



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 ₹.1400 Crores (A Unit of Department of Atomic Energy) in the area of Strategic Electronics with thrust on innovation & indigenization. The engineers at ECIL have opportunities to work in some of the most exciting national and international projects in Nuclear, Defence, Space, Security, Telecom, IT, Medical and e-governance sectors in the functional areas of Design & Development, Project Execution, Engineering, Production, Testing & Qualification, Marketing and Maintenance. 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, experienced and result oriented professionals for the following positions:

Post No.	Name of the Post, Grade, Scale of Pay [Annual Increment @ 3%]	No. of post[s]	Post Qualification. Exp. (yrs.) as on 30.06.2016	Upper age limit as on 30.06.2016 (yrs.)	Total monthly emoluments at the beginning of each scale pay (Including fringe benefits) ₹. (approx.) p.m.
1	Senior Deputy General Manager(HR) [EG-VII] - [₹.36600-62000]	1-UR	18	48	100,800/-
2	Deputy General Manager (HR) [EG-VI] [₹.32900-58000]	1-UR	15	45	91,270/-
3	Deputy General Manager (Safety) (EG-VI) (₹.32900-58000)	1-UR	15	45	91,270/-
4	Senior Personnel Officer (EG-III) (₹.20600-46500)	2-UR	6	35	57,560/-
5	Senior Personnel Officer [Corporate Communications] (EG-III) (₹.20600-46500)	1-UR	6	35	57,560/-
6	Station Officer (Fire) [EG-II] [₹.16400-40500]	1-UR	[**]	40	45,830/-
7	LDC/Typist – Hindi (WG-III) (₹.7280/-)	1-UR	1	25	20,200/-

- 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 rules of the Corporation.
- PF & Gratuity, Medical benefits, Leave Rules etc. would be allowed, as per rules of the Corporation.
- Age of superannuation is 60 years as per the extant rules.
- Reservations will be applicable for Ex-Servicemen as per Government of India guidelines. **PWD reservations will not be applicable for Post No.3 and 6.**
- Placement of selected candidates will be anywhere in India/ECIL branches.

JOB DESCRIPTION:

Post No.	Details
1	<p><u>Senior Deputy General Manager [HR]</u></p> <p><u>Education Qualification:</u> A first class Post Graduate Degree in HR/IR/PM or first class fulltime Diploma (Two years) in HR/IR/PM from reputed Institution or first class MBA with HR specialization from a reputed Institution. Degree in Law will be preferred.</p> <p><u>Job Summary:</u>Responsible for managing the entire HR related activities including Employee Relations, Establishment, Recruitment, Training, Auxiliary Services, etc.</p> <p><u>Job Duties :</u> Indicative and not limited to ,</p> <ul style="list-style-type: none">• Make the organization an employer of choice.• Stakeholder Management.• Comply with labour laws and Government guidelines during the discharge of the HR functions.• Provide support/ advice to the strategic business units on P&A/HR related issues.• Implement new policies including ERP system in line with the business requirements.• Effectively lead Succession Planning,Change Management, LeadershipDevelopment, Competency Building, Organization Pulse Survey etc. <p><u>Professional Experience:</u></p> <ul style="list-style-type: none">• Minimum of 18 years in large reputed organization having not less than 1000 manpower and turn-over of not less than ₹.500 Crores.• Should have managed the entire gamut of Personnel and Administration functions including employee relations.• In case of PSUs/ Govt. establishment, persons holding positions one level below EG-07 / equivalent pay scale in Central Government for at least 2 years are eligible.
2	<p><u>Deputy General Manager [HR]:</u></p> <p><u>Education Qualification:</u> A first class Post Graduate Degree in HR/IR/PM or first class fulltime Diploma (Two years) in HR/IR/PM from reputed Institution or first class MBA with HR specialization from a reputed Institution. Degree in Law will be preferred.</p> <p><u>Job Summary:</u>Responsible for managing the entire HR related activities including Employee Relations, Establishment, Recruitment, Auxiliary Services, etc.</p> <p><u>Job Duties :</u> Indicative and not limited to ,</p> <ul style="list-style-type: none">• Comply with labour laws and Government guidelines during the discharge of the HR functions.• Provide support/ advice to the strategic business unit(s) on P&A/HR related issues.• Implement new policies including ERP system in line with the business requirements.• Lead and support the various Organization level change initiatives. <p><u>Professional Experience:</u></p> <ul style="list-style-type: none">• Minimum of 15 years in large reputed organization having not less than 1000 manpower and turn-over of not less than ₹.500 Crores.• Should have managed the entire gamut of Personnel and Administration functions including employee relations.• In case of PSUs/ Govt. establishment persons holding positions one level below EG-06/equivalent pay scale in Central Government for at least 2 years are eligible.

