



ELECTRONICS CORPORATION OF INDIA LIMITED A Govt. of India (Department of Atomic Energy) Enterprise ECIL Post, Hyderabad – 500 062 **Mail: hrrect@ecil.co.in**

TEAM UP WITH ECIL FOR A BRIGHT CAREER

Electronics Corporation of India Limited is a leading Schedule-A Public Sector Enterprise (A Unit of Department of Atomic Energy) engaged in the area of Strategic Electronics with thrust on innovation & indigenization. Electronics Corporation of India Limited 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. Electronics Corporation of India Limited has been involved in the projects of national importance. Electronics Corporation of India Limited is looking for dynamic, experienced and result oriented executives in the following positions at Headquarter in Hyderabad.

SI No	Post	No of Post (s)	Qualification	Experience requirements (As on 31.01.2021)	UR candidate should have been born on or after the date Month & Year as mentioned below
1.	General Manager (Technical)	06	The applicant should be a first-class Engineering Graduate in Electrical / Electronics / Tele Communication / Computer Engineering or its equivalent from a recognized University / Institute. Applicants holding PG Degree in above Engineering Disciplines/MBA/PG Diploma in Management will have an added advantage.	Minimum 24 years of post-qualification experience in large reputed organization in Engineering / 31/01/1964Minimum 24 years of post-qualification experience in large reputed organization in Engineering / Manufacturing / 31/01/1964Minimum 24 years of post-qualification experience in large reputed organization in Engineering / Manufacturing / Defence/ Nuclear/ Aerospace & Strategic Electronics	
2.	General Manager (HR)	01	The applicant should be a first- class Post Graduate in HR/IR/PM/Social Work or first- class fulltime Diploma (Two years) in HR/IR/PM or a first- class MBA with HR specialization from a recognized University / Institute. Degree in Law will be preferred.	Minimum 24 years post- qualification experience in the area of HR/P&A in large reputed organization.	31/01/1964

1.DETAILED JOB DESCRIPTION OF THE NOTIFIED POSTS:

GENERAL MANAGER [TECHNICAL]

A. Job Description:

GM is the functional head of the SBU. He/she is responsible for providing leadership to a business group in the areas of R&D, Product Development, Production, Business Development, Marketing and life cycle support etc. He / She is required to carve out strategies for increasing company's footprint in given sector.

Selected candidates will be posted as Group Head in SBU unit, based on organizational requirements.

GENERAL MANAGER [HR]

A. Job Description:

Incumbent will be the functional head of Personnel & Administration/HR function. He/she shall be responsible for mentoring a team of talented HR Professionals and guide the business units on P&A /HR related issues. Shall be responsible for leading and managing the entire gamut of HR activities including Policy Formulation, Employee Relations, Establishment, Recruitment, Training & Development, Performance Management, Benefits etc

Brief responsibilities include;

- > Make the organization an employer of choice
- Stakeholder Management.
- > Comply with Labour Laws and Government guidelines during the discharge of the HR functions.
- > Provide support/ advice to the strategic business divisions on P&A/HR related issues.
- > Implement new HR policies including ERP system in line with the business requirements
- Effectively lead Succession Planning, Change Management, Leadership Development, Competency Building, Organization Pulse Survey etc.
- > Establish good work practices, systems to nurture the talent.

2.OTHER ELGIBLITY CRITERIA FOR THE ABOVE TWO NOTIFIED POSTS:

A.Maximum Age:

Age of superannuation is 60 years			
	For external - at least 03 years		
advertisement w.r.t. the date of superannuation.	For internal - at least 02 years		

- B. <u>Employment Status</u>: The applicant must, on the date of application, as well as on the date of interview, be employed in regular capacity, and NOT in a contractual/ ad-hoc capacity in one of the followings:
 - a. Central Public Sector Enterprises (CPSEs).
 - b. Central Govt. including the Armed Forces of the Union and All India Services.
 - c. State Public Sector Enterprises (SPSEs)
 - d. Listed Private Sector Companies
- C. Pay Scale/ Rank/ Level:
- I. Applicants from CPSEs should be working in the following or a higher pay scale for minimum last ONE year:
 - a. Rs 43,200 66,000 (IDA) Post 01/01/2007 (Pre-revised pay scale).
 - b. Rs 100,000 2,60,000 (IDA) Post 01/01/2017 (Revised pay scale).
 - c. Rs 1,31,100 2,16,600 (Level 13A) (Revised).

