



INSTRUMENTATION LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)
KANJIKODE WEST, PALAKKAD-678 623
Ph:0491-2566127

Ref:ILP/P&A/FTE/2023-24

Date: 05.06.2023

REQUIRES- MANPOWER ON FIXED TERM EMPLOYMENT (FTE)

Instrumentation Limited, is a premier profitable and dividend paying CPSE under Ministry of Heavy Industry, Govt. of India manufacturing control valves for process industries, is looking for qualified and experienced professionals for below mentioned requirements for engaging as Fixed Term Employment at its Palakkad Plant, having qualification and experience mentioned below. Interested candidates may send their application by post to the **Dy.Manager (P&A), Instrumentation Limited, Kanjikode West, Palakkad-678 623**, with self-attested copies of all the relevant certificates, so as to reach the office on or before **10.07.2023, 05.00 pm**, in the prescribed application form. Applicants are requested to mention the name of the post applied for in the application form. Late applications will not be considered.

Sl. No.	Name of the Department & No. of Vacancy & place of posting	Age Limit	Post & Pay Scale	Qualification	Experience
1	Finance & Accounts - 2 Nos. Palakkad, Kerala	Max 45 as on date of advt.	Manager – 01 Rs.24900-50500* (E4 grade)	CA/ICWA	CA/ICWA with minimum 10 years of experience in executive position in handling financial matters in an reputed organization having revenue not less than Rs 50 crores and should be well versed with accounting practices in the country, handling taxation matters, finalization of annual accounts, dealing with auditors, Board level matters, etc. It is a functional HoD level position and candidate should be able to lead team of F&A dept for overall management of F&A functions of the company. Should be well versed with MS Office applications.
		Max 35 as on date of advt.	Accounts Officer - 01 RS.16400-40500* (E1 grade)	CA/ICWA	CA/ICWA with minimum 3 years of experience in dealing day to day matters of accounts of an organization, taxation matters, inventory costing, payroll, exposure of finalizing the Books of Accounts and Annual Audits. Should be well versed with MS Office applications.

2	Commercial – 1 No. Palakkad, Kerala	Max 35 as on date of advt.	Engineer Rs. 16400-40500* (E1 grade)	BE/B.Tech (Mech) with first class	Minimum 3 years of post qualification experience in commercial/marketing activities in a control valve manufacturing company, having in-depth exposure of customer interaction for various techno-commercial points of execution of orders related to control valves, experience in coordination between Commercial dept and various other departments like production planning, QC, Shipping, etc for follow-up of order execution and coordinating works related to pre-dispatch activities including customer inspection, Bank Guarantees, Documentation, Billing. Should be well versed with MS Office applications and with fluency in English & Hindi languages.
3	Company Secretary 1 No Jaipur / Palakkad	Max 35 as on date of advt.	Officer Rs.16400-40500* (E1 grade)	ICSI (Member of the Institute of Company Secretaries of India).	Candidate should be a Member of the Institute of Company Secretaries of India. Qualification of LLB is desirable. The candidate should have Post qualification experience of minimum 3 years. The experience shall be preferably in a reputed Public Sector Undertaking, Public Financial Corporation, or NBFC. Candidate should be familiar with legal and corporate secretarial matters, filing various returns with the Ministry as per the provisions of the Companies Act/Rules and other applicable Laws, Conducting Board/Committee /General meetings and AGMs, Coordination with Govt agencies on various aspects of corporate laws including representing the company before various authorities. Should be well versed with MS Office applications. The position will be initially at registered office at Jaipur and will be transferred to Palakkad, Kerala.

4	Design & Engineering– 2-Nos Palakkad, Kerala	Max 35 as on date of advt.	Engineer Rs.16400-40500* (E1 grade)	BE/B.Tech (Mechanical) with first class	Minimum 3 years of design & engineering experience in any control valve or similar industry, and have experience in AutoCAD and 3D modeling Solid works software's (assembly/Par/design& engineering) and should be capable of doing design calculations and preparations of technical documents. Should be well versed with MS Office applications.
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(*) The salary scale are as per IDA 2007 scales of Govt of India. DA as per Govt notifications (presently 202.3% of basic), Perks @50% of basic. Extra - HRA, EL, PF, Medical facilities for self and family.

2. RELAXATION & RESERVATIONS:

Age relaxation & Reservations will be as per Govt. of India Directives.

3. TENURE OF ENGAGEMENT:

The recruitment will be on Fixed Term Employment (FTE) basis of 4 years, initially for a period of 2 years, which can be further extended to 2 years (i.e. maximum period of 4 years), at discretion of company, based on requirement and satisfactory performance.

