



**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 TECHNICAL & FINANCE PROFESSIONALS ON  
FIXED TERM CONTRACT BASIS**  
**Advertisement No. IOL/HQ/HR/10/TP&FP/2023**

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 experienced Technical & Finance Professionals on Fixed Term Contract Basis for the following positions on temporary basis only through fixed term contract.

**2. Job Specification(s) , Qualification, Upper Age Limit, Age Relaxation & Experience**

**(A) Sr. Project Manager (Electro-Optics System Design):**

Sl.	Particulars	Details
1	No of Positions	03 (Three) (UR)
2	Max. Age	40 years as on date of advertisement
3	Academic/ Educational Qualification & Experience	Master's Degree in Optical Engineering, Laser & Electro Optical Engineering, Optics and Optoelectronics or Bachelor's Degree in Optics & Optoelectronics, Optical Engineering with 01 year work experience. For B.Tech 01 year work Experience in optical system design, experience on working with ZEMAX design tool.
4	Job Description	Design of Optical Channel of electro Optics system (Components, Sub Assy , sub systems) of Telescopic sights Day Channel, TI Night sights, hand held sights etc. using Design tools ZEMAX and other design tools.
5	Terms & Conditions	Detailed Term & Conditions for the position are attached as Annexure -A
6	Tenure	02 years, extendable upto 02 years as per requirement & satisfactory performance
7	Nature of Engagement	Fixed Term Contract Basis (Full time)
8	Consolidated monthly remuneration	Rs. 1,20,000/- (Consolidated). No other allowances shall be admissible
9	Location	Dehradun, however may be deputed for official work to any of the units of IOL/ Govt. Offices/ Departments/ Institutions/ Firms/ Labs

**(B) Sr. Project Engineer (Mechanical Design):**

Sl.	Particulars	Details
1	No of Positions	06 (Six) [05 UR, 01 OBC (Non Creamy Layer)]
2	Max. Age	40 years as on date of Advertisement
3	Academic/ Educational Qualification & Experience	BE/ B. Tech in Mechanical Engineering. The applicant must have at least 1 plus years of proven experience in developing relevant mechanical designs and successfully realizing as well as validating them. Should have experience in a CAD tools like Solidworks etc.
4	Job Description	Design & evaluation of mechanical structures of electro optic sights, using simulation tools, Prototype development, evaluation & validation, defining quality checks for evaluation etc.
5	Terms & Conditions	Detailed Term & Conditions for the position are attached as Annexure A
6	Tenure	02 years, extendable upto 2 years as per requirement & satisfactory performance
7	Nature of Engagement	Fixed Term Contract Basis (Full time)
8	Consolidated monthly remuneration	Rs. 1,00,000/- (Consolidated). No other allowances shall be admissible
9	Location	Dehradun, however may be deputed for official work to any of the units of IOL/ Govt. Offices/ Departments/ Institutions/ Firms/ Labs

(C) **Sr. Project Engineer (Electronics Hardware Design):**

Sl.	Particulars	Details
1	No of Positions	02 (Two) (UR)
2	Max. Age	40 years as on date of Advertisement
3	Academic/ Educational Qualification & Experience	BE/ B. Tech in Electronics, Electronics & Communication. The candidate should have Minimum 01 year experience in Electronics Board Design, Knowledge of Cadence SCH capture & PCB design tools, Should have good knowledge of Circuit Theory & Electronic Devices.
4	Job Description	-He will be responsible for the design and development of new products as well as the support & modification of exiting products. -Manage prototype builds with contract manufacturers -Review execute test protocols and document results -Support the boards and systems during environmental testing and entry into production. -Be integral part of the Hardware Design Team as a driver of new ideas as well as provider of feedback for improvement of existing products. -Continuous interaction with other departments (Software, Mechanical etc) as part of daily board design practices and to support & maintain inter-departmental communications.
5	Terms & Conditions	Detailed Term & Conditions for the position are attached as Annexure A
6	Tenure	02 years, extendable upto 2 years as per requirement & satisfactory performance
7	Nature of Engagement	Fixed Term Contract Basis (Full time)
8	Consolidated monthly remuneration	Rs. 1,00,000/- (Consolidated). No other allowances shall be admissible
9	Location	Dehradun, however may be deputed for official work to any of the units of IOL/ Govt. Offices/ Departments/ Institutions/ Firms/ Labs

D. **Sr. Project Engineer (Robotics Firmware & Control):**

Sl.	Particulars	Details
1	No of Positions	02 (Two) (UR)
2	Max. Age	40 years as on date of Advertisement
3	Academic/ Educational Qualification & Experience	BE/ B. Tech in Electronics, Electronics & Instrumentation, Mechatronics, Computers. -The applicant must have at least 01 year of proven experience in developing relevant coding applications - successfully realizing as well as validating them. -Experience in Architecting & realizing firmware for motion control systems, robotic subsystems which involve interfacing micro-controllers & GPU processors with mechatronic components, sensors & actuators -Configuring 8/16/32 bit microcontrollers, interfacing peripherals over communication protocols such as SPI, UART, CAN, 12C as needed. -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. -He should have hands on experience in microcontroller firmware coding and debugging along with relevant IDE tools.
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	Terms & Conditions	Detailed Term & Conditions for the position are attached as Annexure A
6	Tenure	02 years, extendable upto 2 years as per requirement & satisfactory performance
7	Nature of Engagement	Fixed Term Contract Basis (Full time)
8	Consolidated monthly remuneration	Rs. 1,00,000/- (Consolidated). No other allowances shall be admissible
9	Location	Dehradun, however may be deputed for official work to any of the units of IOL/ Govt. Offices/ Departments/ Institutions/ Firms/ Labs

