



India Optel Limited
A Government of India Enterprise
Ministry of Defence

Regd.Office: Corporate HQ, OFIL Campus, Raipur, Dehradun -248008 (Uttarakhand)

CIN-U31909UR2021GOI012802

Web: www.indiaoptel.in

Engagement of Estate Manager on Fixed Term Contract Basis for IOL

Advertisement No.: - IOL/HQ/HR/02/EM/2023

INDIA OPTEL LIMITED (IOL) is a premier Schedule 'B' Public Sector Undertaking under Ministry of Defence, Government of India engaged in the manufacturing 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.

The Company invites applications for the following position on Fixed Term Contract Basis for its Head Office at Dehradun (Uttarakhand) and at a fixed all - inclusive salary, as per the eligibility criteria and other details as tabulated below:

1.	Position	Estate Manager.
2.	Number of vacancies	One (1) (UR).
3.	Tenure	Two years (extendable by one more year, subject to requirement and satisfactory performance).
4.	Initial Place of Posting	Dehradun. However, may be deputed for official work to any of the units of IOL/Govt. offices/Departments.
5.	Consolidate Monthly Remuneration	Rs.1,00,000/- per month only (all inclusive).
6.	Age	Not more than 45 years on the date of advertisement.
7.	Essential Educational Qualification	Full time Graduate Degree in any discipline with not less than 60 % marks.
8.	Post Qualification Experience	Minimum five years of experience in property management including coordination of housekeeping, maintenance and renovations. Candidates must have experience in handling large residential campuses (Group Housing / Township / Commercial Building). Should have relevant experience in Estate Management.

9.	<p><u>Job Description</u></p> <ol style="list-style-type: none"> Management of maintenance and repair of Residential Quarters, Guest houses (including Guest house at Mussoorie), Officer's mess, Roads, Electric sub-station, Water pump house, common facilities etc. Estate Administration (including Supervision, control and allotment of Residential Quarters, All public utility services, Markets, Club, Stadium, Sports Arena, Community Halls/PP Act). Submission of proposal regarding construction work/demolition work within the Estate. Conservancy & housekeeping, Horticulture work. Water management which includes regular water testing/analysis, conservation of water by rain water harvesting. Management of billings/collection of Licence fee, Electricity & Water Bills. Liaison with Power Supply, Water Supply companies of Uttarakhand and with local statutory bodies like MDDA and Civil Authorities in matters pertaining to land. Redressal of all complaints/grievances related to estates matters at the station. Protection of land, dealing with legal cases related to land disputes, disaster management. Management of estate budget.
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Selection Procedure:-

- The selection process shall consist of first scrutiny of applications received.
- The criteria of selection for the above position is by way of personal interview.
- Management reserves the right to devise its criteria (including to raise the minimum eligibility standards/criteria) to restrict the number of candidates to be called for personal interview.
- The decision of Management regarding eligibility, interview and selection will be final and binding on the candidates and no correspondence whatsoever will be entertained in this regard.

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:-

- Documentary evidence of proof of Date of Birth i.e. SSC Board Certificate or Secondary School Leaving Certificate only.
- Documents/Certificates in proof of Educational and Technical Qualifications.
- 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.
- 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.

Offer for Engagement: -

The offer of engagement shall be issued to the suitable candidate in the order of merit and will be subject to verification of character & antecedents, other relevant certificates/details etc. and satisfactory Medical fitness report.

Such engagement will be recommended by a Selection Board constituted by the Chairman & Managing Director/IOL.

Declaration of Result of selection: -

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

Terms & Conditions of Engagement of Contractual Individual:-

- i) Only Indian national are eligible to apply.
- ii) Selected candidate will obey such rules, regulations, orders and direction issued by IOL from time to time and will be governed by the conditions of services in force at present or amended from time to time.
- iii) The finally selected candidate will have to sign a contractual agreement with IOL.
- iv) The maximum continuous tenure of selected candidate would be Two years plus One year (subject to performance of the Professional being found to be suitable).
- v) Engagement of the selected individual is for the period specified in the advertisement and shall not exceed a maximum of three years (03) (Two years + extendable by another one year subject to requirement and satisfactory performance) .The tenure will come to an end automatically on completion of three 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.
- vi) In case the engaged individual is found unfit on any account or if he/she is found guilty of any insubordination/misconduct, his/her services can be terminated immediately without any notice.
- vii) The selected candidate will not be entitled to any claim or right for regular appointment in IOL.
- viii) **Leave:** - The selected individual shall be eligible for 1.5 days leave for each completed month of service, which may not be accumulated beyond a calendar year. 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. Leave for more than three days (03) in a single spell shall not be allowed.
- ix) **TA/DA:** - No TA/DA shall be 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 admissibility and 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.

