



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

**ADVERTISEMENT FOR ENGAGEMENT OF CONSULTANT (FINANCE) ON FIXED TERM CONTRACT BASIS  
IN INDIA OPTEL LIMITED (IOL)**

**ADVT NO: IOLHqrs/100(3)/2026-Rectt**

**Last date/Closing date for receipt of Application at IOL HQ is 21<sup>st</sup> day from the date of publication of advertisement in the Employment News/ रोजगार समाचार.**

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 forces. It is the current market leader in this segment. It is a new Govt. Company with a great future. The company offers great work environment & challenging opportunities for Professionals to prove their mettle.

IOL invites offline Applications **(IN PRESCRIBED FORMAT ONLY AS PER ANNEXURE-'A')** from Indian Citizens fulfilling the eligibility requirements, for filling up of the following position on Fixed Term Contract basis only.

SL	Name of Position	Total Vacancy
i)	<b>CONSULTANT (FINANCE)</b>	01 (UR)

2. Only Indian Nationals are eligible to apply.
3. **Age Limit** – 58 years (Minimum) Up to 62 years (Maximum) as on closing date of advertisement.
4. **Eligibility, Qualification & Experience are as follows :**
  - i) **Eligibility** – The candidate should have retired from a PSU from E-8/ E-9 Grade.
  - ii) **Academic & Professional Qualification** - The candidate should have passed B. Com/B.Sc /B-Tech/M.Com with good Academic records from a recognised University/ Institution. CA/ CMA/ LLB/ MBA in Finance shall be preferred.
  - iii) **Experience** - The candidate should have 30 years experience (minimum) in the area of Finance and Accounts of the following nature:-
    - i) Internal Audit.
    - ii) Internal Financial Controls.
    - iii) Accounting.

- iv) Regulatory Compliance.
- v) Project Finance.
- vi) Cost Controlling.
- vii) Budgeting.
- viii) Treasury Management.

**Note i):** All qualification should be recognized by AICTE/UGC/ Respective State Boards for Technical Education/ Appropriate Indian Statutory Authorities.

5. The cut-off date for age, qualification and experience will be the closing date of Advertisement.
6. **Remuneration** – Consolidated Rupees 1,30,000/- (Rupees One Lakh Thirty Thousand only) per month (All inclusive). The amount so fixed shall remain unchanged for the term of contract. No separate HRA and Transport Allowance shall be admissible.
7. **Tenure of Engagement** – The initial tenure will be 01 year, which is extendable on the basis of requirement of Company. However, the maximum tenure shall be limited up to 65 years of age of the engaged individual.
8. **Job Description** – The job description of the engaged Consultant (Finance) will be as follows :-

Sl.	Description
i)	<b>Financial Systems &amp; Process Setup</b>
	i) Design and implement Accounting Policies and Financial Procedures in line with Companies Act, 2013, Government of India and PSU Accounting Standards.
	ii) Assist in setting up Chart of Accounts, accounting software/ ERP and Internal Financial Workflow.
	iii) Establish Budgeting, Forecasting and Financial Reporting Frameworks.
ii)	<b>Budgeting and Financial Planning</b>
	i) Support preparation of Annual Budgets, Revised Estimates and Medium/ Long-Term Financial Plans.
	ii) Assist in cash flow planning and fund management, especially during initial capitalization and grant utilization phases.
	iii) Advise on capital structure, equity infusion, loans and Government funding.
iii)	<b>Accounting and Financial Reporting</b>
	i) Oversee preparation of monthly, quarterly and Annual Financial Statements.
	ii) Ensure compliance with Indian Accounting Standards (Ind AS)/ applicable accounting standards for PSUs.
	iii) Support finalization of Accounts and Coordination with Statutory and C&AG auditors.
iv)	<b>Statutory and Regulatory Compliance</b>
	Ensure compliance with :-
	i) Companies Act, 2013
	ii) CAG/ Statutory Audit Requirements.
	iii) GST, Income Tax, TDS, PF, ESI and other applicable laws.
	iv) Government and Administrative Ministry Guidelines.
	v) Assist in preparation of replies to audit observations and inspection reports.

