



ELECTRONICS CORPORATION OF INDIA LIMITED

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

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RECRUITMENT OF GENERAL MANAGER(S) & SENIOR MANAGER(S)

TEAM UP WITH ECIL FOR A BRIGHT CAREER

Advt No.28/2024

1. COMPANY PROFILE

Electronics Corporation of India Limited is a leading Schedule-A Public Sector Enterprise (A Unit of Department of Atomic Energy) engaged in the area of Strategic Electronics with thrust on innovation & indigenization. Electronics Corporation of India Limited 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. Electronics Corporation of India Limited 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 Officers at Headquarters in Hyderabad, various Zonal Offices and Project sites spread across India. The details of the posts are as follows:

S.No	Name of the Post	No of Posts	Upper Age Limit (Years)	Post-qualification experience (Years)	Pay Scale
1	General Manager (HR)	1	55	24	120000-280000
2	General Manager (Finance)	1			
3	General Manager (RF Systems & Microwave Designs)	1			
4	General Manager (Defence Systems-North Zone)	1			
5	Senior Manager-HR	3	42	14	70000-200000
6	Senior Manager-Law	1			
7	Senior Manager-RF systems & Microwave Designs	2			

2. ELIGIBILITY, QUALIFICATION, EXPERIENCE, PAY SCALE:

2.1 GENERAL MANAGER - HR (1 POST)

JOB DESCRIPTION AND RESPONSIBILITIES:

The applicant will be the functional Head of Personnel & Administration / HR function. He/She shall be responsible for mentoring a team of talented HR professionals and guide the business units on P&A/HR related issues. Shall be responsible for leading and managing the entire gamut of HR activities including policy formulation, Employee relations, Establishment, Recruitment, Reservation matters, Corporate Social Responsibility (CSR), Grievance Redressal, Disciplinary, Service matters, Training & Development, Performance Management, Benefits etc.

Brief responsibilities include:

- Make the organization an employer of choice.
- Stakeholder Management.
- Comply with Labour Laws and Govt. guidelines during the discharge of HR functions
- Implement new HR policies including ERP system inline with the business requirements competency building, organization pulse survey etc.
- Establish good work practices, systems to nurture the talent.

QUALIFICATION	The applicant should be First Class Graduate with MBA/ PG Degree/2 yrs PG Diploma in HR/ PMIR. Degree in Law will be preferred.
EXPERIENCE	The applicant should have minimum 24 years of post qualification experience in the area of HR/P&A in large reputed organization. <i>Candidates with relevant experience from CPSEs will be given preference</i>

2.2 GENERAL MANAGER - FINANCE (1 POST)

JOB DESCRIPTION AND RESPONSIBILITIES :

The applicant should be able to manage a team of Finance and Accounts professionals and guide the Business units on funds management, costing, pricing, auditing and other financial issues. Responsible for smooth funds flow and monitoring all the aspects of finance and accounts functions of the organization. Should be able to liaise with statutory /Govt./ Independent auditors. Responsible for the effective functioning of all the financial reporting systems required under the Companies Act and for complying with the statutory requirements with regard to taxes, payroll and contractual obligations. Should be able to implement and operate the finance related ERP issues.

QUALIFICATION	Should be a Qualified Chartered Accountant or Cost Accountant.
EXPERIENCE	The applicant should have Minimum 24 years of post-qualification experience in domain knowledge of financial management and accounting procedures and systems. Should have knowledge of ERP systems and financial reporting and decision making systems, Should be able to liaise with bankers and lending agencies to achieve best cost of funds for both working capital and long term fund requirements. Should have worked in large reputed organizations and should have been Incharge/Senior Management position. <i>Candidates with relevant experience from CPSEs will be given preference</i>

2.3 GENERAL MANAGER - RADIO FREQUENCY SYSTEMS & MICROWAVE DESIGNS (1 POST)

JOB DESCRIPTION AND RESPONSIBILITIES :

The applicant will be the functional Head of the SBU. He/She is responsible for providing leadership in Business Group in the areas of RF & Microwave Systems, R&D, Product Development, Production, Business Development, Marketing and life cycle support etc. He/She is required to carve out strategies for increasing Company's footprint in given sector. Selected candidates will be posted as Group Head in SBU based on organizational requirements.