- x) No other facilities like DA, HRA, accommodation, Personal Staff, telephone, conveyance/ transport, LTC, Medical facilities, Medical Reimbursement etc. would be admissible. However, company accommodation may be considered subject to availability and on payment of applicable market rent, electricity charges as per actual consumption plus water charges.
- xi) The engaged individual shall not be entitled to any benefit like Pension, Gratuity, Medical, Insurance, Group Insurance, GPF, CGHS, Provident fund etc. or any other benefits available to the employees appointed on regular basis. He/She will not be covered under EPF act also.
- xii) Entitlement of the paid holidays of the company/unit/place of posting (in units under IOL) as per company rules.
- xiii) 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.
- xiv) The engaged individual will be covered under applicable Rules with respect to Income Tax, Professional Tax, etc.
- xv) The candidate will not be entitled for any Allowances or Benefits other than those contained in the Offer of Tenure engagement.
- xvi) The amount of monthly remuneration i.e. Rs.1,00,000/- (Rupees One Lakh Only) 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.
- xvii) The engaged individual will perform the duties as fixed by the Management from time to time. Besides, he/she will perform such other duties as are assigned to him/her from time to time.
- xviii) **Working Hours**: - The engaged individual will be required to observe the normal office hours (Monday to Friday - From 09:00 a.m. to 05:30 p.m. with half an hour lunch break from 01:00 p.m. to 01:30 p.m.) and may also be called upon to attend office beyond working hours and also on Saturday/Sunday or any other holiday in case of exigencies of work. No extra remuneration shall be paid for extra hours/holidays.
- xix) The engaged individual will not be allowed to take any other assignment during the period of contractual engagement.
- xx) IOL shall not be responsible for any loss, accident, damage, injury suffered by the selected individual whatsoever arising in or out of the execution of his/her work including travel.
- xxi) The engaged individual will be governed by the Official Secret Act, 1923, as amended from time to time and will not disclose to any unauthorized person(s) any information/data that may come to their notice during the period of their engagement as 'Estate Manager' in IOL. All such documents will be the property of the Government.

- xxii) The engaged individual will not utilize or publish or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of their assignment for IOL without the express written consent of IOL.
- xxiii) The engaged individual must act at all times in the interest of IOL and render any advice/service with professional integrity.
- xxiv) The engaged individual will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working as 'Estate Manager' in IOL.
- xxv) The engaged individual so appointed shall be in no case represent or give opinion or advice to others in any matter, which is adverse to the interest of IOL nor will indulge in any activity outside the terms of the contractual assignment.
- xxvi) 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.

How to Apply:-

- i) Interested candidates may download the prescribed form attached herewith as 'APPLICATION FORMAT' available at IOL's 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 the 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 'ESTATE MANAGER' on Contractual Basis'.

- ii) The cut-off date for age, qualification and experience etc. will be opening date of publication of advertisement in Employment News/Newspapers.
- iii) 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.
- iv) 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 etc., application will be liable to be cancelled. IOL's management will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.

- v) It is advisable that the candidates have a valid e-mail while applying for the position in order to facilitate faster communication.
- vi) Applications received after due date will not be considered and no correspondence in this regard shall be entertained.
- vii) Qualification and experience commensuration 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.

Other Terms and Conditions:-

- i) 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.
- ii) The persons engaged can be assigned additional responsibilities/tasks in addition to their specialization and assigned tasks.
- iii) 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.
- iv) The incumbents are liable to be transferred/posted anywhere in India at the discretion of the company within its units, liaison offices, etc.
- v) 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.
- vi) The cut-off date for age, qualification and experience will be the opening date of publication of advertisement.
- vii) Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.
- viii) Training /Internship period will not be counted as Experience.
- ix) 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.
- x) 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/engagement. Canvassing in any form will disqualify the candidature.

