

**ELECTRONICS CORPORATION OF INDIA LIMITED**

A Govt. of India (Department of Atomic Energy) Enterprise
ECIL Post, Hyderabad - 500 062.

Tele Phone No(s):040-27182956 / 27186532

COME.... TEAM UP WITH ECIL FOR A BRIGHT CAREER

Electronics Corporation of India Limited is a leading Public Sector Company (A Unit of Department of Atomic Energy) with a turnover of ₹1260 Crores engaged in the area of Strategic Electronics with thrust on innovation & indigenization. ECIL has diversified into strategic sector such as Nuclear, Defence, Security, Aerospace, Information Technology, Telecom and e-Governance. ECIL pioneered a number of products and technologies include Solid State Television, Digital Computer, Cockpit Voice Recorders, Electronic Voting Machines, Programmable Logic Controllers, Earth Station and Deep Space Network Antennas. 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 executives in the following positions:

Post No.	Name of the Post	No. of post (s)	Post Qlfn. Exp. (yrs.) as on 31.08.2018	Upper age limit as on 31.08.2018 (yrs.)	Total monthly emoluments (Including perks) (Approx.)
1	Additional General Manager (P&A) (Rs.100000-3%-260000) (EG-VIII)	1	20	50	Rs.1,42,056/-
2	SDGM (Purchase) (Rs.90000-3%-240000) (EG-VII)	1	18	48	Rs.1,27,098/-
3	SDGM (Nuclear) (Rs.90000-3%-240000) (EG-VII)	2	18	48	Rs.1,27,098/-
4	Personnel Manager (Rs.60000-3%-180000) (EG-IV)	3	10	40	Rs.85,395/-
5	Purchase Manager (Rs.60000-3%-180000) (EG-IV)	3	10	40	Rs.85,395/-
6	Purchase Officer (Rs.40000-3%-140000) (EG-II)	5	3	35	Rs.57,115/-
7	Personnel Officer (Rs.40000-3%-140000) (EG-II)	5	3	35	Rs.57,115/-
8	Accounts Officer (Rs.40000-3%-140000) (EG-II)	10	@	28	Rs.57,115/-

(@) Candidates having 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 / higher qualification (relevant)/performance in interview as per the Corporation rules.
- In addition to emoluments as mentioned against each post. PF, Gratuity, Medical benefits, Leave etc., are admissible as per rules of the Corporation.
- Age of superannuation is 60 years as per the extant rules.
- Reservations for SC/ST, OBC [Non-creamy layer], PWD and Ex-Servicemen categories will be applicable as per Government of India guidelines.

QUALIFICATIONS & EXPERIENCE:

