



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

Web: www.indiaoptel.in

ADVERTISEMENT FOR ENGAGEMENT OF PROFESSIONALS ON FIXED TERM CONTRACT BASIS IN IOL

ADVT NO: IOL/HQ/HR (RECTT)/04/TP & FP/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 has 03 constituent production units namely, a) Ordnance Factory Dehradun , b) Ordnance Factory Chandigarh and c) Opto-Electronics Factory Dehradun .The major products being manufactured by the company are sights ,optical devices, components for night vision devices ,Laser sighting devices ,wires and cable assemblies. The company has promising future. The company offers great work environment & challenging opportunities for professionals to prove their mettle.

IOL invites offline Applications (**IN PRESCRIBED FORMAT ONLY**) from Indian Citizens fulfilling the eligibility requirements, for filling up of the following Fixed Term Based positions on **CONTRACT BASIS** to work in units under IOL.

1. SENIOR PROJECT ENGINEER(ELECTRO-OPTICS SYSTEM DESIGN) (Contract)

SL	Particulars	Details
1	No. of Positions	03 (Un reserved)
2	Age	Maximum Age : 40 Years (As on date of Advertisement).
3	Qualifications & Experience	Essential: i) Master's Degree in Photonics/Photonics Optics/Applied Optics/Optical Engineering/Opto- Electronics & Communication/Optics & Optoelectronics/Laser & Electro Optical Engineering. Experience: i) No Prior experience required.
4	Job Description	Design of Optical Channel of electro Optics system (Components, Sub Assy, sub systems) of Telescopic sights Day Channel, TI Nights sights, hand held sights etc. using Design tools ZEMAX and other design tools.
5	Tenure	02 years, extendable upto 02 years as per requirement & satisfactory performance
6	Remuneration	Rs. 1,00,000/- per month (All inclusive).

2. SENIOR PROJECT ENGINEER (ROBOTICS FIRMWARE & CONTROL) (Contract)

SL.	Particulars	Details
1	No. of Positions	02 (Un reserved)
2	Age	Maximum Age- 40 years (As on date of Advertisement).

SL.	Particulars	Details
3	Qualifications & Experience	<p>Essential:</p> <p>i) BE/B.Tech in Electronics, Electronics & Instrumentation, Mechatronics, Computers.</p> <p>ii) Should be familiar with coding applications, architecting & realizing firmware for motion control systems, robotic subsystems which involve interfacing micro-controllers & GPU processors with mechatronic components, sensors & actuators.</p> <p>iii) Configuring 8/16/32 bit microcontrollers, interfacing peripherals over communication protocols such as SPI, UART, CAN, 12C as needed.</p> <p>iv) He should be familiar with the concepts of feedback control & signal processing to implement control & signal processing approaches in C-Code necessary to accomplish overall product performance.</p> <p>v) He should have hands on experience in microcontroller firmware coding and debugging along with relevant IDE tools.</p> <p>Experience:</p> <p>i) No Prior experience required.</p>
4	Job Description	End-to-End ownership from concept to realization of product functions. Assess, isolate and fix source of issues arising from multiple interactions of mechanical, electronics, sensors & actuators.
5	Tenure	02 years, extendable upto 02 years as per requirement & satisfactory performance.
6	Remuneration	Rs. 1,00,000/- per month (All inclusive).

3. DEPUTY PROJECT MANAGER (FINANCE & ACCOUNTS) (Contract)

SL.	Particulars	Details
1	No. of Positions	08 [05 (UR), 02 (OBC-NCL), 01 (SC)]
2	Age	Maximum Age- 40 years (As on date of Advertisement)
3	Qualifications & Experience	<p>Essential:</p> <p>i) Graduation in any discipline & CA Final Pass out (from ICAI) or CMA Final Pass out (from ICMAI).</p> <p>ii) Minimum 01 year post qualification relevant experience (excluding Articleship period) in any organization.</p>
4	Job Description	<p>The main responsibilities would include, but not be limited to the following :</p> <p>i) Verifying the accuracy of data and ensure all entries are up-to-date.</p> <p>ii) Liaising with the hired consultants to provide necessary information and documents for the preparation and finalization of books of accounts.</p> <p>iii) Liaising with the various auditors and submit the required information & documents.</p> <p>iv) Liaising with GST department in the matters of advance ruling and appeal filed by the company.</p> <p>v) Preparation of data for monthly GST return i.e GST ITC & GST output.</p> <p>vi) Preparation of data for TDS returns and Form 16.</p> <p>vii) Preparation various financial data, reports & financial statements.</p>
5	Tenure	02 years, extendable upto 01 year as per requirement & satisfactory performance
6	Remuneration	Rs. 85,000/- per month (consolidated)

