



YANTRA INDIA LIMITED
A GOVERNMENT OF INDIA ENTERPRISE
MINISTRY OF DEFENCE
CIN-U35303MH2021GOI0365890

Detailed Advertisement for the post of Secretarial Assistant on Contractual Basis
Last Date for Receipt of Applications 15 days from date of Advertisement in
Employment News.

Yantra India Limited (YIL) is a Public Sector Undertaking under Ministry of Defence, Government of India, with Corporate Hqs at Nagpur (MH), incorporated vide MOD Order No. (5)/2021/OF/DP (Plg-V)/02 dated 24/09/2021, formed by transferring 08 production units and 05 non production units of erstwhile Ordnance Factory Board. It has vast core competency, resources, strength and expertise in manufacturing of ammunition hardware, fuses, Rocket Launchers, Composites, Various Ferrous and non-ferrous castings and materials.

YIL is looking for enterprising, dynamic and experienced 'Secretarial Assistant to work in YIL at its Corporate Office in Nagpur. Applications in the prescribed format are invited for the following Post from Indian Nationals.

A. DETAILS OF VACANCY: -

Name of the Post:	Secretarial Assistant
Number of Post:	01 (ONE)
Remuneration:	As per DoPT OM No. 3-25/2020-E.IIIA, Dt.09/12/2020 and will be based on last pay drawn at the time of retirement, subject to applicable ceiling
Nature of Appointment:	On Full time contractual basis

B. TERMS OF ENGAGEMENT: -

Initially for the period of 1 years [if required by the company, can be extended further for the maximum period of 4 years (01 year original and 03 year extension) on yearly basis after appraisal and review].

C. TOTAL EMOLUMENT: -

As admissible as per the DoPT OM No. 3-25/2020-E.IIIA, Dt.09/12/2020 and will be based on last pay drawn at the time of retirement, subject to applicable ceiling. No annual increment/percentage during the extended period of contract.

D. ACCOMMODATION:

Company accommodation, if available, will be provided. However, license for quarter including water, electricity charges etc. will be deducted as per the rules. No HRA will be payable under any circumstances

E. PERKS:

- (i) TA/DA and Hotel charges (if deployed on Temporary Duty) shall be paid equivalent to the Pay Level of the individual at the time of retirement.
- (ii) Paid Leave of absence shall be allowed at the rate of 1.5 days for every calendar month of service.
- (iii) No Medical facility shall be provided

F. Eligibility Requirement: -

(1) ESSENTIAL QUALIFICATION:

- i) Matriculation
- ii) Should have retired from Central Govt, in Secretarial Staff cadre.
- iii) Should be in good health for discharging his official duties effectively (Medical certificate shall be required at the time of joining).
- iv) Candidate must have retired in good standing and free from vigilance/disciplinary proceedings.

(2) Desirable: Having worked as Secretarial Assistant at HoD level,

G. AGE: Maximum Age 64 years as on dt. of publishing of Advt. in the Employment News, however, age relaxation up to 69 years may be considered in exceptional cases with approval of competent authority as per YIL Engagement of Professional on Tenure Basis Policy 2026.

H. Nationality: Indian

I. Place of Posting: YIL HQ Nagpur

J. Working Hours: Will be as per YIL HQ office timing i.e. 09AM to 06 PM (Monday to Friday), however, if required as per exigencies of work he/she may be asked to attend the office on Saturday/Sunday/Holiday without any additional compensation.

K. Job Profile:

The roles and responsibilities shall broadly cover the following:

He/she shall be engaged in the Office of CMD/YIL to perform all secretarial work assigned to him/her by his/her controlling officer as:

- a) Attend and transferring calls to controlling officer.
- b) Communicating with various Ministries, department of govt. of India, PSU and private organisation.
- c) Noting/drafting/typing letters, DO letters, invitations, official programme, MoM/notes on various schemes of department etc.
- d) Monitoring of files/letters/e-mails.
- e) Implementation of scheme / orders.
- f) Documentation of records etc.
- g) Any other work assigned by superior.