4. REMUNERATION:

- a) The employee hired on FTE would be placed at minimum of the scale of the grade for which appointed. Exceptional candidates can be considered with increments at the sole discretion of the company.
- b) The salary scale are as per IDA 2007 scales of Govt of India. The selected Candidates will be eligible DA as per Govt announcements (presently 202.3% of basic), Perks @50% of basic, HRA, EL, PF, Medical facilities for self and family and other such statutory benefits available to regular cadre employees as applicable are extra.
- c) An annual increment as per the scale during the tenure shall be admissible on the Basic Pay, subject to satisfactory performance.

5. OTHER BENEFITS

- a) The personnel recruited under FTE will be entitled for 12 days, of casual leave per calendar year, which will be calculated on pro-rata basis for every calendar month of service and 2.5 days of earned leave per month. There will be a provision for encashment of earned leave at the end of the year, as well as at the time of separation.
- b) The tenure based personnel will not be entitled for any allowance or benefits other than those indicate as above in remuneration/Pay scale.

6. SURETY

An amount @ 5% will be deducted at source from the monthly emoluments towards surety amount which on completion of Contract tenure will be paid back to the candidate without any interest. In case the candidate leaves the company or his Fixed Term Employment is terminated before completion of contract tenure, the said surety amount will not be returned back.

7. MEDICAL EXAMINATION

Candidates provisionally selected will have to undergo a Pre-Employment Medical Examination at Instrumentation Limited, Dispensary before joining Instrumentation Limited

to ascertain Medical Fitness. Applicants should meet all the Medical Standards as prescribed by the company (concerned authority in respect of PwD candidates). No relaxation in Health Standards will be allowed. Appointment of selected candidates is subject to receipt of satisfactory Medical report from the company's Doctor as per the Medical Standards of the Company.(Candidates applying for the technical positions with color blindness will not be considered, hence need not apply)

8. APPLICATION & PROCESSING FEE

A non-refundable account payee Demand Draft for **Rs.500/-** for General, EWS & OBC drawn in favour of Instrumentation Limited, by any Scheduled Bank payable at Palakkad is to be enclosed along with the prescribed application. No other mode of payment is acceptable. For SC/ST Category, a non-refundable account payee Demand Draft for **Rs.250/-** only as the processing fee is to be enclosed along with the prescribed application. No fee to be paid by persons with Disability (PwD). Application without proper Demand Draft (Except PwD) will be summarily rejected. Candidates are advised to write their name and address on reverse side of the Demand Draft.

9. GENERAL CONDITIONS:

1. The above requirements are purely temporary in nature and offered on fixed tenure basis. This post is not against any permanent vacancy. This placement will not entitle the candidate for any regular/permanent employment in Instrumentation Limited, in future.
2. Only Indian Nationals need apply.
3. Applicants serving in Govt./Public Sector Enterprises/Semi-Govt./Autonomous Organisations should apply through proper channel or produce 'No Objection Certificate' at the time of interview failing which they will not be permitted to appear for the interview.
4. Candidates fulfilling the above job specification as on date of advertisement only need apply.
5. The aggregate percentage of marks scored by the candidates in the qualifying examination subject to minimum marks, as the case may be in the respective trades/disciplines is mentioned as below:

Category	Aggregate Percentage (%) of Marks
UR / OBC	60 % & above
SC/ ST / PWD	50 & above

6. Mere conformity to the job requirements/ qualification will not entitle a candidate to be called for interview. Management reserves the right to reject the application without assigning any reason, raise the Standard of Specifications to restrict the number of candidates to be called for interview.
7. The selection from the list of shortlisted candidate will be made through Personal Interview. Selection will be made strictly on the basis of qualifying marks, post qualification experience & performance in the interview, in the order of merit.
8. Appointment of selected candidates is subject to verification of Caste and Character and Antecedents, as the case may be, from the concerned authorities as per the rules of the Company.
9. Candidates belonging to SC/ST/OBC (non-creamy layer)/PwD/Ex-Servicemen/ Minority/EWS category should enclose a copy of the certificate issued by the Competent Authority to that effect. Category should be carefully filled-up in the application format as this will not be allowed to be changed at a later date.