4. Eligibility Criteria :

4.1 Nationality : Only Indian Nationals are eligible to apply.

4.2 If any candidate wants to apply for more than one position, he/she has to apply separately for each position.

4.3 Educational Qualifications : The essential educational qualification possessed by the candidate as on date of advertisement will be considered. The requirements regarding essential educational qualification for different positions are given in Table above. All qualification should be from a University/Institute recognized by Government of India and the courses should be approved by UGC/appropriate statutory authority for employment/engagement to the post/position and services of the Central Government.

4.3.1 Fraction of percentage in educational qualification will be ignored and will not be rounded off to the next higher integer i.e.59.9% will be treated as less than 60%.

4.3.2 Wherever CGPA/OGPA/DGPA or Letter Grade in a degree/diploma is awarded, its equivalent percentage of marks must be indicated in the application form as per norms adopted by University/Institute. The applicant shall also submit the conversion formula for deriving CGPA to percentage equivalence issued by the concerned University /Institution, failing which the application is liable to be rejected.

4.3.3 Degree would mean Degree acquired from recognized Universities /Institutions under the 10+2+3(or) 10+2+4 (or) 10+2+5 system.

4.3.4 Diploma would mean Diploma in Engineering /Technology acquired from recognized Institutions /State Board of Technical Education.

4.3.5 All the Qualifications possessed by the candidate & also Qualifications/Courses being pursued by them at the time of submitting of application for employment/engagement, are to be clearly indicated in the application. In other words, all the qualifications already possessed and Qualifications /Courses which are being pursued /currently undergoing are to be indicated in the Application while submitting the same for notified positions in IOL.

4.3.6 All the qualifications prescribed for induction should be of regular and Full time course from a recognized University /Institution.

5. **How to apply:**

5.1 Interested candidates may download the application from the website (www.indiaoptel.in) as attached at **Annexure A (PRESCRIBED FORMAT)** to this advertisement. Hard Copy of duly filled in application shall be submitted along with scanned self-attested copies of evidence of proof of age, qualification and experience, last drawn pay including level/grade or CTC as applicable etc. The application, complete in all respect together should be sent ONLY through speed post/courier service to the Senior Manager/HR, India Optel Limited Corporate HQ, (OFIL Campus), Raipur, Dehradun-248008 super-scribing the envelope with the Name of the position applied for. Last date for receipt of application at IOL is 21 days from the date of publication of this advertisement in the Employment News/Newspapers.

In addition to the hard copy of the application sent by speed post/courier , an advance scanned copy (in PDF only) of the application form along with enclosures (all relevant requisite essential documents) 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 Contract.

IMPORTANT NOTE:

Applicants are informed that “Advance Scanned copy of application along with enclosures (PDF) against above advertisement in the prescribed format 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.

5.2 Applications 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.

5.3 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 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.

5.4 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 or mobile number. The engagement of above professional on contract basis will be subject to the terms and conditions attached as **Annexure-B**. All the candidates are required to go through the terms and conditions thoroughly before filling their applications.

[संगीता मीणा/SANGEETA MEENA]

वरिष्ठ प्रबंधक/SM/HR

कृते अध्यक्ष एवं प्रबंध निदेशक /FOR CHAIRMAN & MANAGING DIRECTOR

Advt. No. and Date.....

APPLICATION FOR THE POSITION OF.....