<b>Sl.</b>	<b>Description</b>
v)	<b>Internal Controls and Risk Managements</b>
	i) Develop and implement Internal Control Systems, SOPs and Financial Delegations.
	ii) Assist in setting up Internal Audit Mechanisms.
	iii) Identify Financial Risks and recommend mitigation strategies.
vi)	<b>Procurement and Contract Financial Advisory</b>
	i) Provide financial inputs for procurement, tenders, MoUs and contracts.
	ii) Evaluate financial viability of projects, PPP Models and Consultancy Contracts.
	iii) Assist in Cost-Benefits Analysis and Pricing Models.
vii)	<b>Project Finance and Investment Advisory</b>
	i) Conduct Financial feasibility studies for new projects.
	ii) Assist in preparation of DPRs, Funding Proposals and Financial Models.
	iii) Advise on Investment Decisions and Asset Capitalization policies.
viii)	<b>Policy Support and Government Coordination</b>
	i) Support formulation of Financial Policies, Manuals and Guidelines.
	ii) Liaise with Administrative Ministries/ Departments, Finance Departments and Funding Agencies.
	iii) Assist in preparation of Cabinet Notes, EFC/ PIB Memoranda and Board Papers (Financial Sections).
ix)	<b>Capacity Building</b>
	i) Guide and Mentor In-House Finance Staff during the initial years.
	ii) Support transition from Consultancy-Led Systems to In-House Finance Operations.

9. **Place of Posting** – At IOLHqrs located at Dehradun. However, depending on requirement the engaged individual may be posted/transferred to any units of IOL or attached/deputed to other places for Official work with the permission of Competent Authority.

10. **Selection Process-**

- i) Selection will be based on performance in Personal Interview and meeting of required Educational Qualification and Experience criteria, wherever applicable. The mode of Selection is through Shortlisting of eligible applications and Personal Interview of shortlisted eligible candidates. Shortlisting for interview will be provisional only and final engagement shall be based on performance in the interview. The competent authority may enhance the criteria for qualification and/or experience to shortlist the candidates for Interview in the event of large number of candidates found eligible.
- ii) Document verification from original certificates will be carried out before personal interview of the candidate. Short comings in the documents observed during document verification shall lead to rejection of candidature.
- iii) Final selection of the candidate will be done in the order of final merit. In case, when two or more candidates secure equal score, 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 Alphabetical order of Names.
- iv) The Management reserves the right to raise or curtail the minimum eligibility standards/criteria for shortlisting of candidates. The management also reserves the right to raise or curtail the number of vacancies advertised and such change shall be notified over website only.

- v) Provisional call letters for personal interview will be issued to the shortlisted eligible candidates through email only.
- vi) Request for change of date/ Venue/ Time etc., for the interview will **NOT** be entertained under any circumstances. Further, no virtual interview [online mode] shall be conducted in any circumstances.
- vii) Candidates will have to bring all the requisite relevant documents along with originals for document verification at the time of the interview.
11. **DECLARATION OF RESULT ON SELECTION**- The result of the final selection will be published only on DOO (C&S) website <https://ddpdoo.gov.in>. Only selected candidates will also be informed through E-mail.
12. **APPLICATION FEES** - NIL
13. **HOW TO APPLY:** Interested candidates may download the application form in the prescribed format attached herewith as Annexure-"A" to this advertisement" available at DOO (C&S) website <https://ddpdoo.gov.in> at '**Join Us**' Tab and fill up the same in **BLOCK LETTERS** only. Candidates must go through the detailed terms & conditions and also check regularly the website for any further updates. Hard Copy of duly filled in application form shall be submitted along with self-attested photo copies of High School Certificate/evidence of proof of age, qualification mark sheets and Certificates , experience certificates and last pay drawn certificates, PPO etc. Last date/closing date for receipt of application at IOL is 21<sup>st</sup> day from the date of publication of this advertisement in the Employment News/रोजगार समाचार. The application along with necessary enclosures is to be forwarded by **SPEED POST ONLY** to the following address:-

**The Chairman & Managing Director  
India Optel Limited, OFILDD Campus  
Raipur, Dehradun (Uttarakhand) - 248008**

The envelope must be clearly superscripted as "**APPLICATION FOR THE POST  
OF ..... ON FIXED TERM CONTRACT BASIS**".

