

Website



Annexure- I

Engineering Projects (India) Ltd.
(A Govt. of India Enterprise)

ADVT. NO. HRM/REC/001-10/2018

EPIL, a 'Mini Ratna' Central Public Sector Enterprise under the aegis of Department of Heavy Industries, Ministry of Heavy Industries & Public Enterprises, Govt. of India with turnover of more than ₹ 1600 Crores, engaged in execution of wide range of multi facet projects on turnkey basis in Power, Steel, Industrial, Civil & Infrastructure Sectors, requires a Company Secretary having qualification and experience as detailed below to be appointed on regular basis at E-5 level.

Sl. No.	Post	Scale of pay (IDA Pattern)	Qualification *	Minimum Post-Qualification Working Experience	Upper Age limit as on (Last date of Submission of application)
1.	Deputy General Manager (Company secretariat)	Rs.80,000-2,20,000/- (E-5)	ACS (Min 55%marks in with Graduation)	Minimum 12 years post qualification executive experience with minimum 02 years in next below grade in an organization of repute.	43 Years

* The Candidate having additional qualification of CA or CMA will be preferred.

The above qualifications must be recognized by All India Council for Technical Education, University Grant Commission and/or any other Statutory Authority/Board.

JOB DESCRIPTION

The Job involves thorough knowledge of Company Law and Corporate Governance, Corporate and Secretarial functions. Experience in Organizing Board meetings, annual & extraordinary general meetings, ensuring compliance of all statutory matters and handling of Secretary Division's functions. Practical experience in a listed Company and knowledge of the process of listing of the Company is desirable.

***Computer knowledge / skills are mandatory requirement for the above post.**

Pay: In addition to Pay, DA, HRA, EPF, Medical Facilities, Perquisites, PRP etc. are also admissible as per Rules of the Company.

Age Relaxation: Age Relaxation will be given to SC/ST/OBC/PWD/Ex-Serviceman applicants as per Government guidelines. Upper age is relaxable by 5 years for SC/ST applicants by 3 years for OBC applicants and by 10 years for PWD Applicants. However no applicant of age 58 years or above will be eligible for selection for any post. Persons with disability (PWD) are encouraged to apply. However in case of deserving cases age relaxation may be considered on case to case basis.

Procedure for shortlisting of Candidates: in order to protect the interest of the Company and to maintain the transparency in respect of candidates/s, where the number of applicants are more, or otherwise, the applications will be shortlisted for interview by keeping in view the following criteria, however, all Government Policies pertaining to reservations etc. shall be followed in toto:

- a) The candidates fulfilling the prescribed requisite qualifications & experience for the post shall be shortlisted. However the candidates having additional qualification of CA/CMA will be preferred.
- b) On shortlisting, the list of candidates will be hoisted on EPI's website for information of all concerned and the shortlisted candidates will be intimate at least 15 days in advance for interview.

To & Fro Fare: Outstation applicants called for interview shall be paid to & fro on production of valid ticket/ticket no./documentary proof : -

Return rail fare limited to AC II class by the shortest route	Deputy General Manager
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This advertisement is for selection of only for the one post of DGM (CS). EPI reserves the right to shortlist the candidates to be called for interview on the basis of qualification, experience and other parameters.

Mode of Payment of Application Fee:

- Rs. 250/- (Rupees two hundred fifty only) towards Application Fee, which is non-refundable (exempted in the case of SC/ST/PWD candidates).
- Payment to be made either through Credit/Debit Card.
- Application Fee once paid will not be refunded under any circumstances.

Place of Interview: Corporate Office, New Delhi

Computer knowledge / skills are mandatory requirement for the above post.

How to apply:

- Eligible and interested applicants are required to apply only Online through EPI's Website (Recruitment section) www.engineeringprojects.com. **No other means/mode of application will be accepted.** The Registration is open from **1200 Hours on 26.12.2018 till 1200 hours on 15.01.2019.**
- **Before registering the applications at EPI's website, the applicants should possess the following:**
 - Valid E-mail ID, which should remain valid & active till the completion of selection process;

