

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
 हैदराबाद Hyderabad- 500 062
 तेलंगाना, भारत Telangana State, INDIA

Dated: 22/04/2022

I. 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, 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. 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 experienced engineers/Officers for different posts at Headquarters in Hyderabad, various Zonal Offices and Project sites spread across India.

| Sl No | Name of the Post | No of Post | Upper Age Limit | Pay Scale |
|-------|---|------------|-----------------|-----------------|
| 1 | Sr Dy General Manager-Technical | 11 | 53 | 90,000-2,40,000 |
| 2 | Sr Dy General Manager-HR | 1 | | |
| 3 | Dy General Manager-Finance | 1 | 50 | 80,000-2,20,000 |
| 4 | Dy General Manager-Corporate Purchase | 1 | | |
| 5 | Dy General Manager-Corporate Communications | 1 | | |
| 6 | Dy General Manager-HR | 1 | 47 | 70,000-2,00,000 |
| 7 | Sr. Manager-Finance | 2 | | |
| 8 | Personnel Officer | 1 | 35 | 40,000-1,40,000 |
| 9 | Accounts Officer | 1 | 28 | |

II. JOB DESCRIPTION, RESPONSIBILITIES, ELIGIBILITY, QUALIFICATION, EXPERIENCE, PAY SCALE**1.1. JOB DESCRIPTION AND RESPONSIBILITIES FOR SDGM(TECHNICAL)**

Incumbent will be responsible for executing and managing projects for a business group in areas of R&D, Product Development, Production, Business Development, Marketing, Life Cycle Support, Supply Chain Management . He/she will be required to work closely with the Senior Leaders to carve out strategies for increasing Company's footprint in given sector/function and should possess good negotiation and communication skills.

1.2. ELIGIBILITY:**1) Age (On the last date of Submission of application)**

The Upper age for UR Candidates should not be more than 53 Years.

| Age of superannuation is 60 years | |
|---|---|
| Internal | External |
| Minimum 06 years of Residual service as on the last date of Submission of application w.r.t to the date of superannuation | Minimum 07 years of Residual service as on the last date of Submission of application w.r.t to the date of superannuation |

1.3 QUALIFICATION:

(a) The applicant should possess a first class (60%) full time regular Engineering degree in the discipline of Electrical / Electronics /Tele-Communication / Computer Engineering/ Mechanical from a recognized University/Institute. Preference would given to candidates having Post Graduate qualification in the above Engineering Disciplines & full time MBA/PG Diploma in Management.

1.4 EXPERIENCE:

The applicant should have Minimum 20 years of post-qualification experience related to strategic sectors of operations in areas of R&D, Product Development, Production, Business Development, Marketing, Life Cycle Support, Supply Chain Management and project management in a large Engineering/ Manufacturing or Production establishment.

1.5 PAY SCALE:

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 32,900 - 58,000 (IDA) Post 01/01/2007
 - ii. Rs 80,000-2,20,000 (IDA) Post 01/01/2017
 - iii. Rs 78,800- 2,09,200 (Level 12 of Pay Matrix)
- 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 Lt. Colonel 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 Sl No 1.5(a) for minimum ONE year;

2.1. JOB DESCRIPTION AND RESPONSIBILITIES FOR SDGM(HR)

Incumbent shall be responsible for key HR Functions such as Employee Relations, Establishment, Recruitment, Performance management system etc and manage a team of talented HR Professionals. Plan and customize the ERP applications in line with requirements of HR function. Responsible for benchmarking Human Resources practices and objectives that will provide an employee oriented, high-performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment and ongoing development of a superior workforce. Ensure efficient design and delivery of all HR policies and ensure they are in line with industry practices. Ensure seamless coordination & implementation of HR services, policies, and programs. Make right people available at right time by recruiting, training and developing talent. Administer the human resources policies, procedures and programs in the area of benefits, compensation, employee relations, performance management and organizational development. Build and maintain effective working relations with management and employees, advice and counsel managers/ senior executives on employee issues and organizational matters. Protect interest of employees and the company in accordance with company Human Resources policies and Government rules and regulations. Improve training and development related processes including identification of training needs, design, delivery and evaluation of development programs.

