

Engineers India Limited, a premier engineering consultancy and turnkey contracting organization executing projects on Lump-Sum Turnkey basis in the fields of refineries, petrochemicals, pipelines, offshore, metallurgy, infrastructure, fertilizers, etc., is looking for professionals/ Specialists, offering challenging opportunities for career progression and job satisfaction. The company offers excellent opportunities for growth based on performance and potential in its various offices in India and abroad.

SPECIALISTS WITH EXPERIENCE

(HRD/Rectt./Advt./2011-12/03)

- [**POSITIONS AVAILABLE**](#)
- [**POSTS AND ELIGIBILITY**](#)
- [**CONCESSIONS & RELAXATIONS**](#)
- [**EMOLUMENTS**](#)
- [**PLACE OF POSTING**](#)
- [**MODE OF SELECTION**](#)
- [**GENERAL INSTRUCTIONS**](#)
- [**STEPS FOR APPLYING**](#)
- [**ADDITIONAL CRITERIA FOR DEPARTMENTAL CANDIDATES**](#)
- [**JOB DESCRIPTION**](#)

• **POSITIONS AVAILABLE**

CODE	DESCRIPTION
11-12/03/A1	Marketing
11-12/03/A2	Business Development & Corporate Strategy
11-12/03/A3	HR
11-12/03/A4	HR- Training & Development
11-12/03/A5	Legal
11-12/03/A6 11-12/03/A0	Finance & Accounts-
11-12/03/A7	Company Secretariat
11-12/03/A8 11-12/03/A9	Shipping
11-12/03/B1	Environment – Ecology & Biodiversity
11-12/03/B2 11-12/03/B3	Taxation Cell (F & A)

Click on the respective codes for eligibility requirement.

[TOP](#)

• **POSTS AND ELIGIBILITY**

- **The cut-off date of post-qualification relevant experience and upper age is 01.09.2011.**
- **Candidates must have secured the minimum percentage of marks as mentioned below:**

Minimum Qualifying Examination	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
Engineering Graduates	65%	7	6	5.3	4.6	4	3.3	2.5
MBA or equivalent (except obtained through correspondence)	65%	7	6	5.3	4.6	4	3.3	2.5
Company Secretary (CS)	55%	5.9	4.9	4.4	3.8	3.3	2.7	2
CA / ICWA	55%	5.9	4.9	4.4	3.8	3.3	2.7	2
LLB	55%	5.9	4.9	4.4	3.8	3.3	2.7	2
Bachelor of Arts	55%	5.9	4.9	4.4	3.8	3.3	2.7	2
Bachelor of Science / Bachelor of Commerce	60%	6.5	5.4	4.8	4.2	3.6	3	2.2
Master Degree in Environmental Sciences / Environmental Management	65%	7	6	5.3	4.6	4	3.3	2.5

- **The specified qualification shall have been acquired in minimum number of years except in case of CA/ICWA and CS**
- **Please round off percentage of the marks to lower whole number e.g. For 74.9 , write 74**
- **Please round off CGPA to the lower decimal e.g for 6.59, write 6.5**
- **Avenues for Career growth in the organization shall be governed by the prevailing rules & practices depending on the qualification and performance.**

[TOP](#)

• POSTS AND ELIGIBILITY

Minimum Post Qualification Relevant Experience (in years)	Designation	Positions Available in Areas	Upper age limit (in years)	Position Code (click the respective position code for Job Description)
1	Officer	HR	30	11-12/03/A3
3	Sr. Engineer	Marketing	35	11-12/03/A1
4	Sr. Officer	HR		11-12/03/A3
		Finance & Accounts		11-12/03/A6 11-12/03/A0
7	Dy. Manager	Marketing	40	11-12/03/A1
8		HR		11-12/03/A3
		Finance & Accounts		11-12/03/A6 11-12/03/A0
		Company Secretariat		11-12/03/A7
		Environment – Ecology & Biodiversity		11-12/03/B1
11	Manager	Marketing	45	11-12/03/A1
12		Business Development & Corporate Strategy		11-12/03/A2
		HR		11-12/03/A3
		Finance & Accounts		11-12/03/A6 11-12/03/A0
13		Company Secretariat		11-12/03/A7
	Environment – Ecology & Biodiversity	11-12/03/B1		

