



Electronics Corporation of India Limited

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

HOW TO APPLY

Advertisement No: **01/2018**

Post Name(s): **Graduate Engineer Trainee [GET-2018]**

1. Eligible candidates have to apply '**ON-LINE**' through our website "<http://careers.ecil.co.in>" or "<http://www.ecil.co.in>". The on-line application process will be operational from **16.01.2018 (1400 hrs.) to 15.02.2018 (1600 hrs.)**.
 2. 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.
 3. 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 **Application Fee receipt** for future reference. -
 4. The candidate has to quote advertisement number, post name and On-line system generated application number for all future correspondence.
- I. **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 Fee;
 - **If any mistake made by the candidate on payment of Application Fee;** will not be paid back under any circumstances ;

Instructions for making payment through SBI Collect:

- a) Click on the LINK PROVIDED on Home Page of Advertisement as "Online/Offline payment" Candidate will be redirected to:
<https://www.onlinesbi.com/prelogin/icollecthome.htm?corpID=871058>
- b) Click checkbox for terms and conditions and then click on Proceed.
- c) In Select Payment Category, select **GRADUATE ENGINEER TRAINEE (GET-2018)** Recruitment.
- 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 numerical.
e.g DU83546544.

II. Making payment of Application Fee (where applicable) OFFLINE [Pre acknowledgement Payment (PAP) Form :

Instructions for making payment through SBI Collect Offline:

- a. Click on the LINK PROVIDED on Home Page of Advertisement as "Online/Offline payment" Candidate will be redirected to:
<https://www.onlinesbi.com/prelogin/icollecthome.htm?corpID=871058>
- b. Click checkbox for terms and conditions and then click on Proceed.
- c. In Select Payment Category, select **GRADUATE ENGINEER TRAINEE (GET-2018)** Recruitment.
- d. After entering all the required details in the fields provided, candidate 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 fees, 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.
- g. The aforesaid Reference Number will start with "**DU**" followed by numerical.
e.g DU83546544.

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

i. Photograph Image:

- Photograph must be a recent passport size colour picture.
- The picture should be in colour, taken against a light coloured, 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 50kb.**

ii. 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.
- If the applicant's signature on the OMR Sheet at the time of the examination does not match the signature on the Attendance Sheet / Hall Ticket, the applicant will be disqualified.
- **Size of the file should be less than 20kb.**
- Ensure that the size of the scanned image is not more than 20kb.
- The signature of the candidates should be in running hand and not in block or capital or disjointed letters. If the signatures are not matching either at the time of written examination or document verification before personal interview, the candidature of the candidate will be cancelled.

APPLICATION FEE

- a. Candidates belonging to General/OBC category (including non-creamy layer) has to pay a nonrefundable application fee of Rs. 500/- (Rupees Five Hundred only). Applicable Bank charges/Taxes, if any, has to be borne by the candidates.
- b. SC / ST / PWD and regular employees of ECIL are exempted from payment of Application fee.

IN ORDER TO AVOID LAST MINUTE RUSH, THE CANDIDATES ARE ADVISED TO APPLY EARLY ENOUGH. ECIL WILL NOT BE RESPONSIBLE FOR NETWORK PROBLEMS OR ANY OTHER PROBLEM IN SUBMISSION OF ONLINE APPLICATION

POINTS TO REMEMBER *

- a) Candidate shall possess a valid GATE-2018 registration number as mentioned in GATE-2018 admit card. Please refer <http://gate.iitg.ac.in> for details.
- b) Candidates should have passed qualifying degree examinations (base qualifications specified at Table-1) OR in the Final Year of Graduation in the above mentioned disciplines.
- c) Final Year/Semester students (expecting final and consolidated Mark sheet) are also eligible to apply provided they have obtained the requisite percentage as per Table 1 in aggregate of all semesters/years upto pre-final examination. However, if they are shortlisted for interview, they have to mandatorily produce the Degree -Certificate or consolidated mark-sheet specifying their final percentage of marks during interview process. In case the final percentage is below the requisite criteria as per Table 1, the candidature will be cancelled and NO TA Claim will be entertained.
- d) The qualification must be from UGC recognized Indian University / UGC recognized Indian Deemed University or AICTE approved Autonomous Indian Institution / Concerned Statutory Council (wherever applicable)/Board of Technical Education.
- e) Minimum aggregate percentage of marks in the essential qualification as indicated above shall be aggregate of all semesters to be calculated taking average of all semesters/years, irrespective of the weightages to any particular semester/year by the Institute/University. **Aggregate percentage of marks shall not be rounded off (for example 64.99 % not be rounded off as 65%).**
- f) In case 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 interview that the University does not have any formula for conversion of CGPA/OGPA/Grade to percentage. Relaxation in percentage of marks in the qualifying examination for SC/ST category is applicable only to the posts reserved for SC/ST as the case may be.
- g) Engineering Degree can be B.E / B.Tech / B.Sc. Engineering (4 year course).**
- h) The Call letter for the Personal Interview indicating the time and venue for each candidate can be downloaded from ECIL website for intimation as per schedule decided prior to the date of Personal Interview.
- i) Candidates should comply with additional instructions of ECIL, if any.
- j) No correspondence will be entertained about the outcome of the application, at any stage.
- k) Candidates should satisfy themselves that they fulfill the required qualification and other eligibility criteria, before applying for the post. In case it is found that the

information furnished by a candidate is defective in any manner or has been deliberately suppressed, the candidature will be summarily rejected as and when it comes to the notice of the Management. The candidates are advised to satisfy themselves fully about the correctness of the information furnished. The candidature would be rejected if found ineligible at any stage.

- l) Mere issue of call letter for Personal Interview does not confer any right of acceptance of candidature and should not be construed as an acknowledgment of fulfilling the eligibility criteria.
- m) In case of any clarification on recruitment process, please email at **hrrect@ecil.co.in**. No other form of communication shall be entertained. However, pendency of any such query will not effect in extension of scheduled dates of the recruitment process.
- n) The decision of ECIL in all matters relating to the conduct of Personal Interview and preparation of merit list will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.
