



Electronics Corporation of India Limited

(A Govt. of India Enterprise)
ECIL Post, Hyderabad - 500062

Electronics Corporation of India Limited is a leading Public Sector Company with a turnover of Rs. 1200 crores, specializing in the area of Strategic Electronics with thrust on innovation a indigenization, offers excellent and challenging opportunities in senior management positions in the key areas of HR/IRPM, Finance and Company Secretariat for well experienced personnel to the following positions :

Post No.	Name of the Post	No. of posts	Post qlfn. Exp. as on 31.03.2011 (yrs.)	Upper age limit as on 31.03.2011 (yrs.)	Total Min. monthly emoluments (Excluding perks) (Rs.)*
01	General Manager (Human Resource) EG-IX (Rs. 51,300-3%-73000)	1-UR	18	50	88750/-
02	Additional General Manager (Human Resource) EG-VIII (Rs. 43,200-3%-66,000)	1-UR	15	50	74740/-
03	Company Secretary EG-VII (Rs. 36,600-3%-62,000)/ Eg-VI (Rs. 32,900-3%-58,000)	1-UR	13	45	63320/- 56920/-
04	Sr. Dy. General Manager (Defence Liaison): EG-VII (Rs. 36,600-3%-62,000)	1-UR	15	45	63320/-
05	Sr. Dy. General Manager/ Dy. General Manager (F&A) EG-VII (Rs. 36,600-3%-62,000)/ EG-VI (Rs. 32,900-3%-58,000)	4 (UR-2; OBC-1 SC-1)	15	45	63320/- 56920/-
06	Deputy General Manager (HR) EG-VI Rs. 32,900-3%-58,000)	1-OBC	15	45	56920/-
07	Deputy General Manager (Law)- EG-VI(Rs. 32,900-3%-58,000)	1-UR	15	45	56920/-
08	Deputy General Manager (Civil) - EG-VI(Rs. 32,900-3%-58,000)	1-UR	15	45	56920/-
09	Accounts Manager EG-IV (Rs. 24,900-3%-50,500)	2 (UR-1, OBC-1)	10	35	43080/-
10	Accounts Officer EG-II (Rs.16,400-3%-40,500/-)	6 (UR-3, OBC-2, SC-1	@	28	28380/-
11	Hindi Officer EG-II (Rs. 16,400-3%-40,500/-)	1-UR	1-2	30	28380/-
12	Hindi Translator	1 (PH) VH-Blind (LV)/HH/ OH/(OA, OL,OA & L, BL)	1-2	40	16020/-
13	Safety Supervisor WG-VII (Rs. 9260/-Increment @ 3%)	1-UR	1-3	30	16020/-

@ Candidates having experience will be preferred.

Note : Candidates having required qualifications but lesser years of post qualification experience may be considered for lower post. Management reserves the right to cancel/restrict/enlarge/modify the recruitment process, if need so arises without assigning any reasons. The posts at Sl. No. 1, 2 & 3 can be filled even on deputation basis.

* Coverage under PF & Gratuity schemes; LTC, Medical benefits, Leave Rules etc., would be allowed, as per rules of the Corporation.

Post No. Qualification & Experience

01 & 02 General Manager (HR)/Additional General Manager (HR) : A Post graduate preferably first class. MBA or a Degree/Post Graduate diploma in HR/IR/PM will be an added advantage. The candidate should have adequate experience at senior positions in various aspects of HRD/Personnel Management/Industrial Relations in an Organization of repute. Should have post qualification experience of at least 10 years in **HRD/Administration**, out of which at least two years in one grade below. Age, qualification, experience etc., can be relaxed in deserving cases. Ex-Defence Officers having relevant background of experience may also apply.

