

SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES

(HRD/Rectt./Advt./2016-17/04)

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 in the following disciplines: -

<u>CODE</u>	<u>DISCIPLINE</u>	<u>POSITION</u>	<u>NO OF VACANCIES</u>	<u>BREAKUP OF VACANCIES</u>
CODE : 16-17/04/A	Company Secretariat	Manager	01	VH:02 HH:04 OH:02
CODE : 16-17/04/B	Structural	Sr. Engineer	01	
		Engineer	03	
CODE : 16-17/04/C	Chemical/ Corrosion Science	Engineer	01	
CODE : 16-17/04/D	Environmental Science	Engineer	02	
CODE : 16-17/04/E	Civil	Draftsman	01	OH: 01
<u>TOTAL</u>			<u>09</u>	

VH: Visually Handicapped; HH: Hearing Handicapped; OH: Orthopedically Handicapped

DETAILS:

- ELIGIBILITY & DESIRED QUALIFICATION/ EXPERIENCE
- EMOLUMENTS
- CONCESSIONS/ RELAXATIONS
- CRITERIA FOR DEPARTMENTAL CANDIDATES
- PLACE OF POSTING
- MODE OF SELECTION
- STEPS FOR APPLYING
- GENERAL INSTRUCTIONS

• ELIGIBILITY & DESIRED QUALIFICATION/ EXPERIENCE (IF APPLICABLE) AS ON 30.08.2016:

DISCIPLINE (CODE)	POSITION	UPPER AGE LIMIT (IN YEARS)	MINIMUM EDUCATIONAL QUALIFICATION AND EXPERIENCE (IF APPLICABLE)
Company Secretariat (16-17/04/A)	Manager	50	<p>Graduate in Commerce and Company Secretary (CS) qualification with minimum 55% marks or eqv. CGPA/ CPI from Institute of Company Secretaries (ICSI) & an Associate/Fellow Member of ICSI</p> <p style="text-align: center;">AND</p> <p>12 years post qualification experience in Secretarial matters including statutory and regulatory compliances, corporate governance, board meetings, etc. Compliances relating to Companies Act 1956/2013 alongwith rules and secretarial standards, Stock exchange, SEBI laws, etc. Knowledge of drafting/amendments in documents such as Delegation of powers, agreements, MoU, company resolutions, etc. Should be well versed with powers available with Navratna PSUs, DPE & Govt. guidelines.</p> <p style="text-align: center;">AND</p> <p>Out of 12 years post qualification experience, minimum 5 years should be in a Listed Company</p> <p>Preference will be given to candidates having past experience in Public Sector Undertakings (PSUs).</p>

DISCIPLINE (CODE)	POSITION	UPPER AGE LIMIT (IN YEARS)	MINIMUM EDUCATIONAL QUALIFICATION AND EXPERIENCE (IF APPLICABLE)
Structural (16-17/04/B)	Senior Engineer	42	BE/ B. Tech/ B.Sc. (Engg.) in Civil discipline with minimum 65% marks or eqv. CGPA/ CPI and ME/M. Tech/M.Sc. (Engg.) in Structural discipline with minimum 65% marks or eqv. CGPA/ CPI AND 3 years post qualification experience in analysis, design and detailing of structures preferably bridges in reputed consultancy organization.
	Engineer	38	BE/ B. Tech/ B.Sc. (Engg.) in Civil discipline with minimum 65% marks or eqv. CGPA/ CPI and ME/M. Tech/M.Sc. (Engg.) in Structural discipline with minimum 65% marks or eqv. CGPA/ CPI
Chemical/ Corrosion Science (16-17/04/C)	Engineer	38	BE/ B. Tech/ B.Sc. (Engg.) in Chemical discipline with minimum 65% marks or eqv. CGPA/ CPI and ME/M. Tech/ M.Sc. (Engg.) in Chemical or Corrosion Science with minimum 65% marks or eqv. CGPA/ CPI
Environmental Science (16-17/04/D)	Engineer	38	BE/ B. Tech/ B.Sc. (Engg.) in Chemical discipline with minimum 65% marks or eqv. CGPA/ CPI and ME/M. Tech/ M.Sc. (Engg.) in Environmental Science discipline with minimum 65% marks or eqv. CGPA/ CPI
Civil (16-17/04/E)	Draftsman	48	Diploma in Civil Engineering with minimum 65 % marks or eqv. CGPA/ CPI from an Institution duly recognized by AICTE. AND 13 years post qualification experience in drafting (Civil) with Experience in drafting in AutoCad and/or Microstation. Experience in PDS/PDMS for 3D Modeling will be preferred.

