



## ELECTRONICS CORPORATION OF INDIA LIMITED

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

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### TEAM UP WITH ECIL FOR A BRIGHT CAREER

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 executives in the following positions at Headquarter in Hyderabad.

Sl No	Post	No of Post (s)	Qualification	Experience requirements	UR candidate should have been born on or after the date Month & Year as mentioned below
1.	Senior Deputy General Manager (Technical)	04	The applicant should be a first class Engineering Graduate in Electrical / Electronics /Tele-Communication / Computer Engineering from a recognized University/Institute.  PG Degree in the above Engineering Disciplines/MBA/PG Diploma in Management will be preferred.	Minimum 20 years post-qualification experience in large reputed Engineering/ Manufacturing/ Production/ Aerospace/Nuclear/Defence establishment.	30/11/1967
2.	Senior Deputy General Manager - (HR)	01	The applicant should be a first class Post Graduate 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.	Minimum 20 years post-qualification experience in the area of HR/P&A in large reputed organization.	30/11/1967
3.	Deputy General Manager- Corporate Communication (CC)	01	The candidate should be a first class Post Graduate in Public Relations/ Journalism/Mass Communication	Minimum 17 years post-qualification experience in large reputed organization in the area of Corporate Communication/ PR	30/11/1970

4.	Deputy General Manager- (HR)	02	The applicant should be a first class Post Graduate 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	Minimum 17 years post-qualification experience in the area of HR/P&A in large reputed organization.	30/11/1970
5.	Deputy General Manager- Finance	01	The candidate should be a qualified CA/ICWA/CMA.	Minimum 17 years post-qualification experience in the area of costing in large reputed organization will be preferred.	30/11/1970
6.	Deputy General Manager- Corporate Purchase (CP)	01	The applicant should be a first-class Engineering Graduate from a recognized University / Institute. OR The applicant should be a first class Graduate from a recognized University / Institute with a PG Diploma in Materials Management from reputed University/Institution PG Degree in Material Management will be preferred.	Minimum 17 years post-qualification experience in large reputed Engineering/ Manufacturing/ Production/ Aerospace/Nuclear/Defence establishment.	30/11/1970
7.	Senior Manager - Finance	02	The candidate should be a qualified CA/ICWA/CMA.	Minimum 14 years post-qualification experience in the area of costing in large reputed organization will be preferred.	30/11/1973
8.	Senior Manager - Law	01	The candidate should be a First Class Post Graduate in Law	Minimum 14 years post-qualification experience in large reputed organization/ Law Firms/ High Court.	30/11/1973
9.	Personnel Officer	01	Applicant 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.	Minimum 3 years post-qualification experience in the area of HR/P&A in large reputed organization.	30/11/1990
10.	Accounts Officer	01	Should be a qualified CA/ICWA/CMA	Candidates having experience in the area of Costing will be preferred	30/11/1992

**1. AGE, DETAILED JOB DESCRIPTION, EMPLOYMENT STATUS & PAY SCALE/RANK/LEVEL:**

Post No.	Name of the Post					
1.	<p><b><u>SENIOR DEPUTY GENERAL MANAGER [TECHNICAL]</u></b></p> <p><b>A. <u>Maximum Age:</u></b></p> <table border="1" data-bbox="245 344 1477 479"> <tr> <td colspan="2" data-bbox="245 344 1477 389">Age of superannuation is 60 years</td> </tr> <tr> <td data-bbox="245 389 999 479" rowspan="2">Residual/Left over service as on the date of advertisement w.r.t. the date of superannuation.</td> <td data-bbox="999 389 1477 434">For external - at least 07 years</td> </tr> <tr> <td data-bbox="999 434 1477 479">For internal - at least 06 years</td> </tr> </table> <p><b>B. <u>Job Description:</u></b> Incumbent will be responsible for executing and managing projects for a business group in areas of R&amp;D, Product Development, Production, Business Development, Marketing, Life Cycle Support etc. 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.</p> <p><b>C. <u>Employment Status:</u></b> The applicant must, on the date of application, as well as on the date of interview, be employed in regular capacity, and NOT in a contractual/ ad-hoc capacity in one of the followings: -</p> <ol style="list-style-type: none"> <li>Central Public Sector Enterprises (CPSEs).</li> <li>Central Govt. including the Armed Forces of the Union and All India Services.</li> <li>State Public Sector Enterprises (SPSEs)</li> <li>Listed Private Sector Companies</li> </ol> <p><b>D. <u>Pay Scale/ Rank/ Level:</u></b></p> <ol style="list-style-type: none"> <li>Applicants from CPSEs should be working in the following or a higher pay scale for minimum last ONE year:-             <ol style="list-style-type: none"> <li>Rs 32900 - 58000 ( IDA) Post 01/01/2007</li> <li>Rs 80,000-2,20,000 ( IDA) Post 01/01/2017</li> <li>Rs 78,800- 2,09,200 ( Level 12 of Pay Matrix)</li> </ol> </li> <li>Applicants from Central Govt./All India Services should be holding equivalent post or carrying equivalent scale of pay for minimum last ONE year;</li> <li>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 last ONE year;</li> <li>Applicants from State Govt. should be working in equivalent pay scale as mentioned above at SI No I for minimum last ONE year;</li> </ol> <p><b>Note:</b> Resigned/Separated officers from Central/State Govt., CPSE/SPSE and Armed Forces should have served minimum one year in the above applicable scale of pay. It may please be noted that the retired/separated officers from the above mentioned categories will not be eligible for Pay Protection and as such the pay of selected candidates will be fixed at the minimum of pay scale.</p>	Age of superannuation is 60 years		Residual/Left over service as on the date of advertisement w.r.t. the date of superannuation.	For external - at least 07 years	For internal - at least 06 years
Age of superannuation is 60 years						
Residual/Left over service as on the date of advertisement w.r.t. the date of superannuation.	For external - at least 07 years					
	For internal - at least 06 years					

