



ITI LIMITED

(A Govt. of India Undertaking)
NETWORK SYSTEMS UNIT
F-100, DOORAVANI NAGAR
BENGALURU – 560016

ITI Limited, the Country's premier Telecom Company, multi unit Central Public Sector Undertaking is all set to take telecom and IT to greater and unexplored realms. The Company has also emerged as the country's leading total solutions provider in telecommunications. The company offers complete range of telecom products covering the whole spectrum of Switching, Transmission, Access and Subscriber premises equipment. In line with the prevailing technology trend ITI has made strides in the CDMA and GSM Technology, manufacture of GSM-BTS and Infrastructure equipment. Besides offering the latest telecom solutions and customized support to a variety of business. 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. The Company is looking for Office Assistants for its Network Systems Unit and Marketing Unit (including Regional Offices located across the Country).

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 employee.

VACANCY – THIRTEEN POSTS

POSITION AND PAY SCALE

Office Assistant (Cat - E)

Total emoluments at Rs. 17588/- (Basic + VDA+HRA) 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 Lakhs/Annum]

QUALIFICATION

Essential: Three years full time B. Com/BBA/BA/B.Sc Degree from a recognized University with minimum 50% marks for General and OBC Candidates and minimum aggregate 45% marks for SC/ST/PWD candidates.

Desirable: Computer Proficiency Certificate

UPPER AGE LIMIT

Not more than 32 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 Central Govt.

JOB PROFILE

Maintaining Employee records both hard and soft copies, files related to HR/ Service Department functions, updating HRIS, assisting with day to day operations of HR Functions and duties, providing clerical and administrative support to the Executives of the Department. Confidential handling of sensitive information related to HR/ Service Departments, Administration of Leave Rules and Attendance Records etc.

EXPERIENCE:

The applicant must have minimum of one years of experience in administrative functions, database management and generation of various reports required for the day-to-day business management.

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
- Basic Pay and Allowance as applicable (like VDA, CCA. HRA etc.)

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 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 limit prescribed is as on the date of Advertisement.
4. Relaxation in Age / Qualification may be considered at the sole discretion of the Management.
5. Canvassing in any form will disqualify the candidature.
6. 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.
7. 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

Applications should be submitted through online by clicking on the link provided at the bottom of this advertisement. It shall be the responsibility of candidate to read the detailed instructions before filling up the Online Recruitment Application and adhere to application requirements. The candidates are requested to check their eligibility criteria with regard to age, educational qualification against the advertisement.

Last date for submission of on line application is 05.09.2018 5:30 PM. No application fee is required.

Selected/short listed candidates have to appear for the interview at Network Systems Unit, ITI Limited, Bangalore for which separate communication will follow through e-mail to the concerned candidates. Original Certificates to be provided for verification on the day of interview.

While appearing for interview, the candidate should bring the following certificates in **ORIGINAL for verification** and **self-attested photocopies of each** for our records:

- (I) The print out copy of online filled application form.
- (II) Certificates and Marks Sheets in proof of Educational Qualification (X standard / SSLC and onwards) and Experience Certificate/s with a latest salary certificate containing detailed particulars of Basic Pay, Scale of Pay, Perks etc.
- (III) Caste Certificate issued by the Competent Authority if the candidate belongs to SC/ST category.
- (IV) Recently obtained community certificate issued by the Competent Authority in the prescribed format (not older than 6 months as on the date of advertisement) if the candidate belongs to OBC (Non-Creamy Layer) category.
- (V) Valid disability certificates issued by the Competent Authority in the prescribed format if the candidate belongs to PWD category candidates.
- (VI) Service Certificate if the candidate belongs to Ex-Service Men Category.
- (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.

To Apply: http://careers.itilttd-india.com/index_nsu_off