



# सर्टिफिकेशन इंजीनियर्स इंटरनेशनल लिमिटेड

(भारत सरकार का उपक्रम और इंजीनियर्स इंडिया लिमिटेड की पूर्ण स्वामित्व वाली सहायक कंपनी)

## CERTIFICATION ENGINEERS INTERNATIONAL LIMITED

(A Govt. of India Undertaking and a wholly owned subsidiary company of Engineers India Limited)

Advertisement No.: CEIL/HR&A/Advt./2024-25/01

**RECRUITMENT OF PERSONNEL IN QA/QC ENGINEER (OFFSHORE), FINANCE & ACCOUNTS(F&A), HUMAN RESOURCE & ADMINISTRATION (HR&A) AND INFORMATION TECHNOLOGY (IT) ON CONTRACT BASIS**

**Certification Engineers International Ltd. (CEIL)**, A Government of India Undertaking and a wholly owned subsidiary Company of Engineers India Ltd. (EIL) is a leading company in the areas of Certification/re-certification of Offshore and Onshore Oil & Gas facilities; Quality surveillance/certification of pipelines, Third Party Inspections services for Refineries, Petrochemicals, Railways, Smart Cities, Infrastructure, Audits of plants and allied facilities as per Code and Statutory/Regulatory requirements, etc.

In order to provide Third Party Inspection and QA/QC services FOR offshore projects, CEIL invites application from experienced engineers & for its back office support team, from experienced Finance & Account (F&A), Human Resource & Administration (HR&A) and Information & Technology (IT) personnel having experience in service industry.

The advertised positions are purely on contract basis initially for a period of one year, subject to satisfactory performance and further extendable (if required) up to 24 months or till the completion of the project, whichever is earlier after which the employment with CEIL stands terminated. In no case the total contract period will be extended beyond 36 months. CEIL's decision in this regard is final & binding. The positions are multi-functional and will be required to work in CEIL office located at Mumbai/Delhi/anywhere in India. The candidate should be willing to move anywhere in India as per requirement when called for.

Specific experience required against individual positions is listed below.

### Position, Educational Qualification and Required Post Qualification Experience:

Sr. No	Dept/Position	Educational Qualification	Post Qualification Experience
1	Third Party Inspection (QA/QC) Engineer [Offshore]	Applicant should be Engineering Graduate or Diploma in Engineering (Full Time with Minimum 50% marks) in Mechanical (Mech)/Production/ Civil/E&I (Electrical/Electronics/ Electronics & Telecommunication/Instrumentation) discipline from a recognized University/Institute. <b>Additional Requirement:</b> * <b>Incase of Mechanical Engineering(Mech)</b> in addition to educational qualification candidates should have following certifications: ASNT Level-II in NDT Method such as UT, RT, MPT and PT. Mechanical candidates with ASNT level-III/CSWIP 3.1/NACE level-I/II will be preferred. * <b>Incase of Electrical &amp; Instrumentation (E&amp;I)</b> candidates with NACE level-I/Level-II will be preferred.	<b>Mechanical:</b> <b>For Oil &amp; Gas Offshore projects:</b> Applicant should have post qualification experience in Third Party Inspection of activities related to Pressure Vessels, columns, rotatory equipment (Pumps, Compressors, Turbines, etc), Cross country Oil and Gas Pipelines, Fabrication of piping, Structural Steel, Bulk items, Welding, NDT, Painting, Insulation activities etc. Candidates should be conversant with the design/norms and various testing codes/practices in the industry. Candidates shall be conversant with ASME, ASTM, ISO, API, BIS and other National and International codes/Standards and statutory /regulatory requirements. Prior experience of working at offshore, inspection of subsea pipelaying shall be preferred <b>Civil:</b> Applicants should have hands-on post qualification experience in Third Party Inspection of Concrete structures, Roads, Building, Bridges, STP plants, Drainage, Lab Testing, NDT etc. Candidates shall be well conversant with BIS, ISO and other National and International codes/Standards and statutory /regulatory requirements. <b>E&amp;I:</b> Applicants should have post qualification experience in third party inspection of electrical and instrumentation items including motor, cable, transformer, DCS, PLC, SCADA, Panels, Switchboards, CP System, Fire & Gas detection system, Field Instruments, Electrical Bulk items etc. used in Refineries, Petrochemicals, Cross country pipelines and associated facilities etc. Candidates shall be well conversant with BIS, EN, ISO and other National and Statutory/regulatory requirements. Prior experience of working at offshore, shall be preferred