QUALIFICATION	Four Years full time degree in Engineering or equivalent in Electronics/ Electronics & Communication/ Communication /Electronics &Telecommunication with First class or minimum 60% marks. Applicants having Post graduate Degree in M.E/M.Tech (Microwave/RADAR Engineering) will be preferred.
EXPERIENCE	<u>Essential Experience:</u> a) Good knowledge of RF & Microwave components like LNA, OP Power amplifiers, Mixers, LO, Attenuator types, b) Power divider/combiner (multiport), isolators, Filter types (both passive & active), Connector types and their usage as per frequency, PLL concepts etc. c) Must have practical knowledge of analysing parameters like Spurious, Harmonics, Phase noise, Noise figure of LNA's & mixers, Power o/p in wattage, waveforms and modulation of different types, cable losses. d) Hands on experience of RF circuit design & testing using design / simulation tools.

Desirable Experience:

- a) Handling telemetry systems for data acquisition, PCM encoding & decoding, commutation & de-receiver.
- b) Parameters related to various types of Antennae, RADAR practical performances like gain, radiation pattern, impedance, return loss and calculation of path losses etc.
- c) Antenna(conformal patch array, helical etc) design.
- d) Strong expertise in designing and optimizing RF circuits for 2-way.
- e) Proficient in using RF design and simulation tools, such as ADS, Cadence, or similar software.

2.4 GENERAL MANAGER - DEFENCE SYSTEMS-NORTH ZONE (NEW DELHI) (1 POST)**JOB DESCRIPTION AND RESPONSIBILITIES :**

The applicant should have specialization in Defence & Aerospace domain; he/she will play a key leadership role in driving the business development strategy, managing key client relationships, and overseeing the execution of strategic and government sector projects and initiatives for organizational growth. This position requires a professional with extensive experience in Defence, a strategic mindset, and the ability to lead and mentor a high-performance zonal team.

Core Responsibilities:

- Collaborate with senior management to align goals with overall business objectives. Seeding product requirements at both HQ level and also in Command & Corps HQs of the Army, Navy & Air Force and Defence R&D dept.
- Act as primary point of contact for customer support and ensuring high levels of customer satisfaction. Set performance targets, conduct regular performance reviews, and contribute to professional development plans for team members. Identify and pursue new business opportunities within the Defence sector, including partnerships, alliances, and strategic collaborations.
- Hands-on experience in handling complete tender procurement cycle in Army / Navy / Air Force starting from preparing responses to RFI/EOI/RFP, formulating signing of contract.
- Excellent negotiation, communication, and interpersonal skills. In-depth knowledge of Defence procurement processes, regulations, and industry standards. Strategic thinking and the ability to translate business objectives into actionable sales plans. Stay informed about industry trends, competitor activities, and market dynamics and Utilize market intelligence to make informed strategic decisions and adjustments to the sales approach.

QUALIFICATION	Four Years full time degree in Engineering or equivalent in in Electrical / Electronics and Communication Engineering with First class or minimum 60% marks. Post graduate Degree in Engineering will be preferred.
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EXPERIENCE	Minimum 24 years in large reputed organization. Should have excellent and upto date domain knowledge of strategic electronic systems required by the armed forces. The applicant must possess good knowledge of contemporary defence systems and equipment. He/she should be fully conservant with defence procurement and induction of systems, evaluation criteria, testing, filed trials, cyber security and life cycle support for defence system and equipment. The applicant will be responsible for co-ordination with different government agencies like Ministry of Defence, Indian Army, Indian Air Force, Indian Navy & DRDO labs. Serving Defence personnel is preferred. Should have worked in large organizations of which last two years should have been Incharge/ Sr. Management position for similar type of products.
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2.5 SENIOR MANAGER - HUMAN RESOURCE (3 POSTS)**JOB DESCRIPTION AND RESPONSIBILITIES :**

Incumbent shall be responsible for HR policy formulation, Labour Laws & Employee Relations, Manpower planning, Recruitment, Reservation matters, Corporate Social Responsibility, Grievance Redressal, Disciplinary, Service matters, Training & Development, Employees Performance Appraisal system etc. and manage a team of talented HR Professionals. Plan of ERP applications in line with

requirements of HR function. Ensure efficient design and delivery of HR policies and aligning with best industry practices.