3	<p><u>Deputy General Manager (Safety) :</u></p> <p><u>Education Qualification:</u> A First class Degree or equivalent in any branch of Engineering / Technology with Diploma in Industrial Safety recognized by Central / State Government.</p> <p><u>Job Summary:</u> Responsible for complying with Safety provisions as laid down under Factories Act,1948</p> <p><u>Job Duties :</u>Indicative and not limited to ,</p> <ul style="list-style-type: none"> • Comply with the Safety Provisions under Factories Act, 1948. • Liaison with Government Offices/ Representatives as and when required in terms of Safety at workplace and Factory. <p><u>Professional Experience:</u></p> <ul style="list-style-type: none"> • Minimum post qualification experience of 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 • In case of PSUs/ Govt., establishment persons holding positions one level below EG-06/equivalent pay scale in Central Government for at least 2 years are eligible.
4	<p><u>Senior Personnel Officer:</u></p> <p><u>Education Qualification:</u> A first class Post Graduate Degree in HR/IR/PM or first class fulltime Diploma (Two years) in HR/IR/PM from reputed Institution or first class MBA with HR specialization from a reputed Institution. Degree in Law will be preferred.</p> <p><u>Job Summary:</u>Responsible for managing the HR related activities including Employee Relations, Establishment, Recruitment, Auxiliary Services, etc., in the assigned Division /Zone/ Function as per direction of Senior Management.</p> <p><u>Job Duties:</u>Indicative and not limited to ,</p> <ul style="list-style-type: none"> • Support interaction with the Unions /Associations and comply with labour laws and government guidelines. • Execute P&A/ HR related issues for the assigned strategic business units. • Support in Implementation of new policies including ERP system in line with the business requirements. • Take care of Generalist HR function encompassing the entire employee life cycle. <p><u>Professional Experience:</u></p> <ul style="list-style-type: none"> • Minimum 6 years of post-qualification experience • 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.
5	<p><u>Senior Personnel Officer [Corporate Communications] :</u></p> <p><u>Education Qualification:</u></p> <p>[1] A Graduation Degree with 60% [aggregate] marks from a recognized University. [2] PG Degree / Full Time Diploma of two / three years duration with 60% [aggregate] marks from a recognized University / Institute in Journalism / Mass Media / Mass Communications / Communication and Media Development / Communications Journalism .</p> <p><u>Linguistic Requirement:</u></p> <ul style="list-style-type: none"> • Excellent English communication (Speak, Read, Write) is must • Command over Telugu is a definite plus

Job Summary:Responsible for corresponding with Internal (Management and Employees) and External stakeholders.

Job Duties : Indicative but not limited to ,

- Ensure employees are well aware of changes and projects within the Corporate.
- Distribute executive messages, prepare presentations and internal memos, and conduct meetings to share information with authority as appropriate.
- Develop print materials and branding strategies for Corporate.
- Prepare press releases, arranging interviews, and compiling press kits.
- Ensure all of the above is done in a way to maintain positive image of the Corporate to all the internal and external stakeholders.

Professional Experience:

- A minimum of 6 years Post Qualification experience in Journalism, Media Reporting and/or Media Relations.
- A combination of experience in electronic media and large multi-unit PSUs / Private Sector Organization would be an added advantage.
- 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.

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[**]

Station Officer (Fire) :

Education Qualification :

[i] Passed SSC or equivalent + Certificate of Station Officer’s Course of the National Fire Service College or from CISF Fire Training Centre OR Graduate of the Institute of Fire Engineering India / London.

OR

[ii] B.E. in Fire Engineering.

Professional Experience:

Minimum experience of 5 years in a post not below the rank of Sub-Officer in a well-established whole time fire services organization is essential.

Note [1]: Notwithstanding the above experience, the candidate must have 3 years of relevant experience after obtaining the requisite qualification of Station Officerfor candidates without B.E. [Fire] qualification.

Physical Traits / Skills :

1) Candidates should possess a valid Heavy Vehicle Driving License and be fully conversant with the operation and maintenance of Fire Engines, Fire Pumps and other fire-fighting equipment.

2) Mode of Selection for the posts of Station Officer:

The final selection of the candidate will be done on the basis of performance in Physical Endurance Test/Trade Test and Interview.

a) Should be able to run 100 meters in 30 seconds.

b) Should be able to lay 4 lengths of hoses each 50 ft. from the appliance within 3 minutes

c) Should be able to climb on extension ladder of 35 ft. length and come down, twice in 2 minutes

d) Should be able to carry a person of approximately his own weight by the fireman’s lift method over 25 meters in 3 minutes

e) Should be able to do pushups 20 times continuously

f) Should be able to run 1 mile in 10 minutes.

