



ELECTRONICS CORPORATION OF INDIA LIMITED
(A Govt. of India Enterprise)
ECIL Post, Hyderabad – 500 062
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 position on contract basis initially for a period of **one year (extendable by one more year)** to work at **Mumbai Zonal Office, ECIL**. Qualification and experience for the post is given below:

Post No.	Name of the Post	No. of Post	Post qualification experience as on 30.11.2020 (yrs.)	Upper Age limit as on 30.11.2020 (yrs.)	Consolidated contract Pay (inclusive all) (Rs.)
1	Junior Translator (Official Language) on contract	1 UR	1 Year	35 Years	23,000/-pm

2. ESSENTIAL QUALIFICATION & EXPERIENCE:

A First class Master Degree in Hindi/English/Translation Studies with minimum 60% marks in aggregate from any recognized Institution/University. The candidate should possess English or Hindi as main subject at Degree Level plus Recognized PG Diploma or Certificate course in translation from English to Hindi and vice versa with knowledge of Bi-lingual (Hindi and English) word processing on computer. Candidate should have 1 year post qualification experience in Translation of Technical and Administrative documents into Hindi and English & vice-versa. Persons having experience in Maintenance of office will be preferred

3. Method of Selection:

The candidate will be shortlisted in the ratio of 1:4 based on the marks obtained in their Master Degree in Hindi/English/Translation Studies & one years' post qualification relevant experience in order of merit. Such candidates will be called for virtual interview and selected based on performance & relevant experience. The successful candidates at the personal interview will be considered for final selection subject to successful completion of document verification. The date of interview & document verification will be intimated by email in due course of time and candidates are required to attend for interview within short notice.

4. General Conditions:

- Before applying, candidate should read the complete advertisement carefully and ensure that he / she has fulfilled the eligibility criteria of the post stated in the advertisement in all respects.
- The Short listing candidates will be called for documents verifications cum completion Joining formality at Mumbai zonal office.
- Candidates have to compulsorily provide the CGPA conversion to percentage of marks as per the guidelines provided by their University.
- 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 posts.
- All qualifications should be from a recognized Indian University/Institute recognized by AICTE/Appropriate Statutory Authority.

- g) Only on-line registered application form will be accepted.
- h) Placement of selected candidates will be anywhere in India/ Sites.
- i) 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.
- j) The candidate has to quote his/her system generated application number allotted for all future correspondence.
- k) All future correspondence would be through E-mail ID, furnished by the applicant in the on-line application form.
- l) ECIL reserves the right to cancel / restrict / enlarge/ modify the recruitment process, if need arises, without assigning any reason.
- m) 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 GHMC (Kapra Circle), Telangana State.
- n) ECIL will not be responsible for any Network / Internet related issues.
- o) Canvassing in any form will result in immediate rejection of application.
- p) Only Indian Nationals need to apply.

5. HOW TO APPLY:

Eligible candidates have to apply 'ONLINE' by visiting our website: "**www.ecil.co.in**" by selecting 'Careers' followed by 'e-Recruitment'. The on-line application process will be operational from **11.12.2020** (1400 hrs.) to **26.12.2020** (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 details of shortlisted candidates for 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 by 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 selection will be based on performance in interview. 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.

6. RESERVATIONS AND RELAXATIONS:

Reservations & Relaxations for PWD/Ex-Serviceman will be as per Govt., directives.

Age Relaxation:

Age: Relaxation of age will be allowed up to 10 years for PWD category as per Govt. directives

The 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.

7. IMPORTANT DATES

A.	Commencement of on-line Registration of application by candidates	11.12.2020 (14.00 hrs.)
B.	Last date for on-line registration of application by candidates	26.12.2020 (16.00 hrs.)
C.	Document verification & 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.33/2020

Date: 10.12.2020