Sr. No	Dept/Position	Educational Qualification	Post Qualification Experience
2a	Finance and Accounts [F&A]/Sr. Officer	Graduate (full time with minimum 50% marks) from a recognized university with professional qualification of Chartered Accountant (CA) from The Institute of Chartered Accountants of India OR Cost Accountant (CMA) from The Institute of Cost Accountants of India.	Candidates having experience in handling various gamut of Finance & Accounts department of service sector. Knowledge of Income Tax, GST, statutory compliance and general accounting till finalization would be preferred.
2b	Finance and Accounts [F&A]/Associate-I/II/III	Commerce Graduate (full time with minimum 50% marks) from a recognized university. => <b>For Grade-I</b> -Relaxation of 1 year in will be given to suitable candidates with additional qualification of CMA/CA Inter and above. => <b>For Grade-II &amp; III</b> -Preference will be given to the candidates having CMA/CA Inter and above.	Candidates having experience in handling various gamut of Finance & Accounts department of service sector. Knowledge of Income Tax, GST, statutory compliance and general accounting till finalization would be preferred.

Sr. No	Dept/Position	Educational Qualification	Post Qualification Experience
3	Human Resource and Administration [HR&A]/Associate-I/II/III	BBA OR Graduate in any discipline (full time with minimum 50% marks) from a recognized university with Diploma in Personnel Management. Preference will be given to candidates having additional qualification in MBA(HR) or MA in PMIR or Masters in Personnel Management or Eq.	The candidate should have post qualification experience in handling various aspect of HR & Administration including contract handling, recruitment and general administration.

Sr. No	Dept/Position	Educational Qualification	Post Qualification Experience
4	Information Technology (IT) [IT]/Associate-II/III	Graduate in Bachelor of Science in Information Technology [BSC (IT)] or Bachelor of Computer Application (BCA) (full time with minimum 50% marks) from a recognized university. Preference will be given to the candidates with MSc-IT or MCA.	The candidate should have post qualification experience in handling/knowledge in various aspect of Information Technology including software handling/development, networking & hardware.

**Posting Location:**

Anywhere in India initially in Mumbai or Delhi.

**Outstation & offshore assignment :**

Travel / Daily allowances shall be as per company Rules for assignment other than place of posting in India.

**The Position and other details of Candidates For QA/QC Engineer, F&A, HR&A and IT is as under:**

Position	Position Code	Designation	Minimum PQ Experience as on 30.11.2024		Maximum Age as on 30.11.2024		Consolidated Salary Per month (in Rs.)
			For Degree Holders	For Diploma Holders	For Degree Holders	For Diploma Holders	
QA/QC Engineer in offshore project	24-25/01/A1	Engineer [QA/QC]	2 years	6 years	30 years	35 years	41250.00
	24-25/01/A2	Sr. Engineer [QA/QC]	6 years	12 years	35 years	40 years	51000.00
	24-25/01/A3	Dy. Manager [QA/QC]	10 years	15 years	40 years	45 years	62250.00

Position/Dept.	Position Code	Proposed Designation	Minimum PQ Experience as on 30.11.2024	Maximum Age as on 30.11.2024	Consolidated salary Per month (In Rs.)
Finance & Accounts	24-25/01/B1	Sr. Officer	6 years	40 years	51,000.00
	24-25/01/B2	Finance Associate Grade-I or	4 years	35 years	36,700.00
		Finance Associate Grade-II or	5 years	40 years	41,820.00
		Finance Associate Grade-III	6 years	45 years	45,230.00
Human Resource & Administration	24-25/01/C1	HR Associate Grade-I or	4 years	35 years	36,700.00
		HR Associate Grade-II or	5 years	40 years	41,820.00
		HR Associate Grade-III or	6 years	45 years	45,230.00
Information & Technology	24-25/01/D1	IT Associate Grade-II or	5 years	40 years	41,820.00
		IT Associate Grade-III or	6 years	45 years	45,230.00