- II. Applicants from Central Govt./All India Services should be holding equivalent post or carrying equivalent scale of pay for minimum last ONE year;
- III. Applicants from Armed Forces of the Union should be holding a post of the level of Brigadier in the Army or equivalent rank in Navy/ Air Force for minimum last ONE year;
- IV. Applicants from State Govt. should be working in equivalent pay scale as mentioned above at SI No I for minimum last ONE year

Note: Resigned/Separated officers from Central/State Govt., CPSE/SPSE and Armed Forces should have served minimum one year in the above applicable scale of pay. It may please be noted that the retired/separated officers from the above-mentioned categories will not be eligible for Pay Protection and as such the pay of selected candidates will be fixed at the minimum of pay scale.

- Age of superannuation is 60 years as per the extant rules.
- Reservations for PWD will be as per Government of India guidelines from time to time.

3.RELAXATIONS & APPLICABLE RESERVATION:

Post No.	NAME	No of Posts	UR	OBC	SC	ST
1	General Manager (Technical)	6	1	2	2	1
2	General Manager (HR)	1	1	0	0	0
	TOTAL	07	02	02	02	01

i. Post wise Reservations:

- ii. <u>Age:</u> The upper age limit is relaxed by 5 years for SC/ST, & 3 years for OBC candidates. Age relaxation for Persons with Disabilities (degree of disability 40% or above) is 5 years for UR, 8 Years for OBC & 10 Years for SC/ST. 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. Ex-Defence Officers are eligible for age relaxation for the service rendered in Defence plus three years. However, the upper age limit with all relaxations shall not exceed 58 years for reserved category.
- iii. <u>Qualification:</u> First class with minimum 60% marks is relaxed to Second Class with minimum 50% marks in aggregate for SC/ST candidates, only for the posts earmarked as reserved for SC/ST.
- iv. <u>Fee exemption</u>: Candidates belonging to SC/ST, PWD & Serving/Retired Service Officers from Defence are exempted from payment of application fee.
- v. Internal Employees are exempted from Application Fee.

4. EMOLUMENTS AND BENEFITS:

The selected candidates will be normally placed at the minimum of the pay scale and will be on probation for a period of one year.

Post No.	Name of Post & Grade	Pay Scale	Total monthly Emoluments at the minimum of the pay scale (Including perks) (Approx.)	
1	General Manager (EG-IX)	Rs.1,20,000-2,80,000	Rs 2,06,880/-	

- i. Besides the Basic pay (normally at the minimum of the scale), Cafeteria Allowance (30% of basic pay), Industrial Dearness Allowance, HRA etc. will be admissible as per Company Rules as applicable from time to time. In addition to that PF, Gratuity, Medical benefits, leave etc., are admissible as per the Company Rules.
- ii. Pay Protection in case of candidates joining from Central/State Govt., and PSUs including Armed Forces will be admissible as per rules.

5.MODE OF SELECTION: Through Personal Interview

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

PERCENTAGE OF MARKS SHOULD BE CALCULATED IN THE FOLLOWING WAY:

- A. Aggregate percentage of marks SHALL NOT BE rounded off (for example 59.99 % not to be rounded off as 60%).
- B. In case of 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 Document Verification process that the University does not have any formula for conversion of CGPA/OGPA/Grade to percentage.

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

- I. On-line registered application form duly signed and with recent colour passport size photo affixed.
- II. All original certificates in support of his / her date of birth, identity (Govt. issued only like Aadhar, Driving License, Passport etc.), qualification, experience, latest caste & disability (PWD) certificates, Discharge Certificate (for Defence Personnel), if any, along with a set of photo copies.
- III. A valid certificate for Persons with Disabilities (PWD) wherever applicable; Discharge certificate in case of Ex-servicemen, if applicable.
- IV. If claiming age relaxation as candidate from J&K, relevant certificate.