**E. Sr. Project Engineer (Embedded):**

Sl.	Particulars	Details
1	No of Positions	01 (One) (UR)
2	Max. Age	40 years as on date of Advertisement
3	Academic/ Educational Qualification	BE/ B. Tech in Electronics, Electronics & Communications
4	Job Description	-He will be responsible for developing and enhancing key backbone technologies. -He should be able to conceptualize, design & develop prototypes. -He should be able to come up with software architectures for embedded systems. -He should be able to design embedded system architecture using C, C++, Python as required.
5	Terms & Conditions	Detailed Term & Conditions for the position are attached as Annexure A
6	Tenure	02 years, extendable upto 2 years as per requirement & satisfactory performance
7	Nature of Engagement	Fixed Term Contract Basis (Full time)
8	Consolidated monthly remuneration	Rs. 1,00,000/- (Consolidated). No other allowances shall be admissible
9	Location	Dehradun, however may be deputed for official work to any of the units of IOL/ Govt. Offices/ Departments/ Institutions/ Firms/ Labs

**F. Sr. Project Engineer (FPGA Design):**

Sl	Particulars	Details
1	No of Positions	01 (One) (UR)
2	Max. Age	40 years as on date of Advertisement
3	Academic/ Educational Qualification	BE/ B. Tech in Electronics, Electronics & Communications, RTL programming skills in VHDL, Verilog.
4	Job Description	-He will be responsible for developing and enhancing key backbone technologies for systems having image processing, video pipeline. -He should be able to conceptualize, design & develop system prototypes using FPGA.
5	Terms & Conditions	Detailed Term & Conditions for the position are attached as Annexure - A
6	Tenure	02 years, extendable upto 2 years as per requirement & satisfactory performance
7	Nature of Engagement	Fixed Term Contract Basis (Full time)
8	Consolidated monthly remuneration	Rs. 1,00,000/- (Consolidated). No other allowances shall be admissible
9	Location	Dehradun, however may be deputed for official work to any of the units of IOL/ Govt. Offices/ Departments/ Institutions/ Firms/ Labs

**G. Project Engineer (Software):**

Sl.	Particulars	Details
1	No of Positions	03 (Three) (UR)
2	Max. Age	40 years as date of Advertisement
3	Academic/ Educational Qualification	BE/ B. Tech in Computer Science, Should have programming skills C, C++.
4	Job Description	-He/ she will be responsible for developing both backend and front end around our core technologies. -He/ she should be able to come up with software architectures, develop/ share best practices and develop scalable systems, coding in C, C++ for various applications of system design
5	Terms & Conditions	Detailed Term & Conditions for the position are attached as Annexure
6	Tenure	02 years, extendable upto 2 years as per requirement & satisfactory performance
7	Nature of Engagement	Fixed Term Contract Basis (Full time)
8	Consolidated monthly remuneration	Rs. 85,000/- (Consolidated). No other allowances shall be admissible
9	Location	Dehradun, however may be deputed for official work to any of the units of IOL/ Govt. Offices/ Departments/ Institutions/ Firms/ Labs

**H. Deputy Project Manager (Finance & Accounts) :-**

Sl.	Particulars	Details
1	No of Positions	06 (Six) [UR-05, OBC(NCL)-01]
2	Max. Age	40 years as on date of Advertisement.
3	Academic/ Educational Qualification	(i) Graduation in any discipline & CA Final Passout (from ICAI) OR CMA Final Passout (from ICMAI)
4	Experience	Minimum 01 year post qualification relevant experience (Excluding Articleship period) in any organization
5	Job Description	The main responsibilities would include, but not be limited to, the following :- -Overseeing all accounts, ledgers and accounting systems ensuring compliance with statutory requirements. -Liaising with the hired consultants to provide necessary information & documents for the preparation & finalization of books of accounts. -Liaising with various auditors and submit the required information and documents. Liaising with GST Department in the matters of advance ruling and appeal filed by the company -Preparation of month wise reconciliation of statutory dues, i.e. GST, TDS etc. -Maintaining the fixed assets register as per Companies Act 2013 & Income Tax Act 1961. -Working of depreciation & ageing of Trade payables & receivables at the time of closing of books of accounts. -Preparation of various financial data, reports & financial statements.
6	Terms & Conditions	Detailed Term & Conditions for the position are attached as Annexure A
7	Tenure	02 years, extendable upto 1 years as per requirement & satisfactory performance
8	Nature of Engagement	Fixed Term Contract Basis (Full time)
9	Consolidated monthly remuneration	Rs. 85,000/- (Consolidated). No other allowances shall be admissible
10	Location	Respective units of IOL in Dehradun & Chandigarh, however may be deputed for official work to any of the units of IOL/ Govt. Offices/ Departments/ Institutions/ Firms/ Labs

**I. Junior Project Manager (Finance & Accounts) :-**

Sl.	Particulars	Details
1	No of Positions	10 (Ten) [UR-06, SC-01, OBC (NCL) -02, EWS-01]
2	Max. Age	35 years as on date of Advertisement
3	Academic/ Educational Qualification	(i) B.COM or M.COM or CA Intermediate (from ICAI) OR CMA Intermediate (from ICMAI)
4	Experience	For - B. COM - Minimum 08 years Post Qualification relevant Experience. For M.COM - Minimum 05 years Post Qualification relevant Experience. For CA/ CMA (Intermediate) - Minimum 05 years Post Qualification relevant Experience in any organization (excluding Articleship period).
5	Job Description	The main responsibilities would include, but not be limited to the following :- -Accounting of financial transactions including sales, purchases, personal claims, receipts, payments and statutory dues in Tally Software. -Verify the accuracy of data and ensures all entries are up to date. -Assist to the management in making correct and timely deductions of Income Tax- TDS & GST TDS -Reconcile the accounts & resolve discrepancies in a timely manner. -Maintaining the various registers i.e. Contractor register, Vendor register & Cash book etc., with supporting documents. -Maintaining proper file of vouchers pertaining to the entries recorded in Tally. -Assist with audits and tax preparations.
6	Terms & Conditions	Detailed Term & Conditions for the position are attached as Annexure - A
7	Tenure	02 years, extendable upto 1 years as per requirement & satisfactory performance
8	Nature of Engagement	Fixed Term Contract Basis (Full time)