Paste a recent Self-Attested Passport size Photograph
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APPLICATION FOR ENGAGEMENT OF PROFESSIONALS ON FIXED TERM CONTRACT

SNO	Particulars	
1	Name (in Block Letters)	
2	Father's /Mother's/Spouse's Name	
3	Gender	
4	Date of Birth (DD/MM/YYYY) Age in Yrs./Months. As on the date of Advertisement	
5	Whether Belongs to SC/ST/OBC(NCL)/PWD/Others, if yes, then specify	
6	Highest Qualifications	
7	Total Post Qualification work experience as on the date of Advertisement	
8	Date of Retirement/Separation from the last employment	
(i)	Name of the Company/Department (working/retired/ Last served)	
(ii)	Whether CPSE/STATE PSU/GOVT. Department/Reputed/Large Private Sector Organization	
(iii)	Post Currently held on Regular (Substantive) 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	Contact Mobile No. Alternate contact No.	
12	E-mail ID	
13	AADHAR Number/PAN Number	

14. EDUCATIONAL QUALIFICATIONS (AS ON DATE OF ADVERTISEMENT):

Sl.No.	Qualification from 10 th Class onwards	% of Marks obtained/ CGPA	Year of Passing	Name of School /College	Affiliated Institute / university

15. QUALIFICATIONS/ COURSES BEING PURSUED:-

Sl. No	Description Qualification / course	Institution/ University/ Board	Month & Year of Joining the Course	Duration of the Course	Full Time/ Part-Time/ Correspondence	Present Status of Completion of the course

16. PARTICULARS OF EXPERIENCE (AFTER ACQUIRING ESSENTIAL QUALIFICATION):

Name of the Company / Organisation	Post Held	Period of employment	Pay Scale/ Level & Grade	CTC (in Rs.) in the other cases	Major Responsibilities

Additional relevant information, if any, which you would like to mention in support of your suitability for the post (Attach separate sheet, if necessary)

DECLARATION

I, the undersigned, certify to the best of my knowledge and belief, that 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 at any stage of the engagement process and also after engagement, if engaged.

Signature of the Candidate

Place:

Date:

Documents to be enclosed (which ever applicable)

- ❖ Valid document evidencing date of birth of the candidate (Secondary/ Matriculation School Certificate/Birth Certificate).
- ❖ Educational Certificates - Mark sheets & Degree (Diploma, Graduation, Post - Graduation).
- ❖ Work experience -
 - (A) Joining - Relieving Letter from Company/ Organisation.
 - (B) Experience/ Service Certificate/ Salary statement/ Bank statement issued by company/Organization. (It should indicate date of joining and date of relieving from each organisation where worked).
 - (C) Salary Certificate together with ITR or Form-16 A issued by present/ Past employer (s).
- ❖ Valid Certificate/documents in case of candidate belonging to reserved category.
- ❖ In case of space becomes a constraint, the information may be attached in a separate sheet as prescribed in the application format

TERMS AND CONDITIONS FOR ENGAGEMENT OF PROFESSIONALS ON**FIXED TERM CONTRACT**

A) SELECTION PROCESS: Selection will be based on qualification and experience and/or performance in the interview/interaction.

(i) **Screening:**

- (a) Screening of Applications will be done by a Screening Committee constituted for that purpose.
- (b) Candidates are required to fill in the Application Form (attached with the advertisement) complete in all respects.
- (c) The complete Application Form will be given to the Screening Committee. Candidates will be shortlisted for Interview based on screening of applications. The Company may adopt higher/other criteria in case of receipt of more no. of applications meeting eligibility criteria for screening.

(ii) **Interview:**

- (a) Only those shortlisted candidates (who are found meeting the eligibility criteria after screening of applications) may be called for interview (physical only).
- (b) Call letters to the shortlisted candidates for the interview will be issued through E-Mail only.
- (c) Candidates are requested to print the call letter and comply with the instructions indicated therein.

(iii) **Declaration of Result of Selection:**

- (a) Selection will be based on order of merit, when two or more candidates secure equal marks, they will be empanelled in the chronological order of their date of birth, the eldest being placed first among them. In case the Date of Birth is also same, then order of merit shall be as per the decision of the Competent Authority.
- (b) The names of candidates shortlisted after interviews will be notified on our IOL website (www.indiaoptel.in).
- (c) The offer of engagement shall be issued to the Provisionally selected candidates in the order of their merit and based on the number of vacancies & will be subject to verification of antecedents and caste certificate/PH certificate (in case of reserved category candidates) as per Govt. of India guidelines.

B) TENURE: The tenure of contract engagement on full time basis will be normally for a period specified in the advertisement against each position, which is extendable depending on the performance and requirements.

