



India Optel Limited/इंडिया ऑप्टेल लिमिटेड
A Government of India Enterprise/भारत सरकार का उद्यम
Under Ministry of Defence/ रक्षा मंत्रालय के अंतर्गत
CIN-U31909UR2021GOI012802

ADVERTISEMENT FOR ENGAGEMENT OF JUNIOR PROJECT MANAGER (ESTATE MANAGEMENT) ON FIXED TERM CONTRACT BASIS FOR IOL

Advt. No. IOL/HQ/HR (RECTT)/06/JPM (EM)/2024

India Optel Limited (IOL) is a Public Sector Undertaking under Ministry of Defence, Government of India, with Corporate Headquarters at Raipur, Dehradun (Uttarakhand).

IOL is an established manufacturer of Optical / Opto-Electronics Sights/ Systems and Cables for Military and Para-military applications. It is the current market leader in this segment. It is a new Govt. company with great future. The company offers great work environment & challenging opportunities for professionals to prove their mettle.

IOL invites Offline applications from Indian Citizens fulfilling the eligibility requirements, for filling up the following position on Fixed Term Contract basis in IOL.

1. Junior Project Manager (Estate Management)

Sl.No.	Particular	Details
1	No. of Positions	01 (Un-reserved)
2	Maximum age	Up to 62 years as on closing date of advertisement
3	Academic / Qualification	I. The candidate should be Graduate in any discipline. II. The candidate should have good command in Hindi & English languages in writing & speaking. III. The candidate must have basic knowledge of the Computer.
4	Experience	The candidate should have the experience of minimum 07 years in Central Government /PSUs in Level 06 (or E-0 grade in Central PSU) or Level 07 (or E-1 grade in Central PSU) Pay Matrix. The experience should be in the field of handling Guest Houses in Central Government Organizations/PSUs.
5	Job Description	I. Supervision of management and service of all three guest houses in Dehradun viz. Inspection bungalow, Mandakini guest house and Gangotri guest house and 01 guest house viz. Holiday home in Mussoorie. II. Supervision of all contract manpower deployed in Guest houses. III. Arranging all official parties and working lunches, dinners and other official functions. IV. Raising the requirements of all guest houses and arranging the material in time to run the guest houses smoothly. V. Presenting all the contract relevant papers and reports in time and ensuring the payment of the wages of the manpower engaged in guest houses. VI. Looking after the surrounding area of the guest house building and maintaining the lawn and gardens through the manpower engaged in the guest houses. VII. Looking after all housekeeping and conservancy related works through the manpower engaged in guest houses. VIII. Arranging for the cash purchase for the petty works related to the guest houses. IX. Maintaining the infrastructure by contacting the maintenance section for regular as well as preventive maintenance.

6	Tenure	One year and extendable up to one more year on requirement basis & satisfactory performance.
7	Nature of Engagement	Fixed Term Contract Basis (Full Time)
8	Remuneration	a) Rs. 50,000 total consolidated monthly payment.(All inclusive). b) In case of Superannuated/Retired Central Govt. Employee remuneration to be paid as per Department of Expenditure, Ministry of Finance O.M. No F.No. 3-25/2020-EIII/A dated 09.12.2020
9	Place of Posting	Dehradun, however may be deputed for official work to any of the units of IOL/Govt. Offices/Departments/Institutions/Firms/Labs.
10	Other Terms and Conditions	Willingness to work in guest houses, polite behaviours with good inter personal skills.
11	Selection Procedure	Selection will be based on Qualification & Experience and/or performance in the interview/interaction

2. How to apply:

i) Interested candidates may download the prescribed format attached herewith as “Application Format” at **ANNEXURE-B** and shall submit the same in Hard copy along-with scanned self-attested copies of all relevant documents through speed post/courier service to Senior Manager (HR), India Optel Limited, Corporate Headquarters, OFILDD Campus, Raipur, Dehradun (UK)-248008. The last date of receipt of Applications at IOL HQ is **21 days** from the opening date of publication of advertisement in Employment News/ RozgarSamachar /Newspapers. Applications not in the prescribed application format will not be entertained.

In addition to the hard copy of the application sent by speed post/ courier, an advance scanned copy of the application form along with enclosures (in PDF only) is to be sent to recruitment@indiaoptel.in only via E-mail, clearly mentioning in the subject heading application for the position of _____ on Fixed Term Contractual Basis.

