

इलेक्ट्रॉनिक्स कॉर्पोरेशन ऑफ इंडिया लिमिटेड

Electronics Corporation of India Limited

भारत सरकार (परमाणु ऊर्जा विभाग) का उद्यम/ A Govt. of India (Dept. of Atomic Energy) Enterprise

हैदराबाद Hyderabad- 500 062, तेलंगाना, भारत Telangana State, INDIA- 500 062

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Dated: 20.05.2023

**I. COMPANY PROFILE**

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, Aerospace, Information Technology, Telecom, network & Homeland Security, CBRN and e-Governance. ECIL pioneered a number of products and technologies including 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.

Electronics Corporation of India Limited is looking for dynamic, experienced and result oriented Officers for different posts at Headquarters in Hyderabad, various Zonal Offices and Project sites spread across India.

Sno	Name of the Post	No of Posts	Upper Age Limit(Years)	Post-qualification experience (Years)	Pay Scale
1	Sr Dy General Manager-HR	1	48	20	90,000-2,40,000
2	Dy General Manager-Corporate Purchase	1	45	17	80,000-2,20,000
3	Dy General Manager-Corporate Communications	1			
4	Dy General Manager-HR	1			
5	Sr. Manager-Finance	2	42	14	70,000-2,00,000
6	Sr. Manager-Law	1			
7	Manager - HRD	1	37	10	60,000-1,80,000
8	Dy Manager -Company Secretariat	1	32	05	50,000-1,60,000
9	Dy Manager - Finance	1			
10	Dy Manager – Law	1			

**II. JOB DESCRIPTION, RESPONSIBILITIES, ELIGIBILITY, QUALIFICATION, EXPERIENCE, PAY SCALE****1.1. JOB DESCRIPTION AND RESPONSIBILITIES FOR SDGM(HR)**

Incumbent shall be responsible for HR Functions such as Employee Relations, Establishment, Recruitment, Performance management system, Conduct, Discipline Rules, Policy etc and manage a team of talented HR Professionals. Plan ERP applications in line with requirements of HR function. Ensure efficient design and delivery of HR policies and aligning with best industry practices. Make right people available at right time by recruiting, training and developing talent. Administer the human resources policies, procedures and programs in the area of benefits, compensation, employee relations, performance management and organizational development.

**1.2 QUALIFICATION:**

The applicant should be a first class Graduate with MBA/PG Degree/ 2 Yrs PG Diploma in HR/PMIR from a recognized University / Institute. Degree in Law will be preferred.

**1.3 EXPERIENCE:**

The applicant should have relevant executive experience in the area of HR/P&A in a Govt./Public Sector Undertaking or Private company of repute.

**1.4 PAY SCALE:****Eligible Scale of Pay**

- Applicants from CPSEs should have worked in the following or a higher pay scale for minimum ONE year:-
  - Rs 32,900 – 58,000 ( IDA) Post 01/01/2007
  - Rs 80,000-2,20,000 ( IDA) Post 01/01/2017
  - Rs 78,800- 2,09,200 ( Level 12 of Pay Matrix)
- Applicants from Central Govt./All India Services should be holding equivalent post or carrying equivalent scale of pay for minimum ONE year;

- c) Applicants from Armed Forces of the Union should be holding a post of the level of Lt. Colonel in the Army or equivalent rank in Navy/ Air Force for minimum ONE year;
- d) Applicants from State Govt. should be working in equivalent pay scale as mentioned above at SI No 1.4(a) for minimum ONE year;

## **2.1 JOB DESCRIPTION AND RESPONSIBILITIES FOR DGM (CORPORATE PURCHASE)**

Incumbent shall be responsible to lead the entire gamut of Purchase Function from dealing with multiple materials procurement, covering various technical and non-technical items, knowledge of procurement Rules, GeM and tendering process. Also required to mentor and guide a team of talented Purchase professionals to help build a strong Purchase Function.

### **2.2.QUALIFICATION:**

A first class Graduate in Engineering from a reputed University/Institute with MBA/ PG Diploma in Operations/Materials Management/Supply Chain Management from reputed University/Institution.