- 13.1 Candidates are required to attach self-attested copies of all the requisite documents pertaining to his/ her age, qualifications, experience, past employment, present employment, Salary Proof etc.
- 13.2 It is mandatory to fill all the relevant information such as qualification details, experience details (if any), marks and percentage of marks etc.
- 13.3 Applicants are directed to enter his/her/their active E-mail ID and Mobile number which should be valid throughout the engagement process. All important communications will be sent to this E-mail ID only.
- 13.4 All the candidates are required to go through the terms and conditions thoroughly before filling their applications.
14. **REJECTION OF APPLICATIONS/ CANCELLATION OF CANDIDATURE:**
- 14.1 Applications received after the closing date or not meeting the eligibility criteria and Terms & Conditions of the advertisement will be summarily rejected. IOL management will not take any responsibility for any delay in receipt or loss in postal transit for any application or communication.

14.2 Applications in which all the details are not fully filled or incomplete or not in prescribed format or not legible or without self-attested copies of required certificates, shall be summarily rejected, without assigning any reasons and no correspondence in this regard shall be entertained.

14.3 In case of any variation in Name/ surname/spelling/ Date of Birth mentioned in the Application Form with educational/professional qualification certificates, application will be rejected summarily without any correspondence.

14.4 Submission of false/ incorrect/ incomplete information / dubious / bogus documents etc. shall disqualify the candidature.

14.5 Candidates will be disqualified ab-initio in case they do not fulfil the eligibility criteria and their application(s) will be rejected without any correspondence.

14.6 No correspondence will be entertained from any candidate on their non-selection/ rejection of application, during any stage of engagement process.

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

## **OTHER TERMS & CONDITIONS**

### **15. Nature of Engagement**

The Fixed Term Engagement will not entitle any candidate to claim regular / permanent employment in the Company in future. The engagement is purely a temporary and ad-hoc engagement for a fixed Term to meet temporary functional requirements. The engagement shall be on fixed term contractual basis. The person so engaged, has no lien, right or Term 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.

### **16. Termination of Engagement**

16.1 The engagement will come to an end automatically on completion of contract Term, without any further notice, unless extended.

16.2 If any individual is continuously absent from duty without information, for a period 15 days, his/ her Contract Term will automatically cease to exist. However, competent authority reserves power to relax on proper justification thereof.

16.3 An employee is found medically unfit to discharge his duties (as assigned to him & for which engaged) or declared medically unfit to discharge his duties related to his present engagement by the Competent Medical Authority, he shall liable to be discharged at any time from his present engagement.

16.4 The Fixed Term Contract engagement can be terminated at any time owing to poor performance, misconduct or on account of breach of company rules as applicable to the person.

16.5 Pay and allowances may be drawn in his name up to the last working day or date of his / her completion of tenure, whichever is relevant.

- 16.6 Further, the engagement can be terminated at any time during the period of Tenure engagement, by giving three (03) months' notice by FTC employee and one (01) month's notice by the company or payment of Remuneration in lieu of the Notice.
- 16.7 At any stage of engagement or later, if a candidate is found guilty of any misconduct such as:
- a) Impersonating or procuring impersonation by any person; or
  - b) Resorting to any irregular means in connection with his/her candidature during selection process; or
  - c) Using undue influence of his/her candidature by any means; or
  - d) Submitting false certificates/documents/information or suppressing any information at any stage;

Then, in addition to rendering himself/herself liable to legal/criminal prosecution, will also become liable to be:

- a) Debarred with engagement permanently or for a specified period from any examination/engagement and/or;
- b) Terminated from service, if the act of misconduct comes to notice after his/her engagement for services to IOL.

#### 17. **Engagement on Tenure Basis**

The Company retains the right to engage at any level/grade/post as per functional requirement. Even after the advertisement for engagement, the management will have the right to increase/decrease the number of posts or not to fill up any of the posts or raise the minimum eligibility standards / cancel candidature of any candidate / or cancel engagement process.