10. Shortlisted Candidates appearing for interview have to produce all the original documents at the time of document verification, wherein candidates will be required to produce testimonials/documents in support of age, qualification.
11. Candidates attending interview would be reimbursed Travelling Allowance (TA), i.e. limited to II Class Sleeper Train fare by the shortest route, subject to production of proof of travel (Original onward journey ticket and photo copy of return journey ticket), failing which TA will not be paid. In case the candidate travel by other modes of transport, he /she will be reimbursed the fare limited to the shortest route by train or actual expenses, whichever is less, on production of proof. In case of failure to produce the original testimonials/certificates as mentioned in the application for verification while attending the interview, the candidate will not be allowed to appear for interview and no TA shall be payable.
12. Incomplete application or applications not in the prescribed format will be rejected and no correspondence in this regard will be entertained.
13. If any information provided by the candidate is found to be false or not found in conformity with eligibility criteria mentioned in the advertisement, then the same will be liable for rejection at any stage of selection process or even after engagement.
14. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to selection/engagement shall be enough reason for disqualification.
15. The company shall not be liable for any damage/injury/loss to the individual, if any, sustained during the entire selection process and journey.
16. The selected candidate shall have to indicate his/her acceptance of the offer within one week from the receipt of offer, if not, the same will be offered to next candidate in order of merit. However, the Competent Authority may grant extension of time depending upon the exigencies on case to case basis.
17. Management reserves the right to call or not to call any/all of the candidates who have responded against this advertisement. No correspondence regarding the rejection of application in case of ineligibility will be entertained.
18. Management will not be responsible for delayed receipt/non-receipt of applications.
19. Intimation/correspondence regarding interview etc., will be sent through e-mail & Speed Post.
20. The decision of Management regarding selection will be final.
21. Court of jurisdiction for any dispute will be at Cochin, Kerala.

9. HOW TO APPLY:

- a) Eligible and interested candidates are requested to log in to Company's Website (www.ilpgt.com) and download the application format.
- b) Candidate who applied once cannot alter their application under any circumstances.
- c) Candidates are required to possess a valid e-mail id and Mobile No. which has to be entered in the application form, so that intimation/ communication regarding the Interview can be sent. They are also advised to retain this e-mail ID active for at least one year as any important intimation/ communication to the candidates shall be provided by the company. They are further requested to check their e-mail regularly for any communication; company will not be responsible for bounce e-mail.

- d) Application in the prescribed format duly filled enclosing the Demand Draft and set of self attested photocopies of relevant certificates in proof of qualification, age, category, experience etc (all the relevant original certificates should be produced at the time of interview) and affixing passport size photograph at the space provided should be sent in sealed cover super scribed "Application for the post of -----" so as to reach the following address on or before **10.07.2023**.

Dy.Manager (P&A)
Instrumentation Limited
Kanjikode west
Palakkad-678 623

- e) Candidates can apply only for one post clearly mentioning the post applied for, along with DD and all other relevant documents.
- f) Application has to be sent through Ordinary post/Speed post/Register post/Courier only. Applications received through other modes, viz., Fax/E-mail/By hand will not be accepted and will be summarily rejected.
- g) Request for change of mailing address, category, discipline as declared in the application will not be entertained.

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**EDUCATIONAL QUALIFICATION: (STARTING FROM SECONDARY ONWARDS):
COPIES OF DOCUMENTS TO BE ENCLOSED**

Examination Passed	Year of Passing	Name and Address of School/College	Name and Address of Board/ University	Maximum Marks	Marks Obtained	Percentage (%)	Division/ Class

DETAILS OF EXPERIENCE/APPRENTICESHIP TRAINING: (USE SEPARATE SHEET IF SPACE IS NOT SUFFICIENT)

NAME & ADDRESS OF THE EMPLOYER	POST HELD	PERIOD		PAY SCALE/ LAST PAY	REASON FOR LEAVING	NATURE OF EXPERIENCE
		FROM	TO			

TOTAL YEARS OF EXPERIENCE: -----

PAYMENT DETAILS:

DD No.	Bank	Dated	Rs.

DECLARATION

I hereby certify that the statement made by me is true, complete and correct to the best of my knowledge and belief. I undertake that any misrepresentation or material omission/suppression of facts mentioned in this application form will make me liable to termination or dismissal.

Place:

Date:

(Signature of the applicant)

Enclosures:

1. Marks Sheets of Secondary/Sr. Secondary exam giving Date of Birth
2. Final Year Degree/Marks Sheet/Apprenticeship Certificate
3. Certificate of being SC/ST/OBC/PH, if applicable
4. Experience Certificates
5. Bank Draft of Rs.500/- (Gen & OBC), Rs.250/- (SC & ST)
6. Resume/Biodata with details of experience.

Send Filled in Form by post to: The Dy.Manager (P&A), Personnel & Administration Department, Instrumentation Limited, Kanjikode West, Palakkad – 678 623, Kerala State.