



ELECTRONICS CORPORATION OF INDIA LIMITED

(A Govt. of India Enterprise), ECIL Post, Hyderabad - 500 062

Ph.No(s):040-27120427 / 27182394 / 27182222

COME.... TEAM UP WITH ECIL FOR A BRIGHT CAREER

Electronics Corporation of India Limited is a leading Public Sector Company with a turnover of Rs.1500 crores, specializing in the area of Strategic Electronics with thrust on innovation & indigenization, offers excellent and challenging opportunities in senior management positions for well experienced personnel to the following positions:

Post No.	Name of the Post	No. of posts	Post Qlfn. Exp. (yrs.) as on 31.07.2013	Age limit as on 31.07.2013 (yrs.)	Total Min. monthly emoluments (Including perks) Rs. (Approx.)
1	SR.MANAGER (F&A) (EG-V) (Rs.29100-54500) Annual increment @ 3%	1 (UR)	12	45	70,980/-
2	ACCOUNTS MANAGER (EG-IV) (Rs.24900-50500) Annual increment @ 3% OR SR. ACCOUNTS OFFICER (EG-III) (Rs.20600-46500) Annual increment @ 3%	1 (OBC)	10 years for AM / 6 years for SAO	35	60,730/- OR 50,660/-
3	ACCOUNTS OFFICER (EG-II) (Rs.16400-40500) Annual increment @ 3%	1 (UR)	@	28	40,330/-

(@) Candidates having experience will be preferred.

Coverage under PF & Gratuity schemes, leave rules etc., would be allowed, as per rules of the Corporation.

QUALIFICATIONS & EXPERIENCE :

Post No.	Qualification & Experience
1	Sr.Manager(F&A): The candidate should be a qualified Chartered/Cost Accountant having requisite experience in dealing independently with Finance, Accounting and Auditing functions in a multi product/multi unit environment in a PSU/reputed organization. The incumbent should be conversant with Accounting & Auditing Standards and should have exposure to various functional areas like Funds Management, Banking Operations, Finalization of Accounts and Taxation matters like Income Tax, VAT, Service Tax, Excise Duty, etc. Also, the candidate should be a Computer literate and able to operate Accounting packages.

2	Accounts Manager / Sr. Accounts Officer: The candidate should be a qualified Chartered/Cost Accountant having requisite experience in dealing independently with Finance, Accounting and Auditing functions in a multi product/multi unit environment in a PSU/reputed organization. The incumbent should be conversant with Cost Accounting, Accounting standards, Cost Accounting Standards, Cost Audit & Auditing Standards and should have exposure to various functional areas like Funds Management, Banking Operations, Finalization of Accounts and Taxation matters like Income Tax, VAT, Service Tax, Excise Duty, etc. Candidate should be a computer literate and able to operate Accounting packages independently. Posting will be at Kolkata.
3	Accounts Officer: A candidate should be a qualified CA/ICWA. Candidates with experience will be preferred. Candidates should possess requisite aptitude to deal with issues of Finance, Costing, Pricing, Audit, Project Evaluation & Project matters etc. independently. Candidates should be a Computer literate and able to operate Accounting packages independently.

RELAXATIONS:

1. **Age:** The upper age limit is relaxed by 3 years for OBC (Non-Creamy Layer) candidates for **Post No.2 only**. Age relaxation for Persons with Disabilities (degree of disability 40% or above) is 5 years. The Upper age limit is further relaxed by 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-Defence Officers are eligible for age relaxation for the service rendered in Defence plus three years.
2. **Fee exemption:** Candidates belong to SC/ST/PWD & Serving or Retired Service Officers from Defence are exempted from payment of application fee.

GENERAL CONDITIONS:

- a) Before applying, candidate should read the complete advertisement carefully and ensure that he / she fulfill eligibility criteria of post stated in the advertisement in all respects.
- b) A non-refundable Application Fee of Rs.200/- is applicable for General & OBC candidates. Candidates belonging to SC / ST / PWD are exempted.
- c) Candidates claiming to belong to any particular category of SC / ST / OBC / PWD shall necessarily submit a copy of certificate, in proforma prescribed by Govt. of India, as the case may be, from a Competent Authority. Candidates belonging to OBC category but coming in the "creamy layer" are not entitled to apply against OBC (Non-creamy layer) category.
- d) The Management reserves right to limit the number of candidates to be called for interview, as also to fill the posts even at lower level.
- e) All qualifications should be from a recognized Indian University /Appropriate Statutory Authority.
- f) The candidates working in Government Departments /PSUs should route their application through proper channel or 'No Objection Certificate' should be produced at the time of interview invariably.
- g) Placement will be anywhere in India depending on organizational need.
- h) Only on-line applications are accepted.
- i) TA (to & fro rail fare) will be paid for outstation candidates appearing for interview by the shortest route to Hyderabad and back [i.e., from nearest railway station as per address for correspondence (within India) mentioned in the Application form], subject to production of documentary proof, as per rules.
- j) The application is liable for rejection at any stage of recruitment process in case of suppression / furnishing of false information, without enclosing necessary documents including Pay-in-slip (if applicable), un-signed application & received after closing date for receipt of hard copy by post.
- k) Working knowledge of Hindi is desirable.
- l) For queries candidates may visit the link and consult the Frequently Asked Questions (FAQ) section.
- m) The candidate has to quote his/her system generated application number allotted for all future correspondence.

