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ITI LIMITED

(A Govt. of India Undertaking)
REGD & CORPORATE OFFICE
ITI BHAVAN, DOORAVANI NAGAR
BENGALURU – 560016

1. 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 & Rae Bareli, a dedicated Research and Development center in Bengaluru and Marketing Services & Projects (MSPs) units spread throughout the country. You may visit our website https://www.itiltd.in for further information.

2. ITI Limited invites applications from Indian nationals fulfilling the eligibility criteria as per the notification for filling up various posts across the Nation.

Sl. No.	Grade	Post	Number of Unfilled Vacancies					
			UR	OBC	SC	ST	EWS	Total
a	VIII	Additional General Manager - Business Development	2	1	1	0	0	4
b		Additional General Manager - Projects	0	0	0	1	0	1
c		Additional General Manager – Finance	1	0	0	0	0	1
d		Additional General Manager - Legal	1	0	0	0	0	1
e		Additional General Manager - Estate Management	1	0	0	0	0	1
f		Additional General Manager - Civil	0	1	0	0	0	1
g	VII	Deputy General Manager - Civil	1	1	1	0	0	3
h		Deputy General Manager – Estate Management	1	0	0	0	0	1
i		Deputy General Manager – Legal	1	0	0	0	0	1
j	VI	Chief Manager- Finance	0	1	0	1	1	3
k		Chief Manager- Estate Management	0	1	0	0	0	1
l		Chief Manager - Legal	1	0	0	0	0	1
m		Manager – Business Development	0	1	1	0	1	3
n		Manager – Official Language	1	0	0	0	0	1
o	IV	Deputy Manager - Civil	1	0	0	0	0	1
p		Deputy Manager – Official Language	0	1	0	0	0	1
		TOTAL	**11**	**7**	**3**	**2**	**2**	**25**

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3. **Posting Locations:**

Sl. No.	Grade	Post	Locations *
a	VIII	Additional General Manager – Business Development	Delhi, Guwahati ,Mumbai,Bangalore (01 Vacancy Each)
b		Additional General Manager-Projects	Jammu (01 Vacancy)
c		Additional General Manager- Finance	Bangalore (01 Vacancy)
d		Additional General Manager - Legal	Bangalore (01 Vacancy)
e		Additional General Manager - Estate Management	Bangalore (01 Vacancy)
f		Additional General Manager- Civil	Delhi (01 Vacancy)
g	VII	Deputy General Manager-Civil	Guwahati, Uttarakhand, Srinagar(01 Vacancy Each)
h		Deputy General Manager- Estate Management	Bangalore
i		Deputy General Manager- Legal	Bangalore
j	VI	Chief Manager -Finance	Bangalore(01 Vacancy), Naini(01 Vacancy), Palakkad(01 Vacancy)
k		Chief Manager - Estate Management	Bangalore
l		Chief Manager - Legal	Bangalore(01 Vacancy)
m	V	Manager – Business Development	Delhi, Guwahati, Mumbai, (01 Each)
n		Manager – Official Language	Bangalore(01 Vacancy)
o	IV	Deputy Manager - Civil	Bangalore(01 Vacancy)
p		Deputy Manager – Official Language	Bangalore(01 Vacancy)

*The locations are tentative and may be changed by the management depending upon the business requirements. The locations are for the initial appointment and officers may be transferred on all India basis post completion of task/project.

4. **Qualification & Experience:**

a) **Position/Grade: Additional General Manager – Business Development (Grade VIII)**

Qualification	Minimum Essential Experience
Essential: Any Degree with MBA from a recognized University/Institute.	Post Qualification executive experience of 20 years with minimum of 6 years' experience upon acquiring MBA. Experience in the Marketing area is preferable.

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b) **Position/Grade: Additional General Manager – Projects (Grade VIII)**

Qualification	Minimum Essential Experience
Essential: • B.E/B.Tech from a recognized University / Institute **Desirable:** • MBA from a recognized University / Institute.	Post Qualification executive experience of minimum of 20 years in Telecom Industry/Sector. Experience in Project Management is preferable.

c) **Position/Grade: Additional General Manager - Finance (Grade VIII)**

Qualification	Minimum Essential Experience
Essential: • Qualified CA/ICWA (OR) • MBA Finance from a recognized University / Institute.	Post Qualification executive experience of minimum of 20 years in the relevant area with respect to Financial Management, Costing, Audit, Budgetary controls, Treasury Management, Finalization of Accounts, Taxation, Capital expenditure control.