QUALIFICATION	The applicant should be First Class Graduate with MBA/ PG Degree/2 yrs PG Diploma in HR/PMIR. Degree in Law will be preferred.
EXPERIENCE	The applicant should have 14 years of relevant executive experience in the area of HR/P&A in a Govt./Public Sector Undertaking or Private company of repute. <i>Candidates with relevant experience from CPSEs will be given preference.</i>

2.6 SENIOR MANAGER - LAW (1 POST)

JOB DESCRIPTION AND RESPONSIBILITIES :

Incumbent shall be responsible to handle all kind of litigations, arbitrations, service matters, drafting/finalizing & vetting different type of documents like pleading, agreement, bond, undertaking affidavits and other documents relating to commercial/contractual matters. Handling of cases relating to ECIL before various judicial and quasi-judicial forums. Regular monitoring and follow-up of specific legal issues and case matters. The Candidate should be required to attend court hearings, liaise with empanelled lawyers and prepare legal briefs and render legal views on issues relating to the organization etc.

QUALIFICATION	The candidate should be a First-Class Graduate with 3 Yrs Bachelor Degree in Law(LLB) or First Class 5 Yrs integrated LLB Degree. Master Degree in Law (LLM) will be preferred.
EXPERIENCE	The applicant should have 14 years of relevant experience in any Government/ State PSU/ Central PSU/ other Corporate House of repute or any other incorporated Company. <i>Candidates with relevant experience from CPSEs will be given preference</i>

2.7 SENIOR MANAGER - RADIO FREQUENCY & MICROWAVE DESIGNS (2 POSTS)

JOB DESCRIPTION AND RESPONSIBILITIES :

The incumbent shall be responsible for providing leadership in the areas of RF & Microwave Systems, R&D, Product Development, Production, Business Development, Marketing and life cycle support etc. He/She is required to carve out strategies for increasing Company's footprint in given sector.

QUALIFICATION	Four Years full time degree in Engineering or equivalent in Electronics/ Electronics & Communication/ Communication /Electronics &Telecommunication with First class or minimum 60% marks. Applicants having Post graduate Degree in M.E/M.Tech (Microwave/RADAR Engineering) will be preferred.
EXPERIENCE	<p><u>Essential Experience:</u></p> <ol style="list-style-type: none"> Good knowledge of RF & Microwave components like LNA, OP Power amplifiers, Mixers, LO, Attenuator types, Power divider/combiner (multiport), isolators, Filter types (both passive & active), Connector types and their usage as per frequency, PLL concepts etc. Must have practical knowledge of analysing parameters like Spurious, Harmonics, Phase noise, Noise figure of LNA's & mixers, Power o/p in wattage, waveforms and modulation of different types, cable losses. <p><u>Desirable Experience:</u></p> <ol style="list-style-type: none"> Handling telemetry systems for data acquisition, PCM encoding & decoding, commutation & de-receiver. Parameters related to various types of Antennae, RADAR practical performances like gain, radiation pattern, impedance, return loss and calculation of path losses etc. Antenna(conformal patch array, helical etc.) design Strong expertise in designing and optimizing RF circuits for 2-way Proficient in using RF design and simulation tools, such as ADS, Cadence, or similar software.

3. PAY SCALE APPLICABLE FOR GENERAL MANAGER POSTS

Eligible Scale of Pay

- a) Applicants from CPSEs should be working in the following or a higher pay scale for minimum ONE year:-
- i. Rs.43,200 - 66,000 (IDA) Post 01/01/2007 (Pre-revised pay scale)
 - ii. Rs.1,00,000 - 2,60,000 (IDA) Post 01/01/2017 (Revised pay scale)
 - iii. Rs.1,31,100 - 2,16,600 (Level 13A) (Revised).
- b) Applicants from Central Govt./All India Services should be holding equivalent post or carrying equivalent scale of pay for minimum ONE year;
- c) Applicants from Armed Forces of the Union should be holding a post of the level of Brigadier in the Army or equivalent rank in Navy/ Air Force for minimum last ONE year;
- d) Applicants from State Govt. should be working in equivalent pay scale as mentioned above at Sl No 3(a) for minimum ONE year;

4. PAY SCALE APPLICABLE FOR SENIOR MANAGER POSTS

Eligible Scale of Pay

- a) Applicants from CPSEs should have worked in the following or a higher pay scale for minimum ONE year:-
- i. Rs.24,900 - 50,500 (IDA) Post 01/01/2007 (Pre-revised pay scale).
 - ii. Rs.60,000 - 1,80,000 (IDA) Post 01/01/2017 (Revised pay scale)
 - iii. Rs.56,100 - 1,77,500 (Level 10) (Revised).
- b) Applicants from Central Govt./All India Services should be holding equivalent post or carrying equivalent scale of pay for minimum ONE year;
- c) Applicants from Armed Forces of the Union should be holding a post of the level of Captain in the Army or equivalent rank in Navy/ Air Force for minimum ONE year;
- d) Applicants from State Govt. should be working in equivalent pay scale as mentioned above at 4(a) for minimum ONE year;