2.2. ELIGIBILITY:

2) Age (On the last date of Submission of application)

The Upper age for UR Candidates should not be more than 53 Years.

| Age of superannuation is 60 years | |
|---|---|
| Internal | External |
| Minimum 06 years of Residual service as on the last date of Submission of application w.r.t to the date of superannuation | Minimum 07 years of Residual service as on the last date of Submission of application w.r.t to the date of superannuation |

2.3 QUALIFICATION:

The applicant should be a first class Postgraduate in HR/IR/PM/Social Work or first-class fulltime Diploma (Two years) in HR/IR/PM or a first-class MBA with HR specialization from a recognized University / Institute. Degree in Law will be an added advantage.

2.4 EXPERIENCE:

The applicant should have Minimum 20 years of post-qualification relevant executive experience in the area of HR/P&A in a Govt./Public Sector Undertaking or Private company of repute.

2.5 PAY SCALE:

Eligible Scale of Pay

- a) Applicants from CPSEs should be working in the following or a higher pay scale for minimum ONE year:-
 - a. Rs 32,900 - 58,000 (IDA) Post 01/01/2007
 - b. Rs 80,000-2,20,000 (IDA) Post 01/01/2017
 - c. Rs 78,800- 2,09,200 (Level 12 of Pay Matrix)
- 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 Lt. Colonel 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 Sl No 2.5(a) for minimum ONE year;

3.1 JOB DESCRIPTION AND RESPONSIBILITIES FOR DGM (FINANCE)

Incumbent should have excellent and up to date domain knowledge of Financial Management, Accounting Procedures and Systems, taxation, costing, Ind AS, and other new reporting systems required under Indian and International law, ERP Systems and financial reporting and decision-making systems. Incumbent will be responsible for smooth funds flow and monitoring all the aspects of finance and accounts functions of the organization.

3.2. ELIGIBILITY:

Age (On the last date of Submission of application)

The Upper age for UR Candidates should not be more than 50 Years.

| Age of superannuation is 60 years | |
|---|---|
| Internal | External |
| Minimum 09 years of Residual service as on the last date of Submission of application w.r.t to the date of superannuation | Minimum 10 years of Residual service as on the last date of Submission of application w.r.t to the date of superannuation |

3.3 QUALIFICATION:

The applicant should be a qualified CA/ICWA

3.4 EXPERIENCE:

The applicant should have Minimum 17 years of post-qualification relevant executive experience in areas of financial management in large, reputed organization. The Candidate should have sound knowledge on various accounting software and processes and able to implement ERP System independently.

2.5. PAY SCALE:

Eligible Scale of Pay

- a) Applicants from CPSEs should be working in the following or a higher pay scale for minimum last ONE year:-
 - i) Rs 29,100 - 54,500 (IDA) Post 01/01/2007 (pre-revised pay scale).
 - ii) Rs 70,000 - 2,00,000 (IDA) Post 01/01/2017 (Revised pay scale).
 - iii) Rs 67,700 - 2,08,700 (Level 11) (Revised).
- b) Applicants from Central Govt./All India Services should be holding equivalent post or carrying equivalent scale of pay for minimum last ONE year;
- c) Applicants from Armed Forces of the Union should be holding a post of the level of Major 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 3.5(a) for minimum last ONE year;

4. 1JOB DESCRIPTION AND RESPONSIBILITIES FOR DGM (CORPORATE PURCHASE)

Incumbent shall be responsible to lead the entire gamut of Purchase Function dealing with multiple materials procurement, covering various technical and non-technical items. Also required to mentor and guide a team of talented Purchase professionals to help build a strong Purchase Function.

