



India Optel Limited
A Government of India Enterprise
Ministry of Defence
CIN-U31909UR2021GOI012802

Engagement of Professionals on Fixed Term Contract Basis
Advertisement No.:- IOL/HQ/HR/01/PE & SM (M&E)/2023

India Optel Limited (IOL), a Schedule 'B' Public Sector Undertaking under Ministry of Defence, Government of India, with Corporate Headquarters at Raipur, Dehradun (Uttarakhand), incorporated under Companies Act 2013, formed by transferring 03 Production units and 01 Non-Production unit of erstwhile Ordnance Factory Board.

IOL is an established manufacturer of Optical/Opto-Electronics Sights/Systems and Cables for Military and Para-military applications. The Company has promising future, its turnover and its paid up capital are on rise. It offers great work environment & challenging opportunities for professionals to prove their mettle.

Applications are invited from Professionals for the following positions on temporary basis through fixed contract.

1. PROJECT EXECUTIVE

Sl.No.	Particulars	Details
1.	No. of Positions	02 (Two)(UR).
2.	Maximum Age	Not more than 35 years on the date of advertisement.
3.	Qualification	First Class Degree (or 5-year integrated course) in Engineering & Technology (Electronics/Electronics & Communications/ Electronics & Instrumentation/ Industrial Electronics), awarded by Universities/Institutions recognized by the Government.
4.	Post qualification Experience	Minimum 18 months completed experience of working in a manufacturing company registered under the Companies Act 2013, in the field of electronics, as on the date of advertisement.
5.	Job Description	Reading and deciphering electrical and electronic circuits, handling of discrete components, PCBs, ICs, ASIC(s), Sensors and their tests. Capable to prepare the Bill of Material of the electronic sub-assemblies, process chart for their manufacture, finalization of test protocol of components /assemblies, identification of test equipment and testing. Should be conversant with the assembly of electronics sub-assemblies, capable to identify and frame the precautions and Dos & DON'Ts in handling of IC /ASIC/Sensors and train for the same.

6.	Nature of Responsibilities	Project Executives will be responsible for framing the BOMs, specifications for components /sub-assemblies , framing the test protocol thereof , implementation of test protocol and for the planning and coordination for manufacturing and testing { shop order release (warranting), material planning and control ,issue record of the completed products , liaison with stakeholders such as QC, Customer's Inspection Officer, Consignee end Inspection /JRI (Joint Receipt Inspection), Installation of equipment , fulfilment of warranty} . Candidates must be computer literate and capable of performing hands -on work required for execution of the responsibilities mentioned.
7.	Terms & Conditions	Detailed Terms & Conditions required for the post are attached as Annexure-A
8.	Tenure	Four(04) years (extendable by 01 more year, subject to requirement and satisfactory performance).
9.	Nature of Engagement	Fixed term contract basis (Full time)
10.	Consolidated monthly remuneration	Rs. 65,000/- (all inclusive). No other allowances shall be admissible.
11.	Location	Dehradun. However, may be deputed/transferred for official work to any of the units of IOL/Govt. offices/Departments.

2. SENIOR MANAGER (MARKETING & EXPORT)

Sl. No.	Particulars	Details
1.	No. of Positions	01(One)(UR).
2.	Maximum Age	Not more than 45 years on the date of advertisement.
3.	Qualification	First Class Degree (or 5-year integrated course) in Engineering & Technology (Mechanical/Electrical & Electronics/Electronics & Communication/ Electronics & Instrumentation/ Industrial Electronics/Production) with First Class in 2-years MBA or equivalent/Post Graduate Diploma /Post Graduate Degree with specialization in Marketing/Sales & Marketing awarded by Universities/Institutions recognized by the Government.
4.	Post qualification Experience	Minimum 24 months completed experience of working in a manufacturing company registered under the Companies Act 2013, in the field of marketing or export, as on the date of advertisement.