#### 18. **Qualification and Relaxation**

- 18.1 All minimum essential qualification(s) must be recognized by appropriate authority as per applicable directives of the government.
- 18.2 Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.
- 18.3 Wherever, Cumulative Grade Point Average(CGPA)/overall Grade Point Average (OGPA)/Cumulative Performance Index (CPI) or letter grade in a qualifying degree (Essential Qualifications) is awarded, procedure adopted by All India Council for Technical Education (AICTE)/ University Grants Commission (UGC) will be followed.
- 18.4 For converting Cumulative Grade Point Average (CGPA) to percentage, multiplying factor will be 9.5 i.e. to convert the CGPA into percentage;  $CGPA \times 9.5$  will give the percentage.
- 18.5 In case both CGPA & total marks are given in the mark sheet, total marks will be considered for determining percentage. If grades are given like A1, A2, B1, B2 etc., in the mark sheet, total marks will be considered for determining percentage.

18.6 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 perused /currently undergoing are to be indicated in the Application while submitting the same for notified positions in IOL.

19. **Post Professional Qualification Experience (PPQE)**

19.1 Experience will be as specified for the post.

19.2 Work experience after acquiring the qualification will only qualify as relevant Post Qualification Experience.

19.3 Academy/Teaching/Research work, experience in non-profit organizations, Internship/project work placements which are part of academic curriculum will not be considered as experience.

19.4 Work experience prior to completion of the qualification will not qualify as relevant Post Qualification Experience.

19.5 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.

19.6 The candidates who are re-employed after retirement must submit NOC from the employer on or before appearing for interview and should submit proper relieving letter from the employer at the time of accepting the offer of engagement or at the time of joining IOL.

Note:

- i. Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.
  - ii. The work experience shall be in full time job, after acquiring prescribed minimum essential educational qualification.
  - iii. 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.
  - iv. 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.
  - v. Entrepreneurial experience will not be considered for the purpose of ascertaining required number of years of post-qualification experience.
- 19.7 Documentary evidence for work experience: The candidate is required to submit experience certificate / documentary evidence for establishing work experience as mentioned below:

- i. For Past employment: The certificate must indicate 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. In case experience certificate from any of the past employers is not submitted, it may lead to rejection of the candidature.
- ii. For Current employment: Experience Certificate with all the details mentioned above or offer letter/ Appointment letter showing the date of joining (Proof of date of joining) and proof of continuity of present employment (Pay slips for last three months).

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

## 20. **Medical Fitness**

Nobody will be engaged to any post in the Company, unless he is declared physically fit as per the norms and standards for medical fitness prescribed for the post by the competent civil medical authority / the Company's authorized medical officer/officers at the time of engagement in the Company's service. All engagements will be subject to the candidate's medical fitness as per prescribed standards for the post. The opinion of the authorized doctor in this regard shall be final. An employee shall be liable to be medically examined at any time during the period of his engagement with the Company. The engagement shall be terminated any time if found medically unsuitable/ unfit for such engagement.

## 21. **Verification of Character and Antecedents**

Engagement shall be on the basis of satisfactory verification of character and antecedents 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. Being a defence installation, to ensure the safety and security of the plant, verification of character shall be again carried out through the District Authorities at the time of every extension.

## 22. **Liability for Service**

- 22.1 Generally posting shall be done for the specific project/work as per job description. However, in case of any specific requirement, 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 the Company's work in any part of the country as may be required by the Competent Authority.
- 22.2 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 extra payment shall be made.

## 23. **Hours of Work**

- 23.1 The engaged Consultant will work on full time basis and on all working days as applicable or in operation in the Company. In case of functional requirement and exigencies of work, they may also be required to work beyond the normal working hours and on holidays too.

- 23.2 The engaged Consultant 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.
- 23.3 Attendance shall be marked daily according to the method prescribed by the management from time to time.
- 23.4 Absence from duty including absence due to late coming, shall be reckoned as follows:
- i. 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.
  - ii. Nothing in this provision shall prejudice the right of the management for deduction of wages for the period of absence and/or for taking disciplinary action against the delinquent employee as decided by the Competent Authority.

