



YANTRA INDIA LIMITED
A GOVERNMENT OF INDIA ENTERPRISE
MINISTRY OF DEFENCE
AMBAJHARI, NAGPUR-440 021
CIN-U35303MH2021GOI0365890

Detail Advertisement for the post of CSR Consultant on Contractual Basis

Last Date for Receipt of Applications: 15 days from the date of Publication of Advertisement in the Employment News

Yantra India Limited (YIL) is a Public Sector Undertaking under Ministry of Defence, Government of India, with corporate HQ at Nagpur (MS), incorporated under Companies Act 2013, formed by transferring 08 production units and 05 non production units of erstwhile Ordnance Factory Board. It has vast core competency in manufacturing of Ammunition Hardware, Fuses, Rocket Launchers, Composites, Various Ferrous and Non-Ferrous Defence Hardware.

YIL is looking for professional having experience in the field of CSR / Welfare / Administration in Government Organization/PSU/Private Organization for the post of 'CSR CONSULTANT' to work at its Corporate Headquarter, Nagpur

Applications in the prescribed format are invited for the following posts from Indian Nationals:

1. Details of vacancy:

Name of Post	Number of Post	Salary	Nature of Appointment	Age limit
CSR Consultant	1	Rs. 50,000/- per month consolidated	Employment on Full Time Contractual Basis	The applicant should not have attained the age of 65 years on dt.01/01/2025.

2. Term of Appointment: Period of engagement will be initially for a period of one year, from the date he/she joins the office, which can be extended or curtailed at the discretion of the Competent Authority.

3. Total Emoluments: Rs. 50,000/- per month consolidated (No other allowance is admissible)

4. Essential Educational Qualification:

The candidate should hold a Graduate/Post Graduate degree in any discipline.

5. Essential Experience (Post Qualification):

After Graduation the candidates should have minimum five years working experience in the field of CSR / Welfare / Administration in Government Organization / PSU/Private Organization

6. Age limit:

The applicant should not have attained the age of 65 years on dt.01/01/2025.

7. Nationality:

Candidate must be a citizen of India.

8. Place of posting:

Yantra India Limited HQ Nagpur

9. Working Hours:

Working hours will be as per the office timings of YIL Corporate Hqrs. i.e. 09:00 AM to 06:00 PM (Monday to Friday). if required, as per exigencies of work, he/she would be asked to attend office on Saturdays or other Holidays without any additional compensation.

10. Job Profile:

- i) Assisting CSR committee to examine the proposal.
- ii) Supervising the execution of project under CSR guidelines.
- iii) Maintaining proper records of CSR related transactions
- iv) Necessary CSR compliance for YIL

11. How to apply

(i) 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, (YITM (erstwhile OFIL) Campus) Ambajhari, Nagpur - 440021, Maharashtra. In addition to application by speed post/courier, an advance scanned copy of the application form along-with the enclosures must be sent to careers@yantraindia.co.in clearly mentioning in the subject heading 'APPLICATION FOR THE POST OF CSR CONSULTANT'.

(ii) Hard copy of the Application is to be submitted along-with 2 self-attested recent passport size photographs (in 4.4 cm x 5.8 cm dimensions). The applicant should affix his/her one photograph in the space provided and the second one should be attached with application form but with full name written on the backside for identification) Self-attested copies of documents/certificates in support of claim regarding age, qualification, experience etc. are also to be with application form.

- (iii) It is mandatory to fill all the relevant information such as qualification details, experience details etc.
- (iv) In case of any variation in Name/ surname/ spelling mentioned in the Application cum Bio-data educational/ professional qualification/Experience certificates, an affidavit would be required to be submitted regarding the same. Failing which the application shall be liable to be cancelled.
- (v) Applicants are 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 will be sent to this email id and Mobile number.
- (vi) YIL management will not take any responsibility for any delay in receipt or loss in postal transit for any application of communication.
- (vii) The decision of YIL in all matters relating to eligibility, acceptance or rejection of applications, penalty 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 enquiry/correspondence will be entertained in this regard.

12. Selection Process:

Selection to the above post will be based on performance in personal interview and meeting of required Educational Qualification and Experience criteria. The Competent Authority may enhance the criteria for qualification and/or experience or may also decide conducting Written Test to shortlist the candidates for interview in the event of large no. of candidates fulfilling the eligibility criteria particularly to the above mentioned post.

13. Documents to be attached with the Application: -

- i) Matriculation (Class 10) Certificate/Marksheet for proof of age.
- ii) Graduation Certificate.
- iii) Post-Graduation certificate (if any)
- iv) Experience Certificate/s in chronological order.
- v) Any one of the Photo Identity proof viz. Aadhar card/ PAN Card/Valid Driving License/ Voter ID/ Government issued ID.
- vi) Candidates are advised to enclose clear and legible documents/certificates to avoid rejection at screening stage. These documents will be subject to further verification with the original documents at the time of interview.

