



**ELECTRONICS CORPORATION OF INDIA LIMITED**  
(A Govt. of India Enterprise)  
ECIL Post, Hyderabad - 500 062  
Phone No(s):040-27120427 / 27182394 / 27182222

**COME.... TEAM UP WITH ECIL FOR A BRIGHT CAREER**

Electronics Corporation of India Limited is a leading Public Sector Company with a turnover of ₹1500 Crores (A Unit of Department of Atomic Energy) engaged in the area of Strategic Electronics with thrust on innovation & indigenization. ECIL 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. ECIL has close collaboration with national R&D laboratories as well as academic Institutes and has been involved in the projects of national importance. ECIL is looking for dynamic, experienced and result oriented persons in the following positions:

Post No.	Name of the Post	No. of post (s)	Post Qlfn. Exp. (yrs.) as on 31.10.2017	Upper age limit as on 31.10.2017 (yrs.)	Total monthly emoluments (Including perks) (Approx.)
1	Executive Director (Finance) (Rs.62000-3%-80000) (EG-X)	1	25	58	Rs. 178126/-
2	General Manager [P&A] (Rs.51300-3%-73000) (EG-IX)	1	22	55	Rs. 147385/-
3	Canteen Officer (Rs.16400-40500) (EG-II)	1	10	35	Rs. 47773/-

**UNDER SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITY (Hearing Handicapped)  
FIFTH ATTEMPT - [Post No. 4, 5 & 6]**

Post No.	Name of the Post	No. of post (s)	Post Qlfn. Exp. (yrs.) as on 31.10.2017	Upper age limit as on 31.10.2017 (yrs.)	Total monthly emoluments (Including perks) (Approx.)
4	Sr Accounts Officer (EG-III) (Rs.20600-3%-46500)	1	6	UR-40; SC/ST-45; OBC-43	Rs. 60010/-
5	Accounts Officer (EG-II) (Rs.16400-3%-40500)	2	@	UR-33; SC/ST-38; OBC-36	Rs. 47773/-
6	Personnel Officer (EG-II) (Rs.16400-3%-40500)	2	3	UR-35; SC/ST-40; OBC-38	Rs. 47773/-

(@) Candidates having experience will be preferred.

**QUALIFICATIONS & EXPERIENCE:**

Post No.	Qualification & Experience
1	<p><b><u>EXECUTIVE DIRECTOR (FINANCE):</u></b></p> <p><b><u>Educational Qualification:</u></b> Should be a qualified Chartered Accountant or Cost Accountant.</p> <p><b><u>Job Summary:</u></b> Should be able to manage a team of Finance and Accounts professionals and guide the business units on funds management, costing, pricing, auditing and other financial issues. Responsible for smooth funds flow and monitoring all the aspects of finance and accounts functions of the organization. Should be able to liaise with statutory / Govt. / Independent auditors. Responsible for the 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. Should be able to implement and operate the finance related ERP system.</p> <p><b><u>Experience:</u></b> Should have excellent and up to date domain knowledge of financial management and accounting procedures and systems. Should have knowledge of IFRS and other new reporting systems required under Indian and international law. Should have knowledge of ERP systems and financial reporting and decision making systems. Should be able to liaise with bankers and lending agencies to achieve best cost of funds for both working capital and long term fund requirements. Should have worked in large reputed organizations having not less than Rs.1600 crores of annual turn-over and should have been as Incharge / Sr. Management position. In case of PSUs/ Govt. Establishments' persons holding positions (at GM level [EG-IX]) equivalent pay scale in Central Government for at least 3 years are eligible.</p>
2	<p><b><u>GENERAL MANAGER (P&amp;A):</u></b></p> <p><b><u>Educational Qualification:</u></b> A first class Post Graduate Degree in HR/IR/PM or first class fulltime Diploma (Two years) in HR/IR/PM from reputed Institution or first class MBA with HR specialization from a reputed Institution. Degree in Law will be preferred.</p> <p><b><u>Job Summary:</u></b> Responsible for managing the entire HR related activities including Employee Relations, Establishment, Recruitment, Training, Auxiliary Services, etc.</p> <ul style="list-style-type: none"><li>• Make the organization an employer of choice.</li><li>• Stakeholder Management.</li><li>• Comply with labour laws and Government guidelines during the discharge of the HR functions.</li><li>• Provide support/ advice to the strategic business divisions on P&amp;A/HR related issues.</li><li>• Implement new HR policies including ERP system in line with the business requirements.</li><li>• Effectively lead Succession Planning, Change Management, Leadership Development, Competency Building, Organization Pulse Survey etc.</li></ul> <p><b><u>Experience:</u></b> Minimum of 22 years in large reputed organization having not less than 1000 manpower and turn-over of not less than Rs.1600 Crores. Should have managed the entire gamut of Personnel and Administration functions including employee relations. In case of PSUs/ Govt. establishment, persons holding positions one level below EG-09 / equivalent pay scale in Central Government for at least 2 years are eligible.</p>