Minimum Post Qualification Relevant Experience (in years)	Designation	Positions Available in Areas	Upper age limit (in years)	Position Code (click the respective position code for Job Description)
14	Sr. Manager	Marketing	45	11-12/03/A1
15		Business Development & Corporate Strategy		11-12/03/A2
		HR		11-12/03/A3
		Finance & Accounts		11-12/03/A6 11-12/03/A0
		Company Secretariat		11-12/03/A7
		Environment – Ecology & Biodiversity		11-12/03/B1
16	AGM	Marketing	45	11-12/03/A1
17		Business Development & Corporate Strategy		11-12/03/A2
		HR		11-12/03/A3
		Legal		11-12/03/A5
		Company Secretariat		11-12/03/A7
17	DGM	Marketing	45	11-12/03/A1
18		Business Development & Corporate Strategy		11-12/03/A2
		HR		11-12/03/A3
		HR- Training & Development		11-12/03/A4
		Legal		11-12/03/A5
		Company Secretariat		11-12/03/A7
	GM	HR	50	11-12/03/A3

Minimum Post Qualification Relevant Experience (in years)	Designation	Positions Available in Areas	Upper age limit (in years)	Position Code (click the respective position code for Job Description)
20	Manager	Shipping	45	11-12/03/A8
12				11-12/03/A9
15	Sr. Manager			11-12/03/A9
10	Sr. Officer	Taxation Cell (F &A)	35	11-12/03/B2
4				11-12/03/B3
15	Dy. Manager		40	11-12/03/B2
8				11-12/03/B3
20	Manager		45	11-12/03/B2
13				11-12/03/B3

[TOP](#)

• **CONCESSIONS & RELAXATIONS**

- Upper age limit is relaxable by 5 years for SC/ST candidates and 3 years for Other Backward Classes (OBC) – non creamy layer candidates.
- Upper age limit for Persons with Disabilities (PD) candidates is relaxable by 5 years. Persons with 40% or more Disabilities shall be eligible for relaxation.
- **Post-Graduates in Engineering will be given relaxation in experience by one year where minimum requirement of qualification is B.E / B.Tech. / B.Sc. (Engg.), provided such qualification is relevant to the job description for the post.**
- **Candidates with additional qualification of Post-Graduates in Management (except obtained through correspondence) will be given relaxation in experience by one year where minimum requirement of qualification is B.E / B.Tech. / B.Sc. (Engg.), provided such qualification is relevant to the job description for the post.**
- **Ph.D in Engineering will be given relaxation in experience by four years where minimum requirement of qualification is B.E / B.Tech. / BSc.(Engg.), provided such qualification is relevant to the job description for the post.**
- **PhD in Applied Science, Economics / Business Economics and Business Administration will be given relaxation in experience by two years, provided such PhD is relevant to the job description for the post.**
- **One** post is reserved for Persons with Disabilities. PD candidates in any of the three categories (Blindness or Low Vision; Hearing Impaired; and Locomoter disability or Cerebral Palsy) are eligible to apply.
- Reservation of posts for SC/ST/OBC (non creamy layer)/PD candidates will be as per presidential directives.
- 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.

[TOP](#)

- **EMOLUMENTS**

Designation	Pay Scale (Rs.)	Total CTC (approx) p.a in (Rs.)- at minimum of Basic Pay
Officer	24900 - 50500	9.00 lacs
Sr. Engineer / Sr. Officer	29100-54500	11.00 lacs
Dy. Manager	32900 - 58000	12.00 lacs
Manager	36600 - 62000	14.00 lacs
Sr. Manager	43200 - 66000	16.00 lacs
AGM	51300-73000	20.00 lacs
DGM	51300-73000	20.00 lacs
GM	51300-73000	22.00 lacs

CTC shall include Basic Pay+DA+ HRA+Conveyance + Telephone Reimbursement, Other Perks & Allowance+ PRP+ Retiral benefits like PF, Gratuity, PRMCS & Pension*.

(* PRMCS & 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.

- **PLACE OF POSTING**

The place of posting may be at Head Office New Delhi / Gurgaon, Regional Offices at Chennai, Vadodara, Kolkata, 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 will be through interview only.

