

## Requires

### ASSTT COMPANY SECRETARY AND ENGINEERS/OFFICERS (on Contract Basis)

Instrumentation Ltd., Kota (IL) India's pioneer organization in the field of Control Instrumentation, Telecommunication, Railway Signaling, Defence Sector, ERP & IT solutions, having manufacturing facilities at Kota (Rajasthan) and Palakkad (Kerala) and Branch Offices and project sites all over India requires the following executives initially for a period of one year, extendable for further period depending upon requirement and performance. Present requirement is for :

Asstt Company Secretary : at Kota                      Engineers : Kota & Regional/Site Offices  
Officers (P&A & F&A) : at Kota

However, selected candidates may be posted at any site in India based on requirement.

SNo	Post	Qualification	Position	Max. Age Yrs	Exp.●
1-	<b>Asstt Company Secretary</b> (on contract basis)	Graduate with Associate/ Fellow Membership of the Institute of Company Secretaries of India	Manager Dy Mgr Sr Officer Officer	40 40 35 35	10 08 05 03
		<b>Desirable</b> : Law Degree/ CA/ICWA	●Minimum 3 yrs post qualification experience as CS in relevant field in middle/ large size industry.		
2-	<b>Engineers</b> on Contract basis	Engineering Graduate with 1 <sup>st</sup> Division* in Electrical, Electronics & Communication, Instrumentation, Mechanical, Civil, Computer Engg. & Chemical Engg		35 yrs	1-2 years relevant Indus- trial Exper- ience.
3-	<b>Officer(F&amp;A)</b> on Contract basis	CA/ICWA			
4-	<b>Officer(P&amp;A)</b> on Contract basis	A First Class* Degree and Diploma with not less than 60% marks with specialization in Personnel Management/ Labour Welfare, Labour Laws/Industrial Relations or MBA (with min. 60% marks) with specialization in Pers. Management (HR). Degree in Law with specialization in Labour Law is desirable. Computer skill is essential.			
* 10% relaxation in marks shall be given to SC/ST candidates.					

**NO. OF VACANCIES : 22**

ASSTT COMPANY SECRETARY = 01 General  
ENGINEERS = 12 (including SC-01, OBC-03)  
OFFICER(F&A) = 05 [General-04 & OBC-01]  
OFFICER(P&A) = 04 (including General - 03 & OBC-1)

CONTD..2..

**EMOLUMENTS :**

For Asstt Company Secretary : Consolidated salary depending on experience and Qualification.

For Engineers/Officers : The selected candidates will be paid consolidated remuneration (all inclusive) of ₹.10000/- per month if posted at Kota and ₹.12000/- per month if posted at Site. In addition, Provident Fund, Leave and Medical facilities are available as per rules of the Company.

**AGE & EXPERIENCE** : Age & Experience will be calculated as on 01.10.2014. (relaxable by 5 years for SC/ST and 3 years for OBC).

**HOW TO APPLY** : Interested candidates may apply **within 15 days** (from the publication of this advertisement) in the prescribed format given below with complete details/attested copies of all testimonials etc. to Addl General Manager(CHQ), Corporate Personnel Department, (Recruitment Section), Instrumentation Limited, Kota-324 005 (Rajasthan). Candidates applying for the above post should enclose an application fee of ₹. 50/- through non refundable Demand Draft/Indian Postal Order in favour of M/s Instrumentation Limited payable at Kota. SC/ST & PH candidates are exempted from application fee provided they submit proper certificate in support thereof. Reservation for SC/ST/OBCs/PH/Ex-Serviceman will be as per Govt Directives.

**LAST DATE FOR RECEIPT OF COMPLETED APPLICATION : 05.10.2014**

APPLICATION FORM  
(please see next page for format)

  
(A. H. Wazir)  
Addl. General Manager (CHQ)



INSTRUMENTATION LIMITED, KOTA  
CPD (RECRUITMENT SECTION)

Paste your recent  
passport size  
Photograph

Post applied for : \_\_\_\_\_

Desired place of posting : \_\_\_\_\_

REGN.NO.

**ADVT NO. : CHQ-1/2014-15**

[FOR OFFICE USE]

[Mr / Miss / Mrs] (Please use CAPITAL letters)

NAME

FATHER'S  
NAME

DATE OF  
BIRTH

D D M M Y E A R

MARITAL  
STATUS

POSTAL  
ADDRESS

Mobile No.

LANDLINE  
WITH STD

e-MAIL ADD. : \_\_\_\_\_

DO YOU BELONG TO :

SC | ST | OBC | GEN

WHETHER PHYSICALLY HANDICAPPED :

YES | NO

ARE YOU RELATED TO ANY DIRECTOR/EMPLOYEE OF I.L., IF SO, GIVE DETAILS \_\_\_\_\_

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

Examination passed	Year of passing	Name & Address of School/College	Name & Address of Board/University	Maximum Marks	Marks Obtained	Percentage	Division

**DETAILS OF EXPERIENCE : (Use separate sheet if space is not sufficient)**

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

DD/IPO No.

Dated:

Bank :

₹.50/-

**DECLARATION**

I hereby certify that the statement made by me in answer to the foregoing questions 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 sheet of Secondary/Sr Secondary Exam.

2. Final Year Degree/ Marks Sheet

3. Certificate of being SC/ST/OBC/Phy. Handicapped, if applicable.

4. Experience Certificate, if any.

5. Bank Draft/Postal Order of Rs.50/-

**Send filled-in form by post to : Addl.General Manager (CHQ), CPD (Recruitment Section)**

Instrumentation Limited, Jhalawar Road, KOTA-324005