9	Consolidated monthly remuneration	Rs. 50,000/- (Consolidated). No other allowances shall be admissible
10	Location	Respective units of IOL in Dehradun & Chandigarh,, however may be deputed for official work to any of the units of IOL/ Govt. Offices/ Departments/ Institutions/ Firms/ Labs

Abbreviations Used : UR- Un-Reserved, SC-Scheduled Caste, ST-Scheduled Tribe, OBC (NCL) - Other Backward Caste (Non Creamy Layer), EWS - Economical Weaker Section.

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

For Positions listed at Table (A) to (G) - HH (Hard Hearing) - 01

For Positions Listed at Table (H) & (I) - VH(LV) (Visually Impaired - Low Vision) - 01

Ref para-3.8 below - Quantum of Reservation of DoPT OM No. 36035/02/2017-Estt.(Res), dated 15th Januray,2018 and subsequent amendments, if any].

**2.1 UPPER AGE LIMIT / AGE RELAXATION :** Maximum Age limit for Un-Reserved/ EWS Categories is 40 years for positions for Table 2(A) to 2(H) & 35 years for Table 2(I) as on date of advertisement.

**2.2** Maximum upper age limit is relaxed by 05 years (10 years for SC & ST, 08 years for OBC) for PwBD candidates [Ref - Ministry of Personnel, Public Grievances & Pension/ DOPT OM- F.No 15012/1/2003-Estt.(D) dt. 29.06.2015].

**2.3** Maximum upper age relaxation by 05 years is applicable for Ex-Servicemen & Commissioned Officers (including ECOs / SSCOs) subject to rendering minimum 05 years' service in Armed Forces and fulfillment of other conditions prescribed by Govt. of India.

**2.4** Maximum age limit is relaxed by 05 years for candidates who are ordinarily been domiciled in Jammu & Kashmir between 01.01.1980 and 31.12.1989 on submission of domicile certificate.

**2.5 Experience:** Post Qualification experience as per details shown in the respective table above.

**2.6** The Experience should be after Essential Qualification(s) in the relevant organization/ Industry / Office.

**2.7** Post Qualification Experience (wherever applicable) should be from any organization. The period of experience gained in applicant's own firm/ company/ or partnership company of the individual, shall not be counted as "POST QUALIFICATION EXPERIENCE".

**2.8** Academic / Teaching / Internship / Project Work experience will NOT be considered as experience.

**2.9** Confirming number of years of service will be based on the Experience Certificate / Last Pay Slip / Offer of Appointment / Provident Fund Statement / ESI Membership / Salary Account Bank Statement, etc.

**2.10 Salary Proof Document:** Salary received Bank Statement / PF Statement / ESI Statements and Latest Pay Slip(s) indicating their monthly salary credited is to be provided invariably otherwise their candidature will not be considered for further selection process (Interview).

### **3.0 RESERVATIONS, CONCESSIONS AND RELAXATIONS :-**

**3.1** Reservation of positions for SC, ST, OBC (NCL), EWS and PwBD (Persons with Benchmarked Disabilities - with degree of disability 40% or above) are as per applicable Government Directives.

**3.2** Candidates seeking reservation as SC / ST / OBC (Non-Creamy Layer) / EWS/ PwBD etc will have to submit certificates "ONLY in the Prescribed Proforma" meant for engagement to positions under the Government of India from the designated authority indicating clearly the candidate's caste/ category etc, the Act / Order under which the category is recognized as SC/ST/ OBC (NCL) / EWS etc [Prescribed Proformae attached].

**3.3** If the SC / ST / OBC (NCL) / EWS / PwBD certificate has been issued in a language other than English / Hindi, the candidates will be required to submit a self-certified translated copy of the same in either English or Hindi.

**3.4** Candidates must note that IOL follows only Central Government list and not State Governments list for SC/ST/OBC (NCL) / EWS. Similarly, candidates applying under Persons with Benchmark Disability (PwBD) category may note that Government of India rules will be applicable for any concession in this regard.

3.5 Relaxations / Reservation / Concession as applicable to SC / ST / OBCs (Non-Creamy Layer) / EWS / PwBD candidates will be extended only on submission of a self-attested copy of valid Caste / Community / Disability Certificate as a proof of his / her claim. An application form without copy of valid certificates in prescribed format will be rejected.

3.6 For getting the reservation benefits under OBC category, candidates need to furnish their OBC - NON-CREAMY LAYER (NCL) certificate as per the format prescribed by Government of India. OBC category candidate who does not belong to "NON-CREAMY LAYER" are not entitled for OBC concessions and such candidates should indicate their category as "GENERAL" and will be considered under UR category.

3.7 For getting the reservation benefits under EWS category, candidates need to furnish their latest EWS certificate in the format as per DoPT Office Memorandum No. 36039/1/2019 - Estt (Res) dated 31/01/2019 or subsequent amendment(s), if any.