Candidates are required to attach the self attested copies of following documents along with their application, while forwarding the hard & soft copy of their applications :-

- a) Document in support of Date of Birth i.e Birth Certificate or Matriculation certificate or as applicable
- b) Essential Educational Qualification certificate(s), Professional Qualification certificates (if any) etc.
- c) Experience/Service Certificate(s).
- d) Last pay drawn certificate including level/grade or CTC as applicable, PPO etc.

ii) Non –attachment 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 Biodata 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.

iii) Applicant is requested to enter his/her active email address and mobile phone number which should be valid and operational, as all important communications will be sent to this email. The engagement of above professional on fixed term contract basis will be subject to the terms and conditions attached as **ANNEXURE -A**. All the candidates are required to go through the terms and conditions thoroughly before filling their applications.

IMPORTANT NOTE :

Applicants are informed that the “Advance Scanned copy of application along with enclosure (PDF) against above advertisement in the prescribed format only shall be accepted specifically and only on designated e-mail ID recruitment@indiaoptel.in . Scanned applications sent by applicants on any other e-mail ID of IOL will not be accepted.

DETAILED TERMS AND CONDITIONS

A. SCREENING OF APPLICATIONS:

Selection will be based on qualification and experience and/or performance in the interview/ interaction. 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 the advertisement) complete in all respects. Candidates shall be shortlisted for Interview.

B. POST QUALIFICATION WORK EXPERIENCE:

- i. The work experience shall be in full time job on regular salary basis, after acquiring prescribed minimum essential educational qualification.
- ii. 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.
- iii. 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.
- iv. Entrepreneurial experience will not be considered for the purpose of ascertaining required number of years of Post-qualification experience.
- v. Period of On-the-job training undertaken by the candidates after acquiring the requisite qualification mentioned above shall be considered for determining post qualification work experience.
- vi. Article ship/Internship/Academic Project/Teaching/Research experience shall not be considered as Post Qualification Experience.

C. DOCUMENTARY EVIDENCE FOR WORK EXPERIENCE:

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

- i. For Past Employment :

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. So candidate 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.

- ii. For those Currently employed in any organisation are required to submit the following documents in support of their candidature along-with NOC
- a) Experience Certificate with all the details mentioned above.
OR
- b) Offer letter/Appointment letter showing the date of joining (Proof of date of joining) mentioned by the candidate in the application form.
OR
Offer letter/Appointment letter where date of joining is not mentioned 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
- c) 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) & (c) above to clearly 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 may lead to rejection of the application.

D. REMUNERATION :

- i. For Fixed Term Contract of professionals – Consolidated Monthly Remuneration.
- ii. In case of Superannuated/Retired Central Government Employee remuneration to be paid as per Department of Expenditure, Ministry of Finance O.M. No F.No. 3-25/2020-EIII/A dated 09.12.2020.
- iii. Payment will be made after Tax deduction at source. TDS certificate shall be issued by the company.

E. OTHER TERMS AND CONDITIONS:

- i. Candidate must be a citizen of India.
- ii. IOL reserves the right to reject any application/candidature at any stage without assigning any reason and the decision of IOL shall be final.
- iii. The finally selected candidate will have to sign a contractual agreement with IOL upon joining.
- iv. 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 any candidate to claim for regular/permanent employment in the Company. Accordingly, nothing within or relating to the Contract shall establish the relationship of employer and employee, or of principal and agent, between the Company and the contracted Professionals. They will not be entitled for any benefit/compensation/absorption/regularization/permanent employment in the Company except the fixed remuneration.
- v. The decision of IOL about the mode of selection, short listing of candidates etc. shall be final and binding. No correspondence will be entertained in this regard.
- vi. The persons engaged on full time basis will not be allowed to take any other assignment during the period of contractual engagement.

