

RECRUITMENT FOR EXPERIENCED PERSONNEL

(HRD/Rectt./Advt./2021-22/01)

Engineers India Limited, a Navratna PSU and an Engineering Consultancy Company is looking for dynamic & self-motivated professionals with zeal to learn, contribute and grow with the Company. In the last five decades, the Company has executed some of India’s major projects in refineries, petrochemicals, pipelines, offshore, metallurgy, infrastructure & fertilizer sectors and has embarked on an expansion plan into sunrise sectors such as Nuclear, Solar, Water & Waste Management with increasing international presence in over 13 countries world-wide. EIL is looking for suitably qualified, experienced and motivated professionals in the following discipline to partner in its growth story: -

<u>CODE</u>	<u>DISCIPLINE</u>	<u>POSITION</u>	<u>NO. OF VACANCY *</u>
21-22/01/A	Hindi	Jr. Hindi Translator	3 (UR)
21-22/01/B	Legal	Dy. Manager	2 (UR-1, ST-1)
		Manager	1 (UR)

* Reservation for PwDs (Persons with Disability)/EWS exist as per Gol (Government of India) directives

DETAILS:

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• **ELIGIBILITY & DESIRED QUALIFICATION/ EXPERIENCE AS ON 31.03.2021:**

POSITION CODE	POSITION	UPPER AGE LIMIT (IN YEARS)	MINIMUM EDUCATIONAL QUALIFICATION	POST QUALIFICATIONS EXPERIENCE
Hindi 21-22/01/A	Jr. Hindi Translator	30	Master's Degree from recognized university in Hindi with English as main subject at Degree level OR Master's Degree from recognized university in English with Hindi as main subject at Degree level OR Master's Degree from recognized university in any subject with Hindi and English as main subject at Degree level	Diploma/Certificate of minimum 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. Preference will be given to the candidate having knowledge of Hindi typing and Computers (MS Office, Excel and Powerpoint etc.)

POSITION CODE	POSITION	UPPER AGE LIMIT (IN YEARS)	MINIMUM EDUCATIONAL QUALIFICATION	POST QUALIFICATIONS EXPERIENCE
Legal 21-22/01/B	Dy. Manager	32	Degree in law (full time) with minimum 55% marks from recognized university/Institute in India	Minimum 4 (four) years post qualification experience as a Law Executive in State/ Central Government Department(s)/ Institution(s)/ Undertaking(s) and/ or Private Sector Organization(s)/ Institution(s)/ Company(ies)/ Legal Firm(s) of repute. Candidates must have hands on experience in handling litigation before different Judicial/ Quasi-Judicial Forums, Industrial/ Labour law matters, Arbitration and Conciliation matters, Drafting & vetting various legal documents, handling legal matters pertaining to Mergers, Acquisitions & Joint Ventures. Preference will be given to candidates having experience in Oil & Gas/ Petrochemical Industry. Candidates working in Government/ Public Sector Undertaking must have minimum one year experience in one level lower pay scale or equivalent.
	Manager	36		Minimum 8 (eight) years post qualification experience as a Law Executive in State/ Central Government Department(s)/ Institution(s)/ Undertaking(s) and/ or Private Sector Organization(s)/ Institution(s)/ Company(ies)/ Legal Firm(s) of repute. Candidates must have hands on experience in handling litigation before different Judicial/ Quasi-Judicial Forums, Industrial/ Labour law matters, Arbitration and Conciliation matters, Drafting & vetting various legal documents, handling legal matters pertaining to Mergers, Acquisitions & Joint Ventures. Preference will be given to candidates having experience in Oil & Gas/ Petrochemical Industry. Candidates working in Government/ Public Sector Undertaking must have minimum one year experience in one level lower pay scale or equivalent.

Note:

- The cut-off date for educational qualification, required experience (if applicable) and upper age is **31.03.2021**.
- Candidates are required to specify the percentage marks in the qualifying degree. Wherever CGPA/OGPA/CPI or letter grade in a qualifying degree is awarded by the University/Institute, equivalent percentage of marks should be indicated as per the norms adopted by University/Institute. Candidates will be required to submit documentary proof/ certificate to this effect from the Institute/University at the time of interview/Skill Test.