2. **SENIOR DEPUTY GENERAL MANAGER [HR]**

A. **Maximum Age:**

Age of superannuation is 60 years	
Residual/Left over service as on the date of advertisement w.r.t. the date of superannuation.	For external - at least 07 years
	For internal - at least 06 years

B. **Job Description:**

Incumbent will be responsible for key HR Functions such as Employee Relations, Establishment, and Recruitment etc and manage a team of talented HR Professionals.

Brief responsibilities include;

- Plan and customize the ERP applications in line with requirements of HR function.
- Responsible for benchmarked 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.

C. **Employment Status:** The applicant must, on the date of application, as well as on the date of interview, 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)
- d. Listed Private Sector Companies

D. **Pay Scale/ Rank/ Level:**

- I. Applicants from CPSEs should be working in the following or a higher pay scale for minimum last ONE year:-
  - a. Rs 32900 - 58000 ( 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)
- II. Applicants from Central Govt./All India Services should be holding equivalent post or carrying equivalent scale of pay for minimum last ONE year;
- III. 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 last ONE year;
- IV. Applicants from State Govt. should be working in equivalent pay scale as mentioned above at SI No I for minimum last ONE year

**Note:** Resigned/Separated officers from Central/State Govt., CPSE/SPSE and Armed Forces should have served minimum one year in the above applicable scale of pay. It may please be noted that the retired/separated officers from the above mentioned categories will not be eligible for Pay Protection and as such the pay of selected candidates will be fixed at the minimum of pay scale.

**DEPUTY GENERAL MANAGER-CORPORATE COMMUNICATION****A. Maximum Age:**

Age of superannuation is 60 years	
Residual/Left over service as on the date of advertisement w.r.t. the date of superannuation.	For external - at least 10 years
	For internal - at least 09 years

**B. Desirable Skill & Knowledge**

- Fluent in English & Hindi in both Verbal & Written communication. Ability to speak and write Telugu is preferable.
- Ability to write and edit documents such as, Business/Technical Report, Creative Content, Business & Scholarly journals etc.
- Exposure in tools/software in Multimedia, Page Design, Digital & Social Marketing etc.
- Proficiency in Web Analytics and Social Media measurement.
- Good understanding of different communication channels, product and tool.

**C. Job Description:**

- Shall act as an effective spokesman of ECIL to the outside world and project a positive image of the organization.
- Formulate Internal and External Communication strategy and align it with organizational business goals to establish and enhance brand awareness by creating proactive content that consistently and expertly positions the Company in competitive business arena.
- Update and drive continuous improvement in various organization communication mechanisms such as Website, Web Portals, Leadership Blogs, Logo, Banner, Memos and mailers etc.
- Provide direction and manage Company's media relations and cross-business communications.
- Effective and optimum use of new age social media tools for engaging and attracting younger audience.
- Ensure all communication, brand initiatives and information are engaging and easily accessible to all internal & external stakeholders.
- Design framework for employer branding across key internal stakeholders.
- Partner with HR for driving the employee communications and execution of employee communication campaigns, Leadership messaging by internal media, and general business updates, town hall etc.
- Partner with the Strategic Business Units to translate ideas in creating powerful stories and other innovative promotions.
- Conduct business seminars & exhibitions, Public Relation events, Corporate Sponsorship and Participatory events. Liaison with internal and external customers and VIP's and arrange Protocol Officers and other arrangement in partnership with other stake holders.
- Responsible for the achievement of the organizations' mission, goals and reputational objectives. Ensure evaluation systems are in place related to these goals, objectives and report progress. Additionally, develop short-term and long-term plans and budgets for the organization's communications related specific activities, monitor progress, assure adherence and evaluate delivery.