#### 24. **Holidays and Leaves**

- 24.1 The list of festival/closed holidays shall be as notified by the management.
- 24.2 Persons engaged on a Fixed Term basis shall be entitled to one and a half (1.5) days of paid leave for every completed calendar month of service. Leave shall be credited in advance to the employee's leave account and shall be credited twice a year, on 1st January and 1st July. Employees joining in between the leave credit periods shall be credited leave on a pro-rata basis.
- 24.3 Person engaged will be entitled for Ten (10) days Casual Leave for one calendar year; which will be proportionately credited. Casual Leave for the calendar year shall be credited in advance to the leave account. Casual Leave will not be carried forward to the subsequent calendar year.
- 24.4 In case of absence from work over and above the stated weekly off, leave and holidays, proportionate amount will be deducted from the consolidated monthly remuneration.
- 24.5 Further, Personnel joining the Company between the 1st to 15th day of the month will only be granted Leave for that month.
- 24.6 Paid Leave may be accumulated by an FTC employee during the tenure of engagement and may be encashed up to 15 days per year on completion of the tenure including extension, based on the Basic Pay plus IDA applicable on the date of encashment.
- 24.7 Un-availed portion of Paid Leave standing at the credit of employee at the year-end will be allowed to be carry forward to the subsequent year.
- 24.8 In the event of resignation, the amount equivalent to the excess leave availed, if any, shall be recovered at the time of release of the FTC employee.

25. **Official Tours**

- i) Engaged Consultant shall be liable to proceed on tour in the course of his/ her official duty to any place within India as and when so required by the management for which he/ she shall be paid as per TA/DA Rules.
- ii) TA/ DA on official tour, if any, will be provided as per their entitlement at the time of retirement.

26. **Accommodation**

The Consultant engaged on Fixed Term Contract will be eligible for allotment of Company Quarters as per IOL residential accommodation policy subject to availability. In case of such allotment, they will be required to pay rent / license Fee and other charges as applicable from time to time. Payment of Electricity Charges will be as per actual consumption.

27. **Other Benefits**

- i. Familiarization Training / Orientation program may be held.
- ii. The Fixed Term Contract based Personnel will abide by terms of contract, various Company Rules & Regulations, while carrying out the assigned work. For this they have to execute an agreement with the company.
- iii. In case such personnel are transferred from one Station to another, they will be entitled to Transfer TA/DA benefits as per Company Policy.
- iv. Such personnel will be covered under the Income Tax etc. as per the applicable Rules and all such Taxes would be payable by them.
- v. The Tenure Based Engagement will not confer any right on the Personnel to claim the status of a regular employee of the Company.
- xv) The engagement will be on full time basis. Unauthorized absence from duty (i.e. other than on authorized Leave / Company Holidays) will result in proportionate reduction in Emoluments.

28. **Disqualification**

Following shall constitute disqualification for engagement:

- Insolvency
- Pendency of investigation/trial in relation to a criminal offence.
- Conviction by Court of Law for criminal offence.
- Dismissal/termination from the services in previous employment(s) pursuant to disciplinary action.
- Canvassing or Outside influence to secure engagement.

29. 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 interview/appointment. Canvassing in any form to secure employment will lead to disqualification. Such candidates may be debarred from future engagement cycles also.

