UTI Infrastructure Technology and Services Limited, invites the applications from Indian citizens for the post of Company Secretary and Chartered Accountant on regular basis.

Please read the advertisement carefully. All the details submitted by the candidate will be verified.

A) DETAILS OF POSTS AND VACANCIES

Sr. No.	Discipline	Grade	Qualification	Maximum Age as on 01/12/2019	Minimum Experience Required as on 01/12/2019	Scale Offered
1.	Company Secretary	Assistant Vice President	1. Post Graduate (minimum) 2. Member of the Institute of Company Secretaries of India (ICSI)	33 years	8 years	**Basic scale offered–** 25400 - 3100 - 44000/- **CTC offered** Rs. 585780/- to Rs. 9,65,964/-
2.	Chartered Accountant	Assistant Vice President	C.A.	33 years	8 years	**Basic scale offered–** 25400 - 3100 - 44000/- **CTC offered** Rs. 585780/- to Rs. 9,65,964/-
3.	Chartered Accountant	Deputy Vice President	C.A.	35 years	10 years	**Basic scale offered–** 30000 - 3400 - 50400/- **CTC offered** Rs. 6,79,800/- to Rs. 10,96,776/-

(*) The offered CTC (Basic + HRA + Conveyance + Medical + LTA + PF + Sodexho) would be negotiable based on the qualifications and experience as per the Industry Standards and would not be a constraint for deserving candidates.

Note:

1. UTI ITSL reserves the right to reject any or all the applications or may decide not to fill in the post and position.
2. Reservation Rules are applicable as per Government of India guidelines.

B) MINIMUM EDUCATIONAL QUALIFICATIONS AND EXPERIENCE

1. Experience relevant to the post for which the application has been made will only be counted.
2. All Educational qualifications, Graduation / Post Graduation shall be a regular course (full time) and from a Institution recognized by Government of India.
3. Candidates must possess the prescribed post qualification experience as on 01.12.2019.

C) Vacancy

Designation	**OBC**	**UR**	**Total**
Assistant Vice President	2	0	2
Deputy Vice President	0	1	1
Total	**2**	**1**	**3**

D) HOW TO APPLY :-

Eligible candidates shall be required to apply online through our website www.utiitsl.com

E) SELECTION PROCEDURE

1. The candidate should apply for any one of the post subject to fulfillment of eligibility criteria.
2. In case the post applied for is not mentioned clearly & correctly, an application is liable for being rejected summarily without any correspondence.
3. Mere fulfillment of eligibility criteria shall not vest any right in a candidate for being called for the interview / selection.
4. E-mail for the interview will be sent to the shortlisted / eligible candidates to E-mail IDs mentioned in the application form. UTIITSL does not take any responsibility for non receipt of intimation.
5. Candidates have to bring all the documents in original as well as photocopy as enumerated in the E-mail at the time of interview.
6. The selected candidate shall be required to join the Company within period of maximum 30 days.
7. The selected candidates shall be placed on probation for a period of one year, extendable by one more year purely at the discretion of Appointing Authority.

8. UTIITSL reserves the right to offer position in appropriate lower grade & salary.

F) GENERAL INSTRUCTIONS:

1. Before applying for the post, candidates should ensure that he/she fulfils the Minimum eligibility and other criteria mentioned in the advertisement. UTIITSL being appointing authority would be free to reject any application at any stage of the recruitment process, if the candidate if found ineligible for the post for which he/she has applied/appointed or if any information provided by the candidate is found to be false or is not found inconformity with eligibility criteria mentioned in the advertisement. No correspondence in this regard shall be entertained.
2. All the details given in the application form shall be treated as final and no changes will be entertained.
3. All minimum eligibility qualifications, where applicable, should be recognized by UGC/AICTE/Govt of India /State Govt and from UGC/AICTE/ Govt of India /State Govt recognized / affiliated institutes / colleges / universities as on the date of passing.
4. All credentials will be verified and copies of certificates will be verified with originals.
5. Candidates belonging to OBCs but coming under the "Creamy Layer" are not entitled to OBC concession. Such candidates should indicate their category as "General / Unreserved" only.
6. UTIITSL reserves the right to alter, modify or change the eligibility criteria and / or any of the other terms and conditions spelt out in the advertisement, including criteria for passing / method and procedure for selection.
7. Appointment of selected candidates as per the requirement of the UTIITSL is subject to his/her being declared medically fit and verification of character, antecedents, conviction in any criminal case or filing of any FIR or pendency of any criminal case. Such appointments are liable to be cancelled.
8. The call for personal interviews will be purely provisional without verification of age, qualification, category (SC/ST/OBC) etc. of the candidates.
9. The SC/ST candidates who are appearing from outstation shall be reimbursed Sleeper Class rail fare to and fro by shortest railway route on production of satisfactory evidence / tickets from the address mentioned in the application form to UTIITSL and vice versa. However, no reimbursement shall be made to the local candidates. Any request for change of address other than application form will not be entertained.
10. Decision of UTIITSL in all matters regarding eligibility of the Candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of interview, selection and any other matter relating to recruitment will be final and binding on

the candidate. No correspondence or personal enquiries shall be entertained by the UTIITSL in this regard.

11. Any information or communication with regard to the advertisement related to the position or changes in the minimum requirements, terms & conditions, extension of last date of application, cancellation of the advertisement etc. shall be published on Company's website only. So the candidates must check the Company's website for updated details.
12. Any resultant dispute arising out of this Advertisement shall be subject to the sole jurisdiction of the Courts situated in Mumbai.
13. The candidates shall appear for interview at their expenses and risks and the UTIITSL will not be responsible for any injury / losses etc of any nature.

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION

UTI INFRASTRUCTURE TECHNOLOGY AND SERVICES LIMITED
CORPORATE OFFICE
CBD BELAPUR
NAVI MUMBAI

Vice President - HR