

**RECRUITMENT FOR EXPERIENCED PERSONNEL**

**(HRD/Rectt./Advt./2017-18/07)**

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 : 17-18/07/A	Company Secretariat	Manager	1	02 UR 01 SC 01 OBC
CODE : 17-18/07/B	Town Planner	Manager	1	
CODE : 17-18/07/C	Naval Architect	Manager	1	
CODE : 17-18/07/D	Mining	Manager	1	
CODE : 17-18/07/E	Environment	Sr. Engineer	1	02 UR
CODE : 17-18/07/F	Legal	Sr. Officer	3	02 OBC
CODE : 17-18/07/G1	Rajbhasha	Jr. Hindi Translator	5	03 UR 01 SC 01 OBC
CODE : 17-18/07/G2		Hindi Typist	3	03 UR
<b><u>TOTAL</u></b>			<b><u>16</u></b>	<b><u>16</u></b>

**DETAILS:**

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• **ELIGIBILITY & DESIRED QUALIFICATION/ EXPERIENCE (IF APPLICABLE) AS ON 29.11.2017:**

	POSITION	UPPER AGE LIMIT (IN YEARS)	MINIMUM EDUCATIONAL QUALIFICATION AND EXPERIENCE (IF APPLICABLE)
COMPANY SECRETARIAT (17-18/07/A)	Manager	40	<p>1. Graduate in Commerce with Company Secretary (CS) qualification with minimum 55% marks or eqv. CGPA/ CPI from Institute of Company Secretaries of India (ICSI) &amp; an Associate/Fellow Member of ICSI</p> <p style="text-align: center;">AND</p> <p>2. 12 years post qualification experience (post ACS) 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, IPO/FPOs/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 be able to assist Company Secretary in all the secretarial matters.</p> <p style="text-align: center;">AND</p> <p>3. The Candidate must be working in Secretarial Department of a Listed Company for the last 5 years.</p> <p>Preference will be given to candidates who are currently working in a Listed CPSE for at least 5 years.</p>

<b>TOWN PLANNER</b> (17-18/07/B)	Manager	40	<ol style="list-style-type: none"> <li>1. BE/B.Tech/B.Sc. (Engg.) in Civil / B.Arch with minimum 65% marks or eqv. CGPA/ CPI with Post Graduate Degree in Town and Country Planning or its equivalent with minimum 65% marks or eqv. CGPA/ CPI from a recognized Institute/University as also recognized by the Institute of Town Planners.</li> </ol> <p style="text-align: center;">AND</p> <ol style="list-style-type: none"> <li>2. 11 years post qualification experience in integrated land use planning, preparing Master Plans for cities / urban areas / industrial townships. Experience in delivering Conceptual Design work and Preparation of presentation material such as PowerPoint slide shows, tables, diagrams, drawings sketches and plans, technical reports, progress reports, deliverable Master Plan reports. The incumbent must have the ability to deliver drawings and graphic rendered outputs for 2D and 3D. Must have ability to do 3D modeling in a range of software, if required.</li> </ol>
<b>NAVAL ARCHITECT</b> (17-18/07/C)	Manager	40	<ol style="list-style-type: none"> <li>1. BE/ B. Tech/ B.Sc. (Engg.) in Naval Architecture with minimum 65% marks or eqv. CGPA/ CPI</li> </ol> <p style="text-align: center;">AND</p> <ol style="list-style-type: none"> <li>2. 12 years post qualification experience in Naval Architecture, should have Knowledge in naval architecture standards, practices and tools; Ability to apply regulatory body rules, ship specifications &amp; guidelines of various codes / standards and to perform design, engineering and hydrodynamic analysis of ships, VLCCs, LNGCs, FPSOs and FSRUs and other floating bodies. Candidate shall have experience of performing complex analyses of hull forms to perform hydrodynamic performance, station-keeping, sea-keeping, weight and stability analysis; Proficiency in using naval architecture software tools and professional experience of using hydrodynamic analysis software packages(s) (like Moses, Ansys Aqwa, etc.). ME/M.Tech/M.Sc (Engg.) in Naval Architecture will be an added advantage.</li> </ol>

MINING (17-18/07/D)	Manager	40	1. BE/ B. Tech/ B.Sc. (Engg.) in Mining discipline with minimum 65% marks or eqv. CGPA/ CPI. AND 2. 12 years post qualification relevant experience alongwith knowledge of up to date mining rules & regulations, geostatistics for geological reserves evaluations and mine planning. The candidate should be conversant with working in an IT environment. Candidate shall be responsible to work independently & to lead a team of mining Engineers. AND 3. Candidate should have at least 3 years experience (out of total 12 years post qualification experience) in a large open cast mine (major minerals).  Preferred – Candidates with ME/ M.Tech/ M.Sc (Engg.) in Mining discipline, First Class Mines Manager Certificate (Restricted/ Unrestricted), RQP (Recognition as qualified person), work experience of 2-3 years with reputed consultancy agency, work experience of reputed Geology and Mine planning software like Surpac/ Datamine etc, will be preferred.
ENVIRONMENT (17-18/07/E)	Sr. Engineer	32	1. BE/ B. Tech/ B.Sc. (Engg.) in Chemical/Civil/Environment discipline with minimum 65% marks or eqv. CGPA/ CPI. AND 2. 4 years post qualification experience in carrying out process design & engineering of water and wastewater/effluent treatment plants. Candidates having additional experience in process design & engineering of effluent recycle/tertiary treatment & zero liquid discharge plants and having experience in commissioning & operation of water & wastewater/effluent treatment plants would be preferred.