### **2.3. EXPERIENCE:**

The applicant Should have worked in purchase function in an organization dealing with procurement of multiple materials of technical and non-technical items, complied with statutory and tax issues pertaining to purchase, as well as service contracts. He should be able to develop multiple vendors both at national and international level; manage the supply chain management component of ERP system and e-procurement processes.

### **2.4. PAY SCALE:**

#### **Eligible Scale of Pay**

- a) Applicants from CPSEs should have worked in the following or a higher pay scale for minimum ONE year:-
  - i) Rs 29,100 – 54,500 (IDA) Post 01/01/2007 (Pre-revised pay scale).
  - ii) Rs 70,000 - 2,00,000 (IDA) Post 01/01/2017 (Revised pay scale).
  - iii) Rs 67,700 - 2,08,700 (Level 11) (Revised).
- b) Applicants from Central Govt./All India Services should be holding equivalent post or carrying equivalent scale of pay for minimum ONE year;
- c) Applicants from Armed Forces of the Union should be holding a post of the level of Major in the Army or equivalent rank in Navy/ Air Force for minimum ONE year;
- d) Applicants from State Govt. should be working in equivalent pay scale as mentioned above at SI No 2.4(a) for minimum ONE year;

## **3.1 JOB DESCRIPTION AND RESPONSIBILITIES FOR DGM (CORPORATE COMMUNICATION)**

Incumbent shall be responsible for managing of public relations / corporate communication function in the organization. Sufficient knowledge/ exposure for event management, advertising and media, audio-visual publicity and experience in working with advertising agencies and various media such as press, radio and television etc, liaisons with various connected agencies, managing media coverage during VVIP visits and handling protocol etc are essential. Exposure in media planning, press relations/press conference, writing articles/ news items and features for radio, television, press and social media would be necessary.

### **3.2.QUALIFICATION:**

The candidate should be a First Class Degree with PG Degree or 2 Yrs PG Diploma in Journalism & Mass Communication from a recognized University/ Institution.

### **3.3. EXPERIENCE:**

The applicant should have experience in large reputed organization in the area of Corporate Communication/ PR

### **3.4. PAY SCALE:**

#### **Eligible Scale of Pay**

- a) Applicants from CPSEs should have worked in the following or a higher pay scale for minimum ONE year:-
  - i) Rs 29,100 – 54,500 (IDA) Post 01/01/2007 (Pre-revised pay scale).
  - ii) Rs 70,000 - 2,00,000 (IDA) Post 01/01/2017 (Revised pay scale).
  - iii) Rs 67,700 - 2,08,700 (Level 11) (Revised).
- b) Applicants from Central Govt./All India Services should be holding equivalent post or carrying equivalent scale of pay for minimum ONE year;
- c) Applicants from Armed Forces of the Union should be holding a post of the level of Major in the Army or equivalent rank in Navy/ Air Force for minimum ONE year;
- d) Applicants from State Govt. should be working in equivalent pay scale as mentioned above at SI No 3.4(a) for minimum ONE year.

## **4.1 JOB DESCRIPTION AND RESPONSIBILITIES FOR DGM - (HR)**

The incumbent shall be responsible for the key functions encompassing transformational and core areas of HR in Talent Acquisition, Performance Management, Employee Engagement, Learning and Development, Industrial Relations, Disciplinary and grievance handling, Statutory & legal compliance, administration and Welfare Matters etc. The candidate will be required to drive a team of talented HR Professionals towards execution excellence of key HR metrics.

#### **4.2.QUALIFICATION:**

The applicant should be a first class Graduate with MBA/PG Degree/ 2 Yrs PG Diploma in HR/PMIR from a recognized University / Institute. Degree in Law will be preferred.

#### **4.3. EXPERIENCE:**

The applicant should have experience in the area of HR in large reputed organization.