- vii. Paid leave of absence will be allowed upto 18 days in a Calendar year on pro rata basis (@ 1.5 days for each completed month of service). Accumulation of leave beyond a calendar year will not be allowed. Leave cannot be claimed as a matter of right. However, concerned Competent Authority will have authority to curtail the leave sanctioned. Un-availed leave in a Calendar Year shall not be allowed to carried forward to next Calendar Year. Leave encashment will not be permissible. .
- viii. Dearness Allowance, HRA or any other allowances shall not be admissible. Only fixed monthly remuneration as mentioned for the position shall be admissible. No accommodation and Medical facilities will be admissible. However, Company accommodation may be provided with the permission of the Competent Authority subject to availability and on payment of applicable charges.
- ix. TA/DA while on official tour will be paid on case to case basis. In case of retired Central Govt. personnel, it may be as per his entitlement at the time of retirement. In other cases, it will be decided on case to case basis with the approval of Competent Authority. Company units will provide transit accommodation in their guest houses subject to availability and approval of Competent Authority.
- x. The persons engaged can be assigned additional responsibilities/tasks in addition to their specialization and assigned tasks.
- xi. 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 requirement.
- xii. The engagement shall be purely temporary and on Contract basis. The Candidate's services can be terminated by IOL by giving one month notice or with remittance of one month's pay in lieu thereof. If candidate wishes to leave the services of IOL, he/she shall have to give three months notice to IOL or pay three months' salary in lieu thereof and three months' notice period given by the engaged personnel will be regulated as under :-
 - a) The notice period of 03 months given by the individual will be considered as served (for the purpose of monthly remuneration), if the individual engaged remains present for duty throughout the notice period.
 - b) In case the individual remains absent during the entire notice period of 03 months, he/she will have to pay 03 months' salary to IOL in lieu thereof.
 - c) In case of any un-avoidable circumstances (during the notice period), if the individual remains absent from the duty for a specific period, his/her absence shall be covered by available leave in credit with the approval of competent authority.
 - d) The period of absence which is not covered under Para xii (c) above and unless condoned by the competent authority (in exceptional circumstances), will attract the condition of 'No work No Pay' and payment of monthly remuneration to IOL by the individual for the period of un-authorized absence thereof.
- xiii. Those currently employed in any organisation must submit NOC at the time of Interview and should submit proper relieving letter from present employer in the event of selection.
- xiv. The cut-off date for qualification and experience will be the opening date of advertisement.
- xv. Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.
- xvi. 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 candidate.

- xvii. Candidate will have to bring an original valid Photo ID(Aadhaar Card etc) and other original documents for verification at the time of interview/joining, if called for.
- xviii. IOL also reserves the right to cancel/amend the advertisement and/or the selection process there under. The number of positions advertised may increase or decrease depending on the requirement of IOL.
- xix. No TA/DA shall be paid to any candidate for attending interview in IOL.
- xx. Engagement of the selected candidate will be subject to medical fitness by the Competent Medical Authority.
- xxi. Police verification report (PVR) is a pre-condition for engagement of the selected candidate. Engagement shall be on the basis of verification of Character and Antecedents in the prescribed form by the prescribed authorities in accordance with the directive issued by the Govt. of India from time to time. Such verification, if considered necessary may be obtained during the course of engagement.
- xxii. No correspondence will be entertained from the candidates not selected/interviewed.
- xxiii. Candidates should ensure that they fulfill the eligibility criteria prescribed for the position. 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.
- xxiv. At any stage of engagement or later, if a candidate is or has been found guilty of any misconduct such as:
- a) Impersonating or procuring impersonation by any person; or
 - b) Resorting to any irregular means in connection with his/her candidature during selection process; or
 - c) Using undue influence of his/her candidature by any means; or
 - d) Submitting of false certificates/documents/information or suppressing any information at any stage; or
- In addition to rendering himself/herself liable to legal/criminal prosecution, will also become liable to be:
- a) Debarred with permanently or for a specified period from any examination/recruitment and/or;
 - b) Discharged/removed/dismissed from service, if the act of misconduct comes to notice after his/her engagement for services to IOL.
- xxv. Any corrigendum/clarifications/modifications/cancellation of the advertisement, if necessary, shall only be uploaded in the IOL website <https://www.indiaoptel.in> and no separate press coverage shall be done for this purpose.
- xxvi. All disputes/cases related to this recruitment process are subject to jurisdiction of courts at Dehradun only.
- xxvii. 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.
- xxviii. All information regarding this recruitment 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.
- xxix. The candidate 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 only 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/intimations do not reach candidates in case of change in the mobile number, email address, connectivity/network issues, technical fault or otherwise, beyond the control of the Company. Candidates are advised to keep a close watch on the website for latest updates.

- xxx. Applications that are incomplete, not in prescribed format, not legible, without the required certificates etc, shall be summarily rejected without assigning any reasons and no correspondence in this regard shall be entertained.
- xxxi. For any queries regarding this engagement please send E-mail to recruitment@indiaoptel.in or contact at 0135 -2787101 - 03 (Extn. 4031) or +91-7579044634 between 10 AM to 4 PM on any working day, i.e. Monday to Friday.
- xxxii. Any other terms and conditions of engagement can be determined and shall be incorporated with the approval of the Competent Authority.