- Scanned copy of latest passport size colour photograph and signature in JPEG format only, having size of 40 KB & 30 KB respectively, for uploading in the application form;
 - Separate write ups (maximum 250 words) on (i) the Position currently held; and (ii) Pen picture of professional experience, achievements and significant contribution in the professional field;
 - Personal details like date of birth, contact details, address details, category etc;
 - Details of qualification like year of passing, percentage of marks (in case of applicants having CGPA Scores, equivalent percentage is to be indicated in the application form as per norms adopted by the University / Institute. Applicants will be required to submit a certificate to this effect from the University/ Institute at the time of interview) etc;
 - Professional details like Company name, period of working, posts held, area of working, pay-scale, salary details etc. **(Applicants will be required to produce original certificates to this effect at the time of interview for verification).**
- **The steps for depositing the Application Fee & submitting the Application Online are as follows:**
- **Step - 1:-** Applicants are required to click the link given in Recruitment section of EPI's website for Registration & select the name of the post he/she is willing to apply for.
 - **Step - 2:-** The personal, education & experience, and other details are required to be filled up, and photograph & signature are to be uploaded. If required, the applicant may edit any details already entered before finally submitting the application.
 - In case of the applicants belonging to SC/ST/PWD categories, no fees is required to be paid by the applicant. On submission of personal, education & experience, and other details, the registration process is completed by generating a unique Application No. in the application confirmation page for future reference.
 - In case of the applicants belonging to General & OBC categories, a fee of ₹ 250/- (Rupees Two Hundred Fifty Only) is required to be paid by the applicant through Debit/Credit Card. On submission of personal, education & experience, and other details, and payment of required fees, the registration process is completed by generating a unique Application No. in the application confirmation page and payment receipt details for future reference.
 - **Step - 3:-** The applicants are required to print the application confirmation page and payment receipt details for future reference.

General Conditions

- Mere submission of application will not entail right to be definitely called for interview/considered further for selection process;
- Incomplete applications or applications with partial information or non-submission of documents shall be rejected.
- EPI reserves the right to cancel / restrict / enlarge / modify the requirements advertised, if need so arises, without issuing any further notice or assigning any reason thereof. The number of vacancies can be modified as per discretion of the Management;
- All qualifications should be from Indian Universities or Institutes recognized by UGC/ AICTE/ appropriate Statutory Authorities;
- Only shortlisted applicants will be called for Interview; the venue, place and date of Interview shall be intimated to shortlisted candidates via E-mail on the E-mail ID provided by the applicants in the application form.
- Applicants belonging to SC/ST/OBC/PWD categories will be required to submit copies of Caste Certificates/Disability Certificate issued by the Competent Authority in the prescribed format at the time of Interview;
- **For getting reservation benefits under the OBC category, the following conditions are required to be fulfilled:**
 - The applicant must belong to non - creamy layer;
 - The name of caste and community of the applicant must appear in the 'Central list of Other Backward Classes';
 - The applicant must furnish an OBC certificate (clearly mentioning as belonging to non-creamy layer) as per the format prescribed by the Govt. of India (not older than six months as on last date of submission of the application), from the Competent Authority, at the time of Interview;
- Applicants employed in Central Government's Departments / State Government's Departments / Public Sector Enterprises etc. will be required to produce NOC (No Objection Certificate) at the time of Interview from their employer if their application has not been forwarded through proper channel, failing which they will not be permitted to appear in the interview, and will not be eligible for the reimbursement of to & fro travelling expenses;
- Internal candidates possessing the requisite qualifications, experience etc are eligible to apply and be considered on equal merits provided that they have not been considered and rejected for a similar position in any of the units/divisions of the company in the course of one year preceding the time of current recruitment.

- However, Internal candidates will only be considered for the next higher grade against which they are working. This condition is relaxable in case of those employees who acquire professional qualification specified for various functional areas for induction at the junior management level provided they meet the other laid down job specification.
- Applicants having work experience in Private Sector Organizations will be required to submit experience certificate on the letter head of the Company having details of the Company;
- Applicants should clearly mention all the details sought in the Application form. In case of ambiguity / discrepancy in the information provided, application forms will be summarily rejected. The paid Application Fee will not be refunded and no communication in this regard will be sent to the applicants;
- If the information furnished by the applicants in any part is found to be false or incomplete or is not found to be in conformity with eligibility criteria mentioned in the advertisement, the candidature / appointment will be considered as revoked / terminated at any stage of recruitment process or even after joining, without any reference given to the applicant;
- **All correspondence to the applicants will be made via E-mail on the E-mail ID provided by the applicants in the application form. No other mode of communication will be adopted;**
- Canvassing in any form will disqualify the candidature;
- In case any ambiguity/dispute arises on account of interpretation in versions other than English, the English version will prevail.

Selection & Placement: Eligible shortlisted applicants will be required to attend interview at New Delhi for the assessment of their candidature. If required, based on marks secured in Graduation Degree or in requisite Professional qualification or in both and no. of years of experience in relevant area, the applicants shall be shortlisted for interview. Depending upon the numbers of applicants for the post, Management may conduct Written Test if required for shortlisting of applicants. Selected candidate will be posted at Corporate office, New Delhi. All eligible applicants are requested to go through the detailed advertisement carefully to clear all doubts/queries before applying. Queries, if any are to be sent on the e-mail id epico@engineeringprojects.com only.