- 03 Company Secretary** : The candidate should be a member of ICSI with good academic record. Should have post qualification experience in organising Board/Corporate Meetings, preparation of MoUs and thorough knowledge of. Companies Act, SEBI regulations etc. Degree in Law will be an added advantage.
- 04 Senior Deputy General Manager (Defence Liaison)** : Preferably a First Class Graduate Engineer from a reputed University/Institute. Should have post qualification experience in Defence Services in the rank of retired Lt. Colonel/Colonel or higher. The incumbent should be well versed with latest DPP procedures, MoD procedures, structures and processes. Should have good insight into current and future requirements of Armed Forces to identify the future business areas. Preference will be given to candidates with MBA.
- 05 Senior Deputy General Manager/Deputy General Manager (F&A)** : The candidate should be a qualified Chartered/Cost Accountant 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 Accounting & Auditing Standards and should have exposure to various functional areas like Funds Management, Banking Operations, Finalization of Accounts and Taxation matters like Income Tax, VAT, Service Tax, Excise Duty, etc. Also, the candidate should be a Computer literate and able to operate Accounting packages.
- 06 Deputy General Manager (HR)** : A Post Graduate preferably first class in HRD/Personnel Management/Industrial Relations/Social Sciences. A Degree in Law/MBA (HR) will be preferred. The role is for continuous HR developments updating competencies with business requirements. Employee motivation, knowledge acquisition, identifying blockages for learning, mentoring of fresh recruits and liaising with line-functionaries. He is also responsible for creation and maintenance of IT enabled databases for planning personnel activities, device mechanisms for continuous learning. Candidates having excellent knowledge of computers will be preferred.
- 07 Deputy General Manager (Law)** : A Graduate in Law. Well versed in dealing with processes in Labour/Civil/High Courts on industrial/service/legal matters. Conversant with writing of bonds/agreements/MoUs/Joint Venture/Vendors related deeds/bank guarantees/warranty/arbitration etc. Candidates with LLM, will be preferred. To interact with Legal Advisors of Company and advise Management on all legal matters.
- 08 Deputy General Manager (Civil)** : Preferably First Class Graduate/Post Graduate in Civil Engineering from a reputed University/Institute. Should have knowledge in various Standards, Design, Estimates, Schedules, Tendering, Execution and Maintenance of Civil Works. Should be able to lead a team of Civil Engineers to undertake job works within ECIL as well at sites. Thorough knowledge of Tendering procedures with MES, PWD, CPWD etc., will be preferred.
- 09 Accounts Manager** : The candidate should be a qualified Chartered/Cost Accountant 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 Accounting & Auditing Standards and should have exposure to various functional areas like Funds Management, Banking Operations, Finalization of Accounts and Taxation matters like Income Tax, VAT, Service Tax, Excise Duty, etc. **Posting will be at Mumbai & Kolkata.** Candidate should be a Computer literate and able to operate Accounting packages independently.
- 10 Accounts Officer** : A candidate should be a qualified CA/ICWA. Candidates with experience will be preferred. Candidates should possess requisite aptitude to deal with issues of Finance, Costing, Pricing, Audit, Project Evaluation & Project matters etc. independently. Candidates should be a Computer literate and able to operate Accounting packages independently.
- 11 Hindi Officer** : Preferably a First Class Post Graduate in Hindi. Knowledge of the provisions of Official Languages Act is essential. Should be able to guide and monitor the implementation of the provisions of the Official Languages Act, 1963/Rules 1976. Assisting in installation and use of Bi-Lingual Software. Ability to educate employees on use of Hindi as Official Language in day-to-day activities. Should have expertise in translation to Hindi from English and vice-versa. Candidates with exposure of HR functions, experience in PSUs/Govt. Departments will be preferred.
- 12 Hindi Translator** : A Degree in Hindi with a Diploma in translation recognized by the Hindi Prachar Sabha or Department of Official Language or any recognized University. Knowledge of Bi-Lingual word processing software such as Page Maker, MS Office, Lipi etc. Translation of technical and administrative documents into Hindi and vice-versa. Creation of translated documents on DTP. Candidates having experience in PSUs/Govt. Departments will be preferred.
- 13 Safety Supervisor** : A 1st class Diploma in Engineering/B.Sc. (MPC) with one year Diploma in Industrial Safety Engineering, recognized by the Central/State/Regional Labour Institute, Government of India. Should have experience in Safety Functions/duties in any reputed Industry. Incumbent should be fully aware of Safety procedures in industries, statutory obligations and thorough knowledge of Factories Act & Rules.

• Additional increments would be allowed to deserving candidates, based on higher qualification, experience and performance in interview.

• Placement will be anywhere in India.

Relaxations :

1. Qualification : First Class with minimum 60% marks is relaxed to Second Class with minimum 50% marks in aggregate for SC/ST candidates.

2. Age : Upper age limit is relaxed by 5 years for SC/ST, 3 years for OBC (non-creamy layer).

In respect of PWD candidates, belonging to SC/ST the age relaxation is 15 years; OBC for 13 years and General for 10 years. Upper age limit is relaxed by 5 years for candidates who had ordinarily been domiciled in the State of Jammu & Kashmir from 01.01.1980 to 31.12.1989 .. Ex-Defence Officers are eligible for age relaxation of service rendered in Defence plus three years.

3. Fee Exemption : Candidates belonging to SC/ST/PH & Serving/Retired Service Officers/non-officers from Defence are exempted from payment of application fee.

4. Experience : Relaxation in experience will be allowed for SC/ST candidates as detailed below:

Period of Experience asked for	Period of Relaxation allowed
3 to 5 years	1 year
6 to 9 years	2 years
10 years and above	3 years