The following original documents will be verified at the time of interview. Non Production of original documents will debar the candidate from appearing for the interview.

a. Date of Birth (DoB proof):

Matriculation (Class 10) Certificate/Marksheet indicating Date of Birth.

OR

School Leaving Certificate indicating Date of Birth.

b. Qualification:

All Certificates/Mark Sheets in support of Educational/Professional Qualification, as prescribed.

c. Experience Certificates:

i. Past Employment:

- Experience letter indicating date of joining and relieving as well as working experience in the field of CSR / Welfare / Administration.
- Copy of PPO (Pension Payment Order) (For Retired Employee)

ii. Current Employment

- Joining letter and Last pay slip received

d. Identity Proof Certificate

e. All other certificates as per the application submitted.

Note - Authenticity of documents submitted will be decided at the time of interview.

14. General Instructions and terms & conditions for the candidates:

i) The appointment shall be on full time contract basis for one year (further extendable based on performance). The candidate's services can be terminated by YIL by giving one month notice or with remittance of one month's pay in lieu thereof. If candidate wishes to leave the services of YIL, he/she shall have to give three months' notice to YIL or pay three months salary in lieu thereof.

ii) The finally selected candidate will have to sign a contractual agreement with YIL.

iii) The contract shall not confer any rights or claim of extension/absorption in the Company.

iv) The decision of YIL about the mode of selection, short listing of candidates for written test/interview shall be final and binding.

v) The process of recruitment can be cancelled at any stage upon the discretion of the Competent Authority of Yantra India Limited

vi) 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/appointment 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

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 YIL.

- vii) During the contract period, other assignment/consultancy of any type will not be permitted.
- viii) The consultant will maintain highest standards of integrity, transparency, competitiveness economy and efficiency while working as consultant in YIL.
- ix) The consultant 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 consultant will be liable for suitable action.
- x) The consultant 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 'Consultant in the YIL.
- xi) The normal working hours shall be from 9.00 am to 6.00 pm. However, in exigencies, he/she may be called for services on holidays or beyond normal working hours, for which, no extra compensation, shall be admissible..
- xii) Paid leave of absence may be allowed at the rate of 1.25 days for each completed month of service. Accumulation of leave beyond a calendar year shall not be allowed.
- xiii) 'No work no pay' will be applicable during the period of contract, if more than prescribed leave will be taken.
- xiv) YIL reserves the right to terminate a Consultant'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.
- xv) YIL reserves the right to accept or reject in part or full or all the responses (applications) without assigning any reasons whatsoever.
- xvi) Decision of selection Committee will be final and binding on all applicants.
- xvii) The finally selected candidate will have to sign a contractual agreement with YIL.

- xviii) The Contract shall not confer any rights or claim of extension/absorption in the Company.
- xix) The decision of the YIL 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.
- xx) 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 be incorrect, he/she will not be allowed to appear in the interview and his/her candidature will be treated cancelled.
- xxi) Candidates are advised in their own interest that they should not furnish any documents on information that is/are false, tampered, fabricated and they should not suppress any material information while filling up the application Form.

15. Last date to apply: - 15 days from the date of publication of advertisement in Employment News.

16. Contact Us:

In case of any problem faced by the candidates in filling up the application, they may contact to HR department of YIL over phone number: 0712-2391079 between 09.00 AM to 06.00 PM on any working date Monday to Friday.

Director (HR)
Yantra India Limited
(A Govt. of India Enterprises)
Ministry of Defence
Ambajhari, Nagpur-440021

APPLICATION FORM FOR THE POST OF CSR CONSULTANT

Name: (in full and BLOCK CAPITALS)			<div>Please paste a recent colour passport size photograph</div>
Father's/Spouse Name:			
Gender:			
Nationality:			
Date of Birth:		Age as on 01/01/2025:	
Aadhar No.:		Languages Known:	
PAN No.:		Identification Proof:	

Address for communication

House No./Flat No.:			
Street:			
Nearest Rly. Station:			
Post Office:		Pin Code:	
District:		State:	
Mobile No.:		Email ID:	

Education Qualification (from Graduate level onwards)

Course	Specialization (if applicable)	Year of Passing	Name of the Institute	Board/University	% of Marks
Graduation					
Post-Graduation					

Post Qualification Experience

Sl. No.	Name of the Organization	Type of organization Government Organization / PSU / Private Organization	Grade/ Designation	Period		Total Period
				From	To	

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 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).

Place: _____

Date ____/____/____

Signature of the applicant