4.2. ELIGIBILITY:

Age (On the last date of Submission of application)

The Upper age for UR Candidates should not be more than 50 Years.

| Age of superannuation is 60 years | |
|---|---|
| Internal | External |
| Minimum 09 years of Residual service as on the last date of Submission of application w.r.t to the date of superannuation | Minimum 10 years of Residual service as on the last date of Submission of application w.r.t to the date of superannuation |

4.3.QUALIFICATION:

The applicant should possess a first class (60%) full time regular Engineering Graduate from a recognized University/Institute.

PG Degree in the above Engineering Disciplines/MBA/PG Diploma in Management will be an added advantage.

PG Degree in Material Management will be preferred.

4.4. EXPERIENCE:

Minimum 17 years post-qualification experience in large, reputed Engineering/ Manufacturing/ Production/ Aerospace/Nuclear/Defence establishment.

4.5. PAY SCALE:

Eligible Scale of Pay

- a) Applicants from CPSEs should be working in the following or a higher pay scale for minimum last ONE year:-
 - i) Rs 29,100 - 54,500 (IDA) Post 01/01/2007 (pre-revised pay scale).
 - ii) Rs 70,000 - 2,00,000 (IDA) Post 01/01/2017 (Revised pay scale).
 - iii) Rs 67,700 - 2,08,700 (Level 11) (Revised).
- b) Applicants from Central Govt./All India Services should be holding equivalent post or carrying equivalent scale of pay for minimum last ONE year;
- c) Applicants from Armed Forces of the Union should be holding a post of the level of Major 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 4.5(a) for minimum last ONE year;

5.1 JOB DESCRIPTION AND RESPONSIBILITIES FOR DGM (CORPORATE COMMUNICATION)

Incumbent shall be responsible for managing of public relations / corporate communication function in the organization. Sufficient knowledge/ exposure in advertising and media, audio-visual publicity and experience in working with advertising agencies and various media such as press, radio and television etc, liaising with various connected agencies, managing media coverage during VVIP visits and handling protocol etc are essential. Exposure in media planning, press relations/press conference, writing articles/ news items and features for radio, television, press and social media would be necessary.

5.2. ELIGIBILITY:

Age (On the last date of Submission of application)

The Upper age for UR Candidates should not be more than 50 Years.

| Age of superannuation is 60 years | |
|---|---|
| Internal | External |
| Minimum 09 years of Residual service as on the last date of Submission of application w.r.t to the date of superannuation | Minimum 10 years of Residual service as on the last date of Submission of application w.r.t to the date of superannuation |

5.3.QUALIFICATION:

The candidate should be a first-class Postgraduate in Public Relations/ Journalism/Mass Communication from recognized University/ Institution.

5.4. EXPERIENCE:

Minimum 17 years post-qualification experience in large, reputed organization in the area of Corporate Communication/ PR

5.5. PAY SCALE:

Eligible Scale of Pay

- a) Applicants from CPSEs should be working in the following or a higher pay scale for minimum last ONE year:-
 - i) Rs 29,100 - 54,500 (IDA) Post 01/01/2007 (pre-revised pay scale).
 - ii) Rs 70,000 - 2,00,000 (IDA) Post 01/01/2017 (Revised pay scale).
 - iii) Rs 67,700 - 2,08,700 (Level 11) (Revised).
- b) Applicants from Central Govt./All India Services should be holding equivalent post or carrying equivalent scale of pay for minimum last ONE year;
- c) Applicants from Armed Forces of the Union should be holding a post of the level of Major 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 5.5(a) for minimum last ONE year;

6.1 JOB DESCRIPTION AND RESPONSIBILITIES FOR DGM - (HR)

The incumbent shall be responsible for the key functions encompassing transformational and core areas of HR in Talent Acquisition, Performance Management, Employee Engagement, Learning and Development, Industrial Relations, Disciplinary and grievance handling, Statutory & legal compliance, administration and Welfare Matters etc. The candidate required to drive a team of talented HR Professionals towards execution excellence of key HR metrics.