#### **4.4. PAY SCALE:**

##### **Eligible Scale of Pay**

- a) Applicants from CPSEs should have worked in the following or a higher pay scale for minimum ONE year:-
  - i) Rs 29,100 – 54,500 (IDA Post 01/01/2007 (Pre-revised pay scale).
  - ii) Rs 70,000 - 2,00,000 (IDA Post 01/01/2017 (Revised pay scale).
  - iii) Rs 67,700 - 2,08,700 (Level 11) (Revised).
- b) Applicants from Central Govt./All India Services should be holding equivalent post or carrying equivalent scale of pay for minimum ONE year;
- c) Applicants from Armed Forces of the Union should be holding a post of the level of Major in the Army or equivalent rank in Navy/ Air Force for minimum ONE year;
- d) Applicants from State Govt. should be working in equivalent pay scale as mentioned above at SI No 4.4 (a) for minimum ONE year;

#### **5.1.JOB DESCRIPTION AND RESPONSIBILITIES FOR SENIOR MANAGER –FINANCE**

The incumbent should be conversant with Cost Accounting, Costing, Ind AS, ERP, Cost Accounting Standards, Cost Audit & Auditing Standards and should have suitable exposure to various functional areas like Costing, Funds Management, Banking Operations, Finalization of Accounts and Taxation matters like Income Tax, GST etc. The Candidate should be able to operate accounting package independently. The candidate should have requisite experience in dealing independently with Finance, Accounting and Auditing functions in a multi-product/multi-unit environment in a PSU/reputed organization.

#### **5.2.QUALIFICATION:**

The candidate should be a qualified Chartered Accountant or Cost Accountant.

#### **5.3. EXPERIENCE:**

The applicant should have relevant executive experience in areas of costing in large reputed organization. The Candidate should have sound knowledge on various accounting software and processes and able to implement ERP System independently.

#### **5.4 PAY SCALE:**

##### **Eligible Scale of Pay**

- a) Applicants from CPSEs should have worked in the following or a higher pay scale for minimum ONE year:-
  - i) Rs 24,900 – 50,500 (IDA Post 01/01/2007 (Pre-revised pay scale).
  - ii) Rs 60,000 – 1,80,000 (IDA Post 01/01/2017 (Revised pay scale).
  - iii) Rs 56,100 - 1,77,500 (Level 10) (Revised).
- b) Applicants from Central Govt./All India Services should be holding equivalent post or carrying equivalent scale of pay for minimum ONE year;
- c) Applicants from Armed Forces of the Union should be holding a post of the level of Captain in the Army or equivalent rank in Navy/ Air Force for minimum ONE year;
- d) Applicants from State Govt. should be working in equivalent pay scale as mentioned above at SI No 5.4 (a) for minimum ONE year;

#### **6.1.JOB DESCRIPTION AND RESPONSIBILITIES FOR SR MANAGER –LAW**

Incumbent shall be responsible to handle all kind of litigations, arbitrations, service matters, drafting/finalizing & vetting different type of documents like pleading, agreement, bond, undertaking affidavits and other documents relating to commercial/contractual matters. Handling of cases relating to ECIL before various judicial and quasi-judicial forums. Regular monitoring and follow-up of specific legal issues and case matters. The Candidate should be required to attend court hearings, liaise with empanelled lawyers and prepare legal briefs and render legal views on issues relating to the organisation etc

#### **6.2.QUALIFICATION:**

The candidate should be a First Class Graduate with 3 Yrs Bachelor Degree in Law(LLB) or First Class 5 Yrs integrated LLB Degree. Master Degree in Law (LLM) will be preferred.

### **6.3. EXPERIENCE:**

The applicant should have experience as Law officer in any Government/ State PSU/ Central PSU/ other Corporate House of repute or any other incorporated Company.

### **6.4 PAY SCALE:**

#### **Eligible Scale of Pay**

- a) Applicants from CPSEs should have worked in the following or a higher pay scale for minimum ONE year:-
  - i. Rs 24,900 – 50,500 (IDA) Post 01/01/2007 (Pre-revised pay scale).
  - ii. Rs 60,000 – 1,80,000 (IDA) Post 01/01/2017 (Revised pay scale).
  - iii. Rs 56,100 - 1,77,500 (Level 10) (Revised).
- b) Applicants from Central Govt./All India Services should be holding equivalent post or carrying equivalent scale of pay for minimum ONE year;
- c) Applicants from Armed Forces of the Union should be holding a post of the level of Captain in the Army or equivalent rank in Navy/ Air Force for minimum ONE year;
- d) Applicants from State Govt. should be working in equivalent pay scale as mentioned above at SI No 6.4 (a) for minimum ONE year;

### **7.1.JOB DESCRIPTION AND RESPONSIBILITIES FOR MANAGER -HRD**

The incumbent shall be responsible for the key HRD functions encompassing transformational HR People's development practises related to designing of Technical, Functional and behavioural training modules.

