



# इलेक्ट्रॉनिक्स कॉर्पोरेशन ऑफ इंडिया लिमिटेड ELECTRONICS CORPORATION OF INDIA IMITED

भारत सरकार (परमाणु ऊर्जा विभाग) का उद्यम  
[A Govt. of India (Dept. of Atomic Energy) Enterprise]  
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ECIL is a Schedule 'A' CPSE under the Department of Atomic Energy setup with a view to generate a strong indigenous capability in the field of professional grade electronics. The initial accent was on total self-reliance and ECIL was engaged in the Design, Development, Manufacture and Marketing of several products with emphasis on three technology lines viz. Computers, Control Systems and Communications. Over the years, ECIL has pioneered in development of various complex electronic products while diversifying its products and services into Aerospace, Defence, Nuclear, Security and IT & e-Governance verticals

We are looking for dynamic and result-oriented Ex-Servicemen for the following position purely on fixed tenure contract basis, for a period of **One Year (extendable upto 4 years including initial term depending on Organizational requirements & satisfactory performance of the candidate)** who are having Liason and Security experience to work at our North Zonal Office

Name of the Post	No. of posts	Work Location	Upper age limit (UR)	Post Qualification Experience (Yrs)	Consolidated contract Pay*
Defence Liaisoning Officer on Contract	1 (UR)	Delhi	55 yrs.	10 Yrs	₹ 48,200 pm

\* The incumbent is also eligible for other benefits such as Re-imbursement of Medclaim premium, Company PF, TA/DA (while on official duty) & Leave rules as applicable.

## **I. QUALIFICATION & EXPERIENCE:**

- The candidate should have a Graduation degree or its equivalent in any discipline from an Indian University / Institution recognized by appropriate statutory authority.
- Should have retired as JCO or its equivalent post from Indian Army / Navy / Air Force
- Should have minimum 10 years of experience in Liaisoning cum Secretarial work
- Shall be well conversant with MS office.
- Should have good drafting skills.
- Candidates with experience in office management/ Record keeping/ secretarial exposure in Armed forces and Corporate Sector will be given preference.
- Spoken English Desirable.
- Ability to read, speak and write Hindi is preferable.
- Experience in Technical Branch of Army/Navy/Airforce is desirable.
- Should be **SHAPE 1 (Medical Category)** during release from force.
- Should have experience in liasoning, security and firefighting activities in Armed forces and Corporate sector.

### **Key Responsibility Areas:**

- a. Liaison with Ministry of Defence and three service head quarters of Armed forces for Business related tasks.
- b. Supervise the security arrangement of the office complex. Conducting training of security guards.
- c. To look after day-to-day maintenance and upkeep of 2 ECIL Guest Houses at Delhi.
- d. To assist in smooth functioning of ED(North) office in day-to-day work.
- e. Coordination the visits of Senior Officials, including transport and Guest house accommodation.
- f. To conduct Fire & Safety/ Floor Marshal Drill for complete staff of ECIL, NZ
- g. Extend support to other areas as and when required. Any other activities as may be assigned from time to time.

### **II. RESERVATIONS AND RELAXATIONS:**

Reservations & Relaxations will be as per Govt. directives.

**Age Relaxation:** 10 more years relaxation for PwD category. The upper age limit is relaxed by 5 years for candidates who had ordinarily been domiciled in the State of Jammu & Kashmir from 01/01/1980 to 31/12/1989. Age relaxations for SC/ST/OBC will be as per Govt. directives. However, maximum age including all relaxations should not exceed 55 yrs. as on date of selection.

### **III. HOW TO ATTEND:**

Eligible candidates may download the Application Form from our website ([www.ecil.co.in](http://www.ecil.co.in)) and should **report at 10:00 hrs on 10/10/2023 at the selection venue** with duly filled in application form & resume along with the following original certificates & a set of self-attested photocopies:

- a. SSC certificate or School leaving certificate as Date of birth proof;
- b. Registration proof/certificate of District Sainik Welfare Board
- c. Discharge Medical Certificate indicating **SHAPE 1**.
- d. Identity proof (Govt. issued only; Aadhar, Passport etc.) & recent p/p size color photograph;
- e. CGPA conversion certificate from institution/university, if any;
- f. Documents in support of Qualification (SSC, Intermediate/ITI/Diploma, B.Tech./B.E. Certificates along with Marks memo, as applicable);
- g. Experience certificate from previous employment (Appointment Order & recent pay slips, if working);
- h. Candidates who are employed in Govt/Quasi Govt/ Public Sector undertakings on regular capacity should furnish No objection certificate at the time of personal interview.
- i. A valid certificate with respect to Persons with Disabilities (PwD); Discharge certificate in case of Ex-servicemen; Relevant certificate, if claiming age relaxation as candidate from J&K; if any.

**Venue details:**

Location	Walk-in / Selection Venue
Delhi (on 10/10/2023)	ECIL Zonal Office, D-15, DDA Local Shopping Complex, A-Block, Ring Road, Naraina, New Delhi – 110028.

**IV. SELECTION METHOD:**

Candidates will be allowed only after registration at the venue & successful document verification. The selection will be based on performance in the Personal Interview

Final recommendations will be made based on the performance and purely on merit basis.

**V. GENERAL CONDITIONS:**

- a. Candidate should read the complete advertisement carefully and ensure that he / she has fulfilled the eligibility criteria of the post stated in the advertisement in all respects.
- b. Registration in District Sainik Welfare Board is essential.
- c. Discharge Medical Certificate should clearly indicate SHAPE 1.
- d. The Degree of Disability for PwD Candidates is 40% & above.
- e. Upper age limit and Post Qualification experience will be calculated as on selection date.
- f. ECIL reserves the right to cancel/ restrict/enlarge/modify the recruitment process, if need arises without assigning any reason.
- g. All qualifications should be from a recognized Indian University / Institution recognized by appropriate Statutory Authority.
- h. In case of CGPA, relevant certificate from the Institution/University to be produced with regards to conversion of CGPA to percentage.
- i. The application is liable for rejection at any stage of recruitment process in case of suppression of facts/furnishing of false information.
- j. All future correspondence would be through E-mail ID as furnished by the applicant in application form.
- k. 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 Courts at GHMC (Kapra Circle) alone shall have exclusive jurisdiction.
- l. Canvassing in any form will result in immediate rejection of application.
- m. Only Indian Nationals are eligible.
- n. No TA/DA will be paid for attending the selection process.

**VI. CAUTION TO ALL CANDIDATES:**

Some unscrupulous elements may approach you with the assurance of procuring contractual appointment for you in ECIL through illegal gratification. You must not fall prey to such assurance or exploitation and must not entertain or encourage such elements in any way; it is emphasized and re-assured that the selection exercise will be done on the basis of merit only and in a transparent manner.

**Please Note:** Corrigendum/extension etc., if any shall be published only on our website: "www.ecil.co.in" in "Careers" column. Please visit our website regularly.

**Advt. No. 18/2023****DGM (HR-Rectt)**

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