



## **ELECTRONICS CORPORATION OF INDIA LIMITED**

A Govt. of India (Department of Atomic Energy) Enterprise  
ECIL Post, Hyderabad - 500062  
Email : jarait.j@ecil.co.in / madhaviaurorab@ecil.co.in  
Ph: 040-27182394 / 27182495

### **RECRUITMENT OF TRAINEE OFFICER (FINANCE)**

#### **TEAM UP WITH ECIL FOR A BRIGHT CAREER**

## **1. COMPANY PROFILE**

Electronics Corporation of India Limited is a leading Schedule-A Public Sector Enterprise (A Unit of Department of Atomic Energy) engaged in the area of Strategic Electronics with thrust on innovation & indigenization. Electronics Corporation of India Limited has diversified into strategic sector such as Nuclear, Defence, Security, Aerospace, Information Technology, Telecom and e-Governance. ECIL pioneered a number of products and technologies include Solid State Television, Digital Computer, Cockpit Voice Recorders, Electronic Voting Machines, Programmable Logic Controllers, Earth Station and Deep Space Network Antennas. Electronics Corporation of India Limited has close collaboration with national R&D laboratories as well as Academic Institutes and has been involved in the projects of national importance.

Electronics Corporation of India Limited is looking for dynamic, experienced and result oriented Officers at Headquarters in Hyderabad, various Zonal Offices and Project sites spread across India. The details of the posts are as follows:

## **2. ELIGIBILITY**

i) **Age** : The upper age for UR Candidate is 27 years as on the last date of submission of online application (i.e.13.04.2024).

ii) **Qualification** :

S. No	Post	No of Posts	Qualification	Scale of Pay
1	Trainee Officer(Finance)	7	Qualified Chartered Accountant or Cost Accountant	40,000-1,40,000

Candidates should have passed qualifying degree examination, as per Para-2. Final Year/Semester students (expecting final and consolidated Mark sheet) are eligible to apply. However, if they are shortlisted for interview, they have to mandatorily produce the Degree Certificate/Provisional Certificate/ Consolidated marksheet at the time of Document Verification process for Personal Interview. In case the certificates towards percentage and first class is not available or not meeting the requisite criteria, their candidature will be cancelled and No TA Claim will be paid to such candidates.

## **3. EMOLUMENTS & BENEFITS:**

The selected candidates will be a trainee officer in the pay scale of 40,000 to 1,40,000 with allowances admissible from time to time and will be observed as Officer on successful completion of one year as trainee in the same pay scale of 40,000 to 1,40,000. They are also entitled for DA, HRA, Fringe benefits, Provident Fund, leave etc as per rules in force of the Company from time to time.

#### 4. BOND:

The selected candidates shall be required to execute a Surety & Indemnity Bond on non-judicial stamp paper of Rs.100/- to serve the Company for a period of 4 years. The amount payable for breach of contract is Rupees Four Lakhs only.

#### 5. RESERVATION OF POSTS:

Reservations for SC/ST/OBC(NCL)/EWS/PwD and Ex-Servicemen will be as per Government of India Guidelines from time to time. PwD candidates will be drawn from any of the disciplines. Categories -wise reservations are as follows:

Post	No. of Posts	UR	EWS	OBC	ST	SC
TO(Fin.)	7	3	1	2	1	-

#### 6. RELAXATION & EXEMPTION:

Age: Upper age limit is relaxable by 5 years for SC/ST and 3 years for OBC candidates. The upper age limit is further relaxable by 10 years for Persons with Disabilities (degree of disability 40% or above) and 5 years for the candidates who had ordinarily been domiciled in the state of Jammu & Kashmir from 01/01/1980 to 31/12/1989. Ex-Servicemen are eligible for age relaxation for the service rendered in Defence plus three years.

#### 7. METHOD OF SELECTION:

- The selection methodology will comprise two stage selection process i.e Written test and personal interview.
- The weightage for Written Test & Personal interview is 85:15 respectively and 60% in overall for selection of candidates.
- All eligible candidates shall be called for written test however, for Personal interview the candidates shall be called in the ratio of 1:4 based on the performance in written test. In case of more than one candidate secured equal Marks in Written test, then the candidate who has scored higher marks in the Eligible Qualification will be called for interview.

##### 7.1 WRITTEN TEST:

- Written test will be conducted tentatively in the following Cities. The option for city for written test to be selected by the candidate at the time of submission of on-line application form. However the allotment of city for Written test will be at the discretion of ECIL & the request for change of written test center will not be entertained under any circumstances.

S.No	City
1	Bangalore
2	Chennai
3	Hyderabad
4	Mumbai/ Nagpur
5	New Delhi/ Noida
6	Kolkata

- The Question Paper will be in English & Hindi only. The Written Test shall be of Objective. Multiple Choice Type. Every wrong question will attract 0.25 negative marks.
- The Answer Sheet will be OMR sheet.
- The intimation regarding availability of Hall ticket for written test for downloading will be hosted in our web site <https://www.ecil.co.in>. The candidates have to download the

Hall Ticket for Written Test from the link provided on our website: <https://www.ecil.co.in--Careers>. The candidates have to bring their Hall Ticket along with ID-Proof (viz. Aadhar, PAN, Voter-ID, Driving Licence or any of the Government ID proof) for attending written test along with Application Fee receipt if applicable.