The candidate should Develop, Assess, implement & monitor HR framing strategies and initiatives aligned with the overall business. Helps to create Nurture a positive working environment.

### **7.2.QUALIFICATION:**

The applicant should be a first class Graduate with MBA/PG Degree/ 2 Yrs PG Diploma in HR/PMIR from a recognized University / Institute. Degree in Law will be preferred.

### **7.3. EXPERIENCE:**

The applicant should have experience in the area of HRD in large reputed organization.

### **7.4 PAY SCALE:**

#### **Eligible Scale of Pay**

- a) Applicants from CPSEs should have worked in the following or a higher pay scale for minimum ONE year:-
  - i. Rs 20,600 – 46,500 (IDA) Post 01/01/2007 (Pre-revised pay scale).
  - ii. Rs 50,000 – 1,60,000 (IDA) Post 01/01/2017 (Revised pay scale).
  - iii. Rs 47,600 - 1,51,100 (Level 8) (Revised).
- b) Applicants from Central Govt./All India Services should be holding equivalent post or carrying equivalent scale of pay for minimum ONE year;
- c) Applicants from State Govt. should be working in equivalent pay scale as mentioned above at SI No 7.4 (a) for minimum ONE year;

### **8.1.JOB DESCRIPTION AND RESPONSIBILITIES FOR DY MANAGER (COMPANY SECRETARIAT)**

The incumbent should be conversant with compliance of Companies Act, 2013, guidelines on Corporate Governance norms and other Corporate Laws applicable to the Company. Assisting Company Secretary in Convening Board Meeting, Audit Committee meeting, other Committee meetings etc. including preparation of agenda, minutes, coordination etc. Maintain statutory registers and records etc. as per the applicable laws including filing of returns etc. with concerned authorities. Compliances of various other statutory obligations, Filing of returns with Registrar of Companies.

### **8.2.QUALIFICATION:**

The candidate should be a qualified Company Secretary. Bachelor degree in Law will be an added advantage.

### **8.3. EXPERIENCE:**

The applicant should have experience in Secretarial practice. The candidate should possess sound knowledge of Companies Act & Company Law procedures and should be proficient in documentation in connection with Board/Audit/subcommittee Meetings, preparation of Annual Report, statutory filing etc.

### **8.4 PAY SCALE:**

#### **Eligible Scale of Pay**

- a) Applicants from CPSEs should have worked in the following or a higher pay scale for minimum ONE year:-
  - i) Rs 16,400 – 40,500 (IDA) Post 01/01/2007 (Pre-revised pay scale).
  - ii) Rs 40,000 – 1,40,000 (IDA) Post 01/01/2017 (Revised pay scale).
  - iii) Rs 47,600 - 1,51,100 (Level 8) (Revised).
- b) Applicants from Central Govt./All India Services should be holding equivalent post or carrying equivalent scale of pay for minimum ONE year;

- c) Applicants from State Govt. should be working in equivalent pay scale as mentioned above at SI No 8.4 (a) for minimum ONE year;

### **9.1. JOB DESCRIPTION AND RESPONSIBILITIES FOR DY MANAGER -FINANCE**

The incumbent should be conversant with Cost Accounting, Costing, Ind AS, ERP, Cost Accounting Standards, Cost Audit & Auditing Standards and should have suitable exposure to various functional areas like Costing, Funds Management, Banking Operations, Finalization of Accounts and Taxation matters like Income Tax, GST etc. The Candidate should be able to operate accounting package independently.

### **9.2. QUALIFICATION:**

The candidate should be a qualified Chartered Accountant or Cost Accountant.