C) Reservation (Horizontal) for Persons with Benchmark Disabilities - 02. The positions identified suitable for VH & HH Categories are as under :-

- | | |
|--|---|
| (i) Positions listed at table 1 & 2 : 01 | <ol style="list-style-type: none"> (a) HH (Hard Hearing) (b) LD - One leg(OL)/One Arm(OA), Leprosy cured, dwarfism, Acid Attack victims (c) Multiple Disability [amongst (a) & (b)]. |
| (ii) Position listed at table 3 : 01 | <ol style="list-style-type: none"> (a) VH(LV) - (Low Vision) (b) HH - (Hard of Hearing) (c) LD - One Leg(OL)/One Arm(OA), Leprosy cured, dwarfism, Acid Attack Victims. (d) Multiple Disability [amongst (a) to (c) above]. |

D) AGE LIMIT:

(i) **Upper Age Limit:**

The Upper Age Limit for General candidates has been mentioned against each position.

(ii) **Age Relaxation:** Upper Age Limit is relaxed by:

- a) 3 Years for OBC (Non-Creamy Layer).
- b) 5 Years for SC / ST.
- c) 5 years for PwBD(UR), 8 years for PwBD(OBC-NCL) & 10 years for PwBD(SC/ST)

5 Years for the candidates who are the domicile of J&K during the period from 01.01.1980 to 31.12.1989 as per Govt. of India guidelines.

Relaxation for Ex-Servicemen category candidates is as per extant Govt. of India guidelines.

E) QUALIFICATION & EXPERIENCE:

Qualification and experience commensurate with the job description should be clearly specified in the Application. The candidates are advised to ensure that they meet the qualification, experience (wherever applicable) and other criteria before filing the application.

Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.

F) DEFINITION OF POST QUALIFICATION WORK EXPERIENCE (where ever applicable):

(i) The post qualification work experience is the period of work experience starting from the month immediately succeeding the month and year of final examination in which the candidate acquires the minimum essential educational qualification. 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 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.

(vi) Articleship / Internship / Academic Project / Teaching / Research experience shall not be considered as Post Qualification Experience.

(vii) Period of apprenticeship under Apprenticeship Act shall be considered for the purpose of ascertaining required number of years of post-qualification experience.

G) DOCUMENTARY EVIDENCE FOR WORK EXPERIENCE (wherever applicable):

Only relevant work experience will be considered. Work Experience indicated in the application form without supporting documents will not be considered. 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 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.

(ii) For Current Employment:

a) Experience Certificate with all the details mentioned above.

Or

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

b) Proof of continuity of present employment - Pay slips for last three months.

NOTE:

1. If the candidate is not able to provide experience certificate for current employment, the candidate must submit the other supporting documents in place of experience certificate as mentioned above at G (ii) (a) and (b) to clearly prove the continuity in the job.

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

3. Non-submission of the documents as mentioned above for establishing requisite experience may lead to rejection of the candidature.

H) REMUNERATION:

(i) For Fixed Term Contract of professionals - Consolidated monthly remuneration.

(ii) Payment will be made after Tax deduction at source. TDS certificate shall be issued by the Company.

I) DEDUCTION OR RECOVERY FROM REMUNERATION:

Apart from the statutory deductions and contributions, the following shall be deducted for the following purposes:

(i) For amenities and services provided by the Company;

(ii) For recovery of advances or for adjustment of over-payments;

(iii) Income tax or any other tax levied by the Government or any other statutory dues ;

(iv) Deduction required to be made by orders of a Court or other authority competent to make such order ;

(v) Deduction of amounts due to the Company from the employee on any account;

(vi) Any other deductions made with the written authorization of the employee concerned;

(vii) Fines;

(viii) For unauthorized absence from duty;

(ix) For damage to or loss of goods expressly entrusted to the employee for custody or for loss of money for which he /she is required to account.

J) GENERAL TERMS AND CONDITIONS:

1. The engagement is purely temporary and contractual & 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. The person so engaged, has no lien , right or tenure against any post in IOL, and shall not at any time during or after expiry of the term of engagement or its premature termination make any claim for regularization or employment in IOL.

2. **Tenure of Engagement:** The tenure is for a period as specified for the position in Table above from the date of engagement. The tenure will come to an end automatically on completion of the fixed tenure without any further notice. However, the same may be extended upto a maximum period as specified for the position in Table above (including initial period) based on requirement and individual performance with the approval of Competent Authority.

