



# 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 & 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.itilttd.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 Company Secretarial Department at Regd. and Corporate Office, ITI Limited, Dooravaninagar, Bangalore-560016.

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

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

Essential Qualification	Minimum Essential Experience
Associate Membership (ACS) of the Institute of Company Secretaries of India(ICSI).	10 years of Post Qualification Executive Experience in a Company Secretarial set-up of a Listed Company.

### 2. Position/Grade: Company Secretarial Executive (Grade II)

Essential Qualification	Minimum Essential Experience
Associate Membership (ACS) of the Institute of Company Secretaries of India(ICSI). Full Time Graduation in any discipline from a recognized University / Institute with 60% of marks for OBC and 55% of marks for SC in aggregate.	2 years of Post Qualification Executive Experience in a Company Secretarial set-up of a Listed Public Limited Company.

### 3. SCALE OF PAY

Position/Grade – Company Secretary /Grade V

Scale of Pay- Gross Pay of Rs.106627 at the minimum of the Pay Scale of Rs. 14500-350-18700(pre-revised with dearness pay of Rs.7250), and other allowances and perks as per the Company's prevailing Rules.

Position/Grade – Company Secretarial Executive/Grade II  
Scale of Pay- Gross Pay of Rs.63354 at the minimum of the Pay Scale of Rs. 8600-250-14600(pre-revised with dearness pay of Rs.4300), and other allowances and perks as per the Company's prevailing Rules.

#### **4. UPPER AGE LIMIT**

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

#### **5. OTHER ELIGIBILITY CRITERIA**

- a) 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 organisation.
- b) Large Organization: - Experience from an organization having annual turnover of more than 250 crores and registered under Companies Act in case of private organization. Proof to be uploaded by the screened candidates within the stipulated time. Lists of screened and shortlisted candidates will be published in the website.

#### **6. TERMS OF APPOINTMENT**

Initial appointment for positions will be for a period of 5 Years on tenure basis. Subject to the requirement of the organization, performance of the officer and based on availability of vacancies, the officer may be considered for promotion/upgradation. On Upgradation/Promotion to higher Grade, his/her tenure will be further extended.

#### **7. BENEFITS & PERKS**

- a) Statutory benefits viz., Provident Fund / Gratuity as per relevant Rules / Act.
- b) Medical facility, subsidized Canteen
- c) Magazine allowance
- d) Company residential quarters subject to availability, in which case HRA is not admissible.
- e) 30 days earned leave and 12 days' casual leave per annum as per Company Rules
- f) Group Insurance coverage.
- g) Reimbursement of membership fee for professional bodies and other perks / allowances as per company's Rules.
- h) Present variable dearness allowance @358.4% 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) Aggregate of Professional and Executive marks will be considered for screening/shortlisting the candidates, subject to meeting other eligibility criteria.
- c) Initial screening list will be published in ITI website as per 1:6 ratio for more than one vacancy and 1:10 ratio for one vacancy to upload documents by the candidates for verification.
- 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 as per 1:4 ratio for more than one vacancy and 1:8 ratio in case of one vacancy.
- f) Candidates will be assessed on the basis of subject Knowledge, experience acquired and required traits for the post including attitude of the candidate. Total marks for assessment will be 100.

## **9. GENERAL CONDITIONS:**

1. Only Indian Nationals need to apply. Mere submission of application will not entail right for claiming appointment.
2. All qualifications should have been acquired from the Indian Universities/ Institutes recognized by AICTE or UGC or any other appropriate statutory authority in India.
3. Documentary proof in support of the candidates' experience, Post Qualification Executive experience as mentioned should be uploaded in the appropriate time.
4. Educational Qualification and Maximum Age Limit prescribed is as on the date of Advertisement.
5. Experience limit prescribed is as on the last date of the submission of application.
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. 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.
11. 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.
12. Applications should be submitted through online mode only.
13. Candidates can submit only one application. In case multiple applications are submitted for a post, the latest application will be considered.
14. 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.
15. Court of Jurisdiction for any dispute / cause will be at Bangalore.
16. Any corrigendum/Addendum, if any, will be hosted/published on ITI website. Candidates are requested to visit the website regularly for updates.
17. Reservation will be maintained as per Rules.
18. 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.
19. 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.

20. 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**

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. Age relaxation will be provided for reserved posts as follows:
  - SC:- 5 Years
  - OBC-NCL:- 3 Years
10. 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.itild.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 27/04/2023.

### **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 50 KB, HxW(350x300))
- Scanned copy of signature with Blue / Black ink pen in JPG / JPEG Format. (Size not exceeding 50 KB, HxW(100x250))

#### **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:

- Matriculation / Secondary Board Level Certificate/Birth certificate (As proof of age)
- Mark sheets / Provisional / Final Degree certificates from Matriculation onwards.
- Executive and Professional CS mark lists and Provisional/Final certificates.
- 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.
- 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.
- Latest TDS Form 16.
- Caste Certificate issued by the Competent Authority in respect of SC/ST category candidates.
- 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.
- Valid disability certificates issued by the Competent Authority in the prescribed format in respect of PwBD category candidates.
- Copy of Service Certificate in respect of Ex-Defence Service personnel.
- 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.
- Proof of turnover from the current organization in which the candidate is employed.

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Date: 06.04.2023

**General Manager-HR**