5. APPLICABLE FOR ALL THE POSTS

- a) Age of superannuation is 60 years.
- b) Employment Status:
The applicant must, on the last date of submission of application, on the date of interview as well as on the date of joining ECIL should be employed in regular capacity, and NOT in a contractual/ ad-hoc capacity in one of the followings:-
- i. Central Public Sector Enterprises (CPSEs).
 - ii. Central Govt. including the Armed Forces of the Union and All India Services.
 - iii. State Public Sector Enterprises (SPSEs)
 - iv. Private Sector (Preference would be given to listed companies)
- c) Condition for immediate absorption for Central Government Officers:
- i. Central Government Officers, including those of the Armed Forces of the Union and the All India Services, will be eligible for consideration only on immediate absorption basis. Pay Protection in respect of Central Government Officers, including those of the Armed Forces of the Union and the All India Services shall be done as per DPE/DoPT Guidelines or both as applicable.
- d) Emoluments and benefits:
The selected candidates will be eligible for emoluments and benefits as per the Company's rules/ policies and DPE guidelines as applicable from time to time.

6. RELAXATIONS & EXEMPTIONS

- a) Age: Upper age limit is relaxable by 5 years for SC/ST and 3 years for OBC candidates. The upper age limit is further relaxable by 10 years for Persons with Disabilities (degree of disability 40% or above) and 5 years for the candidates who had ordinarily been domiciled in the state of Jammu &

Kashmir from 01/01/1980 to 31/12/1989. However, the upper age limit with all relaxations shall not exceed 58 years.

- b) Qualification: The candidates belonging to UR/OBC/EWS category should possess First class with minimum 60% marks in which is relaxable to 2nd class with 50% marks for SC/ST candidates.

7. APPLICABLE RESERVATION

- a) Reservations for SC/ST/OBC(NCL)/EWS/Ex.SM & PwD will be as per Government of India Guidelines. The reservations for SC, ST, OBC (Non-creamy layer), EWS & UR will be applicable as under:-

S.No	Name of the Post(s)	No. of post (s)	UR	EWS	OBC	SC	ST
1	General Manager	4	1	-	1	1	1
2	Senior Manager	6	3	-	2	-	1

- b) Mode of selection:
- The eligible candidates shall be invited for Personal Interview.
 - The date, time and venue of Personal interview will be intimated by e-mail. The candidates called for interview shall mandatorily submit all the relevant documents for verification at the time of interview.

8. GENERAL CONDITIONS

- Before applying, candidate should read the complete advertisement carefully and ensure that he / she fulfills eligibility criteria in all respects for post being applied for.
- Candidates who have acquired/studied full time/regular courses shall only be considered for ascertaining the eligibility. Correspondence / distance mode / e-learning / online / part-time courses shall not be considered. The crucial date for determining the age limit and Post qualification experience will be as on 31.01.2025 for all the posts.
- A non-refundable Application Fee of Rs.1000/- is applicable for General, EWS and OBC candidates. Candidates belonging to SC, ST, PWD & Officers from Defence & Internal Employees are exempted from payment of application Fee.
- Candidates belonging to SC/ST/OBC/Persons with Disabilities (PwD) categories shall be mandatorily required to produce original certificates Issued by the Competent Authority, in the format as prescribed by Govt. of India, along with photo copy of the same, at the time of Document Verification. Candidates belonging to OBC (Non-Creamy Layer) category only, shall be eligible to apply against OBC category. OBC candidates seeking reservation should submit certificate (not older than six months) issued by the Competent Authority in the format prescribed by Govt. India.
- Specialization mentioned in the degree certificate does not tally with the branch mentioned in the application will not be considered for selection. In case there is no mention of specialization in the qualifying degree as required in the minimum essential qualification, candidates are required to submit a certificate at the time of submission of application from their university/ institution/ college with a clear mention of their specialization in the qualifying degree.
- All qualifications mentioned by the candidate should have been acquired from recognized Indian University / Statutory Authority.
- Proof of norms for CGPA/DGPA/OGPA or letter grade/document for percentage/class issued by University/Institution/College to be produced while submission of documents.
- Teaching/Academic/Research work will not be considered as relevant post qualification experience, experience from non-profit organizations and internship placements which are a part of academic curriculum will not be considered as experience.
- Merely fulfilling the minimum requirement of qualification and experience will not vest any right on the candidates to be called for the Interview.
- If an applicant is eligible to apply for more than one post and wish to apply in multiple posts, She/he must submit separate application for each post and must remit separate application fees for each post. Only on-line applications shall be accepted.
- Selected candidates can be posted to any of the locations across India to serve the company.
- The candidates working in CPSE, Central Government including the Armed Forces of the Union and