<p>LEGAL (17-18/07/F)</p>	<p>Sr. Officer</p>	<p>32</p>	<p>1. Degree in law (full time) from recognized university/Institute in India with minimum 55% marks or eqv. CGPA / CPI.</p> <p style="text-align: center;">AND</p> <p>2. 4 years post-qualification experience as an Executive / Officer in the Legal set up of the Government / Semi Government/ Public Sector Undertaking/ Nationalized Banks/ Listed Companies* and should have sound knowledge of Civil / Commercial / Industrial /Labour/ Company Laws etc.</p> <p>*Listed Companies would mean and include Companies listed on NSE or Group A &amp; B of BSE.</p> <p>The candidates with following experience will be preferred:</p> <ol style="list-style-type: none"> <li>1. Drafting /scrutinizing/vetting of tenders &amp; other bidding documents, commercial deeds/documents including inter-alia instrument, affidavits, deeds, agreements, contracts, indemnity bonds, bank guarantees, consortium &amp; collaboration agreements etc as well as pleadings.</li> <li>2. Rendering legal opinion/ advice on various matters.</li> <li>3. Handling legal/court cases including court, arbitration, domestic enquiry proceedings, service matters, labour cases etc.</li> <li>4. Ensuring compliance with statutory requirements under various laws including SEBI compliances.</li> <li>5. Experience of land acquisition matters and reviewing property related documents including title deeds etc.</li> <li>6. International laws pertaining to registration of corporate offices abroad, setting- up of joint ventures / Consortium/ Amalgamation &amp; restructuring.</li> </ol>
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Rajbhasha (17-18/07/G1)	Jr. Hindi Translator	30	<p>1. Master Degree of recognized university in Hindi with English as main subject at Degree level OR Master Degree of recognized university in English with Hindi as main subject at Degree level OR Master Degree of recognized university in any subject with Hindi and English as main subject at Degree level</p> <p style="text-align: center;">AND</p> <p>2. Diploma/Certificate of one year duration from recognized university/institute in Translation from English to Hindi and vice-versa OR 2 years post qualification experience of translation work from English to Hindi and vice-versa in govt. offices including central and state PSU or other offices.</p> <p>Preference will be given to the candidate having knowledge of Hindi typing and Computers (MS Office, Excel and Powerpoint etc.)</p>
Rajbhasha (17-18/07/G2)	Hindi Typist	30	<p>1. Graduation Degree in any discipline from recognized university.</p> <p style="text-align: center;">AND</p> <p>2. 1 year post qualification experience of Hindi typing in govt. offices including central and state PSU or other offices and 30 w.p.m speed in Hindi Typing</p> <p>Preference will be given to the candidates having studied Hindi and English as main subjects at graduation/above level examination and knowing bilingual typing (English and Hindi).</p>

**Note:**

- The cut-off date for educational qualification, required experience (if applicable) and upper age is **29.11.2017**.

- 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.
- 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
<b>55%</b>	<b>5.9</b>	<b>4.9</b>	<b>4.4</b>	<b>3.8</b>	<b>3.3</b>	<b>2.7</b>	<b>2</b>
<b>65%</b>	<b>7</b>	<b>6</b>	<b>5.3</b>	<b>4.6</b>	<b>4</b>	<b>3.3</b>	<b>2.5</b>



• **EMOLUMENTS**

Designation	Pay Scale (Rs.)	Total CTC (approx) p.a in Rs (lacs)
Manager	36600-62000	17.84
Sr. Engineer/ Sr. Officer	29100-54500	14.21
Jr. Hindi Translator	13800-38500	6.57
Hindi Typist	11900-32000	5.65

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). **The pay scale is likely to be revised w.e.f. 01.01.2017.**

• **CONCESSIONS/RELAXATIONS**

- 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.
- Post-graduates in engineering (relevant to the post) will be given relaxation in experience by one year where minimum requirement of qualification is B.E / B.Tech / B.Sc. (Engg.)
- Ph.D in engineering (relevant to the post) will be given relaxation in experience by four years where minimum requirement of qualification is B.E / B.Tech / B.Sc. (Engg.) and by three years where minimum requirement of qualification is M.E / M.Tech / M.Sc. (Engg.)

• **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 may be at Head Office New Delhi / Gurugram, 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 Jr Hindi Translator and Hindi Typist) will be through Interview (at Delhi)**. For Jr Hindi Translator and Hindi Typist, the mode of selection will be through **Skill Test (s)**.
- The venue of the skill test(s) for the post of Jr. Hindi Translator and Hindi typist will be at Delhi NCR only, however the management may consider the venue of skill test at other locations such as Mumbai, Vadodara, Kolkata and Chennai based on the no. of applications.
- It is further clarified that test for typing for the post of Hindi Typist shall be conducted on unicode equipped computers only. Non standard / non unicode local fonts i.e. Krutidev, Arjun,krishna,chanakya etc. shall not be used in typing 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 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 Skill Test/ Personal Interview, if short listed for.

**STEP 6: The cut-off date of post-qualification relevant experience and upper age is 29.11.2017.**

**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 29.11.2017 till 2359 hrs on 18.12.2017**.
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. 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](http://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 marksheets and certificates) and experience documents may be attached alongwith online application to avoid rejection of incomplete applications.
5. 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.
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 is required to be submitted **at the time of Skill Test/ interview**.
8. 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 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 Manager/Sr. Engineer/Sr. Officer shall be entitled for to & fro rail fare limited to II AC sleeper rail fare and candidates called for **Skill Test** for the post of Jr. Hindi Translator/ Hindi Typist shall be entitled for to & fro rail fare limited to single 2<sup>nd</sup> 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.
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 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.