XXXXXXXXXX

A. HOW TO APPLY:-

- a) Interested candidates shall submit their application form (in Hard Copy) as per the prescribed format attached hereto, and post them through speed post/courier service to "The Director (HR), YANTRA INDIA LIMITED, Corporate HQ, Yantra India Limited. Ambajhari, Nagpur 440021". Maharashtra. The hard copy of application may be sent by speed post/courier or scanned copy of the application form along with the enclosures be sent by e-mail to careers@yantraindia.co.in clearly mentioning in the subject heading 'APPLICATION FOR THE POST OF SECRETARIAL ASSISTANT'. The application must reach YIL HQ within last dt. of receipt of applications.
- b) Hard copy of the Application is to be submitted along with the self-attested recent passport size photograph to be fixed on the application form in the space provided. Self-attested copies of documents/certificates in support of claim regarding age, qualification, experience etc. are also to be attached with application form.
- c) It is mandatory to fill all the relevant information such as qualification details, experience details, percentage of marks etc.
- d) In case of any variation in Name/surname/name spelling mentioned in the Application cum Bio-data and in educational/professional qualification certificates, must be supported by Affidavit, failing which the application will be cancelled.
- e) Applicant is requested 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 i.e. schedule of interview, queries will be sent to this email id/mobile number.
- f) The decision of YIL in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, conduct of examination (s) and interview (s) and posting of selected candidates will be final and binding on the candidates and no inquiry/correspondence will be entertained in this regard.

B. SELECTION PROCESS:-

Application received with in last date will be scrutinized by the authorised Officer(s)/scrutiny committee. Only eligible candidates will be allowed to appear before the selection committee for interview.

- i) If the number of applications will be large, then shortlisting criteria may be introduced.
- ii) Selection will be based on experience criteria and performance in the interview.
- iii) The decision of the committee/authority shall be final and binding. No further correspondence will be entertained.

C. DOCUMENTS TO BE ATTACHED WITH THE APPLICATION:-

- a) 10th Standard Passing Certificate/Matriculation Certificate/School Leaving Certificate/Mark Sheet of Matriculation indicating date of birth.
- b) Copy of PPO of last service alongwith corrigendum (if any)
- c) Declaration in application form (regarding good health and non conviction during service)
- d) Experience Certificate (if any)
- e) Certificates in support of Educational Qualification
- f) NOC of the present employer (if employed/engaged presently)

g) Any one of the Photo identity proofs viz. Aadhar Card/Valid Driving License / Voter ID/Government issued ID.

Candidates are advised to enclose clear and legible documents/certificates to avoid rejection at screening stage. These documents will be subjected to further verification with the original documents at the time of interview.

D. GENERAL INSTRUCTION TO THE CANDIDATES:-

1. Engagement on full time, contractual basis, initially for the period of 1 years [if required by the company, can be extended further for the maximum period of 4 years (01 year original and 03 year extension) on yearly basis after appraisal and review). The Candidate's services can be terminated at any time during the period of engagement by giving one month's notice by either party or through payment of Consolidated Remuneration of one month in lieu of the notice.
2. The finally selected candidates will have to sign a contractual agreement with YIL.
3. The Contract shall not confer any rights or claim of extension/absorption in the Company.
4. The decision of the YIL about the mode of selection, short listing of candidates for written test/interview etc. shall be final and binding.
5. The process of engagement/recruitment can be cancelled at any stage on the discretion of the Competent Authority of Yantra India Limited.
6. At any stage of appointment or later, if a candidate is or has been found guilty of any misconduct as mentioned below, he/she shall render himself/herself to legal/criminal prosecution and his/her candidature for the post will be rejected without accepting any further claim in this regard: -
 - 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 of false certificates/documents/information or suppressing any information at any stage; or

In addition to the above, he/she shall also be:

- a. Debarred permanently or for a specified period from any examination/recruitment and/or:
 - b. Removed/dismissed from service, if the act of misconduct comes to notice after his/her appointment for services to VIL.
7. During the contract period, other assignment/consultancy of any type will not be permitted.
8. The Secretarial Assistant will maintain highest standards of integrity, transparency, competitiveness economy and efficiency while working as Secretarial Assistant in Yantra India Limited.
9. The Secretarial Assistant shall maintain absolute confidentiality and secrecy of the information handled by him/her during the contract and even after termination of contract, failing which the Secretarial Assistant will be liable for suitable action.
10. The Secretarial Assistant will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose to any unauthorized person(s) any information/data that may come to their notice during the period of their engagement as 'Secretarial Assistant' in the Yantra India Limited.