Post No.	Qualification & Experience
1	<p><u>ADDITIONAL GENERAL MANAGER (P&A):</u></p> <p><u>Educational Qualification:</u> Preferably a first class Post Graduate Degree in HR/ IR/ PM/ Social Work or Preferably first class fulltime Diploma (Two years) in HR/IR/PM from recognized Institute or Preferably a 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 gamut of HR activities such as Employee Relations, Establishment, Recruitment, Training, Auxiliary Services, etc. Broad Job profile is as follows:</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 divisions on P&A/HR related issues.○ Implement new HR policies including ERP system in line with the business requirements.○ Effectively lead Succession Planning, Change Management, Leadership Development, Competency Building, Organization Pulse Survey etc.○ Establish good work practices, systems to nurture the talent. <p><u>Experience:</u> Minimum of 20 years in large reputed organization having not less than 1000 manpower and turn-over of not less than Rs.1260 Crores. Should have managed the entire gamut of HR/ P&A functions. In case of PSUs/ Govt. establishment, persons holding positions one level below EG-08 / Rs.90000-240000/- or its equivalent pay scale in Central Government for at least 2 years are eligible.</p>
2	<p><u>SENIOR DEPUTY GENERAL MANAGER (PURCHASE) :</u></p> <p><u>Educational Qualification:</u> Preferably a first class Graduate in Engineering from a reputed University/Institute. A Post-graduation / Diploma in Materials Management from reputed University/Institution is desirable.</p> <p><u>Job Summary:</u> Should have leadership experience in entire gamut of Purchase Function in an organization dealing with multiple materials procurement, covering various technical and non-technical items. Should be able to Mentor and guide the team and help build a strong Purchase Function.</p> <p><u>Experience:</u> Minimum of 18 years in large reputed organization having not less than 1000 manpower and turn-over of not less than Rs.1260 Crores. In case of PSUs/ Govt., establishment persons holding positions minimum one level below EG-07/ Rs 80000-220000 or its equivalent pay scale in Central Government for at least 2 years are eligible.</p>
3	<p><u>SENIOR DEPUTY GENERAL MANAGER (NUCLEAR) :</u></p> <p><u>Educational Qualification:</u> B.Tech./ B.E. in EEE or equivalent with 1st Class (60%) and a Post Graduation in Nuclear Technology. Certification in Radiation Safety / Diploma in Management will be an added advantage.</p> <p><u>Job Summary:</u> Working experience on Submarines / Ships as Electrical Officer leading a team of 10 members or more, Commissioning and maintenance of large control systems preferably nuclear. HATs, SATS, Nuclear Safety, Project Planning, Design, On board equipment maintenance.</p> <p><u>Experience:</u> Retired or Serving Officers from Defence Sector in the rank of Commander or above. Minimum of 18 years in large reputed organization having not less than 1000 manpower and turn-over of not less than Rs.1260 Crores. In case of PSUs/ Govt., establishment persons holding positions minimum one level below EG-07/ Rs 80000-220000 or its equivalent pay scale in Central Government for at least 2 years are eligible.</p>

4	<p><u>PERSONNEL MANAGER:</u></p> <p><u>Educational Qualification:</u> Preferably first class Post Graduation Degree in HR/IR/PM/Social Work or preferably first class fulltime Diploma (Two years) in HR/IR/PM from a recognized Institute or preferably first class MBA with HR specialization from a reputed Institution. Degree in Law will be preferred.</p> <p><u>Job Summary:</u></p> <ul style="list-style-type: none"> o Responsible for HR Functions like Employee Relations, Establishment, Recruitment etc. o Comply with labour laws and Government guidelines. o Provide support/ advice to the strategic business divisions on P&A/HR related issues. o Support in implementation of new HR policies including ERP system in line with the business requirements. o Effectively participate in Succession Planning, Change Management, Leadership Development, Competency Building, Organization Pulse Survey etc. <p><u>Experience:</u> Minimum of 10 years in large reputed organization having not less than 1000 manpower and turn-over of not less than Rs.1260 Crores. In case of PSUs/ Govt., establishment, persons holding positions one level below EG-04/ Rs. 50000-160000/- or its equivalent pay scale in Central Government for at least 2 years are eligible.</p>
5	<p><u>PURCHASE MANAGER:</u></p> <p><u>Educational Qualification:</u> A preferably first class Graduate in Engineering from a reputed University/Institute, and a Post-graduation / Diploma in Materials Management from reputed University/Institution.</p> <p><u>Job Summary:</u></p> <ul style="list-style-type: none"> o Should have experience in purchase function in an organization dealing with multiple material procurement, covering various technical and non-technical items, complied with statutory and tax issues pertaining to purchase, as well as service contracts. o Should be able to create multiple vendors both at national and international level o Manage the supply chain management component of ERP system and e-procurement <p><u>Experience:</u> Minimum of 10 years in large reputed organization having not less than 1000 manpower and turn-over of not less than Rs.1260 Crores. In case of PSUs/ Govt., establishment persons holding positions minimum one level below EG-04/ Rs. 50000-160000/- or its equivalent pay scale in Central Government for at least 2 years are eligible.</p>
6	<p><u>PURCHASE OFFICER:</u> A preferably first class Graduate in Engineering from a reputed University/Institute. Should have experience in purchase function in an organization dealing with multiple materials procurement covering various technical and non-technical items, complied with statutory and tax issues pertaining to purchase, as well as service contracts. Conversant with the supply chain management component of ERP system and e-procurement.</p>
7	<p><u>PERSONNEL OFFICER:</u> A preferably first class Post Graduate in HR/IR/PM or first class Diploma (Two years) fulltime in HR/IR/PM from reputed Institution or Preferably a 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, training 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.</p>
8	<p><u>ACCOUNTS OFFICER:</u> A candidate should be a qualified CA/ICWA. Candidates should possess requisite aptitude to deal with issues of Finance, Costing, Pricing, Audit, and Project Evaluation & Project matters etc., independently. Candidates with relevant post qualification experience will be preferred. Candidates should be a Computer literate and able to operate Accounting packages independently.</p>