5.	Job Description	Market research & analysis, Interaction with existing customers, exploring market for futuristic product/customer, widening product/customer base to achieve business growth, identification of business partners to collaborate for the Projects, co-ordination with design, quality, planning, production teams of the company and ensuring end-to-end planning & execution, handling matters pertaining to MoU, Partnership, Business Agreements, Intellectual Property, organizing and overseeing advertising/communication campaigns (social media, TV etc.), exhibitions and promotional events, writing copy for diverse marketing distributions (brochures, press releases, website material etc.), maintaining relationship with media vendors and publishers to ensure collaboration in promotional activities to keep the customers aware of the constantly improving capability. Also pursuing export leads from foreign countries, engaging export agents, contacting foreign customer, submission of technical offers, clarification of queries, coordinating visit of foreign delegation, preparing quotation, co-ordinating transportation, insurance, air/sea worthy packing related to exports. The candidate will be reporting to Director Operations through a designated officer at GM/JGM rank.
6.	Terms & Conditions	Detailed Terms & Conditions required for the post are attached as Annexure-A.
7.	Tenure	Four(04) years (extendable by one more year, subject to requirement and satisfactory performance).
8.	Nature of Engagement	Fixed term contract basis (Full time).
9.	Consolidated monthly remuneration	Rs. 1,20,000/- (all inclusive). No other allowances shall be admissible.
10.	Location	IOLHQ, Dehradun. However, may be deputed/transferred for official work to any of the units of IOL/Govt. offices/Departments.

How to apply

- Interested candidates may download the prescribed form attached herewith as 'Annexure-B' available at IOL website www.indiaoptel.in under 'careers' section and submit the same in Hard Copy through speed post/courier service to the **Assistant Works Manager (HR), India Optel Limited, OFIL Campus, Raipur, Dehradun-248008 (Uttarakhand).** The last date of receipt of application at IOLHQ is 15 days from the opening date of publication of advertisement in employment news/newspapers.

In addition to hard copy of the application sent by speed post/courier, an advance scanned copy of the application form along with the enclosures (in Pdf only) is to be sent to recruitment@indiaoptel.in, via e-mail, clearly mentioning in the subject heading 'APPLICATION FOR THE POST OF _____-Contractual Basis'.

2. The cut -off date for age, qualification and experience will be opening date of publication of advertisement in employment news/newspapers.
3. Last date for receipt of application at the correspondence address at IOLHQ: 15 days from the opening date of publication of advertisement in employment News/newspapers.
4. Non-submission of required documents as per application format will be treated as incomplete application and will be rejected forthwith. It is mandatory to fill all the relevant information such as qualification details, experience details, percentage of marks etc. In case of any variation in Name/surname/, spelling mentioned in the Application cum Bio-data and in educational/professional qualification certificates, application will be liable to be cancelled. IOL management will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.
5. Applications received after due date will be rejected.
6. Qualification and experience commensurating with the job description should be clearly specified in the Application. The candidates are advised to ensure that they meet the qualification, experience and other criteria before forwarding the application.

SELECTION PROCESS

Selection will be based on qualification and experience and/or performance in the interview/interaction.

a) Screening:

Screening of Applications will be done by a Screening Committee constituted for that purpose. Candidates are required to fill in the Application Form (attached with advertisement) complete in all respects. Candidates may be shortlisted for Interview/Interaction.

The names of candidates shortlisted for Interview/Interaction will be notified on IOL website and call letters will be sent to their e-mails. Candidates are requested to print the call letter and comply with the instructions indicated therein.

b) Interview:

The candidates who are short listed for Interview/Interaction will be required to bring original documents/testimonials, along with self-attested copies, in support of Age, Qualification, and Experience etc. The certificates which are to be verified before the candidate is permitted to attend the interview/interaction are as under:-

- i) Documentary evidence of proof of Date of Birth i.e. SSC Board Certificate or Secondary School Leaving Certificate only.
- ii) Documents/Certificates in proof of Educational and Technical Qualifications
- iii) Experience Certificates on the Company letter head, which has the details of the Company etc., if employed, the Relieving Certificate and Service Certificate from the present employer.
- iv) Candidates who have work experience in the Private Sector and produce experience certificates should submit the same in the letter head of the Company. The letter head of the company should have the details of the Company

c) Offer for Engagement:

The offer of engagement shall be issued to the suitable candidates in the order of merit and based on the number of positions and will be subject to verification of antecedents and other relevant certificates/details etc.

All such engagements will be recommended by a Selection Board constituted by the Chairman & Managing Director/IOL

d) Declaration of result of selection:

The results of the final selection will be published only on IOL website.

