



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 RETIRED ARMY OFFICER AS CONSULTANT
(MARKETING/CAFVD) ON FIXED TERM CONTRACT BASIS FOR BRANCH OFFICE OF IOL AT PUNE**

ADVT NO: IOL/HQ/HR/01/CONSULTANT (MARKETING/CAFVD)/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. The Company has promising future. Its turnover and its paid up capital are on the rise. The company offers great work environment & challenging opportunities for professionals to prove their mettle.

IOL is looking for an experienced Retired Army Officer as Consultant (Marketing/CAFVD) who wish to pursue a career in the Company on Fixed Term Contract basis for Branch office of IOL at Pune (Maharashtra).

Interested candidates may download the prescribed format attached herewith as **“Application format”(Annexure)”** available at IOL website www.indiaoptel.in under “Careers” section and submit the same in Hard copy along with self - attested copies of certificates and testimonials through speed post/courier service only to **Works Manager (HR) , India Optel Limited, Corporate Headquarters, OFILDD Campus, Raipur, Dehradun (UK)-248008** super scribing on the envelope ‘Application for engagement to the position of’. The last date of receipt of Applications at IOL is 15 days from the opening date of publication of advertisement in Employment News/Rozgar Samachar/Newspapers.

In addition to 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 basis.

IMPORTANT NOTE: Applicants are informed that “Advance Scanned copy of application along with enclosure (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 of ID of IOL will not be accepted.

1. Consultant (Marketing/CAFVD)

Sl.No.	Particulars	Details
a)	Number of Position	01 (One) (UR)
b)	Maximum Age	Upto 62 years as on closing date of advertisement.
c)	Essential Requirement & Experience	Retired Officer of the Indian Army (Army Ordnance Corps/EME) in the rank of Lt. Colonel or Major with work experience of CODs/ABWs related to Armoured/Mechanised Infantry Vehicles.
d)	Nature of responsibility	The Officer will be responsible for the following with regard to CAFVD : i. Maintaining constant interface on behalf of IOL for expanding market for products. ii. Liaison with respective divisions/offices at working & senior level. iii. Represent IOL in the meetings held at CAFVD. iv. Follow up of RFP/Quotations/Contracts under progress. v. Furnishing feedback to Corporate Office/Divisions with regards to market and products. vi. Identify customer needs in respect of new equipment, life extension and refurbishment etc. vii. Interaction with regard to difficult to procure/position items. viii. Identifying leads and potential opportunities for the products/Services of the Company. ix. Supervise expedition's realisation of Accounts receivables.
e)	Tenure of Engagement	Duration of contract will be 02 (Two) years and may be extended up to 02 (Two) years (Or 65 Years of age whichever is earlier) on requirement basis (subject to satisfactory performance).
f)	Remuneration	A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement from Central Government Department. The amount of remuneration so fixed shall remain unchanged for the term of contract.
g)	Place of Posting	Place of Posting will be IOL office at Pune, (Maharashtra); however, the consultant is required to travel to various locations based on requirement.

2. Allowances:-

2.1 HRA: - No HRA shall be admissible.

2.2 Transport Allowance: - An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the engaged personnel at the time of retirement. The amount so fixed shall remain unchanged during the term of engagement. TA/DA on official tour, if any, will be provided as per their entitlement at the time of retirement.

3. Leave of absence:-

Paid leave of absence will be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year will not be allowed.

4. The Consultant will sign an agreement of confidentiality with IOL containing clause of ethics and integrity.

5. GENERAL CONDITIONS:

5.1. Only Indian Nationals are eligible to apply.

5.2. All qualifications should be recognized by AICTE / UGC / appropriate Indian Statutory Authorities.

5.3. For the above position, age, eligibility, experience etc., would be as on closing date of advertisement.

5.4. The candidates are required to apply in the Prescribed Format Only.

5.5. All details given in the Application Form will be treated as Final and no changes will be allowed. Therefore, the candidates are advised to fill all details in the Application Form carefully.