all India services, and State Public Sector Enterprises should route their application through proper channel. The candidate shall be required to submit a 'No Objection Certificate' issued by the present employer at the time of interview invariably.

- m) To & Fro travel fare shall be reimbursed only to outstation candidates appearing for an interview by the shortest route to the Place of Interview. This shall be as per the address for correspondence (within India) mentioned in the On-line Application subject to production of documentary proof, as per rules & eligibility.
- n) The candidature / application is liable to be rejected at any stage of the recruitment process in case of suppression / furnishing of false information, without enclosing necessary documents, Fee remittance receipt (if applicable), Un-signed application and received after closing date of receipt of hard copy by post.
- o) Electronics Corporation of India Limited will not be responsible for any postal delay / loss in transit in submission of documents within specified time.
- p) For queries if any, candidates are advised to visit the link <https://www.ecil.co.in> and refer the Frequently Asked Questions (FAQ) section.
- q) The candidate should note down his/her system generated online application number allotted and mention the same for all future correspondence.
- r) All correspondence shall only be made through E-mail ID, as furnished by the applicant in the on-line application-form.
- s) Depending on the response and requirements, Electronics Corporation of India Limited reserves the right to cancel / restrict / enlarge/ modify/alter the recruitment process (Shortlisting and Selection) as well as the number of vacancies for all the notified posts, if the need so arises, without assigning any reason thereof.
- t) Any Legal proceeding in respect of any matter / claim or dispute arising out of this advertisement and / or any application in response there to can be instituted limited to the Courts at GHMC (Kapa Circle) which alone shall have exclusive jurisdiction.
- u) In case of any ambiguity/dispute on account of interpretation of advertisement in the version other than English, English version shall prevail.
- v) Canvassing in any form will result into disqualification.
- w) Only Indian Nationals are eligible to apply.
- x) Any query under RTI shall be entertained only up to six months from the date of publication of final results on our website.
- y) The following documents shall be required to produce in original with a set of self-attested photo copies for documents verification. Failure to do so will result in to rejection of candidature.
 - i. Duly signed registered on-line application form affixed with recent colour passport size photo.
 - ii. All original certificates in support of his / her date of birth, identity (Aadhar/ Driving License/ Passport/Voter ID), qualification, post qualification experience, Proof of Service in the eligible pay scale, latest caste & disability (PwD) certificate, no objection certificate from employer if applicant from PSU/State/Central Govt., copy of fee remittance(if applicable), domicile certificate from J&K, if applicable issued by competent authority in the format as prescribed by the Govt. India.

9. PROCEDURE TO PAY APPLICATION FEE THROUGH SBI COLLECT

- a) General candidates UR/EWS/OBC are required to pay a fee of ₹.1000/- as Application Fee.
- b) In case of any mistake made by the candidate on payment, Application Fee will not be paid back under any circumstances.
- c) Non-refundable application fee of ₹.1000/- is required to be paid by the candidates at the time of submission of online application. No other mode of payment of application fee would be accepted. The application fee should be remitted through SBI Collect (through online mode or through SBI Branch). Click on the below Payment link or payment of online application fees for Advt.No 28/2024 :
<https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=20904>
- d) Candidates can also make the payment in offline by approaching SBI branch by selecting SBI branch in the payment option and download pre-printed challan generated through SBI Collect

and deposit the application fee (as applicable) plus applicable bank charges in any SBI Branch. Candidates have to enter the “SBI Collect reference No.” generated after payment, in the Application Form.

