



ELECTRONICS CORPORATION OF INDIA LIMITED

A Govt. of India (Dept. of Atomic Energy) Enterprise

ECIL Post, Hyderabad - 500 062

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

SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES (PWD)

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. 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, Engineering, Production, Testing & qualification 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 result oriented persons to the following position:

Post No.	Name of the Post	No. of post[s]	Indicative No. of vacancies			Post Qfn. Exp. (yrs.) as on 30.09.2015	Upper age limit as on 30.09.2015 (yrs.)	Total monthly emoluments (Including fringe benefits (Approx.) Rs.
			VH	HH	TOTAL			
1	SR. ACCOUNTS OFFICER (EG-III) (Rs.20600-46500) Annual increment @ 3%	01 [OBC]	0	1	1	6	OBC-43	55,537/-
2	ACCOUNTS OFFICER (EG-II) (Rs.16400-40500) Annual increment @ 3%	02 [UR-1; SC-1]	0	2	2	@	UR-33 SC-38	43,886/-
3	PERSONNEL OFFICER (EG-II) (Rs.16400-40500) Annual increment @ 3%	02 [UR-2]	0	2	2	3	UR-40	43,886/-
4	GRADUATE ENGINEER TRAINEE (Stipend :Rs.33,020/-)	03 [UR-2; OBC-1]	0	3	3	--	UR-35 OBC-38	33,020/-
5	JR. HINDI TRANSLATOR (WG-III) (Rs.7280/-) Annual increment @ 3%	01 [UR]	1	0	1	1	UR-38	19,481/-

@ Candidates with experience will be preferred.

- 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 Corporation 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/ST, OBC, PWD and 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. Accounts Officer:</u> The candidate should be a qualified CA/ICWA having requisite experience in dealing independently with Finance, Accounting and Auditing functions in a multi product/multi unit environment in a PSU/reputed organization. The incumbent should be conversant with Cost Accounting, Accounting standards, Cost Accounting Standards, Cost Audit & Auditing Standards and should have exposure to various functional areas like Funds Management, Banking Operations, Finalization of Accounts and Taxation matters like Income Tax, VAT, Service Tax, Excise Duty, etc. Candidate should be a computer literate and able to operate Accounting packages independently. In case of PSUs/ Govt establishment persons holding positions one level below EG-03/equivalent pay scale in Central Government for at least 2 years are eligible.
2	<u>Accounts Officer:</u> A candidate should be a qualified CA/ICWA. Candidates with experience will be preferred. 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.
3	<u>Personnel Officer:</u> A first class Post Graduate in HR/IR/PM or first class 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.
4	<u>Graduate Engineer Trainee:</u> A First Class Engineering Degree in the disciplines of ECE, EEE, E&I, CSE, CIVIL & Mechanical with minimum 65% marks in aggregate from AICTE approved colleges / recognized Indian Universities.
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:

Qualification: First class with minimum 60% marks is relaxed to Second Class with minimum 50% marks in aggregate for SC candidates, wherever applicable. **For Post No.4 (GET)** First Class with **65% and above marks in aggregate** in Engineering Degree.

- a.** Age relaxation for Persons with Disabilities (For Post Nos.1,2 & 3) is 5 years for candidates belonging to Unreserved; 8 years for OBC and 10 years for SC categories.
- b.** Age relaxation for Persons with Disabilities (For Post No.4 & 5) is 10 years for candidates belonging to Unreserved category and 13 years for OBC category [Post No.4].
- c.** The upper age limit is further relaxed by 5 years (For Post Nos.1 to 5) 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.

SPECIAL INSTRUCTIONS FOR POST No.4 [Graduate Engineer Trainee (GET)]:

Candidates appeared/appearing for final year exams and expecting results shortly may also apply, subject to production of Engineering Degree Certificate [Provisional/CMM] with minimum 65% of marks in aggregate for Unreserved and OBC categories. Otherwise, he/she will not be allowed for interview.

Candidates having Post Graduation qualification in Engineering are not eligible to apply.

STIPEND: The selected candidates will undergo training for a period of one year on a consolidated stipend of Rs.33,020/- [approximately] per month. They are also entitled for PF and subsidized transport & canteen facility, etc., as per rules of the Corporation. On successful completion of training, they will be appointed as Engineer for a period of three years with total emoluments of Rs.42,370/-p.m., during 1st year, Rs.43,640/-p.m., during 2nd year & Rs.44,950/-p.m., during 3rd year (for all Metros) which includes variable DA and fringe benefits under Cafeteria approach. On successful completion of contract appointment, they will be absorbed as Technical Officer in the scale of pay of Rs.16,400-3%-40,500/- with total emoluments of Rs.46,290/-p.m. (with variable DA & Fringe benefits under cafeteria approach). Further, on completion of one year service as Technical Officer, they will be considered for promotion to the post of Senior Technical Officer, in the scale of pay of Rs.20,600-3%-46,500/- depending on their performance and suitability.

Method of Selection:

The selection process will be through a written test and interview. The written test (objective type) is of **TWO HOURS** duration on engineering degree syllabus in respective discipline through the process of OMR sheet.

The written test will be held at DELHI, KOLKATA, MUMBAI and HYDERABAD only.

The candidates are required to select any **ONE Examination Centre only, of their choice.** The Centre selected **once is final and cannot be changed.** Details with regard to date, time and venue of written test etc., will be posted on our website.

It may please be noted that no Travelling Allowance (TA) is admissible to candidates appearing for written test .