3	<p><b><u>CANTEEN OFFICER:</u></b></p> <p><b><u>Educational Qualification:</u></b> Bachelor Degree in Catering Technology / Hotel Management or 3 years Diploma in Catering Technology / Hotel Management.</p> <p><b><u>Job Summary and Experience:</u></b> Should have experience in large industrial canteen having employed around 1000 personnel or having experience in maintenance of Industrial Guest house. The profile includes maintenance of Accounts, Stores, Preparation of food monitoring, service execution etc. Ex-servicemen in JCO rank or its equivalent in defence services having Graduate degree with Trade proficiency certificate in Catering Assistant will eligible to apply. Exposure in computer operations will be added advantage.</p> <p>In case of PSUs/ Govt. establishment, persons holding positions one level below EG-02 / equivalent pay scale in Central Government for at least 2 years are eligible.</p>
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<b>UNDER SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITY (Hearing Handicapped)</b> <b><u>FIFTH ATTEMPT - [Post No.4,5 &amp; 6]</u></b>	
4	<p><b><u>SENIOR ACCOUNTS OFFICER:</u></b></p> <p>The candidate should be a qualified CA/ICWA 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, Accounting standards, Cost Accounting Standards, Cost Audit &amp; 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. Candidate should be a computer literate and able to operate Accounting packages independently. In case of PSUs/ Govt., establishment persons holding positions one level below EG-03 i.e., Rs.16400-3%-40500/- or equivalent pay scale in Central Government for at least 2 years are eligible.</p>
5	<p><b><u>ACCOUNTS OFFICER:</u></b></p> <p>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 &amp; Project matters etc. independently. Candidates should be a Computer literate and able to operate Accounting packages independently.</p>
6	<p><b><u>PERSONNEL OFFICER:</u></b></p> <p>A first class Post Graduate with minimum 60% marks in HR/IR/PM or first class Diploma (Two years) fulltime in HR/IR/PM from reputed Institution or first class MBA with HR specialization with minimum 60% marks from a reputed Institution. Degree in Law will be preferred. Responsible for managing the HR related activities including employee relations, establishment, recruitment, auxiliary services, training etc. Should be able to tactfully interact with the Associations / Unions and comply with labour laws and government guidelines. Should be able to provide support / advice to all the strategic business units on P&amp;A / HR related issues. Should be able to implement new policies including ERP system in line with the business requirements.</p>

- Candidates having required qualifications but with lesser years of relevant post-qualification experience may be considered for lower post.
- Additional increment(s) and / or service weightage will be allowed in deserving cases based on experience / higher qualification (relevant)/performance in interview as per the Company rules.
- In addition to emoluments as mentioned against each post. PF, Gratuity, Medical benefits, Leave etc., as per rules of the Corporation.
- Age of superannuation is 60 years as per the extant rules.