DEFINITION OF POST QUALIFICATION WORK EXPERIENCE:

- a) Date of issuance of final mark sheet shall be taken as the date of acquiring qualification. The work experience shall be in full time job on regular salary basis, after acquiring prescribed minimum essential educational qualification.
- b) In case of intermittent nature of job, the actual days engaged in full time job only will be considered for calculating number of years of experience.
- c) Any other nature of experience like freelance experience will not be considered as it is not a full-time job and required number of years of experience cannot be established.
- d) Entrepreneurial experience will not be considered for the purpose of ascertaining required number of years of post-qualification experience.
- e) Period of on-the-job training undertaken by the candidates as Management Trainee(MT)/Executive Trainee (ET)/ Graduate Trainee (GT)/ in PSUs after acquiring the requisite qualification mentioned above shall be considered for determining post qualification work experience.
- f) Articleship/Internship/Academic Project/Teaching/Research experience shall not be considered as Post Qualification Experience.

DOCUMENTARY EVIDENCE FOR WORK EXPERIENCE:

The candidate is required to submit experience certificate/documentary evidence for establishing work experience as mentioned below;

- a) For Past employment :
 - i) Work Experience Certificate.
The submission of work experience certificate indicating the date of joining, date of relieving, pay last drawn, pay scale with duration and nature of jobs/specific areas of experience/experience in the relevant fields/Projects handled etc., is compulsory for all the past employments which the candidate is mentioning in the application form. In case experience certificate from any of the past employers is not submitted, it may lead to rejection of the candidature. Therefore, candidates are advised to ensure that the experience certificate indicating the date of joining, date of relieving and other details as mentioned above is attached for minimum requisite experience details mentioned in the application form.
- b) For current employment
 - i) Experience certificate with all the details mentioned above.
OR
 - ii) Offer letter/Appointment letter showing the date of joining (Proof of date of joining) mentioned by the candidate in the application form.
OR
 - iii) In case where the Offer letter/Appointment letter date of joining is not mentioned, in that case, along with any other document issued by the employer (including pay slip/identity card issued by employer) where date of joining is clearly mentioned.

AND

- iv) Proof of continuity of present employment- Latest Pay slips for three months.

Note: I) if the candidate is not able to provide experience certificate for current employment, the candidate must submit the documents mentioned at Sl. No. b) ii), b) iii) & b) iv) to prove the continuity in the job.

II) Self-declaration regarding nature of jobs/specific areas of experience/experience in the relevant fields/Projects handled, etc. will not be considered/accepted.

III) Non-submission of the documents as mentioned above for establishing requisite experience shall lead to rejection of the candidature.

OTHER TERMS AND CONDITIONS:

- a) The engagement is purely temporary and contractual and on Fixed Term Basis and it is not against any permanent vacancy. This engagement will not entitle candidates to claim for regular/permanent employment in the company. Accordingly, nothing within or relating to Contract shall establish the relationship of employer and employee, or of principal and agent, between the Company and the engaged Professionals. They will not be entitled for any benefit/compensation/absorption/regularization/permanent employment in the Company except the fixed remuneration for engagement.
- b) The persons engaged can be assigned additional responsibilities/tasks in addition to their specialization and assigned tasks.
- c) They will work on full time basis and on all working days as applicable or in operation in the Company. They may also be required to work beyond the normal working hours and on holidays too, in case of functional requirements.
- d) The incumbents are liable to be transferred/posted anywhere in India at the discretion of the company within its units, liaison offices, etc.
- e) Those working must submit NOC at the time of interview/interaction and should submit proper relieving letter from present employer in the event of selection.
- f) The cut-off date for age, qualification and experience will be the opening date of publication of advertisement.
- g) Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.
- h) Only full time regular courses will be considered as qualification and all qualifications should be recognized by AICTE/UGC/appropriate Indian Statutory Authorities. Wherever CGPA/OGPA or letter grade in a Degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/Institutes. Candidates will be required to submit documentary proof/certificate to this effect from the Institute/University at the time of Interview/interaction, if called for the same.
- i) Mere submission of Application does not guarantee the adequacy of candidature for being considered for further selection process. Mere fulfilling of eligibility criteria shall not confer any right to the applicant for being called for interview/appointment. Canvassing in any form will disqualify the candidature.
- j) Candidate will have to bring an original valid Photo ID (Aadhaar Card, etc.) and other original documents for verification at the time of interview/interaction, if called for.
- k) IOL also reserves the right to cancel/amend the advertisement and/or the selection process there under. The number of positions filled may increase or decrease depending on the requirement of IOL.
- l) No TA/DA shall be paid to any candidate for attending interview/interaction in IOL.
- m) Engagement of the selected candidate will be subject to submission of medical fitness by a Certified Medical Practitioner.