- xi) Candidate will have to bring an original valid Photo ID (Aadhaar Card, Pan Card etc.) and other original documents for verification at the time of interview/interaction.
- xii) 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.
- xiii) No TA /DA shall be paid to any candidate for attending interview/interaction in IOL.
- xiv) Engagement of the selected candidate will be subject to submission of medical fitness by a Certified Medical Practitioner and satisfactory verification of Character and antecedents.
- xv) No correspondence will be entertained from the candidates not selected/interviewed.
- xvi) 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 fulfil the criteria, his/her candidature/services are liable for rejection/termination without notice.
- xvii) 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.
- xviii) All disputes/cases related to this hiring process are subject to jurisdiction of courts at Dehradun only.
- xix) 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.
- xx) 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.
- xxi) 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.
- xxii) The engagement of above professionals on contract basis will be subject to the terms and conditions mentioned above. All the applicants are required to go through the terms and conditions thoroughly before filing their applications.

- xxiii) 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.
- xxiv) If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have will fully suppressed any material information, he/she will be liable for removal from engagement service and such other action as govt. may deem necessary.
- xxv) Clarification/Decisions of the Company in respect of all matters pertaining to this engagement would be final and binding on all candidates.
- xxvi) Candidates currently serving in Government/Quasi. Government/PSU/Autonomous Body/Private Entity are advised to seek prior permission from their employers to apply for the notified vacancy. Such applicants shall have to submit 'No Objection Certificate' from their present employer at the time of interview, failing which they shall not be allowed to appear in interview and their candidature shall be treated as cancelled.
- xxvii) On final selection, such candidate who has been working in Govt./Quasi Govt./PSU/Autonomous Body/Private Entity, should produce the document conveying the acceptance of his resignation from service of his/her last employer. In the absence of such document, he/she shall not be allowed to join IOL.
- xxviii) Any other terms and conditions or engagement can be determined and incorporated with the approval of the Competent Authority.
- xxix) For any queries regarding this engagement please contact at 0135-2787101- 103 (Extension: 4025) on all working day from 10.00 AM to 04.00 PM (Monday to Friday).

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.

APPLICATION FORMAT

Paste Passport size
Colour Photo

- All columns should be filled in block letters.
- Incomplete applications/applications without enclosures will be rejected.

1. POST APPLIED FOR : _____

2. FULL NAME (BLOCK LETTERS) : _____

3. FATHER'S/HUSBAND'S NAME : _____

4. (a) DATE OF BIRTH : _____

(b) AGE: _____ (Yrs.) _____ (Months) _____ (Days)
(As on the date of advertisement)

5. RESIDENTIAL ADDRESS :

(a) CORRESPONDENCE :

Telephone No. /Mobile No.

(b) PERMANENT ADDRESS :

Telephone No/Mobile No.

E mail ID _____

6. SEX :

MALE/FEMALE

7. MARITAL STATUS :

MARRIED/UNMARRIED

8. RELIGION :

9. CATEGORY (SC/ST/OBC/GEN/PWD/OTHER) : _____
(In case PWD, Please mention the percentage & category of disability)

10. ADHAAR No :

11. PAN No:

12. (a) PRESENT POST HELD :

(b) DATE FROM WHICH HELD:

(c) NAME OF ORGANISATION:

(d) SCALE OF PAY:

(e) PRESENT BASIC PAY:

(f) TOTAL EMOLUMENTS:

13. DETAILS OF SERVICE:

SL. NO.	NAME OF THE ORGANISATION	POST HELD	Pay Scale / CTC	SERVED		LENGTH OF SERVICE	WHETHER REGULAR OR NOT	NATURE OF DUTIES PERFORMED
				FROM	TO			

14. EDUCATIONAL QUALIFICATION :

(Including professional qualification, if any)

SL.NO.	EXAM PASSED	INSTT./UNIVERSITY	SUBJECTS STUDIED	YEAR OF PASSING	% AGE OF MARKS	DIVISION OBTAINED

15. PROFICIENCY IN COMPUTER APPLICATIONS (IF ANY):

16. ANY OTHER RELEVANT INFORMATION:

DECLARATION

I HEREBY DECLARE THAT THE ABOVE STATEMENTS ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF. IN THE EVENT ANY INFORMATION IS FOUND TO BE FALSE OR INCORRECT, MY CANDIDATURE MAY TERMINATED WITHOUT NOTICE.

SIGNATURE OF THE CANDIDATE

PLACE: - _____

DATE: - _____