RELAXATIONS ALLOWED TO SC/ST CANDIDATES IN RESPECT OF EXPERIENCE:

No. of years of experience prescribed as essential qualification for General Candidates	Relaxation in respect of Scheduled Caste / Tribe Candidates
3 to 5 years	1 year relaxation
6 to 9 years	2 years relaxation
10 years & above	3 years relaxation

RELAXATIONS:

- 1) **AGE LIMIT & AGE RELAXATIONS** : Age will be reckoned as on 31.08.2018:

Post No.	Name of Post	AGE LIMIT & AGE RELAXATIONS			
		UR	OBC	SC	ST
1	Additional General Manager (P&A)	50	50	50	50
2	SDGM (Purchase)	48	51	48	48
3	SDGM (Nuclear)	48	51	48	48
4	Personnel Manager	40	43	45	40
5	Purchase Manager	40	43	45	40
6	Purchase Officer	30	33	35	30
7	Personnel Officer	30	33	35	30
8	Accounts Officer	28	31	33	28

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.

- 2) **Fee exemption**: Candidates belong to SC/ST/PWD & Serving/Retired Service Officers from Defence are exempted from payment of application fee.
- 3) **Internal Employees are exempted from Application Fee**
- 4) **POST - WISE RESERVATIONS:**

Post No.	Name of Post	No. of posts notified	UR	OBC	SC	ST
1	Additional General Manager (P&A)	1	1	-	-	-
2	SDGM (Purchase)	1	2	1	-	-
3	SDGM (Nuclear)	2				
4	Personnel Manager	3	3	2	1	-
5	Purchase Manager	3				
6	Purchase Officer	5	5	8	7	-
7	Personnel Officer	5				
8	Accounts Officer	10				

3. GENERAL CONDITIONS:

- a) Before applying, candidate should read the complete advertisement carefully and ensure that he / she fulfill eligibility criteria of post stated in the advertisement in all respects.
- b) A non-refundable Application Fee of **Rs.500/-** is applicable for General & OBC candidates. **Candidates belonging to SC / ST / PWD & Serving / Retired Service Officers from Defence are exempted from payment of Application Fee.**
- c) **The Internal candidates are EXEMPTED from payment of Application Fee.**
- d) Candidates claiming to belong to any particular category of SC / ST / OBC / PWD shall necessarily submit a copy of certificate, in Proforma prescribed by Govt. of India, as the case may be, from a Competent Authority. Candidates belonging to OBC category but coming in the "Creamy Layer" are not entitled to apply against posts reserved for OBC (Non-creamy layer) category.
- e) The Management reserves right to limit the number of candidates to be called for interview, as also to fill the posts even at lower level.
- f) All qualifications should be from a recognized Indian University / Appropriate Statutory Authority.
- g) 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.
- h) The selected candidates are liable to serve the Corporation from anywhere in India.
- i) **Only on-line applications are accepted.**
- j) TA (to & fro rail fare) will be paid for outstation candidates appearing for interview by the shortest route to the **Place of Interview** [i.e., from nearest railway station as per address for correspondence (within India) mentioned in the Application form], subject to production of documentary proof, as per rules & eligibility.
- k) 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 Fee Remittance Receipt (if applicable), & received after closing date for receipt of hard copy by post.
- l) For queries candidates may visit the link and consult the Frequently Asked Questions (FAQ) section.
- m) The candidate has to quote his/her system generated application number allotted for all future correspondence.
- n) All future correspondence would be through E-mail ID, furnished by the applicant in the on-line application-form or by post as may be decided by ECIL.
- o) ECIL reserves the right to cancel / restrict / enlarge/ modify the recruitment process, if need so arises, without assigning any reason.
- p) 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 the Courts at GHMC (Kapura Circle) alone shall have exclusive jurisdiction.
- q) ECIL will not be responsible for any postal delay / loss in transit in submission of documents within specified time.
- r) In case of any ambiguity/dispute arises on account of interpretation in version other than English, English version will prevail.
- s) Canvassing in any form will be a disqualification.
- t) Only Indian Nationals need apply.

