

(HRD/Rectt./Advt./2016-17/05)

Engineers India Limited, 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 and 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. As part of its expansion plans, EIL is looking for suitably qualified, experienced and motivated individuals in the following disciplines to be catalysts for this growth: -

CODE	DISCIPLINE	POSITION	NO. OF VACANCIES (TENTATIVE)			
			UR	SC	ST	OBC
16-17/05/A	Company Secretariat	Sr. Manager	01	-	-	-
	Company Secretariat	Sr. Officer	01	-	-	-
16-17/05/B	Rajbhasha – Hindi	Jr. Hindi Translator	01	-	-	-
TOTAL			03	-	-	-

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ELIGIBILITY & DESIRED QUALIFICATION/EXPERIENCE

DISCIPLINE (CODE)	POSITION	UPPER AGE LIMIT (IN YEARS)	MINIMUM EDUCATIONAL QUALIFICATION AND EXPERIENCE (IF APPLICABLE)
Company Secretariat 16-17/05/A	Sr. Manager	44	<p>Graduate in Commerce and Company Secretary (CS) qualification with minimum 55% marks or eqv. CGPA/ CPI from Institute of Company Secretaries of India (ICSI) & an Associate/Fellow Member of ICSI</p> <p style="text-align: center;">AND</p> <p>16 years 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 should possess good communication/ presentation skills and be able to assist Company Secretary in all the secretarial matters.</p> <p>Preference will be given to candidates who are currently working in a Listed CPSE for at least 3-4 years or having at least 10 years' experience in a Listed company of a size comparable with EIL.</p>

DISCIPLINE (CODE)	POSITION	UPPER AGE LIMIT (IN YEARS)	MINIMUM EDUCATIONAL QUALIFICATION AND EXPERIENCE
Company Secretariat 16-17/05/A	Sr. Officer	32	<p>Graduate in Commerce and Company Secretary (CS) qualification with minimum 55% marks or eqv. CGPA/ CPI from Institute of Company Secretaries of India (ICSI) & an Associate/Fellow Member of ICSI</p> <p style="text-align: center;">AND</p> <p>4 years post qualification experience in Secretarial matters including statutory and regulatory compliances, corporate governance, board/committee/general meetings, agenda compilation for various meetings including arrangements, filing of forms on MCA21, maintenance and updating of statutory register and records, monitoring amendments in various laws etc. Assisting in compliances relating to Companies Act 1956/2013 along with rules and secretarial standards, Listing Regulations, Stock exchanges compliances, SEBI laws, Dividend etc. Knowledge of amendments in Memorandum and Articles of Association, Drafting of resolutions, Buy back/bonus/split of shares, Formation of JVs and Subsidiaries/Mergers/De-mergers, coordination with Statutory/regulatory bodies/authorities, etc. The incumbent should 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 Company for at least 2-3 years or having experience of working in a Listed CPSE.</p>
Rajbhasha – Hindi 16-17/05/B	Jr. Hindi Translator	30	<p>(i) Master Degree in Hindi with English as a main subject at Degree level OR</p> <p>(ii) Master Degree in English with Hindi as a main subject at Degree level OR</p> <p>(iii) Master Degree in any subject with English & Hindi as main subjects at Degree level</p>

			<p>ADDITIONAL REQUIREMENT: Diploma/ Certificate course in translation from Hindi to English and vice -versa</p> <p style="text-align: center;">OR</p> <p>2 years' post qualification experience of translation work from Hindi to English and vice-versa in Central/State Govt. Offices including Govt. of India undertaking/other offices</p> <p>Preference will be given to candidates having computer knowledge (MS Office, Excel & Power Point) and knowledge of online translation through internet.</p>
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Note:

- Post qualification experience will be counted from the date of becoming the Associate/Fellow Member of ICSI for Company Secretariat posts.
- For eligibility criteria of minimum 55% in CS qualification, aggregate of all Groups/modules (excluding foundation) shall be taken into consideration.
- The cut-off date for educational qualification, required post-qualification relevant experience (if applicable) and upper age is **15.02.2017**.
- 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 (Company Secretariat)	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

- The specified qualification should have been acquired in minimum number of years except in case of CS.
- Please round off percentage of the marks to lower whole number e.g. for 57.9 , write 57
- Please round off CGPA to the lower decimal e.g for 5.95, write 5.9

• **EMOLUMENTS**

Designation	Pay Scale (Rs.)	Total CTC (approx.) ² p.a in Rs (lacs)
Sr. Manager(CS)	43200-66000	20.70
Sr. Officer(CS)	29100-54500	14.00
Jr Hindi Translator	13800-38500	6.40

CTC shall include Basic Pay, DA, HRA, Other Perks & Allowances, Performance Related Pay, encashment of earned leaves, Retirement benefits etc. 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**

- 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 (PwD) candidates is relaxable by 10 years. Persons with 40% or more Disabilities shall be eligible for relaxation.
- 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 15.02.2017.
- The candidate should have served at least one year in the present level as on the cut off date i.e 15.02.2017.
- 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 for positions of Company Secretariat may be at Head Office New Delhi / Gurgaon, Regional Offices at Chennai, Vadodara, Kolkata, Branch Office at Mumbai, Inspection Offices, and Construction Sites etc.

The Place of posting for Jr. Hindi Translator is **Branch Office at Mumbai.**

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

- **MODE OF SELECTION**

The mode of selection for the position of **Sr. Manager (CS) and Sr. Officer (CS) will be through interview and for Jr. Hindi Translator will be through Skill Test only.**

- **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) 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 certificates 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 shall retain a copy of the printout of the application form which will be required at the time of Personal Interview/skill test, if shortlisted.

Note 1. The cut-off date of post-qualification relevant experience and upper age is 15.02.2017.

2. 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 completed in all respects, as each will bear separate registration number.

- **GENERAL INSTRUCTIONS**

1. Online submission of application shall be permitted on the website between **0000 hrs on 15.02.2017 till 23.59 hrs on 16.03.2017.**
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. Please note that information regarding extension of the last date of online submission of application (if any) shall be published in EIL's website www.engineersindia.com only. Hence, candidates shall ensure to keep track of the same.
4. 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.
5. Candidates should take print out and retain a copy of online application form(s) for future reference.
6. Copy of the online application **is not to be sent by post**. The print out of application should be retained by candidate & five copies of the application is required to be submitted **at the time of skill test/interview**.
7. 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)
 - All experience 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 (if applicable) 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 **Sr. Manager (CS)/Sr. Officer (CS)** shall be entitled to II Tier AC rail fare and **Jr. Hindi Translator** shall be entitled for to & fro rail fare limited to 2nd class 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 skill test /Interview center and submit proof for travel undertaken.
9. The venue for interview for positions in Company Secretariat is likely to be in Delhi. However, venue for skill test for Rajbhsha (Hindi) position shall be Mumbai and/or Delhi which will be decided by the management later on.

10. 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.
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. 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 who were interviewed/ underwent skill test during last one year are not eligible to apply for the same level or post.
17. In case a candidate wishes to apply in more than one area, he should fill separate online applications for each post/discipline. All applications should be complete in all respects, as each will bear separate registration number.
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 skill test /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.