## **7.2 PERSONAL INTERVIEW:**

Only the Short Listed candidates will be called for Personal Interview at Hyderabad. The candidates will be allowed to take part in the Personal Interview process only after successful completion of the Document Verification process. The date, time and venue of interview will be intimated by registered E-mail mentioned in online application form.

## **8. DOCUMENT VERIFICATION PROCESS FOR PERSONAL INTERVIEW**

- a) The date, time and venue of personal interview will be intimated in due course of time after shortlisting.
- b) The eligible candidates will be allowed to attend Personal Interview only after successful document verification.
- c) The Document Verification will be conducted before the Personal Interview on the same day. Candidates should bring their Hall Ticket along with ID Proof viz. (viz. Aadhar, PAN, Voter-ID, Driving Licence any of the ID proof). At the time of certificate verification the following documents shall be produced in original with a set of self-attested photo copies for Document Verification before the Personal Interview. Failure to do so will summarily result into rejection of his/ her candidature.
  - i. On-line registered application form duly signed and with recent colour passport size photo,
  - ii. Call Letter for Interview.
  - iii. Matriculation / 10th Standard or equivalent certificate indicating the Date of Birth;
  - iv. Candidate employed in Central/State Government/Public Sector Enterprises/Autonomous bodies, should mandatorily produce the NO OBJECTION CERTIFICATE or route their application through proper channel at the time of interview failing which they will not be allowed to appear for the Personal Interview
  - v. All original certificates in support of his / her qualification, experience, latest Certificate of caste [SC/ST/OBC] & disability (PWD) etc., if applicable any along with a set of photocopies.
  - vi. Candidates belongs to SC / ST/ OBC / Persons with Disabilities (PwD)/EWS categories shall be mandatorily required to produce original certificates Issued by the Competent Authority in the format as prescribed by Govt. of India, along with photocopy of the same, at the time of Document Verification. Candidates belonging to OBC (Non-Creamy Layer) category only, shall be eligible to apply against OBC category. OBC candidates seeking reservation should submit certificate (not older than 06 months) issued by the Competent Authority in the format prescribed by Govt. India.
  - vii. A valid certificate for Persons with Disabilities (PWD); Discharge certificate issued by the Competent Authorities for candidates claiming Ex-serviceman Category.
  - viii. Relevant certificate, if claiming age relaxation as candidate from J&K.
  - ix. Copy of Application Fee remittance (For both Online/Offline modes), wherever applicable.
- d) Clarification on recruitment process if any may be sought at [jarait.j@ecil.co.in](mailto:jarait.j@ecil.co.in)/[madhaviaurorab@ecil.co.in](mailto:madhaviaurorab@ecil.co.in). No other form of communication shall be entertained. However, pendency of any query shall not result in extension of scheduled dates of the recruitment process in any circumstances.
- e) The decision of ECIL in all matters relating to the conduct of Personal Interview and preparation of merit list will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

## 9. GENERAL CONDITIONS:

- a) Before applying, candidate should read the complete advertisement carefully and ensure that he / she fulfills eligibility criteria in all respects for post applied for. In case at any stage of the recruitment process, it is found that the information furnished by a candidate is incomplete, incorrect or not in the format prescribed or has been deliberately suppressed, the candidature will be summarily rejected.
- b) Candidates belonging to General/OBC category (including non-creamy layer)/EWS have to pay a non-refundable application fee of Rs. 1000/- (Rupees One Thousand only). Applicable Bank charges/Taxes, if any, has to be borne by the candidates. Non payment of fees will result in rejection of application. SC, ST, PWD, and regular employees of ECIL, which includes Fixed Term Contract (currently engaged with ECIL) within stipulated age limit are exempted from payment of Application fee.
- c) Candidates belongs to SC / ST/ OBC / Persons with Disabilities (PwD)/EWS categories shall be mandatorily required to produce original certificates Issued by the Competent Authority, in the format as prescribed by Govt. of India, along with photo copy of the same, at the time of Document Verification. Candidates belonging to OBC (Non Creamy Layer) category only, shall be eligible to apply against OBC category. OBC candidates seeking reservation should submit certificate (not older than 06 months) issued by the Competent Authority in the format prescribed by Govt. India.
- d) Only on-line applications shall be accepted.
- e) Selected candidates can be posted to any of the locations across India to serve the company.
- f) To & fro Sleeper Class railway fare is admissible to the out-station candidates who attend the personal interview from station mentioned in the address for correspondence given in the application form (within India) to Hyderabad, subject to production of documentary proof. Travel fare Claim will be paid through Transfer/NEFT to individual SB A/c subject to meeting the eligibility. No local travel cost will be reimbursed. No TA will be paid for attending Written test.
- g) For queries if any, candidates are advised to visit the link <https://www.ecil.co.in> and refer the Frequently Asked Questions (FAQ) section.
- h) All correspondence shall only be made through E-mail ID, as furnished by the applicant in the on-line application-form. Request for change of Mailing address/email ID/category/posts and other information as declared will not be entertained
- i) Electronics Corporation of India Limited reserves the right to cancel / restrict / enlarge/ modify the recruitment process, if the need so arises, without assigning any reason thereof.
- j) 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 limited to the Courts at GHMC (Kapra Circle) which alone shall have exclusive jurisdiction.
- k) In case of any ambiguity/dispute on account of interpretation of advertisement in the version other than English, English version shall prevail.
- l) Canvassing in any form will result into disqualification.