**D. Employment Status: The applicant must, on the date of application, as well as on the date of interview, 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).
- d. Listed Private Sector Companies

**E. Pay Scale/ Rank/ Level:**

- i. Applicants from CPSEs should be working in the following or a higher pay scale for minimum last ONE year:-
  - a. Rs 29,100 - 54,500 (IDA) Post 01/01/2007 (Pre-revised pay scale).
  - b. Rs 70,000 - 2,00,000 (IDA) Post 01/01/2017 (Revised pay scale).

c. Rs 67,700 - 2,08,700 (Level 11) (Revised).

- II. Applicants from Central Govt./All India Services should be holding equivalent post or carrying equivalent scale of pay for minimum last ONE year;
- III. 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;
- IV. Applicants from State Govt. should be working in equivalent pay scale as mentioned above at SI No I for minimum last ONE year;

**Note:** Resigned/Separated officers from Central/State Govt., CPSE/SPSE and Armed Forces should have served minimum one year in the above applicable scale of pay. It may please be noted that the retired/separated officers from the above mentioned categories will not be eligible for Pay Protection and as such the pay of selected candidates will be fixed at the minimum of pay scale.

**4** **DEPUTY GENERAL MANAGER- HR**

**A. Maximum Age:**

Age of superannuation is 60 years	
Residual/Left over service as on the date of advertisement w.r.t. the date of superannuation.	For external - at least 10 years
	For internal - at least 09 years

**B. Job Description:**

Incumbent shall be responsible for key HR functions such as Employee Relations, Establishment, Recruitment, Training, Auxiliary Services, etc., and drive a team of talented HR Professionals towards execution excellence of key HR metrics.

Broad Job profile is as follows:

- Work with senior HR Leadership to plan, develop, implement and oversee company initiatives and projects.
- Oversee company's HR operation, monitoring HR Budget, Hiring and Evaluating employees.
- Ensure coordination & implementation of various services, policies and programs through HR team members.
- Advice and counsel managers about various HR issues.
- Implementation of new HR policies including ERP system in line with the business requirements.

**C. Employment Status:** The applicant must, on the date of application, as well as on the date of interview, 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).
- d. Listed Private Sector Companies

**D. Pay Scale/ Rank/ Level:**

- I. Applicants from CPSEs should be working in the following or a higher pay scale for minimum last ONE year:-
  - a. Rs 29,100 - 54,500 (IDA) Post 01/01/2007 (Pre-revised pay scale).
  - b. Rs 70,000 - 2,00,000 (IDA) Post 01/01/2017 (Revised pay scale).
  - c. Rs 67,700 - 2,08,700 (Level 11) (Revised).
- II. Applicants from Central Govt./All India Services should be holding equivalent post or carrying equivalent scale of pay for minimum last ONE year;
- III. 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;
- IV. Applicants from State Govt. should be working in equivalent pay scale as mentioned above at SI No I for minimum last ONE year;

**Note:** Resigned/Separated officers from Central/State Govt., CPSE/SPSE and Armed Forces should have served minimum one year in the above applicable scale of pay. It may please be noted that the

retired/separated officers from the above mentioned categories will not be eligible for Pay Protection and as such the pay of selected candidates will be fixed at the minimum of pay scale.

5 **DEPUTY GENERAL MANAGER-FINANCE**

**A. Maximum Age:**

Age of superannuation is 60 years	
Residual/Left over service as on the date of advertisement w.r.t. the date of superannuation.	For external - at least 10 years
	For internal - at 09 years

**B. Job Description:** Incumbent should have excellent and up to date domain knowledge of Financial Management, Accounting Procedures and Systems, 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.

The brief responsibilities of the incumbent are:

- Manage a team of Finance and Accounts professionals and guide the business units of funds management, costing, pricing, auditing and other financial issues.
- Liaison with statutory/Govt./Independent auditors.
- Liaison with bankers and lending agencies to achieve best cost of funds for both working capital and long term fund requirements.
- Ensure effective functioning of all the financial reporting systems required under the Companies Act and for complying with the statutory requirements with regard to taxes, pay roll and contractual obligations.
- Operate and improve the finance related ERP system.

