

SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES

(HRD/Rectt./Advt./2015-16/04)

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. 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: -

<u>CODE</u>	<u>DISCIPLINE</u>	<u>POSITION</u>	<u>NO OF VACANCIES</u>	<u>BREAKUP OF VACANCIES</u>
CODE : 15-16/04/A	Structural	Engineer	03	VH: 04 HH: 03 OH: 03
CODE : 15-16/04/B	Geotech		01	
CODE : 15-16/04/C	Metallurgy		01	
CODE : 15-16/04/D	Chemical/ Corrosion Science		01	
CODE : 15-16/04/E	Environmental Science		01	
CODE : 15-16/04/F	Chemical		03	
CODE : 15-16/04/G	Finance and Accounts	Asst. Finance & Accounts Officer	01	OH: 01
CODE : 15-16/04/H	Rajbhasha – Hindi	Jr. Hindi Translator	02	HH: 01 OH: 01
<u>TOTAL</u>			<u>13</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 01.08.2015:**

DISCIPLINE (CODE)	POSITION	UPPER AGE LIMIT (IN YEARS)	MINIMUM EDUCATIONAL QUALIFICATION
Structural (15-16/04/A)	Engineer	33	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
Geotech (15-16/04/B)	Engineer	33	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 Geo-tech discipline with minimum 65% marks or eqv. CGPA/ CPI
Metallurgy (15-16/04/C)	Engineer	33	BE/ B. Tech/ B.Sc. (Engg.) in Metallurgy discipline with minimum 65% marks or eqv. CGPA/ CPI and ME/M.Tech/M.Sc. (Engg.) in Metallurgy discipline with minimum 65% marks or eqv. CGPA/ CPI preferably with corrosion science specialization
Chemical/ Corrosion Science (15-16/04/D)	Engineer	33	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 (15-16/04/E)	Engineer	33	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
Chemical (15-16/04/F)	Engineer	33	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 discipline with minimum 65% marks or eqv. CGPA/ CPI

Finance and Accounts (15-16/04/G)	Asst. Finance & Accounts Officer	32	CA/CWA with minimum 55% marks or eqv. CGPA/ CPI
Rajbhasha – Hindi (15-16/04/H)	Jr. Hindi Translator	40	<p>(i) Master Degree in Hindi with English as a main subject at Degree level OR (ii) Master Degree in English with Hindi as a main subject at Degree level OR (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>

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 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 **01.08.2015**.
- 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 CA/CWA.
- 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)
Engineer	24900- 50500	11.72
Asst Finance & Accounts Officer	16400-40500	7.59
Jr Hindi Translator	13800-38500	6.32

CTC shall include Basic Pay, DA, HRA, Other Perks & Allowances, Performance Related Pay, 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 and 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 01.08.2015.
- The candidate should have served at least one year in the present level as on the cut off date i.e 01.08.2015.
- 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 the position of **Jr. Hindi Translator will be through Skill Test and/or Interview.** Those candidates who will pass the Skill Test (if applicable) will be allowed to appear for interview. The selection for all other posts (Engineer/ Assistant Finance & Accounts Officer) will be through interview 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) 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) Qualifying degree certificate of not more than 900 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 Skill test/ Personal Interview, if short listed for.

STEP 6: The cut-off date of post-qualification relevant experience and upper age is 01.08.2015.

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 28.08.2015 till 2400 hrs on 27.09.2015.**
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 **Engineer/Assistant Finance & Accounts Officer/Jr. Hindi Translator** shall be entitled for to & fro rail fare limited to sleeper class 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 centre 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 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.