### **9.3. EXPERIENCE:**

The applicant should have relevant executive experience in areas of costing in large reputed organization. The Candidate should have sound knowledge on various accounting software and processes and be able to implement ERP System independently.

### **9.4 PAY SCALE:**

#### **Eligible Scale of Pay**

- a) Applicants from CPSEs should have worked in the following or a higher pay scale for minimum ONE year:-

- i) Rs 16,400 – 40,500 (IDA Post 01/01/2007 (Pre-revised pay scale).
- ii) Rs 40,000 – 1,40,000 (IDA Post 01/01/2017 (Revised pay scale).
- iii) Rs 47,600 - 1,51,100 (Level 8) (Revised).

- b) Applicants from Central Govt./All India Services should be holding equivalent post or carrying equivalent scale of pay for minimum ONE year;

- c) Applicants from State Govt. should be working in equivalent pay scale as mentioned above at SI No 9.4 (a) for minimum ONE year;

### **10.1. JOB DESCRIPTION AND RESPONSIBILITIES FOR DY MANAGER -LAW**

The incumbent should be conversant with Drafting and finalization of Domestic / International Contracts for supply of products, Transfer of Technology, Joint Development, Exports and Joint Ventures and related commercial aspects, Government procedures. Experience in handling litigation including Labour, Consumer or Contractual issues and Criminal cases, The Candidate should be able to deal with matters before Court(s)/Tribunal /Various Forums/Regulators /Arbitrators , Knowledge in Legal Compliances.

The Candidate should have Sufficient knowledge/ exposure in Legal vetting of Non-Disclosure Agreements (NDA), Memorandum of Understanding, Teaming Agreements, Technical Collaboration Agreements, Joint Venture Agreements, Agency Agreements, Dealership/Distributorship Agreement, standard templates of NDAs, MoU and other related areas in Business law, dealing with various legal aspects of Contract Finalization, Labor and Welfare matters, Liaison with external legal counsel for legal opinion on specific issues and Handling litigation and arbitration cases.

### **10.2. QUALIFICATION:**

The candidate should be a First Class Graduate with 3 Yrs Bachelor Degree in Law(LLB) or First Class 5 Yrs integrated LLB Degree. Master Degree in Law (LLM) will be preferred.

### **10.3. EXPERIENCE:**

The applicant should have relevant executive experience in large reputed organization.

### **10.4 PAY SCALE:**

#### **Eligible Scale of Pay**

- a) Applicants from CPSEs should have worked in the following or a higher pay scale for minimum ONE year:-

- i) Rs 16,400 – 40,500 (IDA Post 01/01/2007 (Pre-revised pay scale).
- ii) Rs 40,000 – 1,40,000 (IDA Post 01/01/2017 (Revised pay scale).
- iii) Rs 47,600 - 1,51,100 (Level 8) (Revised).

- b) Applicants from Central Govt./All India Services should be holding equivalent post or carrying equivalent scale of pay for minimum ONE year;

- c) Applicants from State Govt. should be working in equivalent pay scale as mentioned above at SI No 10.4 (a) for minimum ONE year;

### **III.APPLICABLE FOR ALL THE ABOVE POSTS**

a) Age of superannuation is 60 years. However, internal Candidates will be allowed one year age relaxation in Residual service w.r.t to the date of superannuation.

#### **b) EMPLOYMENT STATUS:**

The applicant must, on the last date of submission of application, on the date of interview as well as on the date of joining ECIL 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) where the annual turnover of Rs 1000 Cr or more
- d. Private Sector in Company where the annual turnover of Rs 1000 Cr or more. Preference would be given to the candidates from listed companies.

\*The average audited annual turnover of last 03 financial years i.e 2019-20,2020-21 & 2021-22 shall be considered for verifying the approved limits.

#### **c) CONDITION OF IMMEDIATE ABSORPTION FOR CENTRAL GOVERNMENT OFFICERS:**

Central Government Officers, including those of the Armed Forces of the Union and the All India Services, will be eligible for consideration only on immediate absorption basis. Pay Protection in respect of Central Government Officers, including those of the Armed Forces of the Union and the All India Services shall be done as per DPE/DoPT Guidelines or both as applicable.

