



ELECTRONICS CORPORATION OF INDIA LIMITED  
(A Govt. of India Enterprise. under DAE)  
ECIL Post, Hyderabad - 500 062  
Email: [hrrrect@ecil.co.in](mailto:hrrrect@ecil.co.in)

ECIL, a Public Sector Enterprise under Department of Atomic Energy is looking for dynamic and result-oriented personnel for the following positions on contract basis for a period of **TWO years (extendable by ONE more year depending upon organizational requirements)** who are having experience in the area of Purchase, Stores etc. to work at our Headquarter.

Post No.	Name of the Post	No. of Posts*	Post qualification experience (yrs.) as on 28.02.2019	Upper Age limit as on 28.02.2019	Consolidated contract Pay (inclusive all) (Rs.)
1	Purchase Officer on Contract	5	1 Yr.	30 Yrs.	23,000/-

\* Reservation will be as per extant Govt. guidelines.

**Qualification and Experience :**

**Education:**

- I. A first class Engineering Degree in any discipline with minimum 60% marks having certificate in PG Diploma in Materials Management.  
Or
- II. A first class MBA in Materials Management.

**Experience:**

1. Minimum 1 year of Post-Qualification Experience in the area of Purchase dealing with multiple materials procurement covering various technical and non-technical items, e-tendering, compliance with statutory and tax issues pertain to purchase, as well as service contracts.
2. Knowledge of Commercial, Packing and Stores Management essential.
3. Having sound knowledge of MS Office.

**Method of Selection:**

The selection process will be through a Written Test and Interview or Interview only. The test/ Interview will be held only at HYDERABAD. Details with regard to date, time and venue of written test etc., will be communicated later.

**It may please be noted that no Travelling Allowance (TA) is admissible to candidates appearing for written test & Interview.**

**General Conditions:**

- a) Before applying, candidate should read the complete advertisement carefully and ensure that he / she has fulfilled eligibility criteria of the post stated in the advertisement in all respects.
- b) The Degree of Disability for PWD Candidates is 40% & above.
- c) The Management reserves the right to relax the stipulated criteria in case of exceptional candidates, limit the number of candidates to be called for test / interview, as also to fill the posts.

- d) All qualifications should be from a recognized Indian University/Institute recognized by AICTE/Appropriate Statutory Authority.
- e) Only on-line registered application form will be accepted.
- f) Placement of selected candidates will be anywhere in India/ Sites.
- g) The application is liable for rejection at any stage of recruitment process in case of suppression of facts/ furnishing of false information, without enclosing necessary documents, un-signed application or received after closing date for receipt of hard copy by post.
- h) For queries, candidates may visit the link and go through the Frequently Asked Questions (FAQ) section.
- i) The candidate has to quote his/her system generated application number allotted for all future correspondence.
- j) All future correspondence would be through E-mail ID, furnished by the applicant in the on-line application form or by post.
- k) ECIL reserves the right to cancel / restrict / enlarge/ modify the recruitment process, if need arises, without assigning any reason.
- l) 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 the jurisdiction limited to Courts at Medchal District, Telangana State.
- m) ECIL will not be responsible for any postal delay / Net-work / Internet related issues, loss in transit in submission of documents within specified time.
- n) In case any ambiguity/dispute arises on account of interpretation in version other than English, English version will prevail.
- o) Canvassing in any form will result in immediate rejection of application.
- p) Only Indian Nationals need to apply.

### **RELAXATIONS:**

Class: 1st class is relaxed to 2nd class with 50% marks in aggregate for SC/ST.

Age: 5 years for SC/ST; 3 years for OBC. 5 more years relaxation in PH category . Upper age limit is further 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

### **HOW TO APPLY:**

- I. Eligible candidates have to apply through website "<http://careers.ecil.co.in>" for getting connected to advertisement details and online application or alternatively apply through our website: "[www.ecil.co.in](http://www.ecil.co.in)" by selecting 'Careers' followed by 'e-Recruitment'. The on-line application process will be operational from **13/03/2019** (1400 hrs.) to **05/04/2019** (1600 hrs.).
- II. 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.
- III. 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) **at right top corner of online application form space provided for photograph**. Also enclose the photo / attested copies of date of birth, educational qualifications, experience, caste, PWD, if any invariably. The candidate can retain a copy of the registered on-line application form for future reference.

IV. The candidate should write **Advertisement No. 09/2019** and system generated application number on the top of the envelope and send the duly filled in application form within due date along with enclosures to:

**Senior Manager-HR**  
Personnel Group, Recruitment Section  
ELECTRONICS CORPORATION OF INDIA LIMITED  
ECIL (Post), Hyderabad - 500 062, Telangana State

- V. No application will be received by hand; all the applications must be dispatched by way of Speed Post/ Courier/ Normal Post only to the above mentioned address.
- VI. The details of shortlisted candidates for test / interview will be intimated through SMS/e-mail as and when decided. There will be no separate communication to any candidate on their non-selection at any stage.
- VII. The application is liable for rejection at any stage of recruitment process in case it is submitted without enclosing necessary documents or for providing incorrect information. Further, if any other shortcoming is noticed (either at the instance of candidate or otherwise) even after contract appointment, his/her services are liable for termination forthwith. The candidate has to quote his/her system generated online application number for all future correspondence.
- VIII. The candidates are advised to visit our website regularly for information pertaining to (1) date of written test, (2) downloading of hall ticket for written test etc.
- IX. The selection will be based on test / interview performance. ECIL reserves the right to cancel/restrict/enlarge/modify the vacancies notified/recruitment process if need so arises, without assigning any reason.
- X. Candidates should note that, if at any stage of recruitment process, it is found that the candidate has submitted any false / fabricated information / documents will entail summarily rejection of his/ her candidature.
- XI. Reservations & Age relaxations for SC/ST/OBC/PWD will be as per Govt. directives.

#### **IMPORTANT DATES**

A.	Commencement of on-line Registration of application by candidates	13/03/2019 (14.00 hrs.)
B.	Last date for on-line registration of application by candidates	05/04/2019 (16.00 hrs.)
C.	Last date of accepting registration forms (Hard copy) with required documents by post from candidates	18/04/2019 (16.00 hrs.)
D.	Written Test / Interview	Date will be communicated by SMS / e-mail to candidates as and when decided.

#### **CAUTION TO ALL CANDIDATES:**

Some unscrupulous elements may approach you with the assurance of procuring appointment for you in the factory 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 transparent manner.

Please Note: Corrigendum/ extension etc., if any shall be published on our website: “[www.ecil.co.in](http://www.ecil.co.in)”, providing with the Link/Tab of “Careers”, please visit our website regularly.

**Advt. No.: 09/2019**

**Senior Manager (HR)**