d) **Position/Grade: Additional General Manager – Legal (Grade VIII)**

Qualification	Minimum Essential Experience
Essential: • LLB from a recognized University/ Institute.	Post Qualification Executive Experience in legal for a minimum 20 years.

e) **Position/Grade: Additional General Manager – Estate Management (Grade VIII)**

Qualification	Minimum Essential Experience
Essential: • B.E/B.Tech in Civil Engineering from a recognized University/ Institute. **Desirable:** • MBA from a recognized University /Institute.	Post Qualification executive experience of minimum of 20 years in the relevant area. Experience in handling Land matters, legal issues relating to land leasing/renting, documentation etc., are preferred

f) **Position/Grade: Additional General Manager - Civil (Grade VIII)**

Qualification	Minimum Essential Experience
Essential: • B.E/B.Tech in Civil Engineering from a recognized University / Institute.	Post Qualification executive experience of minimum of 20 years in the relevant area.

g) **Position/Grade: Deputy General Manager - Civil (Grade VII)**

Qualification	Minimum Essential Experience
Essential: • B.E/B.Tech in Civil Engineering from a recognized University/Institute.	Post Qualification executive experience of minimum of 17 years in the relevant area.

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h) Position/Grade: Deputy General Manager – Estate Management (Grade VII)

Qualification	Minimum Essential Experience
Essential: • B.E/B.Tech in Civil Engineering from a recognized University/ Institute **Desirable:** • MBA from a recognized University /Institute.	Post Qualification executive experience of minimum of 17 years in the relevant area. Experience in handling Land matters, legal issues relating to land leasing/renting, documentation etc., are preferred

i) Position/Grade: Deputy General Manager – Legal (Grade VII)

Qualification	Minimum Essential Experience
Essential: • LLB from a recognized University/ Institute.	Post Qualification Executive Experience in legal for a minimum 17 years.

j) Position/Grade: Chief Manager - Finance (Grade VI)

Qualification	Minimum Essential Experience
Essential: • Qualified CA/ICWA (OR) • MBA Finance from a recognized University / Institute.	Post Qualification executive experience of minimum of 14 years in the relevant area in a large organisation with respect to Financial Management, Costing, Audit, Budgetary controls, Treasury Management, Finalization of Accounts, Taxation, Capital expenditure control.

k) Position/Grade: Chief Manager – Estate Management (Grade VI)

Qualification	Minimum Essential Experience
Essential: • B.E/B.Tech in Civil Engineering from a recognized University/ Institute. **Desirable:** • MBA from a recognized University /Institute.	Post Qualification executive experience of minimum of 14 years in the relevant area. Experience in handling Land matters, legal issues relating to land leasing/renting, documentation etc., are preferred

l) Position/Grade: Chief Manager – Legal (Grade VI)

Qualification	Minimum Essential Experience
Essential: LLB from a recognized University/ Institute.	Post Qualification Executive Experience in legal for a minimum 14 years.

m) Position/Grade: Manager – Business Development (Grade V)

Qualification	Minimum Essential Experience
Essential: Any Degree with MBA from a recognized University/Institute.	Post Qualification executive experience of minimum of 10 years in the relevant area. Experience in Marketing is preferable

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n) **Position/Grade: Manager – Official Language(Grade V)**

Qualification	Minimum Essential Experience
Essential: • Bachelor's Degree (03 years after 10+2) from recognized University / Institute with i. M.A in Hindi with English as a compulsory or elective subject from recognized University / Institute. Or ii. M.A in any subject other than Hindi or English, with Hindi medium and English as compulsory or elective subject from recognized University / Institute.	Post Qualification executive experience of minimum of 10 years in the relevant areas.

o) **Position/Grade: Deputy Manager – Civil (Grade IV)**

Qualification	Minimum Essential Experience
Essential: • B.E/B.Tech in Civil Engineering from a recognized University/Institute with 60% of Marks.	Post Qualification executive experience of minimum of 07 years in the relevant areas.

p) **Position/Grade: Deputy Manager – Official Language (Grade IV)**

Qualification	Minimum Essential Experience
Essential: • Bachelor's Degree (03 years after 10+2) from recognized University / Institute with 60% of marks with i. M.A in Hindi with English as a compulsory or elective subject from recognized University / Institute with 60% of marks Or ii. M.A in any subject other than Hindi or English, with Hindi medium and English as compulsory or elective subject from recognized University / Institute with 60% of marks	Post Qualification executive experience of minimum of 07 years in the relevant areas.

