



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 EXPERTS AS CONSULTANT (HR) ON FIXED TERM CONTRACT BASIS FOR IOL

ADVT NO: IOL/HQ/HR/03/CONSULTANT (HR)/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. The company offers great work environment & challenging opportunities for professionals to prove their mettle.

IOL is looking for retired experts of Govt./PSUs, who wish to pursue a career in the Company as Consultant (HR) on Fixed Term Contract Basis.

Interested candidates may download the prescribed application format(Annexure-A) from IOL website www.indiaoptel.in and submit the same in Hard copy along with self - attested copies of certificates and testimonials through speed post/courier service to Senior 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 Application 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 of the application form along with enclosures may be sent by email to recruitment@indiaoptel.in only.

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.

1. Consultant (HR)

Sl.No.	Particulars	Details
a)	Number of Position	01 (One) (UR).
b)	Maximum Age	Upto 62 years as on closing date of advertisement.
c)	Academic/ Educational Qualifications	Degree in any Discipline with Post Graduate Diploma in Personnel Management/ HRD/ HRM OR 02 years MBA in HR including MBA awarded by IGNOU.
d)	Experience	Candidate should have minimum 20 years of relevant experience (As per job the description) as executive in CPSE and retired as an executive in the Pay Scale of Rs. 1,00,000/- to 2,60,000/- or above in CPSE.

e)	Job Description	<ul style="list-style-type: none"> i. Identifying capacity building requirements - Skill assessment & development & design and development of training modules. ii. Training/ Learning & development. iii. Analysing best practices adopted by other leading PSUs & any other specific assignment as may be spelt out. iv. Manpower planning & recruitment, performance management system, succession planning, employee management, training & development, HR ERP module, statutory compliance. v. Implementation of HR rules as per Central PSEs, DOPT/ DPE guidelines.
f)	Tenure of Engagement	01 Year, extendable on the basis of requirement of company. However, the maximum tenure shall be limited upto 65 years of age of candidate.
g)	Remuneration	Consolidated remuneration of Rs. 1,30,000/- (One Lakh and Thirty Thousand only) per month. The amount of remuneration so fixed shall remain unchanged for the term of contract. No separate HRA & Transport Allowance shall be admissible.
h)	Allowances	TA/ DA on official tour, if any, will be provided as per their entitlement at the time of retirement.

2. Leave of absence:-

(i) 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. Leave can not be claimed as a matter of right. The engaged person shall not avail any leave or remain absent without prior sanction of the Competent Authority. 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.

(ii) No other leave of any kind shall be admissible to him/her. In case he/she remains absent from duty beyond entitled leave, proportionate deduction from the monthly remuneration as applicable shall be made.

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

4. GENERAL CONDITIONS:

4.1. Only Indian Nationals are eligible to apply.

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

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

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

4.5. The candidates should submit self - attested copies of academic & professional qualifications, experience, Pension Document(s), last pay drawn against proof for holding last position, relieving order etc.

4.6 Those working in Govt/PSU/Autonomous bodies etc. Must submit 'NOC' at the time of Interview and should submit proper relieving letter in the event of selection.

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

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

4.9. The candidates must have an active E-Mail ID & mobile number which must remain valid for at least next 01 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.

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

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

4.12. 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.

4.13. 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.

4.14. Any modifications / amendments / corrigendum/cancellation etc., in the advertisement will be given in IOL's website www.indiaoptel.in only.

4.15. 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.

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

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

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

4.19. Please visit IOL's website & your individual registered E-Mails regularly for any updates/notification, if any.

4.20. 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. **IMPORTANT INFORMATION:-**

5.1 The candidates are required to apply in the **PRESCRIBED APPLICATION FORMAT ONLY**.

5.2 Only relevant experience will be considered. The decision of the Selection Committee, with respect to relevance of Experience will be final.

5.3 Work experience indicated without supporting document(s), will not be considered and the application shall be rejected summarily without assigning any reason thereof.

5.4 Request for change of Interview date / venue or through virtual mode, will NOT be entertained under any circumstances.

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 & properly.

5.6 Mere submission of application, fulfillment 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 Any further information/ Update/ Corrigendum/ Addendum/Cancellation etc., if any, with regard to this advertisement and Selection Process if any will be uploaded only on IOL Website <https://www.indiaoptel.in>. under Section “Careers”. Please check our website for regular updates.

