



इलेक्ट्रॉनिक्स कॉरपोरेशन आफ इंडिया लिमिटेड
ELECTRONICS CORPORATION OF INDIA LIMITED
[भारत सरकार का (परमाणु उर्जा विभाग) उद्यम]
[A Govt. of India (Dept. of Atomic Energy) Enterprise]
ECIL Post, Hyderabad – 500062, Telangana
Ph No. 040-27182495 / 2394 / Web: www.ecil.co.in



Advt. No. 10/2024

Date: 27.03.2024

Electronics Corporation of India Limited is a leading Schedule-A Public Sector Enterprise (under Department of Atomic Energy (DAE), Govt. of India) engaged in the area of Strategic Electronics with thrust on innovation & indigenization. ECIL operates in strategic sectors like Nuclear, Defence, Aerospace, Information Technology, Telecom, Network & Homeland Security, CBRN and e-Governance. It 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 personnel **Executive Officer on Contract (EO-C)** purely on fixed tenure basis, for a period of **One Year (extendable up to five years including the initial term, depending on project requirements & satisfactory performance of the candidate)** to work for various Business Verticals across the country.

I. POSTS' SPECIFICATIONS:

Post & No. of Posts	Qualification	Experience profile (Minimum 3 years post-qualification i.e. after PG)
'Executive Officer on Contract' (5)	Bachelor degree i.e. B.A, B.Sc, BBA, B.E/B.Tech etc. with MBA / PG/PG Dip. in Public Policy / Public Relations / Journalism / Mass Communication with 60% in Bachelor degree & MBA/PG/PG Diploma	a) Proven experience as executive secretary or similar administrative role in Govt./PSU/Private Organization. b) Proficient in MS Office, Presentation and Content Writing and Data Analysis and basic accounting procedures c) Excellent organizational and time-management skills d) Experience in Public Policy/Public relations e) Integrity and confidentiality

II. EMOLUMENTS:

The incumbent for 'Executive Officer on Contract' post is eligible to a consolidated amount of ₹ 40,000/month for 1st year, ₹ 45,000/month for 2nd year, ₹ 50,000/month for 3rd year & ₹ 55,000/month for 4th & 5th year.

III. RESERVATIONS AND RELAXATIONS:

Reservations & Relaxations for EWS/OBC/SC/ST/PwD/Ex.SM will be as per Presidential directives.

Age Relaxation: 3 years for OBC, 5 years for SC/ST Candidates belonging to PwBD category, having minimum 40% disability or more will get 10 more years relaxation in addition to the relaxation applicable to the categories mentioned above. Further, 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.

IV. HOW TO ATTEND:

Eligible candidates may download the Application Form from our website (www.ecil.co.in → careers → job openings) and should **report at 08.45 hrs., on 03.04.2024** with duly filled in application form & resume along with the following original certificates & a set of self-attested photocopies:

- a. 10th Class certificate or School leaving certificate as Date of birth proof;
- b. Documents in support of Qualification i.e. BE/B.Tech & MBA/Public Policy/Public Relations (Certificate & Marks sheet);
- c. CGPA conversion certificate from institution/university, if any;
- d. Experience certificates from previous employment, clearly mentioning the duration (from & to dates) and post held. If candidate is currently in employment, a copy of Appointment Order & recent pay slips are to be produced without fail. Work experience indicated without supporting documents shall not be considered and is liable to be excluded while calculating the post-qualification tenure;
- e. Category certificate (EWS/OBC/SC/ST), if applying against such reserved posts; In case of OBC, (not older than a year from date of selection) with mandate mention of 'Non-Creamy Layer' clause.
- f. Identity proof (Govt. issued only; Aadhar, Passport etc.) & recent passport size color photograph;
- g. A valid certificate with respect to Persons with Benchmark Disabilities (PwBD); Discharge certificate in case of Ex-servicemen; Relevant certificate, if claiming age relaxation as candidate from J&K; if any.
- h. Registration **closure time at the venue is 11.00 hrs.** (on respective dates).

Selection dates & venue:

Walk-In Venue	Walk-In Date
Electronics Corporation of India Limited, Administrative Building, NFC Road, ECIL Post, Hyderabad - 500062	03.04.2024

V. SELECTION METHOD:

- a. Candidates will be allowed for interview only after registration and followed by successful document verification. Shortlisted candidates will be evaluated based on Personal Interview.
- b. Experience from Academic Institutions / Colleges / Internship / Project work shall not be considered.

VI. GENERAL CONDITIONS:

- a. Upper age limit is 33 yrs. and all the eligibility criteria is as on date of selection.
- b. 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.
- c. Candidates should be ready to work anywhere in India as per the need / organization requirements.
- d. It is mandatory for the candidates who are already working with any of the units of Electronics Corporation of India Limited to obtain a letter from the respective Reporting Officer seeking

permission to attend the selection process and need to submit the letter at the time of document verification.

- e. Company reserves the right to alter the no. of posts or cancel the whole process of recruitment without assigning any reason.
- f. Upon joining, the candidate's performance will be reviewed after three months, if performance is satisfactory the tenure shall be extended for one year. Further, upon every completion of one year the performance shall be reviewed, accordingly the extension will be extended maximum upto 5 years.
- g. Decision of ECIL in all matters regarding eligibility of the candidate, place of posting, stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms will be final and binding on the candidate.
- h. All qualifications should be from a recognized Indian University / Institution recognized by appropriate Statutory Authority.
- i. The application is liable for rejection at any stage of recruitment process in case of suppression of facts/furnishing of false information.
- j. 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 Courts at GHMC (Kapra Circle) alone shall have exclusive jurisdiction.
- k. Canvassing in any form will result in immediate rejection of application.
- l. No electronic gadgets/devices are allowed throughout the Selection Process.
- m. Only Indian Nationals are eligible.
- n. No TA/DA will be paid for attending the selection process.

VII. 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.

Please Note: Corrigendum, if any shall be published only on our official website.

DGM (HR)