[TOP](#)

• **GENERAL INSTRUCTIONS**

1. Online submission of application will be permitted on the website between **0000 hrs on 24.08.2011 till 2400 hrs on 10.09.2011**.
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. EIL may restrict the no. of candidates to be called for interview. Only short-listed candidates will be informed for further 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 Interview**.
6. Those short listed for **Interview** shall be intimated through e-mail. 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 the Mark sheets & Certificates)
 - Service Certificate of past employment & proof of date of joining & its continuity in the present Organization
 - Last Salary Certificate (if applicable)
 - Attested copy of Scheduled Caste/ Scheduled Tribe/ Other Backward Class (OBC)/ Persons with Disability (PD) certificate, if applicable from the competent authority. OBC certificate produced by candidates should clearly indicate that they do not belong to creamy layer.In the absence of any of the above documents, the candidate will not be allowed to appear for interview and, in that case, no travel expenses shall be reimbursed.
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. In case it is found at any stage that the candidate is **neither meeting the requirements as laid down in the advertisement nor has given correct 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.

9. **Out Station** Candidates called for **Interview** for the post of **Officer** shall be reimbursed to & fro **2nd class** rail fare or equivalent and for the post of **Sr. Engineer /Sr. Officer / Dy. Manager / Manager / Sr. Manager/ AGM / DGM / GM** shall be entitled for to & fro rail fare limited to AC II Tier or equivalent 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.*
10. The candidate will be required to fill in the Travelling Allowance (TA) form at the **Interview** centre and submit proof for travel undertaken.
11. 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.
12. Court of jurisdiction for any dispute will be at Delhi.
13. EIL reserves the right to cancel the advertisement and/or the selection process there under without assigning any reason.
14. Eligible candidates whose children/family members have died in the 1984 riots shall be given due consideration in recruitment.
15. 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.
16. Provisions of the Persons with Disability Act for 3% reservation are being complied with.
17. 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.
18. The applicant should essentially have proficiency in computer knowledge/working in the job.
19. **Candidates who were interviewed during last one year need not apply for the same level or post.**
20. **No. of vacancies as mentioned in the advertisement are 24 (tentative), which may vary.**
21. **Candidates applying for the post of DGM / GM must have served at least 5 years in Senior Management Position**

[TOP](#)

- **STEPS FOR APPLYING**

STEP 1: Applications should be made online in the format available on our website.

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 candidates are requested **not to send** the print out of the registered application form filled on line. They have to retain a copy of the online filled in application form for future reference.

STEP 5: **The cut-off date of post-qualification relevant experience and upper age is 01.09.2011.**

- **ADDITIONAL CRITERIA FOR DEPARTMENTAL CANDIDATES**

1. The candidate should have served EIL for a minimum period of two years as on the cut off date i.e 01.09.2011
2. The candidate should have served at least one year in the present level as on the cut off date i.e 01.09.2011
3. The candidate has not already been given the advantage of Rationalization Clause at any level.
4. The present level of the candidate is not more than one level below the position applied / advertised.

[TOP](#)

• **JOB DESCRIPTION**

CODE - 11-12/03/A1

MARKETING - (Sr. Engineer /Dy. Manager / Manager /Sr. Manager / AGM /DGM)

Engineering Graduate i.e B.E./ B.Tech / B.Sc. (Engg.) from recognized University/ Institute, preferably in Chemical / Mechanical discipline with additional qualification of MBA (except obtained through correspondence) preferably in Marketing / International Trade having relevant experience in scanning of business opportunities, developing marketing plans, commitment to targets / deadlines, interaction with clients, responding to client's needs in the competitive and challenging environment, negotiating and concluding contracts preferably in Oil and Gas Industry with exposure to Indian & Overseas market and having flair for marketing . Candidates should be self-motivated, creative and having inclination towards business acumen & analytical thinking. Candidates should be willing to travel in India & abroad. Candidates with pleasing personality, good communication & presentation skills need apply.

CODE - 11-12/03/A2

BUSINESS DEVELOPMENT & CORPORATE STRATEGY - (Manager /Sr. Manager / AGM /DGM)

Engineering Graduate i.e B.E./ B.Tech / B.Sc. (Engg.) from recognized University/ Institute, in any discipline preferably with an MBA Degree (except obtained through correspondence). The incumbent will assist the Management on the development and execution of innovative market entry, long term growth strategy, business development and Merger & Acquisition. Responsibilities shall also include providing research and analytical support to cross functional teams that identify, evaluate and analyze critical strategic and technical priorities. Experience in strategic analysis and business development in a large corporate and knowledge of Oil & Gas and Engineering Consultancy business is desirable.

CODE - 11-12/03/A3

HR - (Officer / Sr. Officer / Dy. Manager / Manager / Sr. Manager /AGM / DGM / GM)

Candidates should possess an MBA Degree with HR specialization / Masters Degree in Social Work with specialization in Personnel Management & Labour Welfare or equivalent (Post Graduate Degree obtained except through correspondence) from a recognized Institute / University.