## **RELAXATIONS:**

- 1) **Age:** The upper age limit is relaxed by 3 years for OBC for the post of GM (P&A) (Non-Creamy Layer) candidates. Age relaxation for Persons with Disabilities (degree of disability 40% or above) is 5 years for candidates belong to General. 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.
- 2) **Qualification:** First class is relaxed to second class (for Post No. 4,5 &6).
- 3) **Fee exemption:** Candidates belong to SC/ST/PWD & Serving/Retired Service Officers from Defence are exempted from payment of application fee. Internal Candidates are also exempted from payment of Application Fee.

## **POST – WISE RESERVATIONS:**

<b>Post No.</b>	<b>Name of Post</b>	<b>No. of posts advertised</b>	<b>UR</b>	<b>OBC</b>
1	Executive Director [Finance]	01	01	-
2	General Manager [P&A]	01	-	01
3	Canteen Officer	01	-	01

## **INTERVIEW:**

The date, time and venue of interview will be intimated by e-mail / SMS. The candidates called for interview shall present mandatorily the following documents at the time of interview for certificates verification.

## **DOCUMENTS REQUIRED AT THE TIME OF INTERVIEW:**

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

1. On-line registered application form duly signed and with recent colour passport size photo affixed;
2. All original certificates in support of his / her date of birth, qualification, experience, latest caste certificates etc., if any along with a set of photo copies;
3. A valid certificate for Persons with Disabilities (PWD); Discharge certificate in case of Ex-servicemen, if applicable.
4. If claiming age relaxation as candidate from J&K, relevant certificate.

## **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 & OBC candidates. **Candidates belonging to SC / ST / PWD & Serving / Retired Service Officers from Defence are exempted from payment of Application Fee. The Internal candidates are EXEMPTED from payment of application fee.**
- c) Candidates claiming to belong to any particular category of SC / ST / OBC / PWD shall necessarily submit a copy of certificate, in Proforma prescribed by Govt. of India, as the case may be, from a Competent Authority.
- 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 / 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) Selected candidates are liable to serve the Corporation from anywhere in India.
- h) Only on-line applications are accepted.

- i) TA (to & fro rail fare) will be paid for outstation candidates appearing for interview by the shortest route to the **Place of Interview** [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.
- j) 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. 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 limited to the Courts at GHMC (Kapura Circle) alone shall have exclusive jurisdiction.
- o) ECIL will not be responsible for any postal delay / loss in transit in submission of documents within specified time.
- p) In case of 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 "[www.ecil.co.in](http://www.ecil.co.in)" selecting 'Careers' followed by 'e-Recruitment'. You can alternatively use <http://careers.ecil.co.in> for getting connected to advertisement details. The on-line application process will be operational from **25.11.2017 (1400 hrs.) to 11.12.2017 (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 **25.11.2017**. Candidate [other than SC/ST/PWD/Ex-servicemen/Internal Candidates] has to download and print the pay-in-slip and approach the nearby SBI branch for remitting the **non-refundable application fee of Rs.500/- (Rupees Five 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.

6. The candidate should write Advertisement No. **36/2017**, 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.5 to:

**Deputy General Manager (Recruitment),**  
Personnel Group, Administrative Office,  
ELECTRONICS CORPORATION OF INDIA LIMITED,  
ECIL (Post), Hyderabad – 500 062, **Telangana.**

7. Please note that the registered on-line application form along with all the enclosures (hard copy) as indicated at Sl.No.5 above, should reach ECIL on or before **18.12.2017** invariably. The application (hard copy) received after this date will not be entertained.
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 write advertisement number, post name and On-line system generated application number for all future correspondence.

**IMPORTANT DATES:**

a.	Commencement of on-line Registration of application by candidates	<b>25.11.2017 (1400 hrs.)</b>
b.	Last date for on-line registration of application by candidates	<b>11.12.2017 (1600 hrs.)</b>
c.	Last date of accepting registration forms (Hard copy) with required documents by post from candidates	<b>18.12.2017</b>
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 <http://careers.ecil.co.in> only.  
Also, for career opportunities in ECIL, please visit our website regularly.

**Advt. No.:36/2017**

**DEPUTY GENERAL MANAGER (Recrt.)**