HOW TO APPLY:

1. Eligible candidates including **INTERNAL EMPLOYEES** have to apply 'ON-LINE' through our website "**www.ecil.co.in**". You can alternatively use **<http://careers.ecil.co.in>** selecting '**Careers**' followed by **e-Recruitment** for getting connected to advertisement details. The on-line application process will be operational from **29.09.2018 (1400 hrs.) to 15.10.2018 (1600 hrs.)**.
2. 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 Fee Remittance Receipt form.

3. 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) and 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 Fee Remittance Receipt invariably. The candidate can retain a copy of the registered on-line application form and candidate's copy of Fee Remittance Receipt for future reference.
4. The candidate should write Advertisement No. **35/2018**, post number and system generated application number on the top of the envelope and send the duly filled in application form along with enclosures as indicated at Sl.No.4 to:

SENIOR DEPUTY GENERAL MANAGER & IN-CHARGE, HR

Personnel Group, Administrative Office,
ELECTRONICS CORPORATION OF INDIA LIMITED,
ECIL (Post), Hyderabad - 500 062, **Telangana.**

5. The eligible **INTERNAL EMPLOYEES** should apply through Online only. 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. **22.10.2018**. 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: <http://careers.ecil.co.in>**.
6. Please note that the registered on-line application form along with all the enclosures (hard copy) as indicated at Sl.No.4 above, should reach ECIL on or before **22.10.2018** invariably. The application (hard copy) received after this date will not be entertained.
7. The application is liable for rejection at any stage of the recruitment process, in case of suppression / furnishing false information / without enclosing necessary documents, including Fee Remittance Receipt etc.
8. The candidate has to write advertisement number, post name and On-line system generated application number for all future correspondence.

HOW TO MAKE PAYMENT:

I. Making payment of Application Fee (where applicable) ONLINE-MODE:

- Prior to payment of Application Fee, the candidate has to take care on his / her eligibility mentioned in the advertisement and proceed for payment of Fee;
- **If any mistake made by the candidate on payment of Application Fee**; will not be paid back under any circumstances ;
- General [UR] and OBC candidates are required to pay a fee of Rs.500/- (Rupees Five hundred only) as Application Fee subject to meeting the eligibility criteria as notified in the advertisement.

Instructions for making payment through SBI Collect:

- a) Click on the LINK PROVIDED on Home Page of Advertisement as "Online/Offline payment" Candidate will be redirected to:
<https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=871058>
- b) Click checkbox for terms and conditions and then click on Proceed.
- c) In Select Payment Category, select the appropriate post as per advertisement
- d) After entering all the required details in the fields provided, candidate has to proceed for payment through online by Net Banking / Card Payments;
- e) After remitting the fees, the candidate has to enter the **SB Collect Reference Number** in the column [field] provided in online Application column of "**Journal number**", **Branch Code - "02714", Branch Name - "ECIL"**, Date of payment and Amount under the "SBI payment details of Online / Offline field" and submit the application.

