

RECRUITMENT OF EXPERIENCED PERSONNEL

(HRD/Rectt./Advt./2023-24/11)

Engineers India Limited, a Navratna PSU and an Engineering Consultancy Company is looking for dynamic & self-motivated professionals with zeal to learn, contribute and grow with the Company. In the last five decades, the Company has executed some of India's major projects in refineries, petrochemicals, pipelines, offshore, metallurgy, infrastructure & fertilizer sectors and has embarked on an expansion plan into sunrise sectors such as Nuclear, Solar, and Water & Waste Management with increasing international presence in over 13 countries world-wide. EIL is looking for suitably dynamic & result oriented experienced professionals for the following positions: -

<u>CODE</u>	<u>POSITION</u>	<u>NO. OF VACANCY *</u>
23-24/11/A	Jr. Hindi Translator	03 (2 UR; 1 OBC)
23-24/11/B	Officer (Rajbhasha)	02 (1 UR, 1 SC)

* Reservation for PwDs (Persons with Disabilities)/EWS (Economically Weaker Section) shall be as per GOI (Government of India) guidelines.

DETAILS:

- [ELIGIBILITY & DESIRED QUALIFICATION/ EXPERIENCE AS ON 31.01.2024](#)
- [EMOLUMENTS](#)
- [CONCESSIONS/ RELAXATIONS](#)
- [CRITERIA FOR DEPARTMENTAL CANDIDATES](#)
- [PLACE OF POSTING](#)
- [MODE OF SELECTION](#)
- [STEPS FOR APPLYING](#)
- [GENERAL INSTRUCTIONS](#)

• **ELIGIBILITY & DESIRED QUALIFICATION/ EXPERIENCE AS ON 31.01.2024:**

POSITION CODE	POSITION	UPPER AGE LIMIT (IN YEARS)	MINIMUM EDUCATIONAL QUALIFICATION (from recognized university/Institute in India)	POST QUALIFICATION EXPERIENCE
23-24/11/A	Jr. Hindi Translator	30	Master's degree from a recognized University in Hindi with English as a main subject at the degree level Or Master's degree from a recognized University in English with Hindi as the main subject at the degree level Or Master's degree from a recognized University in any discipline with Hindi and English as main subjects at degree level.	Diploma/Certificate of minimum one year duration in translation from English to Hindi and from Hindi to English from a recognized University/Institute Or Two years experience of translation work from English to Hindi and from Hindi to English in Central/ State PSU or other office. Knowledge of Hindi typing and computer (MS Office, Excel and PowerPoint etc.) is desirable.

POSITION CODE	POSITION	UPPER AGE LIMIT (IN YEARS)	MINIMUM EDUCATIONAL QUALIFICATION (from recognized university/Institute in India)	POST QUALIFICATION EXPERIENCE
23-24/11/B	Officer (Rajbhasha)	35	Master's degree from a recognized University in Hindi with English as a main subject at the degree level Or Master's degree from a recognized University in English with Hindi as the main subject at the degree level Or Master's degree from a recognized University in any discipline with Hindi and English as main subjects at degree level.	5 years experience in implementation of the Official Language Policy including translation work in developing scientific and technical terminology in Hindi, organizing and coordinating training classes/workshops in Hindi and liaising with concerned Government departments in a responsible position. Knowledge of Official Language Act/Rules is essential, knowledge of local Indian language is desirable.

Note:

- A candidate can submit only one application against one post only.
- The cut-off date for educational qualification, required experience (if applicable) and upper age is **31.01.2024**.
- The specified qualification should have been acquired within the prescribed minimum course duration.