3. **Termination of Engagement:**

- (i) The tenure will come to an end automatically at the completion of fixed tenure unless Extended. The engagement can also be terminated at any time, by IOL, by giving one month's 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 month's notice to IOL or pay three month's salary in lieu thereof. The Three months' notice period given by the individual will be regulated as under:-
- a) The notice period of 03 months given by the individual engaged 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 engaged individual remains absent during the entire notice period of 03 months, he/she will have to pay 03 month's salary to IOL in lieu thereof.
 - c) In case of any un-avoidable circumstances (during the notice period), of the engaged individual remains absent from the duty for a specific period, his 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 (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 engaged individual for the period of un-authorized absence thereof.
- (ii) The Tenure Based engagement will not confer any right on the Personnel to claim the status of regular employee.
- (iii) During tenure of engagement, the candidate will wholly devote to work assigned to them and will not undertake any other employment/engagement either on full or part time basis. Any violation of this condition will entail immediate termination of their services. The individual engaged will have to obtain the written permission from the Competent Authority of the Company before applying for any Scholarship/Appointment/Commission/Outside Employment/Higher Education etc.
- (iv) An employee is liable to be discharged at any time from engagement on being found medically unfit.

4. **Holidays, Leave and Balance of Leaves:**

- (i) Total paid leave admissible shall not exceed a maximum of 18 days in a calendar year. The engaged individual shall be entitled to leave at the rate of 1.5 days of each completed month with no accumulation of leave beyond a calendar year on pro -rata basis. Apart from this the women engaged may be eligible for maternity leave as per the Maternity Benefit (Amendment) Act, 2017, issued by Ministry of labour and Employment vide no S-36012/03/2015-SS-I dated 12.04.2017.
- (ii) The list of Festival/closed holidays shall be as notified by the management.
- (iii) No advance leave shall be permissible to the engaged individual. One and half days leaves will be credited for each completed month. In case of absence from work over and above stated weekly off , leave and holidays , proportionate amount will be deducted from the consolidated monthly remuneration
- (iv) The fixed tenure individual are not allowed to carry forward the leave balance at the end of year.

(v) The engaged person shall not avail any leave or remain absent without prior approval/ sanction by the Competent Authority. In case of default and absence of Engaged Personnel for a continuous period of 03 working days without prior approval/ sanction (including overstay on approved leave), stringent action may be taken and contract may be terminated unilaterally by the Employer at the risk and cost of the Engaged Personnel.

5. DA, HRA, Transport Allowance or any other allowances shall not be admissible. No accommodation and Medical facilities will be admissible. However, Company's accommodation may be considered subject to availability and on payment of applicable rent, electricity charges as per actual consumption plus water charges.

6. TA, DA while on official tour may be 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.

7. The persons engaged can be assigned additional responsibilities/tasks in addition to their specialization and assigned tasks.

8. **Hours of Work:**

(i) He/she shall comply with such instructions as are issued from time to time relating to attendance, arrival and departure, the period and hours of work and shall be at work at the time fixed and notified by the competent authority from time to time.

(ii) 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.

(iii) Attendance shall be marked daily according to the method prescribed by the management from time to time.

(iv) Absence from duty including absence due to late coming, shall be reckoned as follows:

a) Who does not report for duty on time, may not be taken on work and his absence for the day will be treated, at the discretion of the Competent Authority, as leave with or without pay or as absence from duty.

b) Nothing in this provision shall prejudice the right of the Management for deduction of wages for the period of absence and / or for taking stringent action against the engaged personnel, as decided by the Competent Authority.

9. **Liability of Service:**

(i) He/she shall be liable to be transferred to any of Unit, Project, Establishment, Office or any other place or location or job where he may be posted for Company's work in any part of the country, as may be required by the competent authority.

(ii) The employee shall be liable to be called upon by the management at any point of time based on exigencies of work for which no overtime or extra payment shall be paid. The person engaged on full time basis will not be allowed to take any other assignment during the period of contractual engagement.

10. Those working in Govt. / PSUs must submit NOC at the time of Interview and should submit proper relieving letter from present employer in the event of selection.

11. The cut-off date for age, qualification and experience will be the date of advertisement.

12. Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.