**C. Employment Status:** The applicant must, on the date of application, as well as on the date of interview, 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).
- d. Listed Private Sector Companies

**D. Pay Scale/ Rank/ Level:**

- I. Applicants from CPSEs should be working in the following or a higher pay scale for minimum last ONE year:-
  - a. Rs 29,100 - 54,500 (IDA) Post 01/01/2007 (Pre-revised pay scale).
  - b. Rs 70,000 - 2,00,000 (IDA) Post 01/01/2017 (Revised pay scale).
  - c. Rs 67,700 - 2,08,700 (Level 11) (Revised).
- II. Applicants from Central Govt./All India Services should be holding equivalent post or carrying equivalent scale of pay for minimum last ONE year;
- III. 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.
- IV. Applicants from State Govt. should be working in equivalent pay scale as mentioned above at SI No I for minimum last ONE year;

**Note:** Resigned/Separated officers from Central/State Govt., CPSE/SPSE and Armed Forces should have served minimum one year in the above applicable scale of pay. It may please be noted that the retired/separated officers from the above mentioned categories will not be eligible for Pay Protection and as such the pay of selected candidates will be fixed at the minimum of pay scale.

**6** DEPUTY GENERAL MANAGER-CORPORATE PURCHASE

**A. Maximum Age:**

Age of superannuation is 60 years	
Residual/Left over service as on the date of advertisement w.r.t. the date of superannuation.	For external - at least 10 years
	For internal - at least 09 years

**B. Job Description:**

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.

**C. Employment Status:**\* The applicant must, on the date of application, as well as on the date of interview, 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).
- d. Listed Private Sector Companies

\* However, candidates having experience in area of Material Management, Purchase in Govt./ PSUs will be preferred.

**D. Pay Scale/ Rank/ Level:**

- I. Applicants from CPSEs should be working in the following or a higher pay scale for minimum last ONE year:-
  - a. Rs 29,100 - 54,500 (IDA) Post 01/01/2007 (Pre-revised pay scale).
  - b. Rs 70,000 - 2,00,000 (IDA) Post 01/01/2017 (Revised pay scale).
  - c. Rs 67,700 - 2,08,700 (Level 11) (Revised).
- II. Applicants from Central Govt./All India Services should be holding equivalent post or carrying equivalent scale of pay for minimum last ONE year;
- III. 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;
- IV. Applicants from State Govt. should be working in equivalent pay scale as mentioned above at SI No I for minimum last ONE year;

**Note:** Resigned/Separated officers from Central/State Govt., CPSE/SPSE and Armed Forces should have served minimum one year in the above applicable scale of pay. It may please be noted that the retired/separated officers from the above mentioned categories will not be eligible for Pay Protection and as such the pay of selected candidates will be fixed at the minimum of pay scale.

**7** SENIOR MANAGER -FINANCE

**A. Maximum Age:**

Age of superannuation is 60 years	
Residual/Left over service as on the date of advertisement w.r.t. the date of superannuation.	For external - at least 13 years
	For internal - at least 12 years

**B. Job Description:**

Having requisite experience in dealing independently with Finance, Accounting and Auditing functions in a multi-product/multi-unit environment in a PSU/reputed organization.

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. Candidate should be a computer literate and able to operate Accounting packages independently.



C. **Employment Status:** The applicant must, on the date of application, as well as on the date of interview, 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).
- d. Listed Private Sector Companies.

D. **Pay Scale/ Rank/ Level**

I. Applicants from CPSEs should be working in the following or a higher pay scale for minimum last ONE year:-

- a. Rs 24,900 - 50,500 (IDA) Post 01/01/2007 (Pre-revised pay scale).
- b. Rs 60,000 - 1,80,000 (IDA) Post 01/01/2017 (Revised pay scale).
- c. Rs 56,100 - 1,77,500 (Level 10) (Revised).

II. Applicants from Central Govt./All India Services should be holding equivalent post or carrying equivalent scale of pay for minimum last ONE year;

III. 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;

IV. Applicants from State Govt. should be working in equivalent pay scale as mentioned above at SI No I for minimum last ONE year;

**Note:** Resigned/Separated officers from Central/State Govt., CPSE/SPSE and Armed Forces should have served minimum one year in the above applicable scale of pay. It may please be noted that the retired/separated officers from the above mentioned categories will not be eligible for Pay Protection and as such the pay of selected candidates will be fixed at the minimum of pay scale.