• **EMOLUMENTS**

Designation	Pay Scale (Rs.)	Total CTC (approx.) p.a. in Rs (lacs)
Jr. Hindi Translator	29000-120000/-	9.05 lacs
Officer (Rajbhasha)	60000-180000/-	18.86 lacs

CTC shall include Basic Pay, DA, HRA, other Perks & Allowances, encashment of earned leaves and Retirement benefits as applicable. (Post-Retirement Medical Coverage Scheme is applicable to candidates who are 45 years of age or below as on date on which they come on the regular rolls of the Company. However, this condition shall not be applicable in case of candidates who join after resigning from any CPSE, provided the total of past service in the CPSE and future service in the company till the date of normal retirement is 15 years or more).

• **CONCESSIONS/RELAXATIONS**

- The upper age limit mentioned under “Eligibility and desired qualification/experience” is relaxable by 5 years for Schedule Caste, 3 years for Other Backward Classes (OBC – Non Creamy Layer) and 10 years for Persons with Disabilities.
- Upper age limit is relaxable for Ex-Servicemen as per Govt. of India guidelines

• **CRITERIA FOR DEPARTMENTAL CANDIDATES**

- The candidate should have served EIL for a minimum period of two years at the time of selection.
- The candidate should have served at least one year in one level below the position applied/advertised.
- The candidate should not already have been given the advantage of Rationalization Clause at any level.

• **PLACE OF POSTING**

The place of posting for above positions may be at Head Office-Delhi/Gurugram, Regional Office- Chennai & Vadodara, Branch Office-Mumbai.

However, the place of posting can be anywhere in India and abroad depending upon the requirement.

• **MODE OF SELECTION**

- The mode of selection for the position of Officer (Rajbhasha) will be through interview, generally at Delhi or through video conferencing. (Venue/Mode of Interview shall be intimated separately to the shortlisted candidates).
- For Jr Hindi Translator, the mode of selection will be through Skill Test (Venue/Mode of Skill test shall be intimated separately to the shortlisted candidates). In case of Skill Test other than through online mode, the venue of the skill test(s) will be at Delhi NCR only. However the Management may consider the venue of skill test at other locations such as Mumbai, Vadodara and Chennai based on the number of applications.

- **STEPS FOR APPLYING**

STEP 1: Eligible candidates need to apply through on-line registration system on EIL website. To apply visit the career link in EIL website i.e. <http://www.engineersindia.com>

STEP 2: Read CAREFULLY all the instructions given on the website.

STEP 3: Fill in the online form with all the relevant and correct details.

STEP 4: The candidate before starting online registration should keep the properly scanned copies (readable form), of the following documents / certificates ready for uploading during registration of application:

- a) Latest Passport size colour photograph in .jpg/.jpeg format of not more than 75 KB size
- b) Signature in .jpg/.jpeg format of not more than 25 KB size
- c) Document in support of date of birth proof- Class X Certificate/ Class X Marksheet in jpg/.jpeg format
- c) Disability certificate (PwD), if applicable of not more than 500 KB in .jpg/.jpeg/.pdf format
- d) Caste certificate OBC/SC /EWS certificate, if applicable, of not more than 500 KB in .jpg/.jpeg/.pdf format

STEP 5: The candidates are not required to send the print out of the registered application form filled on line. They need to retain a copy of the printout of the application form which will be required at the time of personal interview/ skill test (for interview/ skill test carried out through modes other than Video Conferencing) if shortlisted.

STEP 6: The cut-off date of post-qualification relevant experience and upper age is 31.01.2024.

- **GENERAL INSTRUCTIONS**

1. Online submission of application will be permitted on the website between **0000 hrs on 07.02.2024 till 2359 hrs on 21.02.2024.**
2. The e-mail address specified in the application should be valid/ functional for at least 24 months from the date of the submission of application. **Intimation for interview/ skill test shall be sent by email. Kindly ensure that your email is valid and operational.**
3. Any change in advertisement (including extension of the last date of online submission of application-if any) shall be published in EIL's website www.engineersindia.com only.
4. Candidates are informed that it is mandatory to attach the documents as per list mentioned above along with online application.
5. *The prescribed qualification/experience are the minimum and mere possession of the same does not entitle a candidate for participating in the selection process. EIL may restrict the number of candidates to be called for interview/ skill test by raising the percentage of marks obtained in qualifying examinations and/or relevance of experience required for the post etc. Only short-listed candidates will be informed for interview/ skill test through email.*
6. Candidates should retain a copy of online application form(s) for future reference.