5. SCALE OF PAY

Sl No.	Position/Grade	Pay Scale (IDA - 1997) (INR)
1	Additional General Manager/ Grade VIII	• Basic Pay –18500-450-23900 • Dearness Pay 50% of Basic • VDA – 384.8% as on 01.04.2024 • CCA, other statutory benefits, other allowances and perks as per the Company's prevailing rules

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2	Deputy General Manager/ Grade VII	• Basic Pay –17500-400-22300 • Dearness Pay 50% of Basic • VDA – 384.8% as on 01.04.2024 • CCA, other statutory benefits, other allowances and perks as per the Company's prevailing rules
3	Chief Manager/ Grade VI	• Basic Pay –16000-400-20800 • Dearness Pay 50% of Basic • VDA – 384.8% as on 01.04.2024 • CCA, other statutory benefits, other allowances and perks as per the Company's prevailing rules
4	Manager/ Grade V	• Basic Pay –14500-350-18700 • Dearness Pay 50% of Basic • VDA – 384.8% as on 01.04.2024 • CCA, other statutory benefits, other allowances and perks as per the Company's prevailing rules
5	Deputy Manager/ Grade IV	• Basic Pay – 13000-350-18250 • Dearness Pay 50% of Basic • VDA – 384.8% as on 01.04.2024 • CCA, other statutory benefits, other allowances and perks as per the Company's prevailing rules

*** Present variable dearness allowance @384.8% of Basic Pay after merger of 50 points DA as dearness pay.**

6. UPPER AGE LIMIT

- Deputy Manager (Grade IV): - 38 Years
- Manager (Grade V): - 42 Years
- Chief Manager (Grade VI): - 46 Years
- Deputy General Manager (Grade VII): - 50 Years
- Additional General Manager (Grade VIII): - 54 Years

7. OTHER ELIGIBILITY CRITERIA

a) Out of the total period of experience stipulated, candidates should have completed at least two years of service in the company's comparable equivalent next lower Grade / Position and scale of pay.

8. TERMS OF APPOINTMENT

(a) Initial appointment of Officers will be for a period of 05 years on tenure basis. By considering the requirement of the organization, performance of the officer and based on availability of vacancies, the tenure of officers may be extended. The officers may also be considered for Upgradation/Promotion based on their performance.

(b) Officers appointed into the company will be under probation for one year and the confirmation will be done only on satisfactory performance.

9. 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) Reimbursement of membership fee for professional bodies and other perks / allowances as per company's Rules.
g) Present variable dearness allowance @384.8% of Basic Pay after merger of 50 points DA as dearness pay.

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10. SELECTION PROCESS:

a) Initial screening will be done based on online application submitted by the candidates.

b) Initial screening list will be published in ITI website.

c) Screened candidates are required to upload the necessary documents as per the instructions provided in ITI Website.

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.

f) Candidates shortlisted for interview will be assessed on the basis of subject knowledge, experience acquired and required traits for the post including attitude and soft skills of the candidate.

11. GENERAL CONDITIONS:

a) Only Indian Nationals need to apply. Mere submission of application will not entail right for claiming appointment.

b) All qualifications should have been acquired from the Indian Universities/ Institutes recognized by AICTE or UGC or any other appropriate statutory authority in India.

c) Documentary proof in support of the candidates' experience, Post Qualification Executive experience as mentioned should be uploaded in the appropriate time.

d) Educational Qualification and Maximum Age Limit prescribed is as on the Date of Advertisement.

e) Experience limit prescribed is as on the last date of the submission of application.

f) The company reserves the right to consider only those candidates for interview who according to its decision rank high in terms of eligibility criteria.

g) 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.

h) Canvassing in any form will disqualify the candidature.

i) 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.

j) 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.

k) 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.

l) Minimum percentage of marks in the essential qualification as indicated shall be aggregate of all semesters to be calculated taking the average of all semesters/years, irrespective of the weightage given to any particular semester/year/subject by the Institute/University.

Aggregate percentage of marks shall not be rounded off (For Example: 69.99% not to be rounded off to 70.00%)

m) Wherever CGPA / OGPA / DGPA or Letter Grade in a degree / diploma is awarded, its equivalent percentage of marks in aggregate must be indicated in the application form as per the norms for conversion of Grade into percentage adopted by the University / Institute. Documents in this regard is to be uploaded in the appropriate time.

n) If in case, no such formula is prescribed by the University, the equivalence in percentage of marks will be established by multiplying the CGPA/OGPA/Grade by a factor of 10 subject to the condition that the candidates has to submit documentary proof that the university doesn't have any formula for conversion of CGPA/OGPA/Grade to corresponding percentage.