5.6. Mere submission of application, fulfilment of Qualifications and other requirements laid down will not entail a right for claiming interview/engagement.

5.7. Candidates not fulfilling the essential eligibility criteria can be debarred ab-initio or at any stage of the engagement process.

5.8. In support of age proof, candidates will have to submit school leaving / matriculation / secondary board certificate / certificates of birth from concerned Municipal Authorities.

5.9. The candidates should submit self - attested copies of academic qualifications, experience, last pay drawn against proof for holding last position, relieving order, PPO etc.

5.10. It is mandatory to fill all the relevant information such as qualification details, experience details, percentage of marks etc.

5.11. Non-attachment of required documents as per application format will be treated as incomplete application and will be rejected forthwith.

5.12. Applications received after due date will not be entertained nor any correspondence in this regard shall be entertained.

5.13. IOL will not be responsible for bouncing or loss of any E-mail sent to the candidate due to invalid/wrong E-mail ID provided by the candidate or delivery of E-mail to spam/bulk mail folder/or for delay/not receipt of information, if the candidate fails to access his/her e-mail/website in time. However, necessary information will be hoisted on IOL's website from time to time.

5.14. Application received will be scrutinised by a committee and the shortlisted candidate will be called for an interaction, if required, by a duly constituted Selection Board.

5.15. Applications in which the eligibility criteria/ qualification/experience etc., cannot be fully ascertained will be liable for rejection. Hence, candidates are advised to properly fill the application and provide necessary documents asked for.

5.16. It is the responsibility of the candidate to satisfy that he/she meets the eligibility criteria (as indicated in this advertisement) fully before applying.

5.17. If any information provided by the candidate is found to be false or incorrect or is not in conformity with the eligibility criteria, then his / her candidature is liable to be rejected at any stage.

5.18. The candidates called for interview shall be required to produce original documents relating to educational qualification, experience etc. for verification at the time of interview. If the identity of the candidate is in doubt or he/she is not able to produce the requisite documents or there is mismatch of information in the documents or he/she is found ineligible for the position applied or any other claim made in his application if found to be incorrect, he/she will not be allowed to appear in the interview and his/her candidature will be treated cancelled.

5.19. Travelling allowance will be paid to the candidate for appearing in the Interview. The entitlement of travelling allowance will be Air fare in economy class or AC - 1st class rail fare or actual bus fare.

5.20. The Consultant so engaged shall be subject to their being medically fit.

5.21. The candidates must have an active e - mail Id & mobile number which must remain valid for at least next 6 months. 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.

5.22. There will be no employer - employee relationship between IOL and the Consultant engaged.

5.23. Consultant is not entitled to any medical reimbursement or the benefits such as EPF, Gratuity, HRA etc.

5.24. Depending on the requirements, IOL reserves the right to cancel / curtail / increase the number of positions without any further notice and without assigning any reason thereof.

5.25. Any modifications / amendments / corrigendum in the advertisement will be given in IOL's website www.indiaoptel.in only.

5.26. There should be no criminal case pending against the eligible candidate and the same will be self-certified by the candidate. In case of false information, action as per rules be initiated including termination of contract.

5.27. The candidate should be clear from vigilance / disciplinary angle at the time of retirement.

5.28. Police verification of the engaged individual shall be done as per the latest instructions issued by MHA. In case the police verification is received as negative, the contract of engaged professional shall cease to exist with immediate effect without any notice.

5.29. Canvassing by a candidate in any form shall disqualify his / her candidature.

5.30. The decision of IOL in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, conduct of examination and interview and posting of selected candidate, will be final and binding on the candidate and no enquiry/correspondence will be entertained in this regard.

5.31. Providing of irrelevant documents and providing false information in the application form shall be summarily rejected.