8 **SENIOR MANAGER -LAW**

A. **Maximum Age:**

Age of superannuation is 60 years	
Residual/Left over service as on the date of advertisement w.r.t. the date of superannuation.	For external - at least 13 years
	For internal - at least 12 years

B. **Job Description:**

- Legal vetting of Non-Disclosure Agreements (NDA), Memorandum of Understanding, Teaming Agreements, Technical Collaboration Agreements, Joint Venture Agreements, Agency Agreements, Dealership/Distributorship Agreement and other related areas in Business law.
- Developing standard templates of NDAs, MoU etc.
- Drafting and finalization of Domestic / International Contracts for supply of products, Transfer of Technology, Joint Development, Exports and Joint Ventures and related commercial aspects, Government procedures and approvals.
- Thorough knowledge of the legal aspects of Contract Finalization, Labor and Welfare matters.
- Liaison with external legal counsel for legal opinion on specific issues.
- Handling litigation and arbitration cases.

C. **Employment Status:** The applicant must, on the date of application, as well as on the date of interview, 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).
- d. Listed Private sector companies/ Law Firms

**D. Pay Scale/ Rank/ Level**

- I. Applicants from CPSEs should be working in the following or a higher pay scale for minimum last ONE year:-
  - a. Rs 24,900 - 50,500 (IDA) Post 01/01/2007 (Pre-revised pay scale).
  - b. Rs 60,000 - 1,80,000 (IDA) Post 01/01/2017 (Revised pay scale).
  - c. Rs 56,100 - 1,77,500 (Level 10) (Revised).
- II. Applicants from Central Govt./All India Services should be holding equivalent post or carrying equivalent scale of pay for minimum last ONE year;
- III. 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;
- IV. Applicants from State Govt. should be working in equivalent pay scale as mentioned above at SI No I for minimum last ONE year;

**Note:** Resigned/Separated officers from Central/State Govt., CPSE/SPSE and Armed Forces should have served minimum one year in the above applicable scale of pay. It may please be noted that the retired/separated officers from the above mentioned categories will not be eligible for Pay Protection and as such the pay of such candidates will be fixed at the minimum of pay scale.

**9 PERSONNEL OFFICER**

**A. Maximum Age:**

Age of superannuation is 60 years	
Residual/Left over service as on the date of advertisement w.r.t. the date of superannuation.	For external - at least 30 years
	For internal - at least 29 years

**B. Job Description:**

- 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.

**C. Employment Status:** The applicant must, on the date of application, as well as on the date of interview, 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).
- d. Listed Private sector companies

**10 ACCOUNTS OFFICER**

**A. Maximum Age:**

Age of superannuation is 60 years	
Residual/Left over service as on the date of advertisement w.r.t. the date of superannuation.	For external - at least 32 years
	For internal - at least 31 years

**B. Desirable Skill & Knowledge:**

- Candidates should possess requisite aptitude to deal with issues of Finance, ERP, Costing, Pricing, Audit, and Project Evaluation & Project matters etc.
- Candidate should be a Computer literate and able to operate Accounting packages independently.
- Candidate with relevant post qualification experience in Costing will be preferred.

- Age of superannuation is 60 years as per the extant rules.

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

## 2. RELAXATIONS & APPLICABLE RESERVATION:

### i. Post wise Reservations:

Post No.	NAME	No of Posts	UR	OBC	SC	ST
1	Sr. Dy. General Manager (Technical)	4	2	1	1	0
2	Sr. Dy. General Manager (HR)	1	1	0	0	0
3	Deputy General Manager (CC)	1	0	0	0	1
4	Deputy General Manager (HR)	2	1	1	0	0
5	Deputy General Manager (Finance)	1	0	0	1	0
6	Deputy General Manager (CP)	1	0	1	0	0
7	Senior Manager (Finance)	2	1	1	0	0
8	Senior Manager (Law)	1	1	0	0	0
9	Personnel Officer	1	0	1	0	0
10	Accounts Officer	1	0	0	1	0
	TOTAL	15	6	5	3	1

- ii. **Age:** The upper age limit is relaxed by 5 years for SC/ST, & 3 years for OBC candidates. Age relaxation for Persons with Disabilities (degree of disability 40% or above) is 5 years for UR, 8 Years for OBC & 10 Years for SC/ST. The upper age limit is further relaxed by 5 years for the candidates who had ordinarily been domiciled in the state of Jammu & Kashmir from 01/01/1980 to 31/12/1989. Ex-Defence Officers are eligible for age relaxation for the service rendered in Defence plus three years. **However, the upper age limit with all relaxations shall not exceed 58 years.**
- iii. **Qualification:** First class with minimum 60% marks is relaxed to Second Class with minimum 50% marks in aggregate for SC/ST candidates, only for the posts earmarked as reserved for SC/ST.
- iv. **Fee exemption:** Candidates belonging to SC/ST, PWD & Serving/Retired Service Officers from Defence are exempted from payment of application fee.
- v. **Internal Employees are exempted from Application Fee.**

## 3. EMOLUMENTS AND BENEFITS:

The selected candidates will be normally placed at the minimum of the pay scale and will be on probation for a period of one year.