- n) No correspondence will be entertained from the candidates not selected/interviewed.
- o) Candidates should ensure that they fulfil the eligibility criteria prescribed for the position they have applied. In case it is found at any stage of selection process or even after appointment that the candidate has furnished false or incorrect information or suppressed any relevant information/material facts or does not full fill the criteria, his/her candidature/services are liable for rejection/termination without notice.
- p) Any corrigendum/clarifications of the advertisement, if necessary, shall only be uploaded on IOL website (www.indiaoptel.in) and no separate press coverage shall be done for this purpose.
- q) All disputes/cases related to this hiring process are subject to jurisdiction of courts at Dehradun only.
- r) Management reserves the right to cancel/restrict/enlarge/modify/alter the recruitment/ selection process, if need so arises, without issuing any further notice or assigning any reason thereafter.
- s) All information regarding this hiring process would be made available in the IOL website (www.indiaoptel.in) only. Applicants are advised to check the web site periodically for important updates.
- t) The candidates must have an active E-mail ID & Mobile number which must remain valid for at least next one year. All future communications with the candidates will take place through E-mail. Candidates have to ensure accuracy of their E-mail ID & Mobile number. No change in E-mail ID & mobile number as declared in the application will be allowed. The Company shall not be responsible if the information/intimation(s) do not reach candidates in case of change in the mobile number, e-mail address, connectivity/network issues, technical fault or otherwise, beyond the control of the Company. Candidates are advised to keep a close watch on the Company website (www.indiaoptel.in) for latest updates.
- u) The engagement of above professionals on contract basis will be subject to the terms and conditions attached as Annexure- A. All the applicants are required to go through the terms and conditions thoroughly before filing their applications.
- v) Application that are incomplete, not in prescribed format, not legible, without the required certificates, shall be summarily rejected without assigning any reasons and no correspondence in this regard shall be entertained.
- w) For any queries regarding this engagement please contact at **0135-2787101-03 (Extn. 4025)** on all working day from **10.00 AM to 04.00 PM (Monday to Friday)**.
- x) Clarification/Decisions of the Company in respect of all matters pertaining to this engagement would be final and binding on all candidates.
- y) Any other terms and conditions or engagement can be determined and incorporated with the approval of the Competent Authority.

IOL's DECISION FINAL:

The decision of Chairman & Managing Director, IOL will be final and binding on the candidates in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, conduct of interviews, selection and engagement of selected candidates and no query/correspondence will be entertained in this regard.

Last date for receipt of Application at the Correspondence address at IOL HQ:

15 days from the opening date of publication of advertisement in employment news/newspapers.

Terms and conditions for Engagement of Professionals on Fixed Term Contract basis

1. Engagement of Tenure based Personnel is for the period specified and shall not exceed a maximum of five years from the date of engagement subject to satisfactory performance and yearly review. The tenure will come to an end automatically on completion of five years from the date of joining, without any further notice. The Candidate's services can be terminated by IOL by giving 01(one) months' notice or with remittance of 01(one) month's pay in lieu thereof. If candidate wishes to leave the services of IOL, he/she shall have to give 03 (three) months' notice to IOL or pay 03 (three) months' salary in lieu thereof.
2. Paid leave of absence may be allowed at the rate of 1.5 days of each completed month of service. Accumulation of Leave beyond a calendar year is not allowed. No remuneration of the period of absence in excess of the admissible leave will be paid to the engaged individual. Also, un-availed leave shall neither be carried forward to next year nor be en-cashed.
3. Entitlement of the paid holidays of the company/unit/place of posting (in units under IOL) as per company rules.
4. The engaged individual will be required to abide by various Company Rules & Regulations (as applicable to other employees) which govern carrying out the assigned tasks and conduct, like Standing Orders, transferability to units/subordinate/attached offices etc. under IOL.
5. The engaged individual will be covered under applicable Rules with respect to Income Tax, Professional Tax, etc.
6. The candidate will not be entitled for any Allowances or Benefits other than those contained in the Offer of Tenure engagement.
7. The amount of monthly remuneration so fixed shall remain unchanged for the term of Contract Period. There will be no annual increment/percentage increase during the Contract Period. IDA revision will also not be applicable in this case.
8. The engaged individual shall not be entitled to any benefit like Pension, Gratuity, Medical, Insurance, Group Insurance, GPF, CGHS etc. or any other benefits available to the employees appointed on regular basis. He/She will not be covered under EPF act also.
9. DA, HRA or any other allowances shall not be admissible. No accommodation and Medical facilities will be admissible. Official transport facility, Transport Allowance for the purpose of commuting between the residence and place of work shall not be admissible. However, Company Accommodation may be considered subject to availability and on payment of applicable charges as per rules.
10. Travelling Allowance/ Daily Allowance (TA/DA): No Travelling Allowance/Daily Allowance is admissible for joining the assignment or on its completion .However, the individual will be allowed TA/DA, including advance on official tour, if any, as per the entitlement and paid on case to case basis with the approval of Competent Authority. Company units will provide transit accommodation in their guest houses subject to availability.