**General information/ conditions:**

- Reservation and relaxation for SC/ST/OBC candidates shall as per Govt. of India guidelines. Relaxation in age by 5 years for SC/ST and 3 years for OBC (non creamy layer) candidates will be given. Reservation of posts for SC/ST/OBC (non creamy layer)/PWD/EWS candidates will be as per presidential directives. Upper age limit for person with disabilities (PWD) shall be as per Government Guidelines.
- Computer proficiency is essential. Company reserves the right to relax the above conditions in exceptional cases. Prescribed Educational Qualifications & no. of year of experience are the minimum qualifying criteria. Mere possession of the same does not entitle candidates for interview. CEIL also reserves the right to reject any candidature without assigning any reason whatsoever.

Wherever CGPA/ OGPA/ CPI or letter grade in a Degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by university/ Institute. Candidates will be required to submit documentary proof/ certificate to this effect from the Institute/ University at the time of document verification.

Minimum percentage of marks in the essential qualification(s), as specified shall be considered as per Institute/ University rules/norms.

- Job is purely on temporary basis and does not carry any liability on CEIL for regular appointment at any stage. In no case the total contract period will be extended beyond 36 Months.
- The number of vacancies can vary and will solely dependent on project requirements.
- Management reserves right to cancel/ restrict/modify/alter selection/recruitment process at any stage without issuing any notice or assigning any reason thereafter.
- No perks or allowances, other than the consolidated salary mentioned above, would be payable (For offshore, offshore allowance is applicable). In case of extension beyond one year of service, increment @ 3% every year on the Consolidated salary will be considered for next 2 years).

7. CEIL will provide Medical Insurance up to 5 lac per employee; Group Personal Accident Insurance upto 100 times of the respective Basic pay and CEIL provident fund contribution shall be @12% of basic. Company's PF contribution will be part of consolidated salary.
8. No TA/DA will be given for attending interviews.
9. Candidates should be of sound health and have to provide Medical Fitness Certificate from Government Hospital / Company Nominated Hospital at the time of joining. Expense towards obtaining medical fitness certificate will be reimbursable on production of original receipt (as per policy).

### **How to apply:**

- 1) Candidates Fulfilling the Qualification and experienced Criteria may apply in the Approved Pro Forma (Annexure A) along with relevant document.  
Note: a) CV shall be sent by the applicant from his/her email ID only.  
b) CV in the approved Bio-Data Format (Annexure-A) with attachments shall ONLY be considered for short-listing. (CV without attachment/s shall be rejected.)  
c) No email shall be sent by CEIL to individual for missing documents.  
d) For Associate Category- Selection will be done through written Test. Candidates complying the above criteria will be shortlisted for written test.
- 2) Only those who meet the prescribed eligibility criteria need apply. If at any stage, it is found that the candidate does not meet the prescribed eligibility criteria, he/she will be disqualified. CEIL reserves the right to reject any application without assigning any reason.
- 3) Completed Applications as per format (Annexure-A) along with self-attested certificates pertaining to Educational Qualification (Incl. mark sheet & Certificates in support of 50% marks secured), Professional Qualification, Date of Birth bearing 10<sup>th</sup> mark sheet/pass certificate or birth certificate, Caste Certificate and Post Qualification Experience should be emailed to following email address:  
**recruit.hr3@ceil.co.in**  
In the subject line of email, the candidate must write the relevant position and position code against which application is being made as under:  
**For Example:** If a candidate is sending application for position against **Finance & Accounts (F&A), Sr. Officer**, the subject line of email should be:  
**“Application against Finance &Account as Sr. Officer [24-25/001/B1].”**
- 4) CEIL shall not be responsible for any loss of email. No request in this regard will be entertained.
- 5) Schedule of Submission of Application:  
Last date of receipt of application in the approved format through email shall be within 15 days from the date of publication of Advertisement in Times of India and Employment News whichever is later.
- 6) Short listed candidates will be informed about the date & time of the personal Interview/written test through email mentioned in the CV. If for any reason interviews be held through online mode it may be either through skype, Google meet or any such mode which will be specified in the relevant communication.
- 7) Screening and selection will be based on the details provided in the application form received in the mail hence it is necessary that only accurate, full and correct information is furnished by the applicants. Furnishing of wrong/false information will be a disqualification and CEIL will NOT be responsible for disqualification as a consequence of furnishing of such wrong/false information.
- 8) The e-mail address specified in the application should be utilized for all communication & be valid/ functional for at least 24 months from the date of the submission of application. Kindly ensure that your email is valid and operational. Shortlisted candidates will be called for Interviews.
- 9) Depending upon the requirement, CEIL reserves the right to cancel / curtail /increase the no. of vacancies without any further notice and without assigning any reason thereof.
- 10) Selected candidates will be on panel and appointment letters will be issued as per requirement.