11. The normal working hours shall be from 09:00 A.M. to 06:00 P.M. from Monday to Friday. However, in exigencies, he/she may be called for services on Weekly Off Day/Holidays or beyond normal working hours, for which, no extra compensation, shall be admissible.
12. Paid leave of absence shall be allowed at the rate of 15 days for each completed month of means one year of service from the date of engagement. Service. Here calendar year
13. Female personnel will be entitled to maternity benefits as per the provisions under the Maternity Benefit Act, 1961.
14. "No work no pay will be applicable during the period of contract, if more than prescribed leave will be taken.
15. Yantra India Limited reserves the right to terminate Secretarial Assistant's engagement at any stage in the event of serious failure to perform tasks assigned or on failure to observe any standards of conduct or giving one month's notice or pay in lieu thereof on either side.
16. Yantra India Limited reserves the right to accept or reject in part or full or all the responses (applications) without assigning any reasons whatsoever.
17. Decision of selection Committee will be final and binding on all applicants.
18. The finally selected candidate will have to sign a contractual agreement with Yantra India Limited, which shall interalia contains the clause of confidentiality and non-disclosure.
19. The Contract shall not confer any rights or claim of extension/absorption in the Company.
20. The decision of the Yantra India Limited 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.
21. 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 post 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.
22. 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.
23. LAST DATE TO APPLY: Within 15 days from the date of publication of advertisement in Employment News.
24. CONTACT US:- In case of any problem faced by the candidates in filling up the application, they may contact to HR department of Yantra India Limited over phone number: 0712 239 1079 between 09:00 AM to 06:00PM on any working day, i.e., Monday to Friday.

Director (HR)
Yantra India Limited
(a Govt. of India Enterprises)
Ministry of Defence
Ambajhari, Nagpur-440 021

APPLICATION FORM FOR THE POST OF SECRETARIAL ASSISTANT

Name (in full and CAPITAL letter)			Please paste a recent colour passport size photograph
Father's/Spouse Name			
Gender			
Nationality			
Date of Birth:		Age on dt. of Advt, in Employment News	
Aadhar No.		Languages Known	
PAN No.		Identification Proof	
For candidates working in Central govt./State Govt./PSU/Autonomous Body a) Name of company /institution b) NOC No. & dt. (please attach a copy)			

Address for Communication

House No./Flat no.			
Street			
Nearest Rly. Station			
Post office		Pin code	
District		State	
Mobile No.		Email ID	

Educational Qualification

Qualification	Specialization (if applicable)	Year of Passing	Name of the Institute	Board/ University	% of Marks
Class 10th					
Class 12th					
Graduation					
Post Graduation					
Any other					

Post Qualification Experience

Sl. No.	Name of the Organization	Central Govt.	Grade/ Designation	Pay level/ Basic Pay per month	Period		Total Period
					From	To	

Details of Computer/IT Skills:

NOTE:

1. Please sign across the photo pasted on the first page of Application Form.
2. The candidate is required to fill up all the columns and wherever no information is to be furnished, 'N/A' should be mentioned. Incomplete and improperly filled in Applications are liable to be rejected. No further correspondence will be entertained in this respect.
3. Self-attested photocopies of all the documents specified in the notification should be attached with the application.
4. If space becomes a constraint, the information may be attached in a separate sheet as per the prescribed format.
5. The candidates would be required to present themselves along with the above mentioned documents in original plus two copies (self-attested) at the time of the interview.

DECLARATION

I, _____, do hereby declare that the above information as furnished by me is true to the best of my knowledge and belief. If any of the information as do hereby declare that the above information as furnished above is found to be incorrect, my candidature for the post applied is liable to be cancelled at any stage of the selection process.

I also certify that I am not facing any charge nor have been convicted in any corruption/ illegal gratification/criminal case and also I have not been dismissed or removed or compulsorily retired from the services of my previous Organization(s). It is also certify that my health is good and I can efficiently discharge my duties.

Place: _____

Date: _____

Signature of the applicant