In case, the candidate is not able to produce the documentary proof/ certificate to this effect from the Institute/University in support of the percentage marks entered at the time of interview/Skill Test, the percentage will be calculated as per the table given below and eligibility of the candidate for appearing in interview/Skill Test shall be established accordingly:

Percentage of Marks in the qualifying examination	CGPA / CPI on 10 point scale	CGPA / CPI on 9 point scale	CGPA / CPI on 8 point scale	CGPA / CPI on 7 point scale	CGPA / CPI on 6 point scale	CGPA / CPI on 5 point scale	CGPA / CPI on 4 point scale
65%	7	6	5.3	4.6	4	3.3	2.5

- The specified qualification should have been acquired within the prescribed minimum course duration.
- Please round off percentage of the marks to lower whole number e.g. for 65.9 , write 65

- **EMOLUMENTS**

Designation	Pay Scale (Rs.)	Total CTC (approx) p.a in Rs (lacs)
Jr. Hindi Translator	29000-120000	7.7
Dy. Manager	70000-200000	18.8
Manager	80000-220000	21.4

CTC shall include Basic Pay, DA, HRA, other Perks & Allowances, encashment of earned leaves and Retirement benefits as applicable. (Post-Retirement Medical Coverage 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” 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.

- **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 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 above positions may be at Head Office-Delhi/Gurugram.

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

- **MODE OF SELECTION**

- The mode of selection for the position of Dy. Manager/Manager (Legal) **will be through Interview**, preferably at Delhi or through Video Conferencing.
- For Jr Hindi Translator, the mode of selection will be through **Skill Test** (Venue/Mode of Skill test shall be intimated separately to the shortlisted candidates). In case of Skill Test other than through online mode, the venue of the skill test(s) 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.

• **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)/EWS, 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 Interview/Skill Test (for interview/Skill Test carried out through modes other than Video/Tele Conferencing) if shortlisted.

STEP 6: The cut-off date of post-qualification relevant experience and upper age is 31.03.2021.

• **GENERAL INSTRUCTIONS**

1. Online submission of application will be permitted on the website between **0000 hrs on 16.04.2021 till 2359 hrs on 30.04.2021.**
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/Skill Test 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 only.
4. Candidates are informed that it is mandatory to attach the documents as per list mentioned above alongwith online application. The position being advertised is 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. The prescribed qualification/experience are the minimum and mere possession of the same does not entitle a candidate for participating in the selection process. EIL may restrict the number of candidates to be called for interview/Skill Test by raising the percentage of marks obtained in qualifying examinations and/or relevance of experience required for the post etc. Only short-listed candidates will be informed for interview/Skill Test through email.
6. Candidates should 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 & **five copies of the application is required to be submitted at the time of** interview/Skill Test (for interview/Skill Test carried out through modes other than Video/Tele Conferencing).
8. Those short listed for interview/Skill Test shall be intimated through e-mail. In absence of any of the documents mentioned below, the candidate will not be allowed to appear for interview and in that case, no travel expenses shall be reimbursed (for interview/Skill Test carried out through modes other than Video/Tele Conferencing). They are required to bring/furnish the **following original certificates** along with attested photocopies as documentary proof at the time of interview/Skill Test or as communicated
 - 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)/EWS 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. **In case physical presence is required for the** interview/Skill Test, Outstation Candidates called for interview/Skill Test shall be entitled for to & fro rail fare limited to IInd class Sleeper Rail fare and candidates called for interview for the post Dy. Manager/Manager (Legal) shall be entitled to IInd AC sleeper rail fare, from the **mailing address mentioned in the on-line application form** to the venue of interview/Skill Test 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/Skill Test by the shortest route as per rules.* The candidate will be required to fill in the Travelling Allowance (TA) form at the interview/Skill Test 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 (if applicable) 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 interview/Skill Test (if shortlisted).
19. Avenues for Career growth in the organization shall be governed by the prevailing rules & practices depending on the qualification and performance.