#### **d) EMOLUMENTS AND BENEFITS:**

The selected candidates will be eligible for emoluments and benefits as per the Company's rules/ policies and DPE guidelines as applicable from time to time.

### **IV.RELAXATIONS & EXEMPTIONS:**

- a) Age: Upper age limit is relaxable by 5 years for SC/ST and 3 years for OBC candidates. The upper age limit is further relaxable by 5 years for Persons with Disabilities (degree of disability 40% or above) and 5 years for the candidates who had ordinarily been domiciled in the state of Jammu & Kashmir from 01/01/1980 to 31/12/1989. **However, the upper age limit with all relaxations shall not exceed 58 years.**

### **V.APPLICABLE RESERVATION:**

- a) Reservations for SC/ST/OBC (NCL)/EWS and ExSM & PwD will be as per Government of India Guidelines.  
b) The reservations for SC,ST, OBC [Non-creamy layer] & EWS will be applicable as under:-

Sno.	Name of the Post(s)	No. of post (s)	UR	EWS	OBC	SC	ST
1	Sr Dy General Manager-HR	1	1	0	0	0	0
2	Dy General Manager-HR , Corp Purchase, Corp Communication	3	0	0	1*	1*	1*
3	Sr. Manager-Finance& Law	3	1	0	2(1*)	0	0
4	Manager- HRD	1	1	0	0	0	0
5	Dy Manager- Company Secretariat, Finance & Law	3	2	0	1	0	0
Total		11	5	0	4	1	1

\*Backlog Vacancies

### **VI.MODE OF SELECTION:**

The eligible candidates shall be invited for Personal Interview.

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

### **VII.GENERAL CONDITIONS:**

- a. Before applying, candidate should read the complete advertisement carefully and ensure that he / she fulfills eligibility criteria in all respects for post being applied for.
- b. The crucial date for determining the age limit and Post qualification experience will be the last date for on-line registration of application.
- c. A non-refundable Application Fee of **Rs.500/-** is applicable for General, EWS and OBC candidates. Candidates belonging to SC, ST PWD & Officers from Defence & Internal Employees are exempted from payment of Application Fee.

- d. Candidates belonging to SC / ST/ OBC / Persons with Disabilities (PwD)/EWS categories shall be mandatorily required to produce original certificates Issued by the Competent Authority, in the format as prescribed by Govt. of India, along with photocopy of the same, at the time of Document Verification. Candidates belonging to OBC (Non-Creamy Layer) category only, shall be eligible to apply against OBC category. OBC candidates seeking reservation should submit certificate (not older than 06 months) issued by the Competent Authority in the format prescribed by Govt. India.
- e. All qualifications mentioned by the candidate should have been acquired from recognized Indian University / Statutory Authority.
- f. **Only on-line applications shall be accepted.**
- g. Selected candidates can be posted to any of the locations across India to serve the company.
- h. The candidates working in CPSE, Central Government including the Armed Forces of the Union and all India services, and State Public Sector Enterprises should route their application through proper channel. The candidate shall be required to submit a 'No Objection Certificate' issued by the present employer at the time of interview invariably.
- i. To & Fro travel fare shall be reimbursed only to outstation candidates appearing for an interview by the shortest route to the Place of Interview. This shall be as per the address for correspondence (within India) mentioned in the On-line Application subject to production of documentary proof, as per rules & eligibility.
- j. The candidature / application is liable to be rejected at any stage of the recruitment process in case of suppression /furnishing of false information, without enclosing necessary documents, Fee remittance receipt (if applicable), Unsigned application and received after closing date of receipt of hard copy by post.
- k. Electronics Corporation of India Limited will not be responsible for any postal delay / loss in transit in submission of documents within specified time.
- l. For queries if any, candidates are advised to visit the link <https://careers.ecil.co.in> and refer the Frequently Asked Questions (FAQ) section.
- m. The candidate should note down his/her system generated online application number allotted and mention the same for all future correspondence.
- n. All correspondence shall only be made through E-mail ID, as furnished by the applicant in the on-line application-form.
- o. Electronics Corporation of India Limited reserves the right to cancel / restrict / enlarge/ modify the recruitment process, if the need so arises, without assigning any reason thereof.
- p. 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 limited to the Courts at GHMC (Kapra Circle) which alone shall have exclusive jurisdiction.
- q. In case of any ambiguity/dispute on account of interpretation of advertisement in the version other than English, English version shall prevail.
- r. Canvassing in any form will result into disqualification.
- s. Only Indian Nationals are eligible to apply.
- t. The following documents shall be required to produce in original with a set of self-attested photo copies for documents verification. Failure to do so will result in to rejection of candidature.
  - a) Duly signed registered on-line application form affixed with recent colour passport size photo.
  - b) All original certificates in support of his / her date of birth, identity (Aadhar/ Driving License/ Passport/Voter ID), qualification, experience , latest caste & disability (PwD) certificate, no objection certificate from employer, copy of fee remittance(if applicable), domicile certificate from J&K, if applicable issued by competent authority in the format as prescribed by the Govt. India.