5.32. There will be no separate communication to any candidate on their non-selection at any stage.

5.33. The applications once submitted can't be altered under any circumstances.

5.34. Any dispute with regard to engagement against the above advertisement will be settled within the jurisdiction of Dehradun only.

5.35. Please visit IOL's website & your individual registered e-mails regularly for any updates/notification, if any.

6. **Last date of Receipt of Applications** : 15 days form opening date of publication of the advertisement in Employment News/Newspapers.

7. **Contact Us:-** For any queries, candidates can write to IOL at OFILDD Campus, Raipur, Dehradun-248008. In case of any problem faced by the candidate in filling up the application, they may contact to HR Department of IOL over phone number : 0135-2787101-03 (Extn. 4025) or +91-7579044634 between 10 AM to 4 PM on any working day, i.e. Monday to Friday.

APPLICATION FORMAT

Annexure

INDIA OPTEL LIMITED (IOL)

A GOVT. OF INDIA ENTERPRISE, UNDER MINISTRY OF DEFENCE

CORPORATE HQ, INDIA OPTEL LIMITED (OFIL CAMPUS)

RAIPUR, DEHRADUN, PIN-248008

Advt. No. _____ Dated : _____

Application for engagement to the Position of: _____

1. Name in full (in Block letters): _____

2. Father's/Husband's Name: _____

3. Date of Birth : Date: _____ Month: _____ Year: _____

4. Age as on closing date of advt.: - Years: _____ Months: _____ Days: _____

5. Gender: (Male/Female)

6. Nationality/Religion :

7. Category (UR/EWS/OBC/SC/ST) :

8. Are you Ex-servicemen (Yes/No):

a) Date of Discharge from service:

b) Rank at time of Discharge :

c) Corps:

d) Regiment :

9. Address for Communication: _____

10. Permanent Address: _____

11. E-mail ID: _____

Mobile No.: _____

Landline with STD Code: _____

12. Marital Status: Married/Unmarried

If married:

Name of Spouse: _____

No. of Children: Son(s) _____

Daughter(s): _____

Affix self-attested recent passport size photograph

13. State of Origin: _____

Domicile: _____

14. Qualification (In descending order): (if required additional sheet may be attached)

Degree/Diploma	Year of Passing	University/Instt.	Division & % of Marks	Remarks

15. Experience in Chronological Order (if required additional sheet may be attached):

Sl.No.	Name of Organization	Designation	From Date	To Date	Scale of Pay and Total Emoluments	Nature of Duties

16. Academic Achievements: 1. _____
(Like merit, scholarship, awards etc.) 2. _____

17. Professional Papers (submitted, if any) 1. _____
2. _____

18. Details of training undergone (India/Abroad): 1. _____
2. _____

19. Membership of any Professional Bodies: 1. _____
2. _____

20. Any other details: _____

21. No. of Certificates attached: _____

(Please attach self-attested copies of certificates)

22. Languages Known:

Language	Read	Speak	Write

Declaration & Certificate

I do hereby declare and certify that the information given above is true to the best of my knowledge and belief and no factual information has been suppressed. I also undertake that there is nothing adverse against me either at present or in past which will disqualify me from being engaged in IOL.

Place

Signature of candidate

Date

Name

.....

[Self-Attested Documents to be enclosed]

1. Valid documents evidencing Date of Birth of the candidate (Secondary/Matriculation school certificate/Birth certificate).
2. Educational certificates-Mark sheets & Degree (Diploma, Graduation, Post-Graduation etc.).
3. Copy of PPO/Discharge Book/Last Pay Drawn certificate etc.
4. Work Experience (Supporting documents).
5. The candidate is required to fill up all the columns and wherever no information is to be furnished, N/A or Nil whatsoever is applicable should be mentioned. In complete and improperly filled applications are liable to be rejected. No further correspondence will be entertained in this regard.
6. In case of space becomes constraint, the information may be attached in a separate sheet as prescribed in the application format.