together shall be limited to maximum age of the candidate not exceeding 56 years as on the Date of Notification.
- e) SC/ST category candidates applying against unreserved posts shall be considered under general standard of merit and no relaxation in minimum qualifying percentage of marks in education qualification and upper age limit shall be available to them.
- f) PwBD category candidates applying against unreserved posts shall be considered under general standard of merit and no relaxation in minimum qualifying percentage of marks in education qualification shall be available to them.
- g) OBC-NCL category candidates applying for any post marked unreserved (UR) shall be considered under general standard of merit and no relaxation in upper age limit shall be available to them.

- h) 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. Candidates belonging to OBC category but falling in creamy layer (in terms of guidelines issued by Govt. of India from time to time) are not entitled to OBC reservation benefits.
- i) Age relaxation will be provided for reserved posts as follows:
- OBC-NCL:- 3 Years
- j) All eligible PwBD candidates will be provided age relaxation as follows:
- UR:- 10 Years
 - OBC-NCL:- 13 Years
 - SC/ST:- 15 Years

11. 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.

12. HOW TO APPLY

- (a) Candidates satisfying the conditions of eligibility criteria shall apply online through our ITI Limited website <https://www.italtd.in/careers>. i.e., ITI Limited Website – Career Page – Notification – Apply Online, on the dates as shall be notified on the Website. No other mode of submission of application will be accepted.
- (b) Fill up other details in the application very carefully. Please take care while filling out the e-mail /alternative e-mail fields, since all important communication shall be through emails only.
- (c) A valid e-mail ID is essential for submission of the online application. ITI Limited will not be responsible for bouncing of any e-mail or delivery of an e-mail to junk/spam mail folder of candidates.
- (d) A valid mobile number to be entered in the application.
- (e) The last date for submission of application is on or before **05th June 2024**.

13. IMPORTANT INSTRUCTIONS FOR CANDIDATES

A. Submission of online application.

- Scanned copy of the recent passport size color photograph in JPG / JPEG format.
(Size not exceeding 176(W) x151 (H))
- Scanned copy of signature with Blue / Black ink pen in JPG / JPEG Format.
(Size not exceeding 126(W) X 51 (H))

B. Uploading of documents by the candidates screened in.

Further the screened list will be published in ITI website, the screened candidates need to upload Self-Attested scanned copies of the following documents in pdf format:

- (a) Matriculation / Secondary Board Level Certificate/Birth certificate (As proof of age)
- (b) Mark sheets / Provisional / Final Degree certificates from Matriculation onwards.
- (c) Executive and Professional CS mark lists and Provisional/Final certificates.
- (d) Work Experience Certificate in chronological order for present as well as previous employer indicating post held, period of service, pay scale / emoluments and area of experience. In case of PSU / Govt. Employees, indicate revised as well as pre-revised pay scales with period details. Do not include Un Paid Trainee / Teaching / Pre – Qualification Experience.

- (e) Pay Slip/ Salary certificate for the first and twenty fourth month w.r.t position(s) held by the candidate as a proof of latest salary received by the candidate for a period of 2 year containing detailed particulars of Basic Pay, Scale of Pay, Perks etc. Originals should be produced for verification at the time of interview.
- (f) Latest TDS Form 16.
- (g) All proof of experience should be duly certified by the Organization concerned.
- (h) Caste Certificate issued by the Competent Authority in respect of SC/ST category candidates.
- (i) OBC (Non-Creamy Layer) category certificate/ Form of certificate produced by Other Backward classes to apply for appointment to post under Govt. of India (NCL) in respect of OBC-NCL category candidates.
- (j) 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 in respect of EWS Candidates.
- (k) Valid disability certificates issued by the Competent Authority in the prescribed format in respect of PwBD category candidates.
- (l) Copy of Service Certificate in respect of Ex-Defence Service personnel.
- (m) 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.

Sd/-
GENERAL MANAGER-HR, AM & CPIO

Advertisement Ref. No. ITI/CRP/HR/2024/1042(A)

Date: 22.05.2024