6.2. ELIGIBILITY:

Age (On the last date of Submission of application)

The Upper age for UR Candidates should not be more than 50 Years.

| Age of superannuation is 60 years | |
|---|---|
| Internal | External |
| Minimum 09 years of Residual service as on the last date of Submission of application w.r.t to the date of superannuation | Minimum 10 years of Residual service as on the last date of Submission of application w.r.t to the date of superannuation |

6.3.QUALIFICATION:

The applicant should be a first-class Postgraduate in HR/ IR/ PM/ Social Work or first class fulltime Diploma (Two years) in HR/IR/PM or a first class MBA with HR specialization from a recognized University/ Institute.

Degree in Law will be preferred

6.4. EXPERIENCE:

Minimum 17 years post-qualification experience in the area of HR/P&A in large, reputed organization.

6.5. PAY SCALE:

Eligible Scale of Pay

- a) Applicants from CPSEs should be working in the following or a higher pay scale for minimum last ONE year:-
 - i) Rs 29,100 - 54,500 (IDA) Post 01/01/2007 (pre-revised pay scale).
 - ii) Rs 70,000 - 2,00,000 (IDA) Post 01/01/2017 (Revised pay scale).
 - iii) Rs 67,700 - 2,08,700 (Level 11) (Revised).
- b) Applicants from Central Govt./All India Services should be holding equivalent post or carrying equivalent scale of pay for minimum last ONE year;
- c) Applicants from Armed Forces of the Union should be holding a post of the level of Major 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 6.5 (a) for minimum last ONE year;

7.1. JOB DESCRIPTION AND RESPONSIBILITIES FOR SENIOR MANAGER -FINANCE

The incumbent should be conversant with Cost Accounting, Costing, Ind AS, ERP, Cost Accounting Standards, Cost Audit & Auditing Standards and should have suitable exposure to various functional areas like Costing, Funds Management, Banking Operations, Finalization of Accounts and Taxation matters like Income Tax, GST etc. The Candidate should be able to operate accounting package independently. The candidate should have requisite experience in dealing independently with Finance, Accounting and Auditing functions in a multi-product/multi-unit environment in a PSU/reputed organization.

7.2 ELIGIBILITY:

Age (On the last date of Submission of application)

The Upper age for UR Candidates should not be more than 47 Years.

| Age of superannuation is 60 years | |
|---|---|
| Internal | External |
| Minimum 12 years of Residual service as on the last date of Submission of application w.r.t to the date of superannuation | Minimum 13 years of Residual service as on the last date of Submission of application w.r.t to the date of superannuation |

7.3.QUALIFICATION:

The candidate should be a qualified CA/ICWA.

7.4. EXPERIENCE:

The applicant should have Minimum 14 years of post-qualification relevant executive experience in areas of costing in large reputed organization. The Candidate should have sound knowledge on various accounting software and processes and able to implement ERP System independently.

7.5 PAY SCALE:

Eligible Scale of Pay

- a) Applicants from CPSEs should be working in the following or a higher pay scale for minimum last 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 last 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 last ONE year;
- d) Applicants from State Govt. should be working in equivalent pay scale as mentioned above at Sl No 7.5 (a) for minimum last ONE year;

8.1.JOB DESCRIPTION AND RESPONSIBILITIES FOR PERSONNEL OFFICER

The incumbent should be Assist in the HR related activities including employee relations, establishment, recruitment, auxiliary services, training etc. Tactfully interact with the Associations / Unions and comply with labour laws and government guidelines. Provide support / advice / execute P&A / HR related issues in the assigned strategic business unit/s. Understand and implement new policies including ERP system in line with the business requirements.