3.8 Disability should not be less than 40% for the categories wherever PwBD reserved positions. A person, who wants to avail the benefit of relaxation, will have to submit a Disability Certificate issued by a Competent Authority as per the form V, VI and VII of Rule 18(1) under Chapter 7 of Rights of Persons with Disabilities Rules, 2017 dated 15.06.2017. The existing certificates of disability issued under the Persons with Disabilities Act 1995 (since repealed) shall continue to be valid for the period specified therein.

**4.0 SELECTION PROCESS / PROCEDURE** - Candidates should meet the Qualifying criteria as specified in the advertisement for their application to be accepted. Selection to the above positions 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 for Shortlisted eligible Candidate. Shortlisting for Interview will be purely provisional. The Competent Authority may enhance the criteria for qualification and experience or may also decide to conduct Written Test to shortlist the candidates for interview in the event of large no. of candidates fulfilling the eligibility criteria to the above mentioned position.

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

4.2 Work experience indicated without supporting documents, will not be considered.

4.3 Request for change of Interview date / venue will NOT be entertained under any circumstances.

4.4 Selection will be based on order of merit, when two or more candidates secure equal marks, they will be empaneled in the chronological order of their Date of Birth, the eldest being placed first among them. In case, Date of Birth is also same, then order of merit shall be as per the decision of the Competent Authority based on post qualification experience and marks secured in the interview by the candidate.

#### **5.0 TERMS & CONDITIONS**

5.1 Only Indian Nationals may apply. Age, Qualification & Experience stipulated above should be as on date of advertisement.

5.2 For selection process, candidates have to mandatorily produce documents pertaining to Experience Certificate (as per applicability) and Salaried Account Statement (for the no. of years of experience) / PF Statement at the time of certificate verification process along with 1 recent color passport size photographs.

5.3 Candidates appearing for INTERVIEW will not be entitled to claim for contract engagement for the aforesaid position. Candidates will be debarred ab-initio at any stage of the engagement process in case they do not fulfill the eligibility criteria.

5.4 Also applications in which essential qualification/ experience cannot be fully ascertained will be liable for rejection. Hence, candidates are advised to properly fill the application and provide necessary supporting document pertaining to their educational qualification and post qualification experience.

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

5.6 The positions are on Fixed Term (Contract) Basis only and do not provide any claim for Permanent employment.

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

5.8 Travelling Allowances (TA) / Dearness Allowances (DA) will not be paid to any Candidates who shall be attending the INTERVIEW for the subject positions except for SC/ST candidates. SC/ST Candidates shall be paid TA/ DA as per the prevailing Govt. Guidelines.

5.9 Candidates are required to possess a valid e-mail ID and Mobile number for communication. IOL will not be responsible for bouncing of e-mail sent to the candidates.

5.10 Mobiles or any other electronic gadgets will not be permitted inside the Venue of the Interview.

5.11 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.

5.12 If the information furnished by the candidate in any part is found to be false or incomplete or is not found to be in conformity with the eligibility criteria mentioned in the advertisement, the candidature / engagement will be considered as revoked / terminated at any stage of engagement process or after engagement / joining, without any reference given to the candidate.

5.13 Management reserves the right to call for any additional documentary evidence in support of Qualification, Experience etc. of the applicants.

5.14 In case any ambiguity / dispute arise on account of interpretation in versions other than English, the English Version will prevail.

5.15 Candidates are solely responsible for completing all stages of offline application.

## **6.0 IMPORTANT INFORMATION**

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

6.2 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.

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

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

6.5 The selected candidates may be posted at respective units of IOL in Dehradun & Chandigarh, however he may be deputed for official work to any of the units of IOL/ Govt. Offices/ Departments/ Institutions/ Firms/ Labs

6.6 Wherever CGPA/OGPA/CPI/DGPA or letter grade in a qualifying degree (Essential Qualification) is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by the University / Institute and a documentary proof / certificate to this effect should be submitted by the candidate from the University / Institute.

6.7 In case there is no mention of specialization in the qualifying degree as required in the minimum Essential Qualification mentioned above, candidates must submit a certificate at the time of interview from their University / Institution with a clear mention of their specialization. For Institutes / Universities which don't provide specialization certificate, the specialization in relevant subject shall be determined by the maximum number of papers opted by the candidate in his electives and where there are no electives, by the maximum number of papers opted by the candidate for his/her entire course curriculum.

6.8 Any further information/ Update/ Corrigendum/ Addendum if any, with regard to this advertisement and Selection Process if any will be uploaded only on IOL Website <https://indiaoptel.in>. under Section "Careers". Please check our website for regular updates.

6.9 Candidates should strictly follow all the COVID-19 safety precautions during the engagement process.

6.10 No correspondence in any matter is allowed.

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

## **7.0 How to apply:**

7.1 Interested candidates may download the prescribed format attached herewith as “Application Format” available at IOL website [www.indiaoptel.in](http://www.indiaoptel.in) under “Careers” section and submit the same in Hard copy through speed post/courier service to Works Manager (HR), India Optel Limited, Corporate Headquarters, OFILDD Campus, Raipur, Dehradun (UK)-248008. The last date of receipt of Applications at IOL HQ is 15 days from the opening date of publication of advertisement in Employment News/ Rozgar Samachar /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](mailto: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 enclosures (PDF) against above advertisement in the prescribed format shall be accepted specifically and only on designated e-mail id [recruitment@indiaoptel.in](mailto:recruitment@indiaoptel.in). Scanned applications sent by applicants on any other E mail ID of IOL will not be accepted.

7.2 Candidates are required to attach (self-attested copies) of all the requisite documents pertaining to his/ her qualifications, experience, past employment, present employment, salary proof documents, document related to any category relaxation i.e. disability certificate for PwBD, SC/ST/ OBC (NCL)/ Ex-SM etc

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

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

7.5 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.