Failure to do so will entail summarily rejection of candidature.

6.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, EWS and OBC candidates. **Candidates** belonging to SC, PWD & Serving / Retired Service Officers from Defence are exempted from payment of Application Fee.
- c. The Internal candidates are EXEMPTED from payment of Application Fee.
- d. Candidates claiming to belong to SC / ST/ OBC / EWS/Persons with Disabilities (PwD) shall necessarily produce original certificates as prescribed by Govt. of India, as the case may be, from the Competent Authority, along with photo copy of the same, at the time of Document Verification. Candidates belonging to OBC category, but falling under definition of "creamy layer" are not entitled to apply against OBC category.
- e. OBC candidates seeking reservation should submit certificate (not older than 06 months) issued by the Competent Authority in the prescribed format as available in ECIL Career Website.
- f. The Management reserves right to limit the number of candidates to be called for interview.
- g. All qualifications should be from a recognized Indian University / Appropriate Statutory Authority.
- h. 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.
- i. Selected candidates are liable to serve the Company anywhere in India.
- j. Only on-line applications are accepted.
- k. AC 1st Class Rail Fare or Economy Air Fare will be paid for outstation candidates appearing for interview by the shortest route to the Place of Interview as per address for correspondence (within India) mentioned in the On-line Application subject to production of documentary proof.
- 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 Fee

remittance form (if applicable), un-signed application & received after closing date for receipt of hard copy by post.

- m. For queries, candidates may visit the link and refer the Frequently Asked Questions (FAQ) section.
- n. The candidate has to quote his/her system generated online application number allotted for all future correspondence.
- o. All future correspondence would only be through E-mail ID, furnished by the applicant in the on-line application-form or by post as may be decided by the Company.
- p. Electronics Corporation of India Limited reserves the right to cancel / restrict / enlarge/ modify the recruitment process, if need so arises, without assigning any reason.
- q. 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 (Kapra Circle) alone shall have exclusive jurisdiction.
- r. Electronics Corporation of India Limited will not be responsible for any postal delay / loss in transit in submission of documents within specified time.
- s. The queries under RTI are entertained only up to six months from the date of publication of final results on our website/notice board.
- t. Canvassing in any form will be a disqualification.
- u. Only Indian Nationals need to apply.
- v. Candidates who studied full time/regular courses will only be eligible to apply. Correspondence/ distance mode/e-learning/ part time courses will not be considered.

7. HOW TO APPLY:

- a. Eligible candidates including INTERNAL EMPLOYEES have to apply 'ON-LINE' through our website "http://careers.ecil.co.in". You can alternatively use www.ecil.co.in selecting 'Careers' followed by e-Recruitment for getting connected to advertisement details. The on-line application process will be operational from <u>04-02-2021 (1400 hrs.)</u> to <u>26-02-2021 (1600 hrs.)</u>.
- b. 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 Electronics Corporation of India Limited's copy of the fees remittance form.
- c. 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 self-attested photo copies of date of birth, educational qualifications, experience, Caste, and Medical Certificate (applicable for PWD candidates only) along with Electronics Corporation of India Limited's copy of fee remittance, if any invariably. The candidate can retain a copy of the registered on-line application form and candidate's copy of fee remittance for future reference.
- d. The candidate should write Advertisement No. 05/2021, 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 SI.No.c to:

ADDITIONAL GENERAL MANAGER & IN-CHARGE, HR PERSONNEL GROUP, ADMINISTRATIVE OFFICE, ELECTRONICS CORPORATION OF INDIA LIMITED, ECIL (POST), HYDERABAD - 500 062, TELANGANA.