11) Initial Requirement is as below:

Position Code	Discipline	Position	Tentative Vacancies (in No)
24-25/001/A1	Mechanical, Electrical & Instrumentation, Civil	Engineer	16
24-25/001/A2	Mechanical, Electrical & Instrumentation, Civil	Sr. Engineer	14
24-25/001/A3	Mechanical, Electrical & Instrumentation, Civil	Dy. Manager	3
24-25/001/B1	Finance & Accounts	Sr. Officer	2
24-25/001/B2	Finance & Accounts	Associate Grade-I/II/III	4
24-25/001/C1	Human Resource & Account	Associate-Grade-I/II/III	1
24-25/001/D1	Information & Technology	Associate-Grade-II/III	2

**Reservation Break up (Tentative)**

Position	No. of Vacancies*
Engineer	16(UR-8; SC-2; ST-1; OBC-4; EWS-1)
Sr. Engineer and Sr. Officer	16(UR-8; SC-2; ST-1; OBC-4; EWS-1)
Dy. Manager	03(UR-3)
Associate Grade-I/II/III	07 (UR-5; SC-1; OBC-1)

\*No of vacancies indicated are only tentative. Reservation and relaxation for PwDs (Persons with Disabilities) shall be as per GOI (Government of India) guidelines.

- 12) Balance requirements (if any) for next 1year will be displayed on CEIL Website quarterly on 1<sup>st</sup> January, 1<sup>st</sup> April and 1<sup>st</sup> June... Interviews will be conducted as per requirement.
- 13) Contractual engagement may be terminated by CEIL at any time at its sole discretion without assigning any reason if Performance / conduct is found unsatisfactory. The employment shall be governed as per CEIL's Conduct, Discipline and Appeal Rules.
- 14) For termination of employment during the currency of contract of appointment but except on the expiration of the contract, one month's notice in writing shall be given or one month's consolidated pay in lieu of such notice shall be paid, by CEIL or by candidate, as the case may be, without assigning any reason.
- 15) Candidates are advised to periodically check the site for further updates.
- 16) If there are more eligible applicants, the number of candidates to be called, will be restricted in proportion to the requirement based on academic excellence, age, experience.
- 17) Candidates are required to send the self-attested document with application on email specified & as per methodology mentioned above and on shortlisting, they shall bring the following Original Certificates for verification:  
 -Proof of age  
 -Educational qualifications (all mark sheet & certificates).  
 - NDT Level-II /NDT Level-III/NACE/CSWIP (if applicable) Certificate (For QA/QC Mech. candidate, **Offshore** positions)  
 -Service Certificate of past employment & proof of date of joining & its continuity in the present organization (if applicable)  
 -Copy of Scheduled Caste (SC)/Scheduled Tribe (ST)/Other Backward Class (OBC) (Non-creamy layer) Certificate (if applicable) from Competent Authority. OBC certificate produced by candidate should clearly indicate that they do not belong to creamy layer.  
 -PAN, Aadhaar and Passport (if candidate has). For Offshore Engineers valid passport is mandatory.
- 18) Canvassing in any form will result in disqualification.
- 19) Any dispute with regard to the recruitment against this advertisement will be under the jurisdiction of Mumbai court only.