IOL'S DECISION FINAL:-

The decision of Chairman & Managing Director, IOL 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 will be final and binding on the candidates and no query/correspondence will be entertained in this regard.

Last date for receipt of applications at IOLHQ is 21 days from the date of opening of advertisement in the Employment News/Newspapers.

-Sd-
Senior Manager (HR)
India Optel Limited,
(A Govt. of India Enterprises)
Ministry of Defence
Raipur, Dehradun – 248 008

APPLICATION FORMAT

INDIA OPTEL LIMITED (IOL)
A GOVT. OF INDIA ENTERPRISE, UNDER MINISTRY OF DEFENCE
CORPORATE HQ, INDIA OPTEL LIMITED (OFIL CAMPUS)
RAIPUR, DEHRADUN, PIN-248008

ADVERTISEMENT NO. : _____ Dated :- _____

APPLICATION FOR ENGAGEMENT TO THE POSITION OF _____
ON FIXED TERM CONTRACT BASIS.

SL.NO.	PARTICULARS	DETAILS	
1	NAME (IN FULL AND BLOCK LETTERS)		Please paste a recent colour passport size photograph
2	FATHER'S / MOTHER'S/ SPOUSE NAME		
3	GENDER		
4	NATIONALITY		
5	DATE OF BIRTH (DD/MM/YYYY) AGE IN YRS./MONTHS AS ON CLOSING OF ADVERTISEMENT		
6	WHETHEAR BELONG TO SC/ST/OBC/ EWS/ PH/ etc.)		
7	HIGHEST QUALIFICATION		
8	TOTAL POST QUALIFICATION WORK EXPERIENCE AS ON THE OPENING DATE OF ADVERTISEMENT		
9	DATE OF RETIREMENT/SEPARATION FROM THE LAST EMPLOYMENT		
i.	NAME OF THE DEPARTMENT/ORGANISATION (WORKING/RETIRED)		
ii.	WHETHER CENTRAL GOVT./PSU		
iii.	POST CURRENTLY HELD ON REGULAR BASIS WITH PAY SCALE, LEVEL AND GRADE PAY (UNDER IDA & CDA PAY SCALES)		

iv.	IF RETIRED, POST LAST HELD ON REGULAR BASIS WITH PAY SCALE, LEVEL AND GRADE PAY (UNDER IDA & CDA PAY SCALES)	
10	PRESENT ADDRESS FOR COMMUNICATON	
11.	PERMANENT ADDRESS	
12.	TELEPHONE/MOBILE NO.	
13.	E-MAIL	
14.	AADHAR NUMBER/PAN NUMBER	

15. Educational Qualifications:

Qualification from 10 th Class onwards	Year of Passing	Name of the School/Institute	Board/ University	% of Marks Obtained

Enclose separate sheet if required.

16. Post Qualification Experience:

Name of the Department/ Organization	Post held	Period		Pay scale/Level & Grade Pay in case of Central Govt. Deptt/PSU.	Major Responsibilities
		From	To		

Enclose separate sheet if required.

17. Details of Computer/IT Skills: _____

Additional information if any which you would like to mention in support of your suitability for the position

Declaration

I, _____ have read the instructions carefully before sending this application. I hereby declare that all the statements made in this application are correct to the best of my knowledge and belief. I understand that if any discrepancy is found in the information then it will lead to cancellation of my candidature/debarment at any time.

I also certify that I am not facing any charge nor have been convicted in any corruption/ illegal gratification/criminal case and also I have not been dismissed or removed or compulsorily retired from the services of my previous Organization(s).

Place: _____

Date ____ / ____ / ____

Signature of the applicant

[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 (Graduation, Post-Graduation etc.).
3. Professional Qualification Certificates (if any).
4. Last pay drawn certificate including level/grade or CTC as applicable, PPO etc.
5. Work Experience-
 - a) Joining –Relieving Letter from Organisation.
 - b) Experience/Service Certificate/Salary statements/Bank Statement issued by Organisation.(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).
6. Caste Certificate in case of candidate belonging to reserved category.

Note:

1. Please sign across the photo pasted on the first page of Application Form.
2. The candidate is required to fill up all the columns and wherever no information is to be furnished, 'N/A' or 'Nil' (whichever is applicable) should be mentioned. Incomplete and improperly filled Applications shall liable to be rejected. No further correspondence will be entertained in this respect.
3. If space becomes a constraint, the information may be attached in a separate sheet as per the prescribed format.