Post No.	Name of Post & Grade	Pay Scale	Total monthly Emoluments at the minimum of the pay scale (Including perks) (Approx.)
1	Senior Dy. General Manager (EG-VII)	Rs. 90,000-2,40,000	Rs. 1,55,160/-
2	Dy. General Manager(EG-VI)	Rs. 80,000-2,20,000	Rs. 1,37,920/-
3	Senior Manager(EG-V)	Rs. 70,000-2,00,000	Rs. 1,20,680/-
4	Officer- (EG-II)	Rs. 40,000-1,40,000	Rs. 69,360/-

- i. Besides the Basic pay (normally at the minimum of the scale), Cafeteria Allowance (limited to 31% of basic pay for EG-II/30% of basic pay for others), Industrial Dearness Allowance, HRA etc. will be admissible as per Company Rules as applicable from time to time. In addition to that PF, Gratuity, Medical benefits, Leave etc., are admissible as per the Company Rules.
- ii. Pay Protection in case of candidates joining from Central/State Govt., and PSUs including Armed Forces will be admissible as per rules.
4. **MODE OF SELECTION:** Through Personal Interview

A. The date, time and venue of Personal interview will be intimated by e-mail / SMS. The candidates called for interview shall present mandatorily all the relevant documents for verification at the time of interview. **The interview may also be conducted through virtual /online mode and the details of the same would be shared with the shortlisted candidates.**

B. For the posts of Personnel Officer & Accounts Officer, the candidates will be shortlisted for Personal Interview in ratio of 1:5, in order of merit as indicated below:

- i. Personnel Officer: Based on percentage of marks obtained in qualifying examination such as Post Graduate in HR/IR/PM or Full Time Diploma (Two years) in HR/IR/PM or MBA (HR) subject to meeting the criteria of relevant experience.
- ii. Accounts Officer: Based on percentage of marks obtained in Intermediate/ Higher Secondary subject to meeting the criteria of relevant experience, if any. In case of no response from experienced candidates, only percentage of marks obtained in Intermediate/ Higher Secondary will be considered for shortlisting.

**PERCENTAGE OF MARKS SHOULD BE CALCULATED IN THE FOLLOWING WAY:**

- A. Aggregate percentage of marks SHALL NOT BE rounded off (for example 64.99 % not to be rounded off as 65%).
- B. In case of CGPA/OGPA/Grade is awarded by university, the equivalent percentage shall be derived based on the formula provided by the University for converting the grade to Percentage by the candidate. If no formula is prescribed by the University, the equivalence in percentage of marks will be established by multiplying the CGPA/OGPA/Grade by a factor of 10 subject to the condition that the candidate has to submit documentary proof during Document Verification process that the University does not have any formula for conversion of CGPA/OGPA/Grade to percentage.

The following documents shall be produced in original with a set of photo copies for verification along with self-attested photo copies.

- I. On-line registered application form duly signed and with recent colour passport size photo affixed.
- II. All original certificates in support of his / her date of birth, identity (Govt. issued only like Aadhar, Driving License, Passport etc.), qualification, experience, latest caste & disability (PWD) certificates, Discharge Certificate (for Defence Personnel), if any, along with a set of photo copies.
- III. A valid certificate for Persons with Disabilities (PWD) wherever applicable; Discharge certificate in case of Ex-servicemen, if applicable.
- IV. If claiming age relaxation as candidate from J&K, relevant certificate.

**Failure to do so will entail summarily rejection of candidature.**

**(A) GENERAL CONDITIONS:**

- a. Before applying, candidate should read the complete advertisement carefully and ensure that he / she fulfill eligibility criteria of post stated in the advertisement in all respects.
- b. A non-refundable Application Fee of Rs.500/- is applicable for General and OBC candidates. Candidates belonging to SC, PWD & Serving / Retired Service Officers from Defence are exempted from payment of Application Fee.
- c. The Internal candidates are EXEMPTED from payment of Application Fee.
- d. Candidates claiming to belong to SC / ST/ OBC / Persons with Disabilities (PwD) shall necessarily produce original certificates as prescribed by Govt. of India, as the case may be, from the Competent Authority, along with photo copy of the same, at the time of Document Verification. Candidates belonging to OBC category, but falling under definition of "creamy layer" are not entitled to apply against OBC category.
- e. OBC candidates seeking reservation should submit certificate (not older than 06 months) issued by the Competent Authority in the prescribed format as available in ECIL Career Website.
- f. The Management reserves right to limit the number of candidates to be called for interview.
- g. All qualifications should be from a recognized Indian University / Appropriate Statutory Authority.
- h. The candidates working in Government Departments / PSUs should route their application through proper channel or 'No Objection Certificate' should be produced at the time of interview invariably.
- i. Selected candidates are liable to serve the Company from anywhere in India.
- j. **Only on-line applications are accepted.**