5.9 No correspondence in any matter is allowed.

5.10 Canvassing in any manner would lead to disqualification of candidature.

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

5.12 In case of any variation in name/ surname, DOB, spelling mentioned in the Application cum Bio-data and in educational/ professional qualification certificates, application will be liable to be cancelled.

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

5.14 The decision of IOL in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and interview of provisionally selected candidate, will be final and binding on the candidate and no enquiry/correspondence will be entertained in this regard.

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

5.16 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.

5.17 Candidates will have to bring all the requisite relevant documents along with originals for verification at the time of document verification / interview/joining, if called for.

5.18 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 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 months' salary to IOL in lieu thereof.

c) In case of any un-avoidable circumstances (during the notice period), if 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.

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

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

5.21. IOL reserves the right to call for any additional documentary evidence in support of qualification etc., of the applicant.

5.22 IOL also reserves the right to cancel the advertisement/ selection process/ restrict or increase the number of positions/ alter the eligibility criteria etc., in the interest of the organization.

5.23 Decision of the IOL in all matters regarding eligibility of the applicant, the stages at which such scrutiny of eligibility is to be undertaken, documents to be produced, personal interview, selection of any other matter relating to engagement will be final and binding on the applicant. While applying for the position, the applicant should ensure that he/she fulfills the eligibility and other criteria mentioned and that the particulars furnished are correct in all respect. In case it is detected at any stage of engagement process that applicant does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact (s), his/her candidature will automatically stand cancelled. If any of the said shortcoming(s) is/are detected even after engagement, he/she is liable to be terminated without any notice.

5.24 Application should be supported by clear and legible copies of all relevant documents pertaining to Educational qualification, Experience, Last pay drawn certificate etc. Application(s) found Incomplete, improperly filled or enclosing of illegible supporting document(s) shall be rejected forthwith without any further intimation.

6. Last Date of Receipt of Application(s): 15 days from Opening date of Publication of the Advertisement in Employment News/ Newspapers.

7. Contact Us:

For any application related queries, candidates may contact to HR (Recruitment) of India Optel Limited over phone number: **0135 -2787101 - 03 (Extn. 4031)** or **+91-7579044634 (between 10:00 AM to 12:30 PM & 02:00 PM to 4:30 PM)** on any working day, i.e. Monday to Friday.

.....

**Senior Manager (HR)
India Optel Limited,
(A Govt. of India Enterprises)
Ministry of Defence
Raipur, Dehradun - 248008**

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.:- _____

Application for engagement to the Position of: _____

1. Name in full (in Block letters): _____
2. Father's/Husband's Name: _____
3. Date of Birth (As on closing date of Advertisement):- / /
4. Age as on closing date of advertisement:- Years:____ Months:____ Days:____
5. Gender: (Male/Female/Transgender) :
6. Nationality/Religion :
7. Category (UR/EWS/OBC/SC/ST/ Ex-SM/Minority, etc) :
8. Date of Superannuation/ Retirement :
9. Post held at the time of retirement :
10. Last Pay Drawn (Pay Level/ Scale & Pay) :
11. Organisation superannuated from :
12. Address for Communication: _____

13. Permanent Address: _____

14. a) E-mail ID: _____ d) Aadhaar No : _____
b) Mobile No.: _____ e) PAN No. : _____
c) Landline with STD Code: _____
15. Marital Status: Married/Unmarried
If married :
Name of Spouse : _____
No of Children : Son(s) _____
Daughter(s) : _____
16. State of Origin : _____
Domicile : _____

Affix self-
attested recent
passport size
photograph

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

Degree/Diploma (with Discipline)	Year of Passing	University/Instt.	Division & % of Marks	Remarks

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

Sl.	Name of Company/ Organization	Designation	From Date	To Date	Scale of Pay and Total Emoluments	Nature of Duties

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

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

21. Details of Training undergone (India/Abroad): 1. _____
2. _____

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

23. Any other details, if any, which you would like to mention in support of your suitability for the position : _____

24. No. of Certificates attached: _____
(Please attach self-attested copies of certificates)

25. 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.

I also hereby declare that I was clear from vigilance angle at the time of my retirement.

Place

Signature of candidate

Date

Name

[Document 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 (Diploma, Graduation, Post-Graduation etc).
3. Regarding Work Experience :-
 - (i) Joining & Relieving letter from the Company (s)/ Organisation(s)/ Experience Certificate/ Service Certificate(s) etc.
4. Other Documents :- Salary Statements/ Bank Statements, Last Pay Drawn Certificate, Pension document, issued by the Company(s)/ Organisation(s).