- n) All future correspondence would be through E-mail ID, furnished by the applicant in the on-line application-form or by post.
- o) ECIL reserves the right to cancel / restrict / enlarge/ modify the recruitment process, if need so arises, without assigning any reason.
- p) 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 in jurisdiction limited to Courts at Rangareddy District.
- q) ECIL will not be responsible for any postal delay / loss in transit in submission of documents within specified time.
- r) In case any ambiguity/dispute arises on account of interpretation in version other than English, English version will prevail.
- s) Canvassing in any form will be a disqualification.
- t) Only Indian Nationals need apply.

HOW TO APPLY:

1. Eligible candidates have to apply 'ON-LINE' through our website "<http://www.ecil.co.in>" selecting 'Careers' followed by 'e-Recruitment'. You can alternatively use <https://ecil.gov.in> for getting connected to advertisement details. The on-line application process will be operational from **21.08.2013 (1400 hrs.) to 07.09.2013 (1600 hrs.)**.
2. State Bank of India (all branches) has been authorized to collect the Application fee on behalf of ECIL, in a specially opened **Account Number 31102144119** available on our website from **21.08.2013**. Candidate has to download and print the pay-in-slip and approach the nearby SBI branch for remitting the non-refundable application fee of Rs.200/- (Rupees Two Hundred only). The Pay-in-slip printed from the portal should only be used for depositing the fee for proper crediting of amount in the allocated account. On receipt of the money, the Bank will allot a Journal Number, Branch Name and Branch Code. This journal number, Branch Name and branch code are to be filled up by the candidate while applying online. In case, the candidate deposits the fee in a wrong account, ECIL will not be responsible. There will not be any other mode of receipt of application fee.
3. The candidate can take a print-out of the blank application proforma provided as a link on the main page, fill up the required information (in Capital letters) as per proforma along with the application fee details and apply through on-line so that the data furnished is error-free.
4. After applying on-line, the candidate is required to take the print out of registered on-line application form with system generated application serial number. Please note down your application serial number for the post applied, for future reference without fail. The candidate can take re-print of his/her registered on-line application form before the last date for On-line registration. Write the system generated on-line application serial number on the ECIL copy of the Pay-in-slip form.
5. The candidate has to sign on print-out of on-line registered application form by affixing the recent colour passport size photograph (4 X 3 cms) and enclose the photo / attested copies of date of birth, educational qualifications, experience, caste & Medical Certificate (applicable for PWD candidates only) along with ECIL's copy of Pay-in-slip invariably. The candidate can retain a copy of the registered on-line application form and candidate's copy of Pay-in-slip of application fee for future reference.
6. The candidate should write Advertisement No.06/2013, post number and system generated application number on the top of the envelope and send the duly filled in application form along with enclosures as indicated at Sl.No.5 to:

Deputy General Manager (Recruitment), Personnel Group,
ELECTRONICS CORPORATION OF INDIA LIMITED,
ECIL (Post), Hyderabad - 500 062, Andhra Pradesh.

7. Please note that the registered on-line application form along with all the enclosures (hard copy) as indicated at Sl.No.5 above, should reach ECIL on or before **14.09.2013** invariably. The application(hard copy) received after this date will not be entertained.
8. If the candidate is eligible to apply for more than one post, remit the fee for each application, apply on-line separately for each post and send the registered application form with all enclosures by post separately.
9. The application is liable for rejection at any stage of the recruitment process, in case of suppression / furnishing false information / without enclosing necessary documents, including pay-in-slip / unsigned application etc.
10. The candidate has to quote advertisement number, post name and On-line system generated application number for all future correspondence.

DOCUMENTS REQUIRED AT THE TIME OF INTERVIEW:

The following documents shall be produced in original for verification and self attested photo copies.

1. Class 10 (High School) certificate for Date of Birth.
2. Category certificate i.e., SC/ST/OBC (Non-creamy layer), certificate on proforma prescribed by Government and self undertaking for OBC (Non-creamy layer) status in the prescribed format, valid Physically Challenged certificate for PWD Candidates.
3. Marks sheets/provisional certificates in support of educational qualification.
4. If claiming age relaxation as candidate from J&K, relevant certificate.

IMPORTANT DATES:

a.	Commencement of on-line Registration of application by candidates	21.08.2013
b.	Last date for on-line registration of application by candidates	07.09.2013
c.	Last date of accepting registration forms (Hard copy) with required documents by post from candidates	14.09.2013
d.	Interview date	Will be communicated by mail/post to eligible candidates only.

Please Note:

Corrigendum/Extension etc., if any, shall be published in our website www.ecil.co.in only. Also, for career opportunities in ECIL, please visit our website regularly.

Advt. No. 06/2013

DEPUTY GENERAL MANAGER (Rectt.)