- m) Only Indian Nationals are eligible to apply.
- n) No correspondence will be entertained about the outcome of the application, at any stage.
- o) Mere issue of call letter for Personal Interview does not confer any right of acceptance of candidature and should not be construed as an acknowledgment of fulfilling the eligibility criteria.
- p) There will be no separate communication about non-selection of the candidate.

## 10. HOW TO APPLY

- a) Eligible candidates including Internal Employees have to apply 'ON-LINE' through our website [www.ecil.co.in](http://www.ecil.co.in) → Careers → Current Job openings for advertisement details. The on-line application process will be operational from **23.03.2024 (14.00 hrs.) to 13.04.2024 (14.00 hrs.)**.
- b) After completing on-line application process, the candidate is assigned a system generated application number to be used for any future reference.
- c) Candidate is required to take the print out of registered on-line application form which will be available up to last date for On-line registration.
- d) The candidate has to sign on print-out of on-line registered application form by affixing the recent colour passport size photograph (4X3 cm) and bring the self-attested copies of date of birth, educational qualifications, experience, Caste & PwD (if any) along with copy of fee remittance invariably at the time of document verification before interview.
- e) Candidate must upload Photo & Signature (both are in 'jpeg' format only) as per the following specifications. Photograph must be a formal & recent colour passport size (4X3 Cm.) with Blue background only. Size of the Photograph & Signature should be less than 100kb & 50kb respectively

## 11. PROCEDURE TO PAY APPLICATION FEE THROUGH SBI-COLLECT

- a) General candidates (UR)/EWS/OBC are required to pay a fee of Rs.1000/- (Rupees One Thousand only) as Application Fee.
- b) In case of any mistake made by the candidate on payment, Application Fee will not be paid back under any circumstances.
- c) Non-refundable application fee of **Rs.1000/-** is required to be paid by the candidates at the time of submission of online application. No other mode of payment of application fee would be accepted. The application fee should be remitted through SBI Collect (through online mode or through SBI Branch). Click on the below link and select Advt. No.: 07/2024 in payment category <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=20904>
- d) Candidates can also make the payment in offline by approaching SBI branch by selecting SBI branch in the payment option and download pre-printed challan generated through SBI Collect and deposit the application fee (as applicable) plus applicable bank charges in any SBI Branch. Candidates have to enter the "SBI Collect reference No." generated after payment, in the Application Form.

**Note: The payment of Application Fee through online or offline, the photo copy of Application Fee Remittance Slip has to be enclosed along with the requisite enclosures at**

the time of Document Verification process [wherever applicable]

IN ORDER TO AVOID LAST MINUTE HURRY, THE CANDIDATES ARE ADVISED TO APPLY EARLY ENOUGH. ECIL WILL NOT BE RESPONSIBLE FOR NETWORK PROBLEMS OR ANY OTHER ISSUES IN SUBMISSION OF ONLINE APPLICATION.

## 12. IMPORTANT DATES

The candidates should apply only once. Multiple applications will lead to rejection of candidature.

a.	Commencement of On-line Registration of application by candidates	23.03.2024 (14:00 Hours)
b.	Last date for On-line Registration of application by candidates	13.04.2024 (14:00 Hours)
c.	Availability of the Written test Hall Ticket for Download	Will be hosted on Website <a href="https://www.ecil.co.in">https://www.ecil.co.in</a>
d.	Call Letter for Personal Interview	Will be hosted on Website <a href="https://www.ecil.co.in">https://www.ecil.co.in</a>

### CAUTION TO ALL CANDIDATES:

Some unscrupulous elements may approach you with the assurance of appointment for you in ECIL through illegal gratification. You must not fall prey to such assurances or Exploitations 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.

#### **Please Note:**

Corrigendum/Extension etc., if any, shall be published in our website <https://www.ecil.co.in> only.

For any queries/ clarification etc. candidates are requested to write mail to: [jarait.j@ecil.co.in](mailto:jarait.j@ecil.co.in)/  
[madhaviaurorab@ecil.co.in](mailto:madhaviaurorab@ecil.co.in) and no other form of communication shall be entertained.

**Advt. No: 07/2024**

**DGM(HR-Rectt.)**

**Date: 23.03.2024**