10. HOW TO APPLY

- a) Eligible candidates including Internal Employees have to apply ‘ON-LINE’ through our website <https://www.ecil.co.in>, alternatively, follow www.ecil.co.in > Careers > Current Job Openings for advertisement details. The on-line application process will be operational from **11.01.2025 (14.00 hrs.) to 31.01.2025 (14.00 hrs.)**.
- b) After completing on-line application process, the candidate is assigned a system generated application number to be used for any future reference.
- c) Candidate is required to take the printout of registered on-line application form which will be available up to last date for On-line registration.
- d) The candidate has to sign on print-out of on-line registered application form by affixing the recent colour passport size photograph (4X3 cm) and enclose the self-attested copies of date of birth, qualification, post qualification experience, Pen-Picture (one page of specific achievements) Proof of Service in the eligible pay scale, latest caste & disability (PwD) certificate, no objection certificate from employer if applicant from PSU/State/Central Govt., copy of fee remittance (if applicable), domicile certificate from J&K, if applicable issued by competent authority in the format as prescribed by the Govt. India invariably.
- e) The candidate should write Advertisement No.28/2024, post number & on-line registration number on the top of the envelope and send the duly filled in application form along with enclosures as indicated at S.No. 10(d) to the following address on or before **07.02.2025 (1400 hrs.)**.

Deputy General Manager
Human Resources (Recruitment Section),
Administrative Building, Corporate Office,
Electronics Corporation of India Limited,
ECIL (Post), Hyderabad - 500 062, Telangana.

- f) No application will be received by hand. All the applications must be dispatched by way of Speed Post/ Regd. Post/ Courier/ Normal Post only to the above-mentioned address. The application (hard copy) received after the due date will not be entertained.
- g) Internal Employees are also required to forward all above documents (through proper channel) on or before the due date i.e. **07.02.2025 (1400 hrs.)**. HR Circular with regard to eligibility & other details of the posts is available on ECIL intranet.
- h) Candidate must upload Photo & Signature (both are in ‘jpeg’ format only) as per the following specifications:
 - Photograph must be a formal & recent colour passport size (4X3 Cm.) with Blue background only.
 - Size of the Photograph & Signature should be less than 100kb & 50kb respectively.

11. IMPORTANT DATES

a	Commencement of On-line Registration of application by candidates	11.01.2025 (1400 hrs.)
b	Last date for on-line registration of application by candidates	31.01.2025 (1400 hrs.)
c	Last date of accepting registration forms (Hard copy) with required documents from candidates	07.02.2025 (1400 hrs.)
d	Interview date	Will be communicated by e-mail to eligible candidates only

CAUTION TO ALL CANDIDATES

Some unscrupulous elements may approach you with the assurance of appointment for you in ECIL through illegal gratification. You must not fall prey to such assurances or Exploitations 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.

Corrigendum/Extension, if any, shall be published on our website <https://www.ecil.co.in> only. Also, for career opportunities in Electronics Corporation of India Limited, please visit our website regularly.

DGM(HR-Recruitment)



CHECK LIST

Sl No	Description	Attached (Yes/No)- Tick
1	On-Line Application	Yes <input type="checkbox"/> No <input type="checkbox"/>
2	Certificates of SSC and intermediate	Yes <input type="checkbox"/> No <input type="checkbox"/>
3	Proof of Qualification along with mark statement to ascertain the eligibility of applied post	Yes <input type="checkbox"/> No <input type="checkbox"/>
4	Proof of Percentage(%) issued by university/Institution/College and awarded class along with the degree certificate in case of evaluation through CGPA/ DGPA/ OGPA or letter grade.	Yes <input type="checkbox"/> No <input type="checkbox"/>
5	Proof of experience to meet the eligibility of applied post Copies of Offer letters, Service certificate in case relieved from Organization Copy of Offer letter, Last 3 months pay slips and ID card in case of currently working	Yes <input type="checkbox"/> No <input type="checkbox"/>
6	Proof of eligible pay scale(For CPSE), pay matrix in Central Govt./ State PSU)	Yes <input type="checkbox"/> No <input type="checkbox"/>
7	a) Application through Proper channel b) No Objection certificate from Employer (if working in CPSE, Central Govt./ State PSU) (Strike off whichever is not applicable)	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
8	Pen Picture(one page of specific achievements)	Yes <input type="checkbox"/> No <input type="checkbox"/>
9	Category Certificate (UR/OBC/SC/ST/EWS)	Yes <input type="checkbox"/> No <input type="checkbox"/>
10	PWD Certificate (if applicable)	Yes <input type="checkbox"/> No <input type="checkbox"/>
11	Domicile Certificate of J & K (if applicable)	Yes <input type="checkbox"/> No <input type="checkbox"/>
12	Application fee paid Receipt (if applicable)	Yes <input type="checkbox"/> No <input type="checkbox"/>