7.6 Applicants are directed to enter his/her active email address and mobile phone number which should be valid at least till the interviews are held, as all important communications will be sent to this email id and Mobile number.

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

7.8 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.

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

7.10 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.

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

7.12 The applications ones submitted can’t be altered under any circumstances.

7.13 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.

## **8.0 General Instructions for the candidates:**

8.1 Candidate must be a citizen of India.

8.2 IOL reserves the right to reject any application/candidature at any stage and the decision of IOL shall be final.



- 8.3 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.
- 8.4 It is the responsibility of the candidate to satisfy that he/she meets the eligibility criteria (as mention in this advertisement) fully before applying.
- 8.5 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 asked for.
- 8.6 Academic / Teaching / Internship / Project Work experience will NOT be considered as experience.
- 8.7 The finally selected candidate will have to sign a contractual agreement with IOL.
- 8.8 The Contract shall not confer any rights or claim of extension/absorption in the Company.
- 8.9 Candidates currently serving in Government/Quasi. Government/PSU/Autonomous Body/Private Entity are advised to seek prior permission from their employers to apply for the notified vacancy. Such applicants shall have to submit 'No Objection Certificate' from their present employer at the time of interview, failing which they shall not be allowed to appear in interview and their candidature shall be treated as cancelled.
- 8.10 On final selection, such candidate who has been working in Govt./Quasi Govt./PSU/Autonomous Body/Private Entity, should produce the document conveying the acceptance of his resignation from service of his/her last employer. In the absence of such document, he/she shall not be allowed to join IOL.
- 8.11 The decision of the IOL about the mode of selection, short listing of candidates for written test/interview etc. shall be final and binding. No correspondence will be entertained in this regard.
- 8.12 The candidates called for interview shall be required to produce original documents relating to educational qualifications, 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 incorrect, he/she will not be allowed to appear in the interview and his/her candidature will be treated cancelled.
- 8.13 Candidates are advised in their own interest that they should not furnish any documents or information that is/are false, tampered, fabricated and they should not suppress any material information while filling up the application Form.
- 8.14 The cut-off date for age, qualification and experience will be opening date of advertisement.
- 8.15 IOL also reserves the right to cancel/amend the advertisement and/or the selection process there under.
- 8.16 At any stage of engagement or later, if a candidate is or has been found guilty of any misconduct such as:
- Impersonating or procuring impersonation by any person; or
  - Resorting to any irregular means in connection with his/her candidature during selection process; or
  - Using undue influence of his/her candidature by any means; or
  - Submitting of false certificates/documents/information or suppressing any information at any stage; or
- In addition to rendering himself/herself liable to legal/criminal prosecution, will also become liable to be:
- Debarred with engagement permanently or for a specified period from any examination/engagement and/or;
  - Terminated from service, if the act of misconduct comes to notice after his/her engagement for services to IOL.
- 9 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.

10 Candidates working in Govt. /Quasi Govt. /PSU/ Autonomous Bodies/Private Entity should apply through proper channel. Applications not in the prescribed Format or incomplete and not accompanied by the prescribed attested certificates or received after the prescribed date and time or not routed through the present employer shall be summarily rejected.

11. **Last Date of Receipt of Applications** : 15 days from Opening date of Publication of the Advertisement in Employment News/ Newspapers.

**12. Contact Us:**

In case of any problem faced by the candidates 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.

.....

**Works Manager (HR)  
India Optel Limited,  
(A Govt. of India Enterprises)  
Ministry of Defence  
Raipur, Dehradun - 248 008**

**Annexure 'A' of Advt. No. IOL/HQ/HR/10/TP & FP/2023**

**Terms and Conditions for Engagement of Technical & Finance Professionals on Fixed Term Contract basis**

1. For the above positions, engagement of Tenure based Personnel will be as per fixed period as specified from the date of engagement which may be extended (as specified) subject to requirement and satisfactory performance. The tenure will come to an end automatically on completion of period specified from the date of joining, without any further notice. The Candidate's services can be terminated by IOL by giving 01(one) months' notice or with remittance of 01(one) month's pay in lieu thereof. If candidate wishes to leave the services of IOL, he/she shall have to give 03 (three) months' notice to IOL or pay 03 (three) months' salary in lieu thereof.
2. Paid leave of absence may be allowed at the rate of 1.5 days of each completed month of service (18 days in a calendar year). Accumulation of Leave beyond a calendar year is not allowed. No remuneration of the period of absence in excess of the admissible leave will be paid to the engaged individual. Also, un-availed leave shall neither be carried forward to next year nor be en-cashed. The engaged individual shall not avail any leave or remain absent without prior approval/sanction by the competent authority. Apart from this the women employee 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-1 dated 12th Apr 2017.
3. Entitlement of the paid holidays of the Company/Unit/Place of posting (in units under IOL) as per Company rules.
4. The engaged individual will be required to abide by various Company Rules & Regulations (as applicable to other employees) which govern carrying out the assigned tasks and conduct, like Standing Orders, transferability to units/subordinate/attached offices etc. under IOL.
5. The engaged individual will be covered under applicable Rules with respect to Income Tax, Professional Tax, etc.
6. The candidate will not be entitled for any Allowances or Benefits other than those contained in the Offer of Tenure engagement.
7. The amount of monthly remuneration so fixed shall remain unchanged for the term of Contract Period. There will be no annual increment/percentage increase during the Contract Period. IDA revision will also not be applicable in this case.
8. The engaged individual shall not be entitled to any benefit like Pension, Gratuity, Medical, Insurance, Group Insurance, GPF, CGHS etc. or any other benefits available to the employees appointed on regular basis. He /She will not be covered under EPF act also.
9. DA, HRA or any other allowances shall not be admissible. No accommodation and Medical facilities will be admissible. Official transport facility, Transport Allowance for the purpose of commuting between the residence and place of work shall not be admissible. However, Company Accommodation may be considered subject to availability and on payment of applicable market rent, electricity charges as per actual consumption plus water charges etc.
10. Travelling Allowance/ Daily Allowance (TA/DA): No Travelling Allowance/Daily Allowance is admissible for joining the assignment or on its completion. However, the individual will be allowed TA/DA, including advance on official tour, if any, as per the entitlement and 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.
11. The candidate's performance will be assessed as per Rules of the Company. In case of non-performance or poor performance, the Contract of Engagement can be terminated with one month's notice.