7. Copy of the online application is **not to be sent by post**. The print out of application should be retained for reference by candidate **at the time of personal interview/ skill test** (for interview/ skill test carried out through modes other than Video Conferencing).
8. Those short listed for interview/ skill test shall be intimated through e-mail. They are required to bring/furnish the **following original certificates** along with attested photocopies as documentary proof at the time of interview/ skill test or as communicated
 - Proof of Age
 - Educational Qualifications (All year/semester Mark sheets & Certificates)
 - Service Certificate of past employment & proof of date of joining & its continuity in the present Organization (if applicable).
 - Last Salary Certificate (if applicable)
 - Medical Certificate / Persons with Disability Certificate with photograph issued by the competent authority satisfying the minimum degree of disability of 40% in respective categories, if applicable.
 - Scheduled Caste/OBC (NCL)/ EWS certificate (if applicable) from the Competent Authority.
 - Adhaar Card
 - Candidates who have undergone Apprenticeship Training under The Apprenticeship Act, 1961, shall produce the certificate issued by the Statutory Body (NATS / NAPS) and by the Organization in which he/she has undergone the training.
In absence of any of the documents mentioned above, the candidate will not be allowed to appear for interview/ skill test and in that case, no travel expenses shall be reimbursed (for personal interview/ skill test carried out through modes other than Video Conferencing).
9. **Only those who meet the prescribed eligibility criteria need apply**. If at any stage, it is found that the candidate does not meet the prescribed eligibility criteria, he/she will be disqualified. EIL reserves the right to reject any application without assigning any reason.
10. In case physical presence is required for the interview/ skill test, Outstation Candidates called for interview for the position of Officer (Rajbhasha) shall be entitled to III AC sleeper rail fare and Outstation Candidates called for Skill Test shall be entitled to IIInd sleeper rail fare from the mailing address mentioned in the on-line application form to the venue of interview/ skill test by the shortest route as per rules. *Candidates providing mailing address of a country other than India, in the application form, will be reimbursed to and fro rail fare, as per entitlement mentioned above, from the port of arrival in India to the venue of interview/ skill test by the shortest route as per rules.* The candidate will be required to fill in the Travelling Allowance (TA) form at the interview / Skill test Center and submit proof for travel undertaken.
11. In case it is found at any stage that the candidate is either not meeting the requirements as laid down in the advertisement or has given incorrect information while filling up the on-line application form, his/her candidature shall be cancelled and in that case no traveling expenses (if applicable) shall be reimbursed.

12. EIL shall not be responsible for any loss of email/communication letter sent, due to invalid/wrong email id/wrong postal address/postal delays/loss in transit etc. No request in this regard will be entertained.
13. Court of jurisdiction for any dispute will be at Delhi.
14. EIL reserves the right to cancel the advertisement and/or the selection process there under without assigning any reason.
15. Provisions of the Persons with Disability Act are being complied with. In case of PwD candidates, persons with 40% or more disability only are eligible to apply under PwD category.
16. Screening and selection will be based on the details provided in the on-line application form, hence it is necessary that only accurate, full and correct information is furnished by the applicants. Furnishing of wrong/false information will be a disqualification and EIL will **NOT** be responsible for disqualification as a consequence of furnishing of such wrong/false information.
17. The applicant should essentially have proficiency in computer.
18. Candidates working in PSU / Govt. Sector shall be required to forward their application through proper channel or submit NOC (No Objection Certificate) from their present employer at the time of interview/ skill test (if shortlisted).
19. Avenues for Career growth in the organization shall be governed by the prevailing rules & practices depending on the qualification and performance.