The candidate should possess relevant post-qualification experience in a large organization. Additional Degree in law will be an added advantage.

The incumbent will handle various aspects of HR management / Industrial Relations functions including manpower planning, recruitment, establishment, devising & implementing performance monitoring, preparing compensation policies & reviewing them periodically, framing HRD policies and suggesting modifications to improve their effectiveness; providing expertise and support to various levels of management on matters relating to Industrial Relations & Employees Welfare, and dealing with employee collectives apart from developing Personnel policies/practices/rules/regulations in respect of all categories of employees. The candidate is expected to possess conceptual clarity, excellent inter-personal and negotiation skills and sound knowledge of labour laws.

CODE - 11-12/03/A4

HR- TRAINING & DEVELOPMENT - (DGM)

MBA, preferably with Engineering background, with HR Specialization (except obtained through correspondence) from a recognized Institute / University. Post-qualification experience should include at least five years experience at a senior position in Training and Development department of a large organization.

The incumbent as Head of Training and Development department shall be responsible for:

- Strategizing planning, coordinating, delivering and monitoring of the entire training functions/programs aligned with business needs of the company.
- Planning, managing and implementing training schedules/calendar.
- Interfacing with divisional/departmental heads to understand their training needs and to develop customized talent development strategies.
- Procuring and building appropriate competency based training solutions including e-learning programs.
- Setting up and operating Competency Assessment and Development centre.
- Managing leadership development programs.
- Liaise with training service providers for timely and efficient delivery of training programs.
- Developing internal training resources.

CODE - 11-12/03/A5

LEGAL - (AGM / DGM)

Candidate should have regular Degree in law from recognized University / Institute in India. The candidate should have experience of working in senior position in legal department of a large construction company for at-least five years and should possess thorough knowledge of Law of contracts, Constitutional law, Sales of goods act, Arbitration & conciliation, Industrial law, Petroleum laws, Corporate laws, Land acquisition, Competition act, Consumer protection act, Foreign exchange regulation Act, Foreign contribution (Regulation) Act, Foreign trade (development & Regulation) Act, Law of Customs & Central Excise, service laws pertaining to PSUs, Taxation and Commercial laws, International laws pertaining to registration of corporate offices abroad, setting-up of joint ventures / Consortium/ Amalgamation & restructuring; Should have flair for legal research and should possess excellent communications skills.

Candidates should have hands on experience of drafting / vetting of writ petition / replies / SLPS / LPAs on service matters, Contract matters, Suits & plaints, Claims & Counter-Claims pertaining to Commercial Disputes, Incorporation of Joint Ventures, Joint bidding, Licensing agreement, Secrecy & non-disclosure agreements, Compliance of IPR Laws and Clause 49 of listing agreement of SEBI. He/ She should have adequate experience of effective interface with various in house departmental heads and senior advocates. Experience in dealing with land acquisition and documentation pertaining to various statutory obligations under Industrial law as applicable to Hydro-carbon Industries /construction industry is essential.

CODE - 11-12/03/A6 - FINANCE & ACCOUNTS (with Chartered Accountant/Cost Accountant)

CODE - 11-12/03/A0- FINANCE & ACCOUNTS (with MBA in Finance)

(Sr. Officer /Dy. Manager / Manager / Sr. Manager)

Candidate should be a Chartered Accountant/Cost Accountant/MBA in Finance (except obtained through correspondence) from a reputed Institute. The incumbent should be capable of independently handling due diligence of projects and will work in the fields of Investment decision, post-transaction integration plans, sensitivity and risk analysis; planning and evaluation of mergers & acquisition; asset purchase decisions; reviewing of financial record, evaluation of risk involved, evaluation of controls, study of plans and others related activities. Besides above he will be associated in preparation of accounts and budget and other accounting function, direct / indirect taxes and related activities, financial vetting of proposals, Treasury and Fund Management.

CODE - 11-12/03/A7

COMPANY SECRETARIAT - (Dy. Manager / Manager / Sr. Manager /AGM / DGM) -

The candidate should be a qualified Company Secretary from the Institute of Company Secretaries of India.