- e. No application will be received by hand; all the applications must be dispatched by way of Speed Post/ Regd. Post/ Courier/ Normal Post only to the above-mentioned address. Company will not be responsible for any postal delay / loss in transit in submission of documents within specified time.
- f. The eligible INTERNAL EMPLOYEES should apply through Online only. No manual application from Internal Employees will be accepted. He/ she should take a print-out after completing the online registration process which should be forwarded by concerned Personnel Executive and HoD of the Group/Division so as to reach recruitment section on or before the due date i.e., 09/03/2021 (1600hrs.) without which the application will be summarily rejected. The Internal Employees are advised to go through the Internal Personnel Circular for full details

with regard to eligibility for the post before applying along with procedure to follow on applying for the post scrupulously. The Internal Personnel Circular is available on our website: http://careers.ecil.co.in.

- g. Please note that the registered on-line application form along with all the enclosures (hard copy) as indicated at SI. No. c. above, should reach Electronics Corporation of India Limited on or before 09/03/2021 (1600 hrs.) invariably failing which such application will be summarily rejected. The application (hard copy) received after due date will not be entertained.
- h. The candidate has to write advertisement number, post name and On-line system generated application number for all future correspondence.
- i. The candidate has to submit a Pen-Picture (one page) of his/her specific achievements organization wise along with other hardcopies as mentioned at SI. No c.

8. HOW TO MAKE PAYMENT:

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 Application Fee;
- If any mistake made by the candidate on payment of Application Fee; will not be paid back under any circumstances;
- General [UR] and OBC candidates are required to pay a fee of Rs.500/- (Rupees Five hundred only) as Application Fee subject to meeting the eligibility criteria as notified in the advertisement.

i. Instructions for making payment through SBI Collect Online Mode:

a. Click on the LINK PROVIDED on Home Page of Advertisement as "Online/Offline payment" Candidate will be redirected to:

https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=20904

- b. Click checkbox for terms and conditions and then click on Proceed.
- c. In Select Payment Category, select the appropriate post as per advertisement.
- 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 alpha numerical. e.g DUD83546544.
- g. Please note that it may take up to three working days to update the details of Application Fee. Once the details of payment of Application fee are received from Bank, the applicant can view these details using the "Application Fee Payment Details" link.

Making payment of Application Fee OFFLINE [Pre-Acknowledgement Payment (PAP) Form]:

ii. Instructions for making payment through SBI Collect Offline Mode:

a. Click on the LINK PROVIDED on Home Page of Advertisement as "Online/Offline payment" Candidate will be redirected to:

https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=20904

- b. Click checkbox for terms and conditions and then click on Proceed.
- c. In Select Payment Category, select the appropriate post as per advertisement
- d. After entering all the required details in the fields provided, candidate has 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 Application Fee, 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.

Note: The payment of Application Fee through Online or Offline, the photocopy of Fee remittance has to be enclosed along with the requisite enclosures at the time of certificate verification process [wherever applicable].

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

- Photograph must be a recent passport size colour picture.
- The picture should be in colour, taken against a light colored, 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 100kb.
- While uploading the photo image, the name of the file may be used as "photo.jpg" only and do not use any special characters.

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.
- The signature of the candidate should be in running hand and not in block or capital or disjointed letters. If the signatures are not matching at the time of document verification before personal interview, the candidature of the candidate will be cancelled.
- Size of the file should be less than 50kb.
- While uploading the signature image, the name of the file may be used as "sign.jpg" only and do not use any special characters.

9.IMPORTANT DATES:

a.	Commencement of On-line Registration of application by candidates	04-02-2021 (1400 hrs.)		
b.	Last date for on-line registration of application by candidates	26-02-2021 (1600 hrs.)		
c.	Last date of accepting registration forms (Hard copy) with required documents by Speed Post/ Regd. Post/ Courier/ Normal Post from candidates	09-03-2021 (1600 hrs.)		
d.	Interview date	Will be communicated by e-mail/SMS to eligible candidates only or visit our website for more information.		

Please Note:

Corrigendum/Extension etc., if any, shall be published in our website http://careers.ecil.co.in only. Also, for career opportunities in Electronics Corporation of India Limited, please visit our website regularly.

Advt. No.: 05/2021

ADDITIONAL GENERAL MANAGER & IN-CHARGE, HR