11. The candidate's performance will be assessed as per Rules of the Company. In case of non-performance or poor performance, the Contract of Engagement can be terminated with one month's notice.
12. The persons engaged on full time contract basis will not be allowed to take any other assignment during the period of contractual engagement.
13. IOL also reserves the right to cancel/amend the advertisement and/or the selection process there under. The number of positions filled may increase or decrease depending on the requirement of IOL.

Advt. No.....

APPLICATION FOR THE POST OF PROJECT EXECUTIVE/SENIOR MANAGER (Marketing &Export)

Paste a recent
Passport size
Photograph

1.	NAME (IN CAPITAL)	
2.	FATHER'S/MOTHER'S/HUSBAND NAME	
3.	GENDER	
4.	DATE OF BIRTH(DD/MM/YYYY) AGE IN YEARS/MONTHS. (AS ON THE DATE OF ADVERTISEMENT)	
5.	WHETHER BELONG TO SC/ST/OBC/PWD/OTHER	
6.	HIGHEST QUALIFICATION	
7.	TOTAL POST QUALIFICATION WORK EXPERIENCE. (AS ON THE DATE OF ADVERTISEMENT)	
8.	DATE OF RETIREMENT/LEAVING THE LAST EMPLOYMENT	
I	NAME OF THE COMPANY/DEPARTMENT (WORKING/RETIRED)	
II	WHETHER CPSE/STATE PSU/GOVT. DEPARTMENT/REPUTED/LARGE PRIVATE SECTOR ORGANISATION	
III	POST CURRENTLY HELD ON REGULAR (SUBSTATIVE) BASIS WITH PAY SCALE, LEVEL AND GRADE PAY (UNDER IDA & CDA PAY SCALES) OR ON THE DATE OF RETIREMENT/SEPARATION	

9.	PRESENT ADDRESS FOR COMMUNICATION	
10.	PERMANENT ADDRESS	
11.	TELEPHONE/MOBILE NO.	
12.	E-MAIL	
13.	AADHAAR NUMBER	
14.	PAN NUMBER	

15. EDUCATIONAL QUALIFICATIONS

Sl. No.	Qualifications from 10 th Class onwards	% of marks obtained/CGPA	Year of passing	Name of School/College	Affiliated institute/ University

16. PARTICULARS OF EXPERIENCE.

SL. No.	Name of the Company/ Organization	Central Govt./ State Govt./ PSU/ Autonomous / Private	Post held	Period of Employment		Pay scale / Level & Grade Pay in case of PSUs/ Govt. Depts.	CTC (in Rs.) in other cases	Major Responsibilities
				From	To			

Declaration:

I, the undersigned, certify that to the best of my knowledge and belief, this application correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

I, the undersigned, also understand that the engagement is purely temporary and contractual and on Fixed Term Basis and it is not against any Permanent vacancy and this engagement will not give me any claim for regular/permanent employment in the company.

Date:
Place:

Signature of candidate

[Documents to be enclosed (whichever applicable)]

1. Valid document evidencing date of birth of the candidate (secondary/Matriculation School Certificate/Birth Certificate).
2. Educational certificates-Mark sheets & Degree (Diploma, Graduation, Post-Graduation)
3. Work experience-
 - a) Joining-Relieving Letter from Company/Organization
 - b) Experience/Service Certificate/Salary statement/Bank Statement issued by Company/Organization (it should indicate date of joining and date of relieving from each organization where worked)
 - c) Salary certificate together with ITR or Form-16 A issued by present/past employer(s).