Interview: Only those who are selected in the written test will be called for interview at Hyderabad. The date, time and venue of interview will be intimated by mail / SMS. The same will also be posted on our website. The candidates called for interview shall present mandatorily the following documents at the time of interview for verification.

- (1) On-line registered application form duly signed and with recent colour passport size photo affixed;
- (2) All original certificates in support of his / her date of birth, qualification, latest caste & disability(PWD) certificates along with a set of photo copies;
- (3) Hall ticket which was attested by the Invigilator at the time of written test and
- (4) Interview call letter.

Failure to do so entails summary rejection of his/ her candidature.

In respect of out-station PWD candidates to and fro Sleeper Class rail fare by shortest route from station mentioned in the address for correspondence given in the on-line application form (within India) to Hyderabad is admissible, subject to production of documentary proof.

Bond: The selected candidates are required to execute a Surety & Indemnity Bond on separate non-judicial stamp paper of Rs.100/- each to serve the Corporation for a period of 4 years (1 year as Trainee + 3 years as Engineer). The amount payable for breach of contract is Rupees Four Lakhs only.

1. The Candidates applying for Post No.4 (GET) has to download (print) two copies of hall ticket from our website and affix his /her latest colour photo (4 X 3 cms size) on both copies as and when the same is provided on our website. One copy of the hall ticket should be submitted to the Invigilator at Examination Centre along with the PWD Certification. The other copy (hall ticket) can be retained

by the candidate for future reference. Both the copies of hall tickets are to be attested (over the photo) by the Invigilator. The candidates will not be allowed for written test, in case of non-submission of 2 sets of Hall Tickets to Invigilator at the examination centre.

2. The details of shortlisted candidates in written test and called for interview will be kept on our website. The schedule of interview, date, time & venue will also be placed on our website, as and when decided.
3. There will be no separate communication to any candidate other than shortlisted candidates on their non-selection at any stage.
4. The candidates working in Govt. Departments / PSUs should routed their application through proper channel or submit 'No Objection Certificate' at the time of interview. Failure to submit either of them shall entail summarily disqualification of the candidature and not allowed for interview and no TA will be admissible in such cases.
5. The application is liable for rejection at any stage of recruitment process in case it is submitted without enclosing necessary documents or for providing incorrect information. Further, if any other shortcoming is noticed (either at the instance of candidate or otherwise) even after appointment, his/her services are liable for termination forthwith.
6. For queries candidates may visit the link provided on ECIL website and go through the Frequently Asked Questions (FAQs).
7. The candidate has to **quote his/her system generated online application number** for all future correspondence.
8. The candidates are advised to visit our website regularly for information pertaining to (1) date of written test, (2) downloading of hall ticket for written test and (3) details of shortlisted candidates for interview etc.
9. While applying online, the candidate has to exercise his/her choice of **One Examination Centre only. No request for change of Examination Centre will be entertained.** However, Management reserves the right to shift the candidate from the examination Centre selected to a nearby Examination Centre for operational reasons.
10. The queries under RTI are entertained only upto 6 months from the date of publication of final results on our website.
11. Request for previous question papers will not be entertained.

GENERAL CONDITIONS:

- a) Selection procedure (for Post No.1, 2, 3 & 5): Selection procedure will be at the discretion of management which is dependent on the response received from eligible applications for these posts.
- b) 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.
- 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 in notified disciplines only.
- f) The candidates working in Government Departments /PSUs should routed 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 or otherwise.
- 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/SMS as per the details 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 limited to Only the Courts at GHMC (Kapra Circle) alone shall have exclusive jurisdiction.
 - o) ECIL will not be responsible for any postal delay /Network/ 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.

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 **12.10.2015 (1400 hrs.) to 26.10.2015 (1400 hrs.)**.
2. **For candidates applying for Post No.4 only:** After applying on-line, the candidate is required to take the print-out of registered online application form with system generated application number without fail and may be retained by him / her. Please note down your application number for future reference. The candidate can take re-print of his/her registered on-line application form before the last date for On-line registration. **The hard copy of online application form for Post No.4 need not be sent by post to ECIL.** However, internal employees applying for post No.4 should necessarily send their application through proper channel to Recruitment Section before due date for adjudging their suitability.
3. **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.**
4. 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.
5. 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 for PWD in the prescribed proforma from the Competent Authorities 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.25/2015** 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**

6. 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., 02.11.2015**. 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>.
7. Please note that the registered on-line application form along with all the enclosures (hard copy) as indicated at **Sl.No.5** above, should reach ECIL on or before **02.11.2015** invariably **except for Post No.4**. The application (hard copy) received after this date will not be entertained.
8. The candidate has to quote advertisement number, post name and On-line system generated application number for all future correspondence.
9. The candidate has to submit a pen-picture (one-page) of his specific achievements organization-wise for **Post No.1, 2 & 3**.
10. The candidate has to provide 2(TWO) personal references in the online application with their Phone Nos., and Mail IDs.

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 Physically Challenged certificate; Discharge certificate in case of Ex-servicemen, if applicable.
5. If claiming age relaxation as candidate from J&K, relevant certificate.

IMPORTANT DATES:

a.	Commencement of on-line Registration of application by candidates	12.10.2015
b.	Last date for on-line registration of application by candidates	26.10.2015
c.	Last date of accepting registration forms (Hard copy) with required documents by post from candidates	02.11.2015
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. 25/2015

PERSONNEL MANAGER (Rectt.)