Contd ....Annexure 'A'

**Terms and Conditions for Engagement of Technical & Finance Professionals on Fixed Term Contract basis**

12. The persons engaged on full time contract basis will not be allowed to take any other assignment during the period of contractual engagement. The individual will have to obtain written permission before applying for any Scholarship /Appointment /Commission /Higher Education etc.

13. 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.

14. The engaged individual shall perform the duty as assign to him/her related to his /her field of work .Basic support like office space, furniture, stationery, computer facility etc. will be provided by the office at his /her work place, so that the assigned duties may be handled smoothly. No transport or telephone /internet facility at residence etc. shall be provided.

15. 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.

**APPLICATION FORMAT**

**Annexure 'B'**

Advt. No..... Dated : .....

APPLICATION FOR THE POSITION OF \_\_\_\_\_

Paste a recent  
Passport size  
Photograph

1.	NAME (IN CAPITAL)	
2.	FATHER'S/MOTHER'S/HUSBAND NAME	
3.	GENDER	
4.	NATIONALITY	
5.	DATE OF BIRTH(DD/MM/YYYY) AGE IN YEARS/MONTHS. (AS ON THE DATE OF ADVERTISEMENT)	
6.	WHETHER BELONG TO SC/ST/OBC/PwBD/OTHERS (Mention category) (Certificate enclosed -Yes/No)	
7.	IF PwBD, PLEASE INDICATE WHETHER- VH/HH/OH (Certificate enclosed -Yes/No)	
8.	EXTENT OF DISABILITY PERCENTAGE (Certificate enclosed -Yes/No)	
9.	HIGHEST QUALIFICATION	
10.	TOTAL POST QUALIFICATION WORK EXPERIENCE (AS ON THE DATE OF ADVERTISEMENT)	
11.	DATE OF RETIREMENT/LEAVING THE LAST EMPLOYMENT	
I	NAME OF THE COMPANY/DEPARTMENT (WORKING/RETIRED)	
II	WHETHER CPSE/STATE PSU/GOVT. DEPARTMENT/REPUTED/LARGE PRIVATE SECTOR ORGANISATION	
III	POST CURRENTLY HELD ON REGULAR (SUBSTATIVE) BASIS WITH PAY SCALE, LEVEL AND GRADE PAY (UNDER IDA & CDA PAY SCALES) OR ON THE DATE OF RETIREMENT/SEPARATION	

Contd....Annexure -B

12.	PRESENT ADDRESS FOR COMMUNICATION	
13.	PERMANENT ADDRESS	
14.	TELEPHONE/MOBILE NO.	
15.	E-MAIL ID	
16.	AADHAAR NUMBER	
17.	PAN NUMBER	

15. EDUCATIONAL QUALIFICATIONS:

Sl. No.	Qualifications from 10 <sup>th</sup> Class onwards	% of marks obtained/CGPA	Year of passing	Name of School/College	Affiliated institute/ University

16. PARTICULARS OF EXPERIENCE:

SL. No.	Name of the Company/ Organization	Central Govt./ State Govt./ PSU/ Autonomous/ Private	Post held	Period of Employment		Pay scale / Level & Grade Pay in case of PSUs/ Govt. Depts.	CTC (in Rs.) (In other cases.)	Major Responsibilities
				From	To			

Contd- Annexure B...

Declaration:

I, the undersigned, certify that to the best of my knowledge and belief, 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, if engaged.

I, the undersigned, also understand that the engagement is purely temporary and contractual and on Fixed Term Basis and it is not against any Permanent vacancy and this engagement will not give me any claim for regular/permanent employment in the company.

Date:

Signature of candidate

Place:

-----  
[Self-Attested Documents 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. Work experience-
  - a) Joining-Relieving Letter from Company/Organization.
  - b) Experience/Service Certificate/Salary statement/Bank Statement issued by Company/Organization (it should indicate date of joining and date of relieving from each organization where worked).
  - c) Salary certificate together with ITR or Form-16 A issued by present/past employer(s).
4. 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.
5. In case of space becomes a constraint, the information may be attached in a separate sheet as prescribed in the application format.

**Enclosures :-** Tick the below mentioned photocopies of the documents that has been enclosed along with the application.

