



इलेक्ट्रॉनिक्स कॉर्पोरेशन ऑफ इंडिया लिमिटेड
ELECTRONICS CORPORATION OF INDIA LIMITED
भारत सरकार (परमाणु ऊर्जा विभाग) का उद्यम
[A Govt. of India (Dept. of Atomic Energy) Enterprise]
ECIL Post, Hyderabad – 500062, Telangana
Web: www.ecil.co.in



Advt. No. 21/2024

Date: 26/09/2024

Electronics Corporation of India Limited is a leading Schedule-A Public Sector Enterprise (under Department of Atomic Energy, Govt. of India) engaged in the area of Strategic Electronics with thrust on innovation & indigenization. ECIL operates in strategic sectors like Nuclear, Defence, Aerospace, Information Technology, Telecom, Network & Homeland Security, CBRN 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. It has close collaboration with national R&D laboratories as well as Academic Institutes and has been involved in the projects of national importance.

Electronics Corporation of India Limited is looking for dynamic, experienced and result oriented personnel for the post of **Executive Officer-Accountant (on Contract)** purely on contract basis, for a period of **One Year (extendable up to five years including the initial term, depending on project requirements & satisfactory performance of the candidate)** to work for New Delhi Zonal Office.

I. POSTS' SPECIFICATION:

| Post & No. of posts | Qualification | Experience profile & traits (at least 3 years, post qualification) |
|---|--|--|
| 'Executive Officer-Accountant (On Contract) - (1 post-UR) | CA / CMA / MBA(Finance) with minimum 60% marks in UG & PG. | a) Making/preparing expenditure vouchers and cheques. b) All matters concerning Taxation including TDS calculations, deductions and deposit thereof. c) Timely filing of TDS Returns etc. d) Candidate must have excellent communication, interpersonal, analytical and problem-solving skills. e) Candidate must be a team player with ability to work with people of different background and culture. f) Excellent organizational and time-management skills. g) Integrity and confidentiality. |

II. EMOLUMENTS:

The incumbent for 'Executive Officer- Accountant (On Contract)' post is eligible to a consolidated amount of ₹ 40,000/ month for 1st year, ₹ 45,000/month for 2nd year, ₹ 50,000/month for 3rd year & ₹ 55,000/month for 4th & 5th year.

Alongside the mentioned consolidated amount, the selected candidate will be eligible for other benefits such as Reimbursement of premium paid towards Medical Insurance, Company PF, TA/DA (while on official duty) & Paid Leave as per extant rules.

III. RESERVATIONS AND RELAXATIONS:

Reservations & Relaxations for PwD/Ex. SM will be as per Presidential directives.

Age Relaxation: Candidates belonging to PwBD category, having minimum 40% disability or more will get 10 more years relaxation in addition to the relaxation applicable to the categories mentioned above. Further, 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.

IV. HOW TO ATTEND:

Eligible candidates may download the Application Form from our website (www.ecil.co.in) and should **report at 09.00 hrs. on 05/10/2024** with duly filled in application form & resume along with the following original certificates & a set of self-attested photocopies:

- a. 10th Class certificate or School leaving certificate as Date of birth proof;
- b. Documents in support of Qualification (Certificate & Marks sheet);
- c. CGPA conversion certificate from institution/university, if any;
- d. Experience certificates from previous employment, clearly mentioning the duration (from & to dates) and post held. If candidate is currently in employment, a copy of Appointment Order & first and recent pay slips are to be produced without fail. Work experience indicated without supporting documents shall not be considered and is liable to be excluded while calculating the post-qualification tenure;
- e. Identity proof (Govt. issued only; Aadhar, Passport etc.) & recent p/p size color photograph;
- f. A valid certificate with respect to Persons with Benchmark Disabilities (PwBD); Discharge certificate in case of Ex-servicemen; Relevant certificate, if claiming age relaxation as candidate from J&K;
- g. Registration **closure time at the venue is 11.30 hrs.** on respective date.

Selection date & venue:

| Zonal Office | Walk-In Venue | Walk-In Date |
|-----------------------|--|----------------------------------|
| New Delhi, North Zone | ECIL, # D-15, DDA Local Shopping Complex, A-Block, Ring Road, Naraina, New Delhi – 110028. | 05/10/2024 (Saturday) |

V. SELECTION METHOD:

Candidates will be allowed for interview only after registration and followed by successful document verification. Shortlisted candidates will be evaluated based on Personal Interview.

- a. Experience from Academic Institutions / Colleges / Internship / Project work shall not be considered and the same will be excluded for the purpose of calculation of Post-Qualification experience.

VI. GENERAL CONDITIONS:

- a. Upper age limit is 33 yrs. and cut-off date for calculation of age & post-qualification experience (and wherever applicable) is as on date of selection.
- b. Candidate should read the complete advertisement carefully and ensure that he / she has fulfills the eligibility criteria of the post stated in the advertisement in all respects.

- c. Candidates should ready to work anywhere in India as per the need / organization requirements.
- d. It is mandatory for the candidates who are already working with any of the units of Electronics Corporation of India Limited (on rolls) to obtain a letter from the respective Reporting Officer seeking permission to attend the selection process and need to submit the letter at the time of document verification.
- e. Company reserves the right to alter the no. of posts or cancel the whole process of recruitment without assigning any reason.
- f. Upon joining, the candidate's performance will be reviewed after three months, if performance is satisfactory the tenure shall be extended for one year. Further, upon every completion of one year the performance shall be reviewed, accordingly the extension will be extended maximum upto 5 years.
- g. All qualifications should be from a recognized Indian University / Institution recognized by appropriate Statutory Authority.
- h. Decision of ECIL in all matters regarding eligibility of the candidate, place of posting, stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms will be final and binding on the candidate.
- i. The application is liable for rejection at any stage of recruitment process in case of suppression of facts/furnishing of false information.
- j. 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.
- k. Canvassing in any form will result in immediate rejection of application.
- l. Only Indian Nationals are eligible.
- m. No TA/DA will be paid for attending the selection process.

VII. 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, if any shall be published only on our official website.

DGM (HR), Recruitment.
