

RECRUITMENT FOR EXPERIENCED PERSONNEL

(HRD/Rectt./Advt./2018-19/04)

Engineers India Limited, a Navratna PSU and an Engineering Consultancy Company is looking for dynamic professionals with a passion for excellence and the drive to partner in the Nation's Growth story. The Company over the last 50 years has executed some of India's major projects in refineries, petrochemicals, pipelines, offshore, metallurgy, infrastructure & fertilizer sectors. The Company has embarked on an expansion plan into sunrise sectors such as Nuclear, Solar, Water & Waste Management and is increasing its international presence in over 13 countries world-wide. EIL is looking for suitably qualified, experienced and motivated individuals for **one position of Company Secretary** and **one position at Senior level in the Company Secretariat** with post qualifications experience more than 16 years.

DETAILS:

- [ELIGIBILITY & DESIRED QUALIFICATION/ EXPERIENCE \(IF APPLICABLE\) AS ON 07.07.2018](#)
- [EMOLUMENTS](#)
- [RESERVATION/CONCESSIONS/ RELAXATIONS](#)
- [CRITERIA FOR DEPARTMENTAL CANDIDATES](#)
- [PLACE OF POSTING](#)
- [MODE OF SELECTION](#)
- [STEPS FOR APPLYING](#)
- [GENERAL INSTRUCTIONS](#)

ELIGIBILITY & DESIRED QUALIFICATION/ EXPERIENCE AS ON 07.07.2018:

Position Code	Discipline	No. of Vacancies	Upper age limit (years)	MINIMUM EDUCATIONAL QUALIFICATION	POST QUALIFICATION EXPERIENCE	RELEVANT POST QUALIFICATION EXPERIENCE
18-19/04/A	Company Secretariat	02(Two)	49	Graduate in Commerce with Company Secretary (CS) qualification with minimum 50% marks or eqv. CGPA/ CPI from Institute of Company Secretaries of India (ICSI) & an Associate/Fellow Member of ICSI	16 years and above	<p>Post qualification experience in Secretarial matters including statutory and regulatory compliances, corporate governance, board/committee/general meetings, management of investor relations, etc. Compliances relating to Companies Act 1956/2013 along with rules and secretarial standards, Listing Regulations, Stock exchanges compliances, SEBI laws, dividend etc. Knowledge of drafting/amendments in documents such as Agenda and Minutes, Delegation of powers, Agreements, MoUs, Memorandum and Articles of Association, Resolutions, FPOs/buy back/bonus/split of shares, Formation of JVs and Subsidiaries/Mergers/De-mergers, coordination with Statutory/regulatory bodies/authorities, etc. Should be well versed with powers available with Navratna PSUs, DPE & Govt. guidelines. The incumbent will be required to possess good communication/ presentation skills and to assist Company Secretary in all the secretarial matters.</p> <p>Preference will be given to candidates who are currently working in a Listed CPSEs for atleast 3-4 years or having atleast 10 years experience in a Listed company of a size comparable with EIL.</p>

Note:

- The cut-off date for educational qualification, required experience (if applicable) and upper age is **07.07.2018**.
- Candidates must have secured the minimum percentage of marks as mentioned in the table below (equivalent CGPA / CPI of percentage of marks on various point of scale is given below).

Percentage of Marks in the qualifying examination	Equivalent CGPA / CPI on 10 point scale	Equivalent CGPA / CPI on 9 point scale	Equivalent CGPA / CPI on 8 point scale	Equivalent CGPA / CPI on 7 point scale	Equivalent CGPA / CPI on 6 point scale	Equivalent CGPA / CPI on 5 point scale	Equivalent CGPA / CPI on 4 point scale
50%	5.4	4.3	3.9	3.4	2.9	2.4	1.7

- Please round off percentage of the marks to lower whole number e.g. for 55.9 , write 55
- Please round off CGPA to the lower decimal e.g for 5.45, write 5.4

• **EMOLUMENTS**

Discipline	Pay Scale (Rs.)	Total CTC (approx) Per annum in Rs (lacs)
Company Secretariat	#	24.00 to 31.50

The exact designation and pay scale shall be offered based on qualifications and relevant experience.

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).

• **RESERVATION/CONCESSIONS/RELAXATIONS**

- Reservation for SC/ST/OBC/PwDs (Persons with Disability) exist as per Government of India directives
- The upper age limit mentioned under “Eligibility and desired qualification/experience” is relaxable by 5 years for SC/ST, 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.
- Upper age limit is relaxable for Departmental candidates.

- **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 the present level at the time of selection.
- The present level of the candidate should not be more than 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 shall be at Head Office New Delhi/ Gurugram.

- **MODE OF SELECTION**

- The mode of selection **for all the positions will be through Interview preferably at Delhi.**

- **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 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) All qualifying degree certificate, all years/semester marksheets and experience certificates of not more than 900 KB each in .jpg/.jpeg/.pdf format
- d) Disability certificate (PwD), if applicable of not more than 500 KB each in .jpg/.jpeg/.pdf format
- e) Caste certificate (SC/ST/OBC- Non Creamy Layer), if applicable, of not more than 500 KB each 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, if short listed for.

STEP 6: The cut-off date of post-qualification relevant experience and upper age is 07.07.2018.

- **GENERAL INSTRUCTIONS**

1. Online submission of application will be permitted on the website between **0000 hrs on 07.07.2018 till 2359 hrs on 25.07.2018.**

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 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 alongwith online application. All positions being advertised are subject to specific eligibility criteria such as subjects studied/ degrees/ no. of years of experience, hence properly scanned education (all year mark sheets and certificates) and experience documents may be attached alongwith online application to avoid rejection of incomplete applications.**
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 no. of candidates to be called for interview. Only short-listed candidates will be informed for further interview.
6. Candidates should take print out and 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 by candidate & four copies of the application are required to be submitted **at the time of interview**.
8. Those short listed for **interview** shall be intimated through e-mail. In the absence to produce any of the documents mentioned below, the candidate will not be allowed to appear for interview and in that case, no travel expenses shall be reimbursed. They are required to bring the **following original certificates** along with attested photocopies as documentary proof at the time of **interview**:
 - 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.
 - Copy of Scheduled Caste/ Scheduled Tribe/ Other Backward Class (OBC) (Non-creamy layer) certificate (if applicable) from the Competent Authority. OBC certificate produced by candidates should clearly indicate that they do not belong to creamy layer.
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. **Outstation** Candidates called for **interview for the post of** shall be entitled for to & fro rail fare limited to II AC sleeper rail fare, from the **mailing address mentioned in the on-line application form** to the venue of interview 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 by the shortest route as per rules.* The candidate will be required to fill in the Travelling Allowance (TA) form at the interview 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 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.
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 knowledge.
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 (if shortlisted).
19. Avenues for Career growth in the organization shall be governed by the prevailing rules & practices depending on the qualification and performance.