- f) The aforesaid Reference Number will start with "DU" followed by numerical. e.g DU83546544.
- g) Please note that it may take up to three working days to update the details of Application Fee. Once the details of payment of Application fee are received from Bank, the applicant can view these details using the "Application Fee Payment Details" link.

II. Making payment of Application Fee (where applicable) OFFLINE [Pre Acknowledgement Payment (PAP) Form :

Instructions for making payment through SBI Collect Offline

- a. Click on the LINK PROVIDED on Home Page of Advertisement as "Online/Offline payment"
Candidate will be redirected to:
<https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=871058>
- b. Click checkbox for terms and conditions and then click on Proceed.
- c. In Select Payment Category, select the appropriate post as per advertisement
- d. After entering all the required details in the fields provided, candidate to proceed for payment through OFFLINE by click on the "OTHER PAYMENT MODES" - SBI BANK BRANCH ONLY.
- e. Please print the Pre Acknowledgement Payment form and submit in any SBI Branch for payment.
- f. After remitting the fees, candidate is required to enter the SB Collect Reference Number as shown in the SBI [PAP] **Pre Acknowledgement Payment Form** has to be entered in online application as **Journal Number, Branch Code, Branch Name, Date of payment and Amount** under the "SBI payment details of Online/ Offline field" and submit the application.

Note: The payment of Application Fee through Online or Offline, the photo copy of Fee Remittance Receipt has to be enclosed along with the requisite enclosures at the time of certificate verification process [wherever applicable].

Candidate must upload his Photo, & Signature as per the following specifications:

i. Photograph Image:

- Photograph must be a recent passport size colour picture.
- The picture should be in colour, taken against a light coloured, preferably Blue background.
- Look straight at the camera with a relaxed face.
- If you have to use flash, ensure there's no "red-eye".
- Caps, hats and dark glasses are not acceptable, religious headwear is allowed but it must not cover your face.
- **Size of the file should be less than 50kb.**

ii. Signature Imaging:

- The applicant has to sign on white paper with Black Ink Pen.
- The signature must be signed only by the applicant and not by any other person.
- Size of the file should be less than 20kb.
- **Ensure that the size of the scanned image is not more than 20kb.**
- The signature of the candidates should be in running hand and not in block or capital or disjointed letters. If the signatures are not matching either at the time of written examination or document verification before personal interview, the candidature of the candidate will be cancelled.

MODE OF SELECTION: Written Test/ Personal Interview.

The date, time and venue of written test & interview will be intimated by e-mail / SMS. The candidates called for interview shall present mandatorily the following documents at the time of interview for certificates verification.

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. 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, identity (Govt. issued only like Aadhar, Driving License, Passport etc.), qualification, experience, latest caste & disability(PWD) certificates, Discharge Certificate (for Defence Personnel) if any along with a set of photo copies.
3. 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 certificates for Persons with Disabilities (PWD); Discharge certificate in case of Ex-servicemen, if applicable.
4. If claiming age relaxation as candidate from J&K, relevant certificate.

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

IMPORTANT DATES:

a.	Commencement of on-line Registration of application by candidates	29.09.2018 (1400 hrs.)
b.	Last date for on-line registration of application by candidates	15.10.2018 (1600 hrs.)
c.	Last date of accepting registration forms (Hard copy) with required documents by post from candidates	22.10.2018
d.	Written Test/ Interview date	Will be communicated by mail/post to eligible candidates only or visit our website for more information.

Please Note:

Corrigendum/Extension etc., if any, shall be published in our website <http://careers.ecil.co.in> only. Also, for career opportunities in ECIL, please visit our website regularly.

Advt. No.: 35/2018

SENIOR DEPUTY GENERAL MANAGER & In-CHARGE, HR