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. 200/- is applicable for General & OBC candidates. Candidates belonging to SC/ST/PWD/ Serving/Retired Service Officers from Defence are exempted.
- c) Candidates claiming to belong to any particular category of SC/ST/OBC/PWD shall necessarily submit a copy of caste certificate, in proforma prescribed by Govt. of India, as the case may be, from a Competent Authority. Candidates belonging to OBC category but coming in the "creamy layer" are not entitled to apply against OBC (Non-creamy layer) category.
- d) The Management reserves right to limit the number of candidates to be called for interview, as also to fill the posts even at lower level.
- e) All qualifications should be from a recognized Indian University/Institute recognized by AICTE/Appropriate Statutory Authority.
- f) 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.
- g) Only on-line applications are accepted.**
- h) T A (to & fro rail fare) will be paid for outstation candidates appearing for interview by the shortest route to Hyderabad and back [i.e., from nearest railway station as per address for correspondence (within India) mentioned in the Application form], subject to production of documentary proof, as per rules.
- i) 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 Pay-in-slip (if applicable), un-signed application & received after closing date for receipt of hard copy by post.
- j) For queries candidates may visit the link and consult the Frequently Asked Questions (FAQ) section.
- k) The candidate has to quote his/her system generated application number allotted for all future correspondence.
- l) **All future correspondence would be through E-mail ID**, furnished by the applicant in the on-line application-form or by post.
- m) ECIL reserves the right to cancel/restrict/enlarge/modify the recruitment process, if need so arises, without assigning any reason.
- n) 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 in jurisdiction limited to Courts at Ranga Reddy District, Andhra Pradesh.
- o) ECIL will not be responsible for any postal delay/loss in transit in submission of documents within specified time.
- p) In case any ambiguity/dispute arises on account of interpretation in version other than English, English version will prevail.
- q) Canvassing in any form will be a disqualification.
- r) Only Indian Nationals need apply.

How To Apply :

1. Eligible candidates have to apply 'On-Line' through our website <http://www.ecil.co.in> selecting 'Careers' followed by 'e-Recruitment'. You can alternatively use <https://ecil.gov.in> for getting connected to advertisement details. The on-line application process will be operational from 25.04.2011(1400 hrs.) to 05.05.2011(1600 hrs.).
2. State Bank of India (all branches) has been authorized to collect the Application fee on behalf of ECIL, **in a specially opened account Number 31102144119** available on our website from **25.04.2011**. Candidate has to download and print the pay-in-slip and approach the nearby SBI branch for remitting the non-refundable application fee of Rs. 200/- (Rupees Two Hundred only). The Pay-in-slip **printed from the portal should only be used** for depositing the fee for proper crediting of amount in the allocated account. On receipt of the money, the Bank will allot a Journal Number, Branch Name and Branch Code. This journal number, Branch Name and branch code are to be filled up by the candidate while applying online. In case, the candidate deposits the fee in a wrong account, ECIL will not be responsible. There will not be any other mode of receipt of application fee.
3. The candidate can take a print-out of the blank application proforma provided as a link on the main page, fill up the required information (in Capital letters) as per proforma along with the application fee details and apply through on-line **so that the data furnished is error-free.**
4. 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 ECIL copy of the Pay-in-slip form.
5. 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 & Medical Certificate (applicable for PWD candidates only) along with ECIL's copy of Pay-in-slip invariably. The candidate can retain a copy of the registered on-line application form and candidate's copy of Pay-in-slip of application fee for future reference.

The candidate should write Advertisement No. **04/2011**, post number and system generated application number on the top of the envelope and send the duly filled in application form along with enclosures to :

**Senior Deputy General Manager (Recruitment), Personnel Group, ECIL
ECIL (Post), Hyderabad - 500062, Andhra Pradesh.**

6. Please note that the registered on-line application form along with all the enclosures (hard copy) as indicated at SI.No.5 above, should reach ECIL on or **before 14.05.2011** invariably. The application (hard copy) received after this date will not be entertained.

7. If the candidate is eligible to apply for more than one post, remit the fee for each application, apply on-line separately for each post and send the registered application form with all enclosures by post separately.

8. The application is liable for rejection at any stage of the recruitment process, in case of suppression/furnishing false information/without enclosing necessary documents, including pay-in-slip/unsigned application etc.

9. The candidate has to quote advertisement number, post name and On-line system generated application number for all future correspondence.

Documents Required at the Time of Interview :

The following documents shall be produced in original for verification and self attested photo copies.

1. Class 10 (High School) certificate for Date of Birth.

2. Category certificate i.e., SC/ST/OBC (Non-creamy layer), certificate on proforma prescribed by Government and self undertaking for OBC (Non-creamy layer) status in the prescribed format, valid Physically Challenged certificate, Discharge certificate in case of Ex-servicemen, if applicable.

3. Marks sheets/provisional certificates in support of educational qualification.

4. If claiming age relaxation as candidate from J&K, relevant certificate.

Important Dates:

a. Commencement of on-line Registration of application by candidates	25.04.2011 1400 hours
b. Last date for on-line registration of application by candidates	05.05.2011 1600 hours
c. Last date of accepting registration forms (Hard copy) with required documents by post from candidates	14.05.2011 1600 hours
d. Interview date	Will be communicated by mail/post to eligible candidates only.

Please Note :

Corrigendum/Extension etc., if any, shall be published in our website www.ecil.co.in only. Also, for career opportunities in ECIL, please visit our website regularly.

Advt. No. 04/2011 Senior Deputy General Manager (R)

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