



ELECTRONICS CORPORATION OF INDIA LIMITED  
(A Govt. of India Enterprise)  
ECIL Post, Hyderabad - 500 062  
Phone No(s):040-27120427 / 27182394 / 27182222

## TEAM UP WITH ECIL FOR A BRIGHT CAREER

### I. 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 and result oriented personnel for the posts of **LOWER DIVISIONAL CLERK (WG-III)** at Headquarter in Hyderabad, various Zonal Offices and Project sites spread across India. The details of vacancies and other relevant information are as given below:

### II. ELIGIBILITY

**1. AGE:** The upper age for UR Candidate is 28 years as on the last date of submission of online application

#### **2. QUALIFICATION & EXPERIENCE**

**(a) LOWER DIVISIONAL CLERK (WG-III):** The applicant should be a Graduate with minimum 50% marks with typewriting speed of 40 wpm and should have a certificate in PC operation.

**(b)** Age Relaxation shall be allowed up to 40 years for those Contract labours (including fixed term employees) with desirable qualification who have worked/ are working in ECIL. The resultant additional relaxation for SC/ ST/ OBC candidates will also be allowed on this account.

These candidates (Contract Labours and Fixed tenure Employees) are required to submit experience certificates detailing duration, area/ field & nature of experience from their respective employer. The decision of ECIL regarding authenticity/genuineness of experience certificates and relevance of experience will be final and binding.

Such candidates are required to necessarily possess the desired qualification as mentioned in 2 (a) above and will also have to compete with other eligible candidates in written test/skill test etc.

### **III. EMOLUMENTS & BENEFITS:**

- The selected candidates will be placed at the basic pay of Rs 20480/-PM with annual increment of 3%
- In addition to emoluments as mentioned above; PF, Gratuity, Medical benefits, Leave will be applicable as per the rules in force from time to time of the corporation.

### **IV. RESERVATIONS:**

a) Reservations for SC,ST, OBC [Non-creamy layer] & EWS will be applicable as under:-

Post No.	Name of the Post(s)	No. of post (s)	UR	EWS	OBC	SC	ST
1	LDC(WG-III)	11	05	01	04	01	0

The candidates belonging to EWS, who are not covered under the reservation for SCs, STs and OBCs shall get reservation as per applicable rules.

Reservations for PWD and Ex-Servicemen will be applicable as per Government of India guidelines.

## V. RELAXATIONS & EXEMPTIONS:

- a) 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.
- b) Qualification: The qualification is relaxed to passed in Graduation with typewriting speed 25 wpm for SC/ST candidates.

## VI. MODE OF SELECTION:

- a) The selection methodology will comprise two stage selection process i.e Written test and skill test. No interview shall be conducted.
- b) The weightage for Written Test & skill test is 50:50 respectively and 60% in overall for selection of candidates.
- c) All eligible candidates shall be called for written test however, for skill test candidates shall be called in the ratio of 1:4 based on the performance in written test.
- d) Equal Nos of candidates shall be kept in panel and the panel will be valid for a period of 6 Months from the date of its approval.

### b) WRITTEN TEST:

- a) 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.
- b) The Answer Sheet will be OMR sheet.
- c) The date, time and venue of written test will be intimated by e-mail / SMS. The candidates have to download the Hall Ticket for Written Test from the link provided on our website: <http://careers.ecil.co.in>. 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.

### c) CERTIFICATE VERIFICATION PROCESS & SKILL TEST:

- a) The date, time and venue of skill test will be intimated by e-mail / SMS. The candidates should download the Hall Ticket for skill test from the link provided on our website: <http://careers.ecil.co.in>. The eligible candidates will be allowed to attend skill test only after successful verification of certificates. The Certificate Verification will be conducted before the skill test 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 certificates should be produced:
  - i. On-line registered application form duly signed and with recent colour passport size photo, Hall Ticket
  - ii. Matriculation / 10<sup>th</sup> Standard or equivalent certificate indicating the Date of Birth;
  - iii. Graduation Mark sheet/Degree Certificate;
  - iv. No Objection Certificate from their establishment in case of Govt., Servants Central / State / PSUs etc.;
  - v. All original certificates in support of his / her qualification, experience, latest Certificate of caste [SC/ST] & disability (PWD) etc., if applicable any along with a set of photo copies;
  - 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 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.

- 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.

#### VII.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. The candidature would be rejected if found ineligible at any stage.
- b) Candidates belonging to General/OBC category (non-creamy layer)/EWS have to pay a **non-refundable application fee** of Rs. 500/-(Rupees Five Hundred only). Applicable Bank charges/Taxes, if any, have 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 employees (currently engaged with ECIL) are exempted from payment of Application fee.
- c) Graduation Degree/Mark sheet should have been acquired from recognized Indian University / Statutory Authority. Only full-time regular courses shall only be considered for ascertaining eligibility.
- 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 Skill test 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.
- g) For queries if any, candidates are advised to visit the link <http://careers.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.
- 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) Any query under RTI shall be entertained only up to six months from the date of publication of final results on our website.
- l) In case of any ambiguity/dispute on account of interpretation of advertisement in the version other than English, English version shall prevail.
- m) Canvassing in any form will result into disqualification.
- n) Only Indian Nationals are eligible to apply.

- o) No correspondence will be entertained about the outcome of the application, at any stage.
- p) Mere issue of call letter for Skill test does not confer any right of acceptance of candidature and should not be construed as an acknowledgment of fulfilling the eligibility criteria.
- q) The candidates should apply only ONCE. Multiple applications will lead to rejection of candidature

#### **VIII.HOW TO APPLY**

- a) Eligible candidates including Internal Employees have to apply 'ON-LINE' through our website <http://careers.ecil.co.in>, alternatively, follow [www.ecil.co.in](http://www.ecil.co.in) > Careers > e-Recruitment for advertisement details. The on-line application process will be operational from 04.06.2022 (14.00 hrs.) to 25.06.2022 (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 the skill test.
- 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

#### **IX.HOW TO MAKE PAYMENT :**

General candidates (UR)/EWS/OBC are