- k. TA will be paid for outstation candidates appearing for interview by the shortest route to the **Place of Interview** as per address for correspondence (within India) mentioned in the On-line Application subject to production of documentary proof, as per rules & eligibility.
- l. The application is liable for rejection at any stage of recruitment process in case of suppression /furnishing of false information, without enclosing necessary documents including Fee remittance form (if applicable), un-signed application & received after closing date for receipt of hard copy by post.
- m. For queries, candidates may visit the link and refer the Frequently Asked Questions (FAQ) section.
- n. The candidate has to quote his/her system generated online application number allotted for all future correspondence.
- o. All future correspondence would only be through E-mail ID, furnished by the applicant in the on-line application-form or by post as may be decided by the Company.
- p. Electronics Corporation of India Limited reserves the right to cancel / restrict / enlarge/ modify the recruitment process, if need so arises, without assigning any reason.
- q. 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 the Courts at GHMC (Kapra Circle) alone shall have exclusive jurisdiction.
- r. Electronics Corporation of India Limited will not be responsible for any postal delay / loss in transit in submission of documents within specified time.
- s. The queries under RTI are entertained only up to six months from the date of publication of final results on our website/notice board.
- t. In case of any ambiguity/dispute arises on account of interpretation in version other than English, English version will prevail.
- u. Canvassing in any form will be a disqualification.
- v. Only Indian Nationals need to apply.
- w. Candidates who studied full time/regular courses will only be eligible to apply. Correspondence/ distance mode/e-learning/ part time courses will not be considered.

**(B) HOW TO APPLY:**

- a. Eligible candidates including **INTERNAL EMPLOYEES** have to apply 'ON-LINE' through our website "<http://careers.ecil.co.in>". You can alternatively use [www.ecil.co.in](http://www.ecil.co.in) selecting 'Careers' followed by e-Recruitment for getting connected to advertisement details. The on-line application process will be operational from **09-12-2020 (1400 hrs.) to 31-12-2020 (1600 hrs.)**.
- b. After applying on-line, the candidate is required to take the print out of registered on-line application form with system generated application serial number. Please note down your application serial number for the post applied, for future reference without fail. The candidate can take re-print of his/her registered on-line application form before the last date for On-line registration. Write the system generated on-line application serial number on the Electronics Corporation of India Limited's copy of the fees remittance form.
- c. The candidate has to sign on print-out of on-line registered application form by affixing the **recent colour passport size photograph** (4 X 3 cms) and enclose the photo / attested copies of date of birth, educational qualifications, experience, Caste, and Medical Certificate (applicable for PWD candidates only) along with Electronics Corporation of India Limited's copy of fee remittance, if any invariably. The candidate can retain a copy of the registered on-line application form and candidate's copy of fee remittance for future reference.
- d. The candidate should write Advertisement No. 31/2020, post number and system generated application number on the top of the envelope and send the duly filled in application form along with enclosures as indicated at Sl.No.c to:

**ADDITIONAL GENERAL MANAGER & IN-CHARGE, HR  
PERSONNEL GROUP, ADMINISTRATIVE OFFICE,  
ELECTRONICS CORPORATION OF INDIA LIMITED,  
ECIL (POST), HYDERABAD - 500 062, TELANGANA.**

- e. **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.**

Company will not be responsible for any postal delay / loss in transit in submission of documents within specified time.

- f. The eligible INTERNAL EMPLOYEES should apply through Online only. No manual application from Internal Employees will be accepted. He/ she should take a print-out after completing the online registration process which should be forwarded by concerned Personnel Executive and HoD of the Group/Division so as to reach recruitment section on or before the due date i.e. 11/01/2021 (1600hrs.). The Internal Employees are advised to go through the Internal Personnel Circular for full details with regard to eligibility for the post before applying along with procedure to follow on applying for the post scrupulously. The Internal Personnel Circular is available on our website: <http://careers.ecil.co.in>.
- g. Please note that the registered on-line application form along with all the enclosures (hard copy) as indicated at Sl. No. c. above, should reach Electronics Corporation of India Limited on or before 11.01.2021 (1600 hrs.) invariably. The application (hard copy) received after due date will not be entertained.
- h. The candidate has to write advertisement number, post name and On-line system generated application number for all future correspondence.
- i. The candidate has to submit a Pen-Picture (one page) of his/her specific achievements organization wise (except for Post No 9 & 10), along with other hardcopies as mentioned at Sl. No c.