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o) Engineering degree can be B.E/B.Tech/B.Sc Engineering (04 years course).

p) Candidates having five years BE/B.Tech + ME/M.Tech integrated dual degree in engineering in relevant discipline shall also be considered at par with B.E /B.Tech/B.Sc. Engineering.

q) Candidates pursuing/completed M.Tech in any disciplines, other than those mentioned above, for being eligible, must have completed BE/B.Tech/B.Sc. Engineering in one of the above mentioned qualifying degree examination are eligible to apply.

r) If a candidate pursues integrated ME/ M.Tech Programmes and is awarded two separate degrees i.e. BE/B.Tech and ME/M/Tech, then the % of marks/CGPA obtained by the candidates in BE/B.Tech will be considered to determine the eligibility of the candidates.

s) If a single degree i.e. ME/M.Tech is awarded to the candidates at the end of integrated ME/M.Tech programme, then the consolidated marks obtained by the candidate at the end of integrated ME/M.Tech programme will be reckoned for deciding the eligibility.

t) Applications should be submitted through online mode only.

u) Candidates can submit only one application. In case multiple applications are submitted for a post, the latest application will be considered.

v) 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.

w) ITI has transparent recruitment process where the selection criteria are purely based on merit of the candidate. ITI does not demand or charge any fee or request for money deposits at any stage of the recruitment process. We urge job seekers not to be misled by any communication made by fraudsters purporting to be representatives of our Company and demanding payment in lieu of employment in ITI. The Company is not liable for any loss that may ensue from such fraudulent actions. ITI reserves its right to take legal action including criminal action against such fraudsters..

x) Court of Jurisdiction for any dispute / cause will be at Bangalore.

y) Any corrigendum/Addendum, if any, will be hosted/published on ITI website. Candidates are requested to visit the website regularly for updates.

z) Reservation will be maintained as per extant rules.

aa) Applications with insufficient information/ incomplete will be rejected.

ab) Non uploading of required / legible documents in the appropriate time, will be treated as incomplete application and is liable for rejection.

ac) 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.

ad) 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.

ae) NO TA/DA will be given for attending the interview/ Initial joining of the candidates if selected. Candidates have to bear the expenses on their own.

12. CONCESSIONS/ RELAXATIONS

a) 5% Relaxation in qualifying marks will be given for SC/ST/PwBD candidates.

b) 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.

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c) 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.

d) 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.

e) 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.

f) Reservations for Ex-servicemen/PwBD category will be extended on horizontal basis.

g) 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.

h) 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.

i) 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.

j) 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.

k) Age relaxation will be provided for reserved posts as follows:
- SC/ST:- 5 Years
- OBC-NCL:- 3 Years

l) All eligible PwBD candidates will be provided age relaxation as follows:
- UR:- 10 Years
- OBC-NCL:- 13 Years
- SC/ST:- 15 Years

13. 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.

14. HOW TO APPLY

a) Candidates satisfying the conditions of eligibility criteria shall apply online through our ITI Limited website https://www.itiltd.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 would not 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 29.07.2024 (12:00 Noon).**

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15. IMPORTANT INSTRUCTIONS FOR CANDIDATES

a) Submission of online application.

i. Scanned copy of the recent passport size color photograph in JPG / JPEG format. (Size not exceeding 176(W) x151 (H)

ii. Scanned copy of signature with Blue / Black ink pen in JPG / JPEG Format. (Size not exceeding 126(W) X 51 (H)

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 documents in pdf format as follows:

i. Matriculation / Secondary Board Level Certificate/Birth certificate (As proof of age).

ii. Mark sheets / Provisional / Final Degree certificates from Matriculation onwards.

iii. All Year/ Semester-wise mark sheets and degree certificate of the prescribed qualification

iv. 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.

*Teaching experience at the level of Pre or Undergraduates/Graduates may be counted for the Posts of Official Language (Grade IV & V)

v. Pay Slip/ Salary certificate for the first and twenty forth 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.

vi. Latest Form 16 TDS Certificate.

vii. All proof of experience should be duly certified by the Organization concerned.

viii. Caste Certificate issued by the Competent Authority in respect of SC/ST category candidates.

ix. 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.

x. Valid Income and Asset certificate issued by the Competent Authority in the prescribed format as per Annexure – 1 of DoPT Circular No.36039/1/2019-Esst(Res) dated 31.01.2019 in respect of EWS Candidates.

xi. Valid disability certificates issued by the Competent Authority in the prescribed format in respect of PwBD category candidates.

xii. Copy of Service Certificate in respect of Ex-Defence Service personnel.

xiii. 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.

Advertisement Ref. No. ITI/CRP/HR/2023/1276(II) Dated: 12.07.2024

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