



ELECTRONICS CORPORATION OF INDIA LIMITED

(A Govt. of India Enterprise)

ECIL Post, Hyderabad - 500 062

Ph.No(s):040-27120427 / 27182394 / 27182222

Electronics Corporation of India Limited is a leading Public Sector Company with a turnover of Rs.1260 crores (A Unit of Department of Atomic Energy) in the area of Strategic Electronics with thrust on innovation & indigenization. ECIL has close collaboration with national R&D laboratories as well as academic Institutes and has been involved in the projects of national importance. ECIL is looking for dynamic and result oriented persons for the following position:

Post No.	Name of the Post	No. of post[s]	Post Qlfn. Exp. (yrs.) as on 31.10.2015	Upper age limit as on 31.10.2015 (yrs.)	Total monthly emoluments (Including fringe benefits) Rs. (Approx.)
1	SR.DY GENERAL MANAGER (EG-VII) (Rs.36600-62000) Annual increment @ 3%	01 [UR]	18	48	99,149/-
2	DY. GENERAL MANAGER (Safety) (EG-VI) (Rs.32900-58000) Annual increment @ 3%	01 [UR]	15	45	89,784/-
3	SR. PERSONNEL OFFICER (EG-III) (Rs.20600-46500) Annual increment @ 3%	05 [UR-04; OBC-01]	6	35	56,629/-
4	ACCOUNTS OFFICER (EG-II) (Rs.16400-40500) Annual increment @ 3%	06 [UR-03; OBC-02; SC-01]	1	30	45,083/-
5	JR. HINDI TRANSLATOR (WG-III) (Rs.7280/-) Annual increment @ 3%	04 [UR-03; OBC-01] (*)	1	28	19,867/-

(*) For Sl.No.5 -Posting will be at Mumbai/Kolkata/Chennai/Bengaluru/New Delhi

- Candidates having required qualifications but with lesser years of relevant post-qualification experience may be considered for lower post.
- Additional increment(s) and / or service weightage will be allowed in deserving cases based on experience / relevant higher qualification / performance in interview as per the Company rules.
- PF & Gratuity, Medical benefits, Leave Rules etc., and allowances under cafeteria approach would be allowed, as per rules of the Corporation.
- Age of superannuation is 60 years as per the extant rules.
- Reservations for SC, OBC, PWD, Ex-Servicemen categories will be applicable as per Government of India guidelines.
- Placement of selected candidates will be anywhere in India / ECIL Branches / ECIL Customer Sites.

QUALIFICATIONS & EXPERIENCE :

Post No.	Qualification & Experience
1	<u>Sr. Deputy General Manager:</u> A First class Degree from Recognised University in Mechanical Engineering. Post Graduate in Manufacturing Technology is preferred. Must have minimum 18 years post qualification experience in the field of Design, Development, manufacturing Assembly Testing and installation of Control Drive Mechanism for high pressure and temperature applications. Must be familiar with standards and codes as well as software and tools used in mechanical systems design and development. In case of PSUs / Govt. establishments persons holding positions one level below EG-07 / equivalent pay scale in Central Government for at least 2 years are eligible.
2	<u>Dy. General Manager (Safety):</u> A First class Degree or equivalent in any branch of Engineering / Technology with diploma in Industrial Safety recognized by Central / State Government with post qualification experience of minimum 15 years in the department of Central or State Government or Public Sector Undertaking or any reputed Industry which deals with Administration of Factories Act, 1948 or Dock Workers (Safety, Health & Welfare) Act, 1986. The candidate must have adequate knowledge of Telugu. In case of PSUs/ Govt establishments persons holding positions one level below EG-06 / equivalent pay scale in Central Government for at least 2 years are eligible.
3	<u>Sr. Personnel Officer:</u> A first class Post Graduate in HR/IR/PM or first class Post Graduate Diploma (Two years) fulltime in HR/IR/PM from reputed Institution or first class MBA with HR specialization from a reputed Institution. Degree in Law will be preferred. Responsible for managing the HR related activities including employee relations, establishment, recruitment, auxiliary services, etc. Should be able to tactfully interact with the Associations / Unions and comply with labour laws and government guidelines. Should be able to provide support / advice to all the strategic business units on P&A / HR related issues. Should be able to implement new policies including ERP system in line with the business requirements. In case of PSUs / Govt establishments persons holding positions one level below EG-03/ equivalent pay scale in Central Government for at least 2 years are eligible.
4	<u>Accounts Officer:</u> A candidate should be a qualified CA/ICWA with minimum of one year post qualification experience. Candidates should possess requisite aptitude to deal with issues of Finance, Costing, Pricing, Audit, Project Evaluation & Project matters etc. independently. Candidates should be a Computer literate and able to operate Accounting packages independently.
5	<u>Jr. Hindi Translator:</u> Bachelor's degree with Hindi & English as a main subject or either of two as medium of examination and the other as main subject plus Recognized diploma or Certificate course in translation from English to Hindi and vice versa with knowledge of Bi-lingual (Hindi and English) word processing on computer. Having 1 year post qualification experience in Translation of Technical and Administrative documents into Hindi & vice-versa. Persons having experience in maintenance of office will be preferred.