**(C) HOW TO MAKE PAYMENT:**

**Making payment of Application Fee (where applicable) ONLINE-MODE:**

- Prior to payment of Application Fee, the candidate has to take care on his / her eligibility mentioned in the advertisement and proceed for payment of Application Fee;
- If any mistake made by the candidate on payment of Application Fee; will not be paid back under any circumstances;
- General [UR] and OBC candidates are required to pay a fee of Rs.500/- (Rupees Five hundred only) as Application Fee subject to meeting the eligibility criteria as notified in the advertisement.

**i. Instructions for making payment through SBI Collect Online Mode:**

- a. Click on the LINK PROVIDED on Home Page of Advertisement as "Online/Offline payment" Candidate will be redirected to:  
<https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=20904>
- b. Click checkbox for terms and conditions and then click on Proceed.
- c. In Select Payment Category, select the appropriate post as per advertisement.
- d. After entering all the required details in the fields provided, candidate has to proceed for payment through online by Net Banking / Card Payments;
- e. After remitting the fees, the candidate has to enter the SB Collect Reference Number in the column [field] provided in online Application column of "Journal number", Branch Code - "02714", Branch Name - "ECIL", Date of payment and Amount under the "SBI payment details of Online / Offline field" and submit the application.
- f. The aforesaid Reference Number will start with "DU" followed by alpha numerical. e.g DUD83546544.
- g. Please note that it may take up to three working days to update the details of Application Fee. Once the details of payment of Application fee are received from Bank, the applicant can view these details using the "Application Fee Payment Details" link.

**Making payment of Application Fee (where applicable) OFFLINE [Pre Acknowledgement Payment (PAP) Form]:**

**ii. Instructions for making payment through SBI Collect Offline Mode:**

- a. Click on the LINK PROVIDED on Home Page of Advertisement as "Online/Offline payment" Candidate will be redirected to:  
<https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=20904>
- b. Click checkbox for terms and conditions and then click on Proceed.
- c. In Select Payment Category, select the appropriate post as per advertisement
- d. After entering all the required details in the fields provided, candidate has to proceed for payment through OFFLINE by click on the "OTHER PAYMENT MODES" - SBI BANK BRANCH ONLY.

- e. Please print the Pre-Acknowledgement Payment form and submit in any SBI Branch for payment.
- f. After remitting the Application Fee, candidate is required to enter the SB Collect Reference Number as shown in the SBI [PAP] Pre Acknowledgement Payment Form has to be entered in online application as **Journal Number, Branch Code, Branch Name, Date of payment and Amount** under the "SBI payment details of Online/ Offline field" and submit the application.

**Note:** The payment of Application Fee through Online or Offline, the photocopy of Fee remittance has to be enclosed along with the requisite enclosures at the time of certificate verification process [wherever applicable].

**Candidate must upload his Photo & Signature as per the following specifications:**

**A. Photograph Image:**

- Photograph must be a recent passport size colour picture.
- The picture should be in colour, taken against a light colored, preferably Blue background.
- Look straight at the camera with a relaxed face.
- If you have to use flash, ensure there's no "red-eye".
- Caps, hats and dark glasses are not acceptable, religious headwear is allowed but it must not cover your face.
- Size of the file should be less than 100kb.
- While uploading the photo image, the name of the file may be used as "photo.jpeg" only and do not use any special characters.

**B. Signature Imaging:**

- The applicant has to sign on white paper with Black Ink Pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature of the candidate should be in running hand and not in block or capital or disjointed letters. If the signatures are not matching at the time of document verification before personal interview, the candidature of the candidate will be cancelled.
- Size of the file should be less than 50kb.
- While uploading the signature image, the name of the file may be used as "sign.jpeg" only and do not use any special characters.

**(d) IMPORTANT DATES:**

a.	Commencement of On-line Registration of application by candidates	09.12.2020 (1400 hrs.)
b.	Last date for on-line registration of application by candidates	31.12.2020 (1600 hrs.)
c.	Last date of accepting registration forms (Hard copy) with required documents by Speed Post/ Regd. Post/ Courier/ Normal Post from candidates	11.01.2021 (1600 hrs.)
d.	Interview date	Will be communicated by e-mail/SMS to eligible candidates only or visit our website for more information.

**Please Note:**

Corrigendum/Extension etc., if any, shall be published in 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.: 31/2020**

**ADDITIONAL GENERAL MANAGER & IN-CHARGE, HR**