



## ITI LIMITED

(A Govt. of India Undertaking)

REGD & CORPORATE OFFICE,  
ITI BHAVAN, DOORAVANI NAGAR,  
BENGALURU – 560016

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 in 25 states locations. You may visit our website <https://www.itiltd.in> for further information.

**The Company is looking for creative and talented Officers for the following positions.: -**

Position	Vacancy	Mandatory Qualification	Experience	Terms of Appointment
<b>(A)</b> Dy. Manager/ Manager/ Chief Manager/ (PR) <b>(Grade. IV/V/VI)</b>	1	60% of Marks for General/OBC and 58% of marks for SC/ST/PWD in Post Graduate Degree in Public Relations, Journalism, Mass Communication/ Advertising from a recognized University/ Institute.	Post Qualification executive experience of minimum of 12 years for Chief Manager (Grade VI), 9 years for Manager (Grade V), 6 years for Dy. Manager (Grade IV) and 2 years for Public Relations Officers at Grade 2 level.	Tenure for a period of 5 years with provision for absorption in the regular rolls of the Company subject to the requirement of the organization and performance of the officer.
<b>(B)</b> Public Relations Officer at Grade 2 level	2			

### **CHIEF MANAGER (GRADE 6)**

Total emoluments at Rs.75008 (Basic + VDA+HRA) at the minimum of the Pay Scale of Rs. 16000-400-20800 [pre-revised], plus allowances and perks as per the Company's prevailing rules.

### **MANAGER (GRADE 5)**

Total emoluments at Rs. 67976 (Basic + VDA+HRA) at the minimum of the Pay Scale of Rs. 14500-350-18700 [pre-revised], plus allowances and perks as per the Company's prevailing rules.

### **Dy. MANAGER (GRADE 4)**

Total emoluments at Rs. 60944 (Basic+ VDA+ HRA) at the minimum of the Pay Scale of Rs. 13000-350-18250 [pre-revised], plus allowances and perks as per the Company's prevailing rules.

### **OFFICER (GRADE 2)**

Total emoluments at Rs. 40316 (Basic + VDA+HRA) at the minimum of the Pay Scale of Rs. 8600-250-14600 [pre-revised], plus allowances and perks as per the Company's prevailing rules.

#### **(A) MANAGER/ CHIEF MANAGER/ DY. GENERAL MANAGER (PR)**

#### **JOB DESCRIPTION**

- Guide the communication efforts of the organization in all aspects of maintaining the image of the organization.
- As head of Corporate PR, calls for ability to interact at all levels and inclination towards visualizing, creative communication / conceptual skills with a flair for writing, designing etc., for various media-print, electronic & digital journals / publications; advertising / promotions.
- Conducting Exhibitions / Trade Fairs; Films /Audio-Visuals / Multimedia and other related areas of Public Relations.
- Maintain the protocol while VIP Visits, ensuring no lapse in communication and to maintain good relations with Senior Officers, Government Departments and with the Customers.

#### **(B) PUBLIC RELATIONS OFFICER**

#### **JOB DESCRIPTION**

Involves responsibility for Corporate communications – Both for internal and external & calls for ability to interact at all levels and inclination towards visualizing, creative communication / conceptual skills with a flair for writing, designing etc., for various media-print, electronic & digital journals / publications; advertising / promotions; exhibitions / trade fairs; films/ audio-visuals / multimedia and other related areas of Public Relations.

## **UPPER AGE LIMIT**

Below 45 years for CMR (Grade 6), 42 years for Manager (Grade 5), 40 years for Dy. Manager (Grade 4) and 30 years for PRO at Grade 2 level (Upper age limit will be relaxable by 3 years for OBC candidates (Non-Creamy layer) and 5 years for SC/ST/ Physically Challenged and for Ex. Defense Service personnel in accordance with guidelines.