Sl.	Documents	Tick if enclosed
1.	Matriculation (10 <sup>th</sup> ) Passing Certificate & Mark sheet as Proof of date of birth	
2	Senior Secondary (12 <sup>th</sup> ) Passing Certificate & Mark sheet	
3	<b>Sr. Project Manager (Electro Optics System Design)</b> Master's Degree in Optical Engineering, Laser & Electro Optical Engineering, Optics and Optoelectronics OR Bachelor's Degree in Optics & Optoelectronics, Optical Engineering with 01 year work experience. For B.Tech 01 year work Experience in optical system design, experience on working with ZEMAX design tool.	
4	<b>Sr. Project Engineer (Mechanical Design)</b> -Degree of BE or B.Tech (Mechanical Engg) -01 Plus years of Experience in developing relevant mechanical designs & successfully realizing as well as validating them. Experience certificate of CAD	
5	<b>Sr. Project Engineer (Electronics Hardware Design)</b> Degree of BE/ B-Tech in Electronics, Electronics & Communication. Minimum 01 year experience certificate for Electronics Board Design, Knowledge of Cadence SCH capture & PCB design tools	
6	<b>Sr. Project Engineer (Robotics Firmware &amp; Control)</b> Degree of BE/ B-Tech in Electronics, Electronics & Instrumentation, Mechatronics, Computers Minimum 01 year of experience certificate in developing relevant coding applications successfully realizing as well as validating them. Certificate of experience in Architecting & realizing firmware for motion control systems, robotic subsystems involving interfacing micro controllers & GPU processors with mechatronic components, sensors & actuators. Experience certificate in microcontroller firmware coding and debugging along with relevant IDE tools	
7	<b>Sr. Project Engineer (Embedded)</b> Degree of BE/ B.Tech Electronics, Electronics & Communications	

Contd....Annexure -B

8	<b>Sr. Project Engineer (FPGA Design)</b> Degree of BE/ B.Tech in Electronics, Electronics & Communication, RTL Programming skills in VHDA, Verilog	
9	<b>Project Engineer (Software)</b> Degree of BE/ B.Tech in Computer Science having programming skills C, C++	
10	<b>Deputy Project Manager (Finance &amp; Accounts)</b> Graduation Certificate of any discipline & CA Final Passout (from ICAI) or CMA Final Passout (from ICAI) Certificate of Experience (Minimum 01 year) Post Qualification excluding Articleship	
11	<b>Junior Project Manager (Finance &amp; Accounts)</b> Degree of B.COM or M.COM or CA intermediate (from ICAI) or CMA Intermediate (from ICAI) Minimum 08 years Post Qualification Experience certificate for B. COM Minimum 05 years Post Qualification Experience Certificate for M. COM Minimum 05 years Post Qualification Experience Certificate for CA (Intermediate)/ CMA (Intermediate) in any organization (excluding Articleship)	
12	Caste/ Disability certificate (if applicable), OBC (NCL)/ EWS/SC/ST/PwBD certificate should be latest and strictly in the prescribed formats. OBC (NCL) certificate should be issued on after 01.01.2024 and EWS certificate for the years 2022-23 or the present financial year.	
13	No Objection Certificate (if applicable) for candidates working in PSUs/ Government/ Quasi Government organizations.	

Date:  
Place:

Signature of candidate



## PRESCRIBED PROFORMAE

### Performa-I

**The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India**

This is to certify that Shri/Shrimati/Kumari\*.....  
son/daughter\* of ..... of village/town\*  
..... in District/Division\* ..... of the  
State/Union Territory\* ..... belongs to the..... caste/tribe\* which is  
recognised as a Scheduled Caste/Scheduled Tribe\* under:—

- @ The Constitution (Scheduled Castes) Order, 1950
- @ The Constitution (Scheduled Tribes) Order, 1950
- @ The Constitution (Scheduled Castes) Union Territories Order, 1951
- @ The Constitution (Scheduled Tribes) Union Territories Order, 1951

[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

- @ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
- @ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962
- @ The Constitution (Pondicherry) Scheduled Castes Order, 1964
- @ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- @ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- @ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
- @ The Constitution (Nagaland) Scheduled Tribes Order, 1970
- @ The Constitution (Sikkim) Scheduled Castes Order, 1978
- @ The Constitution (Sikkim) Scheduled Tribes Order, 1978
- @ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989
- @ The Constitution (SC) Order (Amendment) Act, 1990
- @ The Constitution (ST) Order (Amendment) Act, 1991
- @ The Constitution (ST) Order (Second Amendment) Act, 1991
- @ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
- @ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

% 2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati\*..... Father/Mother of Shri/Shrimati/Kumari ..... of village/town\* ..... in District/Division\*..... of the State/Union Territory\*..... who belongs to the caste/tribe\* which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* of ..... issued by the ..... dated .....

% 3. Shri/Shrimati/Kumari\*..... and/or\* his/her\* family ordinarily resides in village/town\*..... of..... District/Division\* of the State/Union Territory\* of.....

Signature.....  
\*\*Designation.....

(With Seal of Office)  
State/Union Territory\*

Place: .....  
Date: .....

\*Please delete the words which are not applicable.

@Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

NOTE: The term "ordinarily reside (s)" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

\*\*List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificate.

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.  
†(not below of the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
- (v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep)

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING  
FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

[G.I., Dept. of Per & Trg., O..M. No. 36033/28/94-Estt (Res), dated 2-7-1997.]

This to certify that \_\_\_\_\_, son of \_\_\_\_\_, of  
Village \_\_\_\_\_ District / Division \_\_\_\_\_ in the \_\_\_\_\_  
State \_\_\_\_\_ belongs to the \_\_\_\_\_ Community which is recognized  
as a Backward Class under-

- \* (i) Government of India, Ministry of Welfare, Resolution No. 12011/68/93-BCC (C), dated the 10<sup>th</sup> September, 1993, published in the Gazette of India, Extraordinary, Part-I, Selection I, No 186, dated the 13<sup>th</sup> September, 1993.
- \* (ii) Government of India, Ministry of Welfare, Resolution No. 12011/9/94-BCC, dated the 19<sup>th</sup> October, 1994, published in the Gazette of India, Extraordinary, Part-I, Selection I, No. 163, dated the 20<sup>th</sup> October, 1994.
- \* (iii) Government of India, Ministry of Welfare, Resolution No. 12011/7/95-BCC, dated the 24<sup>th</sup> May, 1995, published in the Gazette of India, Extraordinary, Part-I, Selection I, No. 88, dated the 25<sup>th</sup> May, 1995.
- \* (iv) Government of India, Ministry of Welfare, Resolution No. 12011/44/96-BCC, dated the 6<sup>th</sup> December, 1996, published in the Gazette of India, Extraordinary, Part-I, Selection I, No. 210, dated the 11<sup>th</sup> December, 1996.