Note :

- Persons with 40% or more disability only are eligible to apply.
- **The reservation of posts is demarcated between three categories of PWD i.e VH, HH & OH. However, if sufficient number of applicants of the prescribed category do not apply or not fulfill the laid down criteria then applicants of other two categories can be considered for the same post.**
- The cut-off date for educational qualification, required experience (if applicable) and upper age is **30.08.2016**.
- Candidates must have secured the minimum percentage of marks as mentioned in the table above (equivalent CGPA / CPI of percentage of marks on various point of scale is given below).
- The specified qualification should have been acquired in minimum number of years except in case of CS. **For eligibility criteria of minimum 55% in CS qualification, aggregate of Final year Groups shall be taken into consideration.**
- Please round off percentage of the marks to lower whole number e.g. for 65.9 , write 65
- Please round off CGPA to the lower decimal e.g for 5.95, write 5.9

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
55%	5.9	4.9	4.4	3.8	3.3	2.7	2
65%	7	6	5.3	4.6	4	3.3	2.5

• **EMOLUMENTS**

Designation	Pay Scale (Rs.)	Total CTC (approx) p.a in Rs (lacs)
Manager	36600-62000	17.2
Sr. Engineer	29100-54500	13.7
Engineer	24900-50500	11.7
Draftsman	14800-40500	6.8

CTC shall include Basic Pay, DA, HRA, Other Perks & Allowances, encashment of earned leaves and Retirement benefits as applicable. (Post-Retirement Medical Coverage Scheme & Pension 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” includes age relaxation for Persons with Disability candidates. Further it is relaxable by 5 years for SC/ST and 3 years for Other Backward Classes (OBC – Non Creamy Layer).
- Upper age limit is relaxable for children / family members of those who died in the year 1984 riots subject to production of certificate from the competent authority.
- 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 as on the cut-off date i.e 30.08.2016.
- The candidate should have served at least one year in the present level as on the cut off date i.e 30.08.2016.
- 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 may be at Head Office New Delhi / Gurgaon, Regional Offices at Chennai, Vadodara, Kolkata, Branch Office at Mumbai, Inspection Offices, and Construction Sites etc.

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

- **MODE OF SELECTION**

The mode of selection **for all the positions (except Draftsman) will be through Interview**. For Draftsman, the mode of selection will be through **Skill Test**.

- **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 scanned copies 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 of not more than 500 KB each in .jpg/.jpeg format

d) Disability certificate (PWD) and Caste certificate (SC/ST/OBC- Non Creamy Layer), if applicable, of not more than 500 KB each in .jpg/.jpeg 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 Skill Test/ Personal Interview, if short listed for.

STEP 6: The cut-off date of post-qualification relevant experience and upper age is 30.08.2016.

Note: In case a candidate wishes to apply in more than one area, he should fill separate applications for each post/area. All applications should be complete in all respects, as each will bear separate registration number.

- **GENERAL INSTRUCTIONS**

1. Online submission of application will be permitted on the website between **0000 hrs on 30.8.2016 till 23:59 hrs on 22.10.2016**.
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 Skill Test/ interview shall be sent by email. Kindly ensure that your email is valid and operational.**

3. EIL may restrict the no. of candidates to be called for Skill Test/ interview. Only short-listed candidates will be informed for further Skill Test/interview.
4. Candidates should take print out and retain a copy of online application form(s) for future reference.
5. 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 is required to be submitted **at the time of Skill Test/ interview**.
6. Those short listed for **Skill Test/ interview** shall be intimated through e-mail. In the absence of any of the documents mentioned below, the candidate will not be allowed to appear for Skill Test/ 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 **Skill Test/ interview**:
 - Proof of Age,
 - Educational Qualifications (All the 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.
 - 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.
7. **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.
8. **Outstation** Candidates called for **Skill Test/ Interview** for the post of **Manager/ Sr. Engineer** shall be entitled for to & fro rail fare limited to II AC sleeper rail fare and **Engineer/Draftsman** shall be entitled for to & fro rail fare limited to single 2nd class sleeper rail fare from the **mailing address mentioned in the on-line application form** to the venue of Skill Test/ 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 Skill Test/ interview by the shortest route as per rules.* The candidate will be required to fill in the Travelling Allowance (TA) form at the Skill Test/ Interview Center and submit proof for travel undertaken.
9. 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.
10. 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.
11. Court of jurisdiction for any dispute will be at Delhi.

12. EIL reserves the right to cancel the advertisement and/or the selection process there under without assigning any reason.
13. Provisions of the Persons with Disability (Equal Opportunities, Protection of Rights and Full Participation) Act, for 3% reservation are being complied with.
14. 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.
15. The applicant should essentially have proficiency in computer knowledge.
16. 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 Skill Test/ interview (if shortlisted).
17. Avenues for Career growth in the organization shall be governed by the prevailing rules & practices depending on the qualification and performance.