3) Should be able to conduct Physical training, Squad drills, Fire-fighting drills, Fire-fighting/Trailor pump operations driving test, operation of fire tenders and generation of foam using foam tenders.

4) Physical Standards for the post of Station Officer / Fire Officer:

General Appearance	No deformity
Height	165 cms [minimum]
Weight	50 Kgs.[minimum]
Chest	81 Cms [normal], 86 cms [expansion]
Vision	6/6 without wearing glasses or any other aid. Night or colour blindness shall disqualification

	<p><u>Other Mandatory Conditions /Requirements :</u></p> <p>i] Candidates for Station Officer will have to stay in the DAE Housing Colony on payment of prescribed license fee. If accommodation is not available, he will have to stay within 3 Kms., radius and required to respond to the calls after office hours and holidays.</p> <p>ii] Candidates undergoing physical endurance test should do that at their OWN RISK and ECIL will not be responsible for any injuries sustained at the time of Physical Endurance Test.</p>
7	<p><u>LDC/Typist – Hindi :</u></p> <p><u>Education Qualification :</u> Bachelor’s degree with Hindi as one of the Subject/Language.</p> <p><u>Skills :</u> I] Typewriting [English] Lower Certificate of 30 w.p.m. and Hindi Typewriting [Lower] 25 w.p.m. II]The Basic knowledge of Computer Operations and the Bilingual Word Processing & DTP experience is desirable.</p> <p><u>Professional Experience :</u> Should have 1 year post qualification experience.</p>

RELAXATIONS:

- a) Age relaxation for Persons with Disabilities is 5 years for Post Nos.1, 2, 4 & 5; and 10 years for Post No.7 belong to Unreserved Category. Persons with Disabilities candidates are not eligible for Post Nos.3 and 6.
- b) 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.
- c) Fees Exemption: Candidates belonging to PWD, SC/ST & 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 fulfilled eligibility criteria of the post stated in the advertisement in all respects.
- b) A non-refundable Application Fee of ₹.200/- is applicable for Unreserved Category. Candidates claiming to be belonging 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.
- 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 mandatorily.
- 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.
- i) The application is liable for rejection at any stage of recruitment process in case of suppression of facts/ 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 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 result in immediate rejection of application.
- r) Only Indian Nationals need to apply.

HOW TO APPLY:

1. **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 **21.07.2016** (1400 hrs.) to **06.08.2016** (1600 hrs.).
2. 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 **21.07.2016**. The Candidate has to download the pay-in-slip and approach the nearby SBI branch for remitting the non-refundable application fee of ₹.200/- (Rupees Two Hundred only).
3. 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.
4. **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.**
5. 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.
6. 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, pen-picture (one-page) if applicable [refer point No. 10 below] & Medical Certificate (applicable for PWD candidates only) along with ECIL's copy of Pay-in-slip. 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.24/2016** and system generated application number on the top of the envelope and send the duly filled in application form along with enclosures to the following address:

**DGM-Recruitment
Personnel Group, Recruitment Section
ELECTRONICS CORPORATION OF INDIA LIMITED
ECIL: Post, Hyderabad – 500 062, Telangana State.**

7. The eligible INTERNAL EMPLOYEES should apply through Onlineonly. 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 section **on or before the due date i.e. 16.08.2016**. 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>.
8. Please note that the registered online application form along with all the enclosures (hard copy along with Pen Picture) as indicated at Sl.No.6 above, should reach ECIL on or before **16.08.2016**. The application (hard copy) received after this date will not be entertained.
9. The candidate has to quote advertisement number, post name and On-line system generated application number for all future correspondence.
10. The candidate applying for Post Nos: 1 to 6 has to submit a pen-picture (one-page) of his specific achievements organization-wise.
11. 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.

1. Online registered application form duly signed with recent colour passport photo affixed.
2. 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.
3. Interview call letter.
4. 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 PERSONS WITH DISABILITIES [PWD] certificate; Discharge certificate in case of Ex-servicemen, if applicable.
5. If claiming age relaxation as candidate from J&K, relevant certificate.
6. PEN Picture as applicable
7. Pay In Slip for the fees deposited , if applicable

IMPORTANT DATES:

a.	Commencement of on-line Registration of application by candidates	21.07.2016 (14.00 Hrs.)
b.	Last date for on-line registration of application by candidates	06.08.2016 (16.00 Hrs.)
c.	Last date of accepting registration forms (Hard copy) with required documents by post from candidates	16.08.2016
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.