8.2.ELIGIBILITY:

Age (On the last date of Submission of application)

The Upper age for UR Candidates should not be more than 35 Years.

| Age of superannuation is 60 years | |
|---|---|
| Internal | External |
| Minimum 24 years of Residual service as on the last date of Submission of application w.r.t to the date of superannuation | Minimum 25 years of Residual service as on the last date of Submission of application w.r.t to the date of superannuation |

8.3.QUALIFICATION:

The candidate should be a first class Post Graduate in HR/IR/PM or first class Diploma (Two years) fulltime in HR/IR/PM from reputed Institution or a first class MBA with HR specialization from a reputed Institution.

Degree in Law will be preferred.

8.4. EXPERIENCE:

Minimum 3 years post-qualification experience in the area of HR/P&A in large, reputed organization

9.1. JOB DESCRIPTION AND RESPONSIBILITIES FOR ACCOUNTS OFFICER

Candidates should possess requisite aptitude to deal with issues of Finance, ERP, Costing, Pricing, Audit, and Project Evaluation & Project matters and should be a computer literate and able to operate Accounting packages independently.

9.2. ELIGIBILITY:

Age (On the last date of Submission of application)

The Upper age for UR Candidates should not be more than 28 Years.

| Age of superannuation is 60 years | |
|---|---|
| Internal | External |
| Minimum 31 years of Residual service as on the last date of Submission of application | Minimum 32 years of Residual service as on the last date of Submission of application |

| | |
|-------------------------------------|-------------------------------------|
| w.r.t to the date of superannuation | w.r.t to the date of superannuation |
|-------------------------------------|-------------------------------------|

9.3.QUALIFICATION:

Should be a qualified CA/ICWA

9.4. EXPERIENCE:

The Candidate having hands-on experience in the area of Costing, accounting software and processes including ERP systems will be preferred.

III.APPLICABLE FOR ALL THE ABOVE POSTS

a). 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 be employed in regular capacity, and NOT in a contractual/ ad-hoc capacity in one of the followings:-

- a. Central Public Sector Enterprises (CPSEs).
- b. Central Govt. including the Armed Forces of the Union and All India Services.
- c. State Public Sector Enterprises (SPSEs) where the annual turnover of Rs 1000 Cr or more
- d. Private Sector in Company where the annual turnover of Rs 1000 Cr or more. Preference would be given to the candidates from listed companies.

*The average audited annual turnover of 03 financial years preceding the calendar year in which the post is advertised shall be considered for verifying the approved limits.

b) CONDITION OF IMMEDIATE ABSORPTION FOR CENTRAL GOVERNMENT OFFICERS:

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 Guidelines.

c) 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.

IV.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 (Qualifying exam) which is relaxable to 2nd class with 50% marks for SC/ST candidates.

V.APPLICABLE RESERVATION:

- a) Reservations for SC/ST/OBC (NCL)/EWS and PwD will be as per Government of India Guidelines.

- b) The consolidated reservations for SC,ST, OBC [Non-creamy layer] & EWS will be applicable as under:-

| Sl No | Name of the Post(s) | No. of post (s) | UR | EWS | OBC | SC | ST |
|--------------|--|-----------------|----------|----------|----------|----------|----------|
| 1 | Sr Dy General Manager-Technical & HR | 12 | 5 | 1 | 3 | 2 | 1 |
| 2 | Dy General Manager-Finance, HR , Corp Purchase, Corp Communication | 4 | 1 | 0 | 1 | 1 | 1 |
| 3 | Sr. Manager-Finance | 2 | 1 | 0 | 1 | 0 | 0 |
| 4 | Personnel Officer & Accounts Officer | 2 | 0 | 0 | 1 | 1 | 0 |
| Total | | 20 | 7 | 1 | 6 | 4 | 2 |

The candidates belonging to EWS, who are not covered under the reservation for SCs, STs and OBCs shall get 10% reservation.

Reservations for PWD and Ex-Servicemen will be applicable as per Government of India guidelines.

VI.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 / SMS. The candidates called for interview shall mandatorily submit all the relevant documents for verification at the time of interview.

