



ELECTRONICS CORPORATION OF INDIA LIMITED
(A Govt. of India Enterprise)
ECIL Post, Hyderabad – 500 062
Phone: 040-27182222
Fax: 040-27120033
Email: hrrect@ecil.co.in / pgrect@ecil.co.in

ECIL, a Public Sector Enterprise under Department of Atomic Energy is looking for dynamic and result-oriented person for the following positions on contract basis **for a period of ONE year (which can be extended depending upon on project requirements)** to work at Company Secretariat Office, Hyderabad.

Post No.	Name of the Post	No. of Post	Post qualification experience as on 31.03.2019 (yrs.)	Upper Age limit as on 31.03.2019 (yrs.)	Consolidated contract monthly Pay (inclusive all) (Rs.)
1	Deputy Company Secretary on contract	1	2	30	23,000/-

Qualification and Experience:

The candidate should be a semi-qualified or qualified Company Secretary preferably with a degree in law. Should have minimum 2 years' experience in organizing Board / Corporate Meetings, preparation & filing of various Forms with Registrar of Companies, company secretarial function and thorough knowledge of Companies Act, Corporate Governance Requirements, SEBI regulations etc. Candidate having exposure in drafting of contracts, agreements, deeds & other legal documents will be an added advantage.

Method of Selection:

The selection will be processed through written test/interview. The written test/Interview will be held at HYDERABAD only. Details with regard to date, time and venue of interview etc., will be communicated later.

It may please be noted that no Travelling Allowance (TA) is admissible to candidates appearing for Interview.

General Conditions:

- Before applying, candidate should read the complete advertisement carefully and ensure that he / she has fulfilled eligibility criteria of the post stated in the advertisement in all respects.
- The Degree of Disability for PWD Candidates is 40% & above.
- The Management reserves the right to relax the stipulated criteria in case of exceptional candidates, limit the number of candidates to be called for interview, as also to fill the post.
- All qualifications should be from a recognized Indian University/Institute recognized by AICTE/Appropriate Statutory Authority.
- Placement of selected candidates will be anywhere in India/ Sites.
- The application is liable for rejection at any stage of recruitment process in case of suppression of facts/ furnishing of false information, without enclosing necessary

documents, un-signed application or received after closing date for receipt of hard copy by post.

- g) All future correspondence would be through E-mail ID, furnished by the applicant in the application form.
- h) ECIL reserves the right to cancel / restrict / enlarge/ modify the recruitment process, if need arises, without assigning any reason.
- i) 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 the jurisdiction limited to Courts at Medchal District, Telangana State.
- j) ECIL will not be responsible for any postal delay & loss in transit in submission of documents within specified time.
- k) Canvassing in any form will result in immediate rejection of application.
- l) Only Indian Nationals need to apply.

HOW TO APPLY:

Eligible candidates have to apply 'ONLINE' through website "<http://careers.ecil.co.in>" for getting connected to advertisement details and online application or alternatively apply through our website: "www.ecil.co.in" by selecting 'Careers' followed by 'e-Recruitment'. The on-line application process will be operational from **22.04.2019** (1400 hrs.) to **01.05.2019** (1600 hrs.).

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.

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) **at right top corner of online application form space provided for photograph**. Also enclose the photo / attested copies of date of birth, educational qualifications, experience, caste, PWD, if any invariably. The candidate can retain a copy of the registered on-line application form for future reference.

The candidate should write **Advertisement No.16/2019** and system generated application number on the top of the envelope and send the duly filled in application form along with enclosures to:

Sr. Manager (HR)-Rectt.
Personnel Group, Recruitment Section
ELECTRONICS CORPORATION OF INDIA LIMITED
ECIL (Post), Hyderabad – 500 062
Telangana State

It may please be noted that print-out of on-line registered application along with photocopies in support of date of birth, educational qualifications, experience, caste, PWD certificate if any have to send necessary to ECIL on or before **10.05.2019** by post or courier only. Online application without submission of hard copy will be summarily rejected. No hand delivery of application will be entertained.

The details of shortlisted candidates for written test / interview will be hosted on Company website as and when decided.

There will be no separate communication to any candidate on their non-selection at any stage.

The application is liable for rejection at any stage of recruitment process in case it is submitted without enclosing necessary documents or for providing incorrect information. Further, if any other shortcoming is noticed (either at the instance of candidate or otherwise) even after contract appointment, his/her services are liable for termination forthwith. The candidate has **to quote his/her system generated online application number** for all future correspondence.

The candidates are advised to visit our website regularly for information pertaining to (1) date of written test, (2) downloading of hall ticket for written test etc.

The selection will be based on written test / interview performance. ECIL reserves the right to cancel/restrict/enlarge/modify the vacancies notified/recruitment process, if need so arises, without assigning any reason.

Candidates should note that, if at any stage of recruitment process, it is found that the candidate has submitted any false / fabricated information / documents will entail summarily rejection of his/ her candidature.

Reservations & Age relaxations for SC/ST/OBC/PWD will be as per Govt. directives.

RELAXATIONS:

Class: First Class is relaxed to Second Class with 50% marks in aggregate for SC/ST.

Age: 5 years for SC/ST; 3 years for OBC; 5 more years' relaxation in PWD category for the Post.

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.

IMPORTANT DATES

A.	Commencement of on-line Registration of application by candidates	22.04.2019 (1400 hrs.)
B.	Last date for on-line registration of application by candidates	01.05.2019 (1600 hrs.)
C.	Last date of accepting registration forms (Hard copy) with required documents by post/ courier from candidates.	10.05.2019 (1600 hrs.)
D.	Written Test / Interview	Details will be hosted on company website as and when decided.

Please Note: Corrigendum/ extension etc., if any shall be published on our website: "www.ecil.co.in", providing with the Link/Tab of "**Careers**", please visit our website regularly.

CAUTION TO ALL CANDIDATES:

Some unscrupulous elements may approach you with the assurance of procuring contractual appointment for you in ECIL through illegal gratification. You must not fall prey to such assurance or exploitation and must not entertain or encourage such elements in any way; It is emphasized and re-assured that the selection exercise will be done on the basis of merit only and in a transparent manner.

Advt.No.16/2019

Sr. Manager(HR)-Rectt.