#### **VIII. HOW TO APPLY:**

- a) Eligible candidates **including Internal Employees** have to apply 'ON-LINE' through our website <https://careers.ecil.co.in>, alternatively, follow [www.ecil.co.in](http://www.ecil.co.in) > Careers > e-Recruitment for advertisement details. The on-line application process will be operational from **20.05.2023 (14.00 hrs.) to 10.06.2023 (14.00 hrs.)**.
- b) After completing on-line application process, the candidate is assigned a system generated application number to be used for any future reference.
- c) Candidate is required to take the print out of registered on-line application form which will be available up to last date for On-line registration.
- d) The candidate has to sign on print-out of on-line registered application form by affixing the recent colour passport size photograph (4X3 cm) and enclose the self-attested copies of date of birth, educational qualifications, experience, Pen-Picture (one page of specific achievements) Caste & PwD (if any) along with copy of fee remittance (if applicable) invariably.
- e) The candidate should write Advertisement No. 05/2023, post number & on-line registration number on the top of the envelope and send the duly filled in application form along with enclosures as indicated at S.No. VIII(d) to the following address **on or before 17.06.2023 (1400 hrs.)**.

Deputy General Manager  
Human Resources (Recruitment Section),  
Administrative Building, Corporate Office,  
Electronics Corporation of India Limited,  
ECIL (Post), Hyderabad – 500 062, Telangana.

- f) **No application will be received by hand.**
- g) Internal Employees are also required to forward all above documents (through proper channel) on or before the due date i.e. 17.06.2023 (1400 hrs.). **Personnel Circular** with regard to eligibility & other details of the posts is available on our website: <https://careers.ecil.co.in>.
- h) Candidate must upload Photo & Signature (both are in 'jpeg' format only) as per the following specifications:
- Photograph must be a formal & recent colour passport size (4X3 Cm.) with Blue background only.
  - Size of the Photograph & Signature should be less than 100kb & 50kb respectively.

**IX.HOW TO PAY APPLICATION FEE:**

General candidates (UR)/EWS/OBC are required to pay a fee of ₹ 500/- (Rupees Five hundred only) as Application Fee. In case of any mistake made by the candidate on payment, Application Fee will not be paid back under any circumstances. The instructions for paying application fee are available in e-Recruitment web page under Advt. No. 05/2023.

**X. IMPORTANT DATES:**

a.	Commencement of On-line Registration of application by candidates	<b>20.05.2023 (1400 hrs.)</b>
b.	Last date for on-line registration of application by candidates	<b>10.06.2023 (1400 hrs.)</b>
c.	Last date of accepting registration forms (Hard copy) with required documents from candidates	<b>17.06.2023 (1400 hrs.)</b>
d.	Interview date	Will be communicated by e-mail to eligible candidates only

**CAUTION TO ALL CANDIDATES:**

**Some unscrupulous elements may approach you with the assurance of appointment for you in ECIL through illegal gratification. You must not fall prey to such assurances or Exploitations 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.**

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

**Advt. No.: 05/2023**

**DGM-HR(Rectt)**