The candidate should have experience in handling Company Secretary's functions in a large organization. The candidate should have thorough knowledge of all laws applicable to a listed company with special reference to Public Sector Units and have adequate experience in following functions:

- Legal compliance as per Companies Act 1956 and SEBI regulations.
- Handling bonus, split of shares, investors' grievance, merger, electronic filing (MCA21).
- IPO/FPO and dividend related matters
- Handling of investors' grievances and coordination with RTA and regulatory agencies such as Stock Exchanges, ROC etc.

A regular Degree in Law from a recognized University/Institute in India (LLB/LLM) and experience in handling Legal functions in a non-banking PSU would be an added advantage.

CODE - 11-12/03/A8 - with Minimum qualification as Graduation in any Discipline

SHIPPING - (Manager)

Candidates with Graduation in any discipline with in depth knowledge in operational logistic, in particular conversant with Custom Clearance, Port handling & Air Cargo formalities pertaining to import of project material under various concessional import duty schemes. The candidate should be fully conversant with Custom Procedures, rules & regulations, EXIM policies, Movement of Heavy / Over Dimensioned consignment within the country by Multimodal Transportation / Coastal Shipping, obtaining of various project related insurance policies & processing of claims through various related agencies. The incumbent should have handled the above jobs independently & prudently in Imports / Logistic division of an Organization.

CODE - 11-12/03/A9 - with Minimum qualification as MBA

SHIPPING - (Manager / Sr. Manager)

Candidates with Graduation in any discipline & with Regular MBA (except obtained through correspondence) preferably in Foreign / International Trade with in depth knowledge in operational logistic, in particular conversant with Custom Clearance, Port handling & Air Cargo formalities pertaining to import of project material under various concessional import duty schemes. The candidate should be fully conversant with Custom Procedures, rules & regulations, EXIM policies, Movement of Heavy / Over Dimensioned consignment within the country by Multimodal Transportation / Coastal Shipping, obtaining of various project related insurance policies & processing of claims through various related agencies. The incumbent should have handled the above jobs independently & prudently in Imports / Logistic division of an Organization.

CODE - 11-12/03/B1

ENVIRONMENT- ECOLOGY & BIODIVERSITY - (Dy. Manager /Manager / Sr. Manager)

Candidate with Post Graduate Degree in Environmental Sciences / Environmental Management with experience in any one or more of the following:

- I) Basic Knowledge of application of taxonomy in resource inventory (flora & fauna) of the project area.
- II) Conducting ecological / wildlife surveys and preparation of status reports for endangered species of animals and plants and experience of providing guidance and support for conservation of services and habitats.
- III) Adequate knowledge of EIA legislation process in India.
- IV) Understanding of policies, guidelines and legislations related to ecology biodiversity conservation.
- V) Specialized Training in the field of impact assessment and ecological monitoring will be an added advantage
- VI) Contribution to EIA documentation

Training on ecosystem analysis and evaluation, landscape ecology, impact assessment on ecology / biodiversity from various industrial, infrastructural and other developmental work projects will be preferred. PhD qualification will be an added advantage.

CODE - 11-12/03/B2 - With Graduation Degree

TAXATION CELL (F& A) - (Sr. Officer / Dy. Manager / Manager)

Candidates with Graduation Degree having excellent exposure in Indirect Taxes related matters viz ED, Service Tax, VAT etc.; should also have thorough knowledge in the field of Entry Tax and Octroi; Should have familiarity with the provisions of Custom Law.

Post qualification executive experience in relevant field in a PSU/ Large Private Sector organization required. Candidate having requisite exposure in independently compiling necessary information for filing of returns and handling cases including appeals etc. shall be preferred; Should have ability to interact with authorities independently; Should also have general knowledge of tax laws.; Exposure to EPC Projects and Infrastructure Sector preferable; Should have good drafting and communication skills.

CODE - 11-12/03/B3 - With Graduation Degree and LLB

TAXATION CELL (F& A) - (Sr. Officer / Dy. Manager / Manager)

Candidates with Graduation Degree and with additional qualification of LLB Degree and having excellent exposure in Indirect Taxes related matters viz ED, Service Tax, VAT etc.; should also have thorough knowledge in the field of Entry Tax and Octroi; Should have familiarity with the provisions of Custom Law.

Post qualification executive experience in relevant field in a PSU/ Large Private Sector organization required. Candidate having requisite exposure in independently compiling necessary information for filing of returns and handling cases including appeals etc. shall be preferred; Should have ability to interact with authorities independently; Should also have general knowledge of tax laws.; Exposure to EPC Projects and Infrastructure Sector preferable; Should have good drafting and communication skills.