Shri \_\_\_\_\_ and / or his family ordinarily reside(s) in the  
\_\_\_\_\_ District / Division of the \_\_\_\_\_ State. This is also to  
certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column  
3 of the Schedule to the Government of India. Department of Personnel and Training. O.M No  
36012/22/93- Estt. (SCT), dated 8-9-1993.

District Magistrate,  
Deputy Commissioner, etc

Dated:

SEAL

\*Strike out whichever is not applicable

N.B.- (a) The term 'Ordinarily used will have the same meaning as in Section 20 of the  
Representation of the people's Act, 1950

(b) The authorities competent to issue caste certificates are indicated below:-

- (i) District Magistrate / Additional Magistrate/Collector/Deputy Commissioner/ Additional  
Deputy Commissioner/Deputy Collector/First Class Stipendiary Magistrate/Sub-  
Division Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant  
Commissioner (not below the rank of first Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency  
Magistrate.
- (iii) Revenue Officer not below the rank of Tehsildar, and
- (iv) Sub-Division Officer of the area where the candidate and/or his family resides.

**ANNEXURE – I**

**NAME & ADDRESS OF THE INSTITUTE / HOSPITAL :**

Certificate No.

Date :

**DISABILITY CERTIFICATE**

Recent photograph of the candidate showing the disability duly attested by the Chairperson of the Medical Board

This is certified that Shri/Smt/Kum.....Son/wife/daughter of Shri ..... age..... sex .....identification mark(s) .....is suffering from permanent disability of following category :

1.

A. Locomotor or cerebral palsy :

- |       |  |  |
|-------|--|--|
| (i)   | BL-Both legs affected but not arms                   |  |
| (ii)  | BA-Both arms affected                                | (a) Impaired reach<br>(b) Weakness of grip               |
| (iii) | BLA-Both legs and both arms affected                 |  |
| (iv)  | OL – One leg affected (right or left)                | (a) Impaired reach<br>(b) Weakness of grip<br>(c) Ataxic |
| (v)   | OA – One arm affected                                | (a) Impaired reach<br>(b) Weakness of grip<br>(c) Ataxic |
| (vi)  | BH – Stiff back and hips (can not sit or stoop)      |  |
| (vii) | MW-Muscular weakness and limited physical endurance. |  |

B. Blindness or Low Vision

- (i) B-Blind
- (ii) PB – Partially Blind

C. Hearing impairment :

- (i) D-Deaf
- (ii) PD-Partially Deaf

(Delete the category whichever is not applicable)

2. This condition is progressive/non progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended / is recommended after a period of .....years.....months\*.

3. Percentage of disability is his/her case is .... percent.

4. Shri/Smt./Kum.....meets the following physical requirements for discharge of his/her duties.

- |        |   |        |
|--------|---|--------|
| (i)    | F-can perform work by manipulating with fingers | Yes/No |
| (ii)   | PP-can perform work by pulling and pushing      | Yes/No |
| (iii)  | L-can perform work by lifting                   | Yes/No |
| (iv)   | KC-can perform work by kneeling and crouching   | Yes/No |
| (v)    | B-can perform work by bending                   | Yes/No |
| (vi)   | S-can perform work by sitting                   | Yes/No |
| (vii)  | ST-can perform work by standing                 | Yes/No |
| (viii) | W-can perform work by walking                   | Yes/No |
| (ix)   | SE-can perform work by seeing                   | Yes/No |
| (x)    | H-can perform work by hearing/speaking          | Yes/No |
| (xi)   | RW-can perform work by reading and writing      | Yes/No |

(Dr.....)  
Member  
Medical Board

(Dr.....)  
Member  
Medical Board

(Dr.....)  
Chairperson  
Medical Board

Countersigned by the  
Medical Superintendent/CMO/Head of Hospital (with seal)

\*strike out whichever is not applicable.

**Proforma-IX**

**Government of.....**

**(Name & Address of the authority issuing the certificate)**

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY  
ECONOMICALLY WEAKER SECTIONS**

Certificate No.....

Date:.....

VALID FOR THE YEAR .....

This is to certify that Shri/Smt./Kumari .....  
son/daughter/wife of ..... permanent resident of,  
..... Village/Street, ..... Post Office,  
.....District..... in the State/Union  
Territory..... Pin Code.....whose photograph  
is attested below belongs to Economically Weaker Sections, since  
the gross annual income\* of his/her family\*\* is below Rs. 8 lakh  
(Rupees Eight Lakh only) for the financial year ..... His/her  
family does not own or possess any of the following assets\*\*\* :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

2. Shri/Smt./Kumari ..... belongs to the .....  
caste which is not recognized as a Scheduled Caste, Scheduled  
Tribe and Other Backward Classes (Central List).

Signature with seal of Office.....

Name.....

Designation.....

Recent passport size attested photograph of the applicant
---

**\*Note 1:** Income covered all sources i.e. salary, agriculture, business, profession, etc.

**\*\*Note 2:** The term '**Family**' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

**\*\*\*Note 3:** The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

\*\*\*\*\*