



# इलेक्ट्रॉनिक्स कॉर्पोरेशन ऑफ़ इंडिया लिमिटेड ELECTRONICS CORPORATION OF INDIA LIMITED

[भारत सरकार का (परमाणु उर्जा विभाग) उद्यम]  
[A Govt. of India (Dept. of Atomic Energy) Enterprise]  
ECIL Post, Hyderabad – 500062, Telangana  
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ECIL is a Schedule 'A' CPSE under the Department of Atomic Energy setup with a view to generate a strong indigenous capability in the field of professional grade electronics. The initial accent was on total self-reliance and ECIL was engaged in the Design, Development, Manufacture and Marketing of several products with emphasis on three technology lines viz. Computers, Control Systems and Communications. Over the years, ECIL has pioneered in development of various complex electronic products while diversifying its products and services into Aerospace, Defence, Nuclear, Security and IT & e-Governance verticals

We are looking for dynamic and result-oriented personnel for the following position purely on fixed tenure contract basis, for a period of **One Year (extendable depending on project requirements & satisfactory performance of the candidate)** to work for various Divisions under Defence Vertical:

Name of the Post	No. of posts	Work Location	Upper age limit (UR)	Consolidated contract Pay*
Defence Liaisoning Officer on Contract	2 (UR)	Hyderabad	55 yrs.	₹ 48,200 pm.
	1 (UR)	Bhatinda		

\* The incumbent is also eligible for other benefits such as Re-imbursement of Mediciam premium, Company PF, TA/DA (while on official duty) & Leave rules as applicable.

## **I. QUALIFICATION & EXPERIENCE:**

- The candidate should have a Graduation degree or its equivalent in any discipline from an Indian University / Institution recognized by appropriate statutory authority.
- Should have retired as JCO or its equivalent post from Indian Army / Navy / Air Force with minimum 10 years of experience in Liaisoning cum Secretarial work with the following abilities / skills:
  - Effective drafting skills with exposure in Liaisoning / Office Management / Record keeping / Secretarial functions in Armed Forces / Corporate Sector.
  - Well conversant with MS Office & its applications.
  - Ability to read, write & speak Hindi & English languages
  - Should be **Shape 1 (Medical Category)** during release from Defence forces.

## **II. RESERVATIONS AND RELAXATIONS:**

Reservations & Relaxations will be as per Govt. directives.

**Age Relaxation:** 3 years for OBC & 10 more years relaxation for PwD category. The upper age limit is relaxed by 5 years for candidates who had ordinarily been domiciled in the State of Jammu & Kashmir from 01/01/1980 to 31/12/1989. However, maximum age including all relaxations should not exceed 58 yrs. as on date of selection.

### **III. HOW TO ATTEND:**

Eligible candidates may download the Application Form from our website ([www.ecil.co.in](http://www.ecil.co.in)) and should **report at 10:00 hrs.** with duly filled in application form & resume along with the following original certificates & a set of self-attested photocopies:

- a. SSC certificate or School leaving certificate as Date of birth proof;
- b. Registration proof of District Sainik Welfare Board
- c. Discharge Medical Certificate indicating Shape 1.
- d. Identity proof (Govt. issued only; Aadhar, Passport etc.) & recent p/p size color photograph;
- e. CGPA conversion certificate from institution/university, if any;
- f. Documents in support of Qualification (SSC, Intermediate/ITI/Diploma, B.Tech./B.E. Certificates along with Marks memo, as applicable);
- g. Experience certificate from previous employment (Appointment Order & recent pay slips, if working);
- h. A valid certificate with respect to Persons with Disabilities (PwD); Discharge certificate in case of Ex-servicemen; Relevant certificate, if claiming age relaxation as candidate from J&K; if any.

#### **Venue details:**

Work Location	Walk-in / Selection Venue
Hyderabad (on 30/04/2022)	Corporate Office, Electronics Corporation of India Limited, ECIL Post, Hyderabad – 500062.
Bhatinda (on 04/05/2022)	ECIL Zonal Office, D-15, DDA Local Shopping Complex, A-Block, Ring Road, Naraina, New Delhi – 110028.

### **IV. SELECTION METHOD:**

Candidates will be allowed only after registration at the venue & successful document verification. The selection will be based on performance in the Personal Interview

Final recommendations will be made based on the performance and purely on merit basis.

### **V. GENERAL CONDITIONS:**

- a. Candidate should read the complete advertisement carefully and ensure that he / she has fulfilled the eligibility criteria of the post stated in the advertisement in all respects.
- b. Candidates who studied full time / regular courses are only eligible. Correspondence / distance mode / e-learning / part time courses shall not be considered.
- c. The Degree of Disability for PwD Candidates is 40% & above.
- d. Upper age limit will be calculated as on selection date.
- e. Company reserves the right to raise the eligibility criteria to restrict the no. of eligible candidates to be called for written test and also fill up the post or alter the no. of posts or even cancel the whole process of recruitment without assigning any reason.

- f. All qualifications should be from a recognized Indian University / Institution recognized by appropriate Statutory Authority.
- g. In case of CGPA, relevant certificate from the Institution/University to be produced with regards to conversion of CGPA to percentage.
- h. The application is liable for rejection at any stage of recruitment process in case of suppression of facts/furnishing of false information.
- i. Any Legal proceeding in respect of any matter / claim or dispute arising out of this advertisement and / or any application in response thereto can be instituted only limited to Courts at GHMC (Kapura Circle) alone shall have exclusive jurisdiction.
- j. Canvassing in any form will result in immediate rejection of application.
- k. No electronic gadgets/devices will be allowed throughout the Selection Process.
- l. Only Indian Nationals are eligible.
- m. No TA/DA will be paid for attending the selection process.
- n. In view of the current pandemic, candidates are requested to follow necessary personal / respiratory hygiene / Cough Etiquette and strictly adhere to prescribed COVID-19 protocol (issued by the Government). Always wear mask, frequently sanitize hands and maintain physical distance.

**VI. CAUTION TO ALL CANDIDATES:**

Some unscrupulous elements may approach you with the assurance of procuring contractual appointment for you in ECIL through illegal gratification. You must not fall prey to such assurance or exploitation and must not entertain or encourage such elements in any way; it is emphasized and re-assured that the selection exercise will be done on the basis of merit only and in a transparent manner.

**Please Note:** Corrigendum/extension etc., if any shall be published only on our website: “www.ecil.co.in” in “Careers” column. Please visit our website regularly.

**Advt. No. 14/2022**

**DGM (HR)**

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