30. Mere submission of application form does not guarantee issue of "Call Letter" for interview or Selection.
31. Provisionally short listed candidates will be informed for interview through E-mail only. Therefore, candidates are required to fill their e-mail and phone number mandatorily in the application form.
32. No TA/ DA will be admissible for attending Test/Interview.
33. Candidates are required to possess a valid e-mail ID and Mobile number for communication. E-mail ID & Mobile Number should be kept active till the completion of the whole engagement process.
34. 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 or if the candidate fails to access his/ her E-mail/ Website in time.
35. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted in appropriate Courts/ Tribunals / Forums in Dehradun (Uttarakhand State) only, which shall have sole and exclusive jurisdiction to try any cause/ dispute.
36. Management reserves the right to call for any additional documentary evidence in support of Qualification, etc. from the applicants.
37. 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.
38. Any further information/ Update/ Corrigendum/ Addendum if any, with regard to this advertisement and Selection Process will be uploaded only on DOO (C&S) website <https://ddpdoo.gov.in> at '**Join Us**' Tab". Please check the website for regular updates.
39. The decision of IOL in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, and posting of selected candidate, will be final and binding on the candidate and no enquiry/correspondence will be entertained in this regard.
40. It is the responsibility of the candidate to satisfy that he/she meets the eligibility criteria (as mention in this advertisement) fully before applying.
41. The finally selected candidate will have to sign a contractual agreement with IOL.
42. The Contract shall not confer any rights or claim of extension/absorption in the Company.
43. Admit Card/ Call letters for Interview will be forwarded to the Shortlisted candidates by E-mail only. Candidates will be required to paste similar photograph that he/she had pasted on the application form, while reporting for interview for identification.
44. Candidates who after retiring, currently serving in Government/Quasi. Government/PSU/Autonomous Body are advised to seek prior permission from their employers to apply for the notified posts. Such applicants shall have to submit '**No Objection Certificate (NOC)**' from their present employer at the time of Interview,

without which they may not be allowed to appear in the interview. On final selection, such candidates, should produce the relieving letter from their existing employer. In the absence of such document, he/she shall not be allowed to join IOL.

45. **Declaration of Result of Interview –**

- i. The names of candidate selected after interviews will be notified in the DOO (C&S) website <https://ddpdoo.gov.in> at '**Join Us**' website.
  - ii. The offer of engagement shall be issued to the Provisionally selected candidates in the order of merit and based on the number of vacancy and will be subject to verification of antecedents as per Govt. of India guidelines.
46. All certificates will be verified through appropriate authorities for ensuring its authenticity in the due course.

47 **Ex-gratia payment**

In case of death by accident arising out of / in the course of employment in the premises of the Company, an ex-gratia payment of Rs. 10 lakhs shall be extended to the family of the deceased person or Employee Compensation under the relevant statute as applicable from time to time.

48. **Deduction or recovery from remuneration**

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

- i. For amenities and services supplied 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 is required to account.

49. **Performance Evaluation**

The performance of all Fixed Term Contract Employees will be initially evaluated on completion of six months period and thereafter annually. Individuals having performance rating 'Average' or 'Poor' will be given One (01) months' time in writing

to improve their performance. After One month performance will be evaluated again and if again the performance rating is found Average or Poor, the services of the individual will be terminated by giving one-month notice.

50. **Secrecy**

- a. Persons engaged on Fixed Term Contract basis shall be required to sign a 'Non-Disclosure Agreement' with the Company.
- b. The incumbent will maintain all information/ documents/ materials gathered during the course of the 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 terms of engagement with the Company. The aforesaid obligation shall also apply to proprietary/ confidential information/ documents of third parties received by him/her or the Company in the normal course of the engagement with the Company.
- c. 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.

51. **Application for outside employment**

FTC employees are required to submit applications for outside employment through proper channel. Applications for outside employment shall be forwarded subject to exigencies work and maximum of two in a year; excluding for UPSC notified posts.

52. The above Terms & Conditions of engagement are subject to amendment on issuance and in accordance with any new rules, regulations and guidelines ordered by Govt. of India.

53. **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 engagement of selected candidates will be final and binding on the candidates and no query/ correspondence will be entertained in this regard.

54. **CONTACT US** :- In case of any problem faced by the candidates in filling up the application, they may contact to HR (Recruitment) Department of IOL over phone number: 0135 -2787101 - 03 (Extn. 4031) between 10 AM to 4 PM on any working day, i.e. Monday to Friday.

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

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

14. 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

15. Academic Achievements: 1. \_\_\_\_\_  
(Like merit, scholarship, awards etc.) 2. \_\_\_\_\_

16. Professional Papers (submitted, if any) 1. \_\_\_\_\_  
2. \_\_\_\_\_

17. Details of Training undergone (India/Abroad): 1. \_\_\_\_\_  
2. \_\_\_\_\_

18. Membership of any Professional Bodies: 1. \_\_\_\_\_  
2. \_\_\_\_\_

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

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20. No. of Certificates attached: \_\_\_\_\_  
(Please attach self-attested copies of certificates)

21. 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).