## **BENEFITS & PERKS**

- Statutory benefits viz., Provident Fund / Gratuity as per relevant Rules / Act.
- Medical facility, subsidized Canteen
- Magazine allowance
- Company residential quarters subject to availability, in which case HRA is not admissible
- 30 days earned leave and 12 days' casual leave per annum as per company rules
- Group Insurance coverage.
- Reimbursement of membership fee for professional bodies and other perks / allowances as per company's Rules.
- Present variable dearness allowance @Rs. 338.8% of Basic Pay, HRA @ 30% of basic pay at Bangalore and CCA Rs.300/-

## **GENERAL CONDITIONS:**

1. Only Indian Nationals need to apply. Mere submission of application will not entail right for claiming appointment.
2. Reservations for SC/ST/OBC (Non Creamy Layer)/ EWS and Persons with disabilities (PWD) / Ex Servicemen category exists as per Government of India Guidelines. 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.
3. Educational Qualification and Age as on the date of Advertisement.
4. Experience limit prescribed is as on the last date of advertisement.
5. Relaxation in Age / Experience / Qualification may be considered at the sole discretion of the Management.
6. The company reserves the right to consider only those candidates for interview who according to its decision rank high in terms of eligibility criteria.
7. 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.
8. Canvassing in any form will disqualify the candidature.
9. 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.
10. Candidates will be considered for the interview in the appropriate / lower level of Grade / Designation depending on the experience, salary drawn and position held by them.
11. Out of the total period of experience stipulated, candidates should have completed at least one year of service in the company's comparable equivalent next lower Grade / Position and scale of pay

12. Wherever Grade System is applicable in respect of percentage of marks secured for qualifying examination, please provide a copy of document indicating the method of conversion of Grade (CGPA/OGPA etc.) into percentage followed in the university/institution from where degree has been awarded)
13. Court of Jurisdiction for any dispute / cause will be at Bangalore
14. Any corrigendum/Addendum, if any, will be hosted/published on ITI website. Candidates are requested to visit the website regularly for updates.
15. Candidates will be shortlisted based on the notification criteria and as per recruitment rules of the Company.
16. Reservation will be maintained as per Rules.
17. **Applications with insufficient information/incomplete will be rejected.**

### **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. No relaxation in health standard is allowed.

### **HOW TO APPLY AND IMPORTANT INSTRUCTIONS FOR CANDIDATES**

#### **(A) APPLICATIONS SHOULD BE SUBMITTED THROUGH ONLINE.**

In addition to submit on line application, the candidates are requested to submit hardcopies of application along with required documents as per the list below to the following address. Without hard copies of application along with relevant copies of documents, candidates will not be included in the shortlist. Last date of submission of on line application is on 11.05.2021 and receipt of hard copies of application along with copies of certificates is on 15.05. 2021. **No application fee required to pay.**

ADDL. GENERAL MANAGER-HR  
ITI LIMITED, REGD & CORPORATE OFFICE  
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Hardcopies of application should be accompanied with the following: -

- (I) Self-Attested photocopies of certificates and Marks Sheets in proof of Educational Qualification (X standard / SSLC **and onwards**) and Self-Attested Photocopies of Experience Certificate/s containing the date of joining and date of relieving and with a latest salary certificate containing detailed particulars of Basic Pay, Scale of Pay, Perks etc. Originals should be produced for verification at the time of interview.
- (II) SC/ST category candidates should attach self-attested photocopy of Caste Certificate issued by the Competent Authority. Originals should be produced for verification at the time of interview.
- (III) OBC (Non-Creamy Layer) category candidates should attach self-attested photocopy of valid OBC NCL certificate issued by the Competent Authority in the

prescribed format. Originals should be produced for verification at the time of interview.

- (IV) EWS Candidates should attach self-attested photocopy of 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.
- (V) PWD category candidates should attach self-attested photocopy of valid disability certificates issued by the Competent Authority in the prescribed format. Originals should be produced for verification at the time of interview.
- (VI) Ex-Service Category candidates should attach self-attested copy of Service Certificate clearly mentioning the date of joining and date of retirement. Original should be produced at the time of interview for verification.
- (VII) 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.
- (VIII) The Candidates are requested to check their eligibility as per notification before apply.

Advertisement Ref. No. ITI/COMP/01/28/21/01

Dated: 20/04/2021