13. Relaxation of age for SC/ST/OBC- NCL/PWD and Ex-Servicemen/ J&K domicile category will be as per Govt. of India guidelines. Reserved category candidates applying against unreserved post shall be treated as General category and no relaxation shall be given. The reserved category candidates are required to submit the caste / category certificate in prescribed format of Government of India, issued by the competent authority. OBC candidates belonging to creamy layer category should apply as general category and against general vacancies only.

14. The minimum qualification requirement in terms of percentage of marks/division will be appropriately relaxed for the Candidates belonging to SC, ST, OBC(NCL)and PWD category.

15. Only full time regular courses will be considered as qualification and all qualifications should be recognized by AICTE/UGC/appropriate Indian Statutory Authorities.

16. 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 the interview/engagement. **Canvassing in any form will disqualify the candidate.**

17. Candidate will have to bring an original valid Photo ID (Aadhaar Card etc.) and the original documents for verification at the time of interview/ joining, if called for.

18. 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.

19. No TA/ DA shall be paid to any candidate for attending interview in IOL.

20. **Medical Fitness:** Engagement of the selected candidate will be subject to submission of Medical fitness by a Certified Medical Practitioner. The person engaged shall be liable to be medically examined any time during the period of his/her engagement with the company. The engagement shall be terminated any time if found medically unsuitable /unfit for such engagement

21. **Verification of Character and Antecedants:** Police verification report (PVR) is a pre-condition for engagement of the selected candidates. Engagement shall be on the basis of satisfactory verification of character and antecedants in the prescribed form by the prescribed authorities in accordance with the directives issued by the Government from time to time. Such verification, if considered necessary may be obtained subsequently at any time during the course of engagement.

22. **Disqualification:** Candidate will have to give a declaration that there is nothing adverse against them either presently or in the past which would disqualify them for being engaged in service. Following shall constitute disqualification for engagement.

- i) Insolvency
- ii) Pendency of investigation / trail in relation to a criminal offence.
- iii) Conviction by Court of Law for criminal offence.
- iv) Dismissal/ termination from the services in their previous employment(s) pursuant to disciplinary action.

23. **Secrecy:**

- (i) The incumbent will maintain all information/ documents/ materials gathered during the course of Engagement in strict confidence. He/ she will not copy or make notes of such information/ documents except in connection with the work for the company. He/ She will not divulge to anyone outside the company or use any of the information/ documents/ materials gathered during the course of engagement for his/ her own or anyone else's benefit, either during or after the term of engagement with the company. The aforesaid obligation shall also apply to proprietary/ confidential information/ document of third parties received by him/ her or the company in the normal course of the engagement with the company.
- (ii) The incumbent shall while demitting the office, handover all information/ documents/ materials under his/ her possession, during the engagement period to the immediate Reporting Authority.

24. No correspondence will be entertained from the candidates not selected/ interviewed.
25. Candidates should ensure that they fulfill the eligibility criteria prescribed for the position they have applied. In case it is found at any stage of selection process or even after engagement 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.
26. Any corrigendum/clarifications of the advertisement, if necessary, shall be uploaded on IOL website (www.indiaoptel.in) and no separate press coverage is envisaged for this purpose.
27. All disputes / cases related to this recruitment process are subject to jurisdiction of courts at Dehradun only.
28. 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.
29. IOL reserves the right to relax age/experience/qualification & other qualifying criteria in deserving cases.
30. 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. In case any ambiguity/ dispute arises on account of interpretation in versions other than English, the English version will prevail.
31. **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 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, technical fault or otherwise, beyond the control of the Company. Candidates are advised to keep a close watch on the IOL website (www.indiaoptel.in) for latest updates.
32. Applications 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.
33. For any queries regarding this recruitment please send E-mail to recruitment@indiaoptel.in or contact at 0135-2787101-03 (Extn.4031) or +91-7579044634 on all working days from 10.00 AM to 04.00 PM (Monday to Friday).
34. Clarifications/Decisions of the Company in respect of all matters pertaining to this recruitment would be final and binding on all candidates.
35. Any other terms and conditions of engagement can be determined and incorporated with the approval of the Competent Authority.
36. The finally selected candidate will have to sign a contractual agreement with IOL on above terms and conditions.

K) 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 posting 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 Application at IOL HQ is 21 days from the date of publication of advertisement in the Employment News/Newspapers.