VII.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.
- A non-refundable Application Fee of **Rs.500/-** 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)/EWS 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 photocopy 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 06 months) issued by the Competent Authority in the format prescribed by Govt. India.
- All qualifications mentioned by the candidate should have been acquired from recognized Indian University / Statutory Authority.
- 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. Alternatively, the candidate shall be required to submit a 'No Objection Certificate' issued by the present employer at the time of interview invariably.
- 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.

- i. 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.
- j. Electronics Corporation of India Limited will not be responsible for any postal delay / loss in transit in submission of documents within specified time.
- k. For queries if any, candidates are advised to visit the link <http://careers.ecil.co.in> and refer the Frequently Asked Questions (FAQ) section.
- l. The candidate should note down his/her system generated online application number allotted and mention the same for all future correspondence.
- m. All correspondence shall only be made through E-mail ID, as furnished by the applicant in the on-line application-form.
- n. Electronics Corporation of India Limited reserves the right to cancel / restrict / enlarge/ modify the recruitment process, if the need so arises, without assigning any reason thereof.
- o. 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 limited to the Courts at GHMC (Kapra Circle) which alone shall have exclusive jurisdiction.
- p. Any query under RTI shall be entertained only up to six months from the date of publication of final results on our website.
- q. In case of any ambiguity/dispute on account of interpretation of advertisement in the version other than English, English version shall prevail.
- r. Canvassing in any form will result into disqualification.
- s. Only Indian Nationals are eligible to apply.
- t. Candidates who have acquired /studied full time/regular courses shall only be considered for ascertaining the eligibility. Correspondence / distance mode / e-learning / part-time courses shall not be considered.
- u. The following documents shall be required to produce in original with a set of self-attested photocopies for documents verification. Failure to do so will result into rejection of candidature.
 - a) Duly signed registered on-line application form affixed with recent colour passport size photo.
 - b) All original certificates in support of his / her date of birth, identity (Aadhar/ Driving License/ Passport/Voter ID), qualification, experience , latest caste & disability (PwD) certificate, no objection certificate from employer, 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.

VIII. HOW TO APPLY:

- a) Eligible candidates including Internal Employees have to apply 'ON-LINE' through our website <http://careers.ecil.co.in>, alternatively, follow www.ecil.co.in > Careers > e-Recruitment for advertisement details. The on-line application process will be operational from 23/04/2022 (14.00 hrs.) to 14/05/2022 (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, educational qualifications, experience, Pen-Picture (one page of specific achievements) Caste & PwD (if any) along with copy of fee remittance (if applicable) invariably.
- e) The candidate should write Advertisement No. 07/2022, 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. VIII(d) to the following address **on or before 21/05/2022 (1400 hrs.)** invariably.

Deputy General Manager (HR)
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 this 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. 21/05/2022 (1400 hrs.). **Internal Circular** with regard to eligibility & other details of the posts is available on our website: <http://careers.ecil.co.in>.
- 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.

IX. HOW TO PAY APPLICATION FEE:

General candidates (UR)/EWS/OBC are required to pay a fee of ₹ 500/- (Rupees Five hundred only) as Application Fee.

In case of any mistake made by the candidate on payment, Application Fee will not be paid back under any circumstances.

The instructions for paying application fee are available in e-Recruitment web page under Advt. No. 07/2022.

X. IMPORTANT DATES:

| | | |
|----|---|---|
| a. | Commencement of On-line Registration of application by candidates | 23/04/2022 (1400 hrs.) |
| b. | Last date for on-line registration of application by candidates | 14/05/2022 (1400 hrs.) |
| c. | Last date of accepting registration forms (Hard copy) with required documents by Speed Post/ Regd. Post/ Courier/ Normal Post from candidates | 21/05/2022 (1400 hrs.) |
| d. | Interview date | Will be communicated by e-mail/SMS to eligible candidates only or visit our website for more information. |

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.

Please Note:

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

Advt. No.: 07/2022

DGM-HR