RELAXATIONS:

1. **Qualification:** First class with minimum 60% marks is relaxed to Second Class with minimum 50% marks in aggregate for SC candidates, wherever applicable.
2. **Age:** The upper age limit is relaxed by 5 years for SC, 3 years for OBC (Non-Creamy Layer) candidates.
3. Age relaxation for Persons with Disabilities (For Post Nos.1 to 4) is 5 years for candidates belonging to General; 8 years for OBC and 10 years for SC categories.
4. Age relaxation for Persons with Disabilities (For Post No.5) is 10 years for candidates belonging to General; 13 years for OBC categories.

5. The upper age limit is further relaxed by 5 years for the candidates who had ordinarily been domiciled in the state of Jammu & Kashmir from 01/01/1980 to 31/12/1989. Ex-Defence Officers are eligible for age relaxation for the service rendered in Defence plus three years.
6. **Fee exemption:** Candidates belong to SC/ST/PWD & Serving/Retired Service Officers/non officers from Defence are exempted from payment of application fee.

GENERAL CONDITIONS:

- a) Before applying, candidate should read the complete advertisement carefully and ensure that he / she has to fulfill eligibility criteria of the post stated in the advertisement in all respects.
- b) A non-refundable Application Fee of Rs.200/- is applicable for General & OBC candidates. Candidates claiming to belong to any particular category of SC / ST / OBC / PWD shall necessarily submit a photo copy of caste certificate, in proforma prescribed by Govt. of India, as the case may be, from a Competent Authority. Candidates belonging to OBC category but covered under “creamy layer” are not entitled to apply against OBC (Non-creamy layer) category. Such candidates can apply under “GENERAL” category.
- c) **The Degree of Disability for PWD Candidates is 40% & above.**
- d) The Management reserves the right to relax the stipulated criteria in case of exceptional candidates, limit the number of candidates to be called for interview, as also to fill the posts even at lower level.
- e) All qualifications should be from a recognized Indian University / Institute recognized by AICTE/Appropriate Statutory Authority.
- f) The candidates working in Government Departments /PSUs should route their application through proper channel or ‘No Objection Certificate’ should be produced at the time of interview invariably.
- g) **Only on-line registered application form will be accepted.**
- h) TA (to & fro rail fare) will be paid for outstation candidates appearing for interview by the shortest route to Hyderabad and back [i.e., from nearest railway station as per address for correspondence (within India) mentioned in the Application form], subject to production of documentary proof for the Journey, as per rules. The outstation candidates who are not allowed to attend the interview for not submitting the proof of meeting the requirements will also not be paid the rail fare.
- i) The application is liable for rejection at any stage of recruitment process in case of suppression / furnishing of false information, without enclosing necessary documents including Pay-in-slip (if applicable), un-signed application or received after closing date for receipt of hard copy by post.
- j) For queries candidates may visit the link and go through the Frequently Asked Questions (FAQ) section.
- k) The candidate has to quote his/her system generated application number allotted for all future correspondence.
- l) All future correspondence would be through E-mail ID, furnished by the applicant in the on-line application form or by post.
- m) ECIL reserves the right to cancel / restrict / enlarge/ modify the recruitment process, if need so arises, without assigning any reason.
- n) Any Legal proceeding in respect of any matter / claim or dispute arising out of this advertisement and / or any application in response thereto can be instituted only in the jurisdiction limited to Courts at Ranga Reddy District, Telangana State.
- o) ECIL will not be responsible for any postal delay /Net-work/ Internet related issues, loss in transit in submission of documents within specified time.
- p) In case any ambiguity/dispute arises on account of interpretation in version other than English, English version will prevail.
- q) Canvassing in any form will be a disqualification.
- r) Only Indian Nationals need apply.
- s) SC/OBC candidates who availed any relaxations cannot be considered for “Unreserved” posts.

HOW TO APPLY:

- I. **Eligible candidates including INTERNAL EMPLOYEES have to apply ‘ON-LINE’ through website: <https://ecil.gov.in>” for getting connected to advertisement details and online application or alternatively apply through our website: “www.ecil.co.in” by selecting ‘Careers’ followed by ‘e-Recruitment’. The on-line application process will be operational from **09.11.2015** (1400 hrs.) to **24.11.2015** (1400 hrs.).**

- II. State Bank of India (all branches) has been authorized to collect the Application fee on behalf of ECIL, in a specially opened account Number 31102144119 available on our website from **09.11.2015**. The Candidate has to download the pay-in-slip and approach the nearby SBI branch for remitting the non-refundable application fee of Rs.200/- (Rupees Two Hundred only).
- III. The Pay-in-slip from the portal should only be used for depositing the application fee for proper crediting of amount in the allocated account. On receipt of the money, the Bank will allot a Journal Number, Branch Name and Branch Code. This journal number, Branch Name and branch code are to be filled in by the candidate while applying online. In case, the candidate deposits the fee in a wrong account, ECIL will not be responsible. There will not be any other mode of receipt of application fee.
- IV. **The candidate can first take a print-out of the blank application proforma provided as a link on the main page, fill up the required information (in Capital letters) as per proforma along with the application fee details and then apply through on-line so that the data furnished is error-free.**
- V. After applying on-line, the candidate is required to take the print out of registered on-line application form with system generated application serial number. Please note down your application serial number for the post applied, for future reference without fail. The candidate can take re-print of his/her registered on-line application form before the last date for On-line registration. Write the system generated on-line application serial number on the ECIL copy of the Pay-in-slip form.
- VI. The candidate has to sign on print-out of on-line registered application form by affixing the recent colour passport size photograph (4 X 3 cms) **at right top corner of online application form space provided for photograph**. Also enclose the photo / attested copies of date of birth, educational qualifications, experience, caste & Medical Certificate (applicable for PWD candidates only) along with ECIL's copy of Pay-in-slip invariably. The candidate can retain a copy of the registered on-line application form and candidate's copy of Pay-in-slip of application fee for future reference.

The candidate should write **Advertisement No.27/2015** and system generated application number on the top of the envelope and send the duly filled in application form along with enclosures to:

**Personnel Manager-Recruitment
Personnel Group, Recruitment Section
ELECTRONICS CORPORATION OF INDIA LIMITED
ECIL (Post), Hyderabad - 500 062, Telangana State**

- VII. The eligible **INTERNAL EMPLOYEES** should apply through Online invariably. No manual application from Internal Employees will be accepted. He/She should take a print-out after completing the online registration process which should be forwarded by concerned Personnel Executive and HoD of the Division so as to reach recruitment **on or before the due date i.e., 30.11.2015**. The Internal Employees are advised to go through the Internal Personnel Circular for full details with regard to eligibility for the post before applying along with procedure to follow on applying for the post scrupulously. The Internal Personnel Circular is also available on our Website: www.ecil.co.in or <https://ecil.gov.in>.
- VIII. Please note that the registered on-line application form along with all the enclosures (hard copy) as indicated at Para.No.6 above, should reach ECIL on or before **30.11.2015** invariably. The application (hard copy) received after this date will not be entertained.
- IX. The candidate has to quote advertisement number, post name and On-line system generated application number for all future correspondence.
- X. The candidate has to submit a pen-picture (one-page) of his specific achievements organization-wise.
- XI. The candidate has to provide 2(TWO) personal references in the online application with their Phone Nos., and Mail IDs who are superior officers in the present/previous organization and aware of his / her capabilities and competencies.

DOCUMENTS REQUIRED AT THE TIME OF INTERVIEW:

The following documents shall be produced in original with a set of photo copies for verification along with self-attested photo copies.

- i. Online registered application form duly signed & with recent colour passport photo affixed.
- ii. All original certificates in support of his/her Date of Birth, Qualifications, experience, latest caste and disability (PWD) certificates, if any, along with a set of photocopies.
- iii. Interview call letter.
- iv. Category certificate in support of SC/ST/OBC(Non-creamy layer), in the prescribed proforma as per Government guidelines and self-undertaking for OBC (Non-creamy layer) status in the prescribed format, a valid Physically Challenged certificate; Discharge certificate in case of Ex-servicemen, if applicable.
- v. If claiming age relaxation as a candidate from J&K, relevant certificate.

IMPORTANT DATES:

A.	Commencement of on-line Registration of application by candidates	09.11.2015 (14.00 hrs.)
B.	Last date for on-line registration of application by candidates	24.11.2015 (14.00 hrs.)
C.	Last date of accepting registration forms (Hard copy) with required documents by post from candidates	30.11.2015
D.	Interview date	Will be communicated by e-mail to eligible candidates only

Please Note: Corrigendum/ extension etc., if any shall be published in our website www.ecil.co.in only. Also for career opportunities in ECIL, please visit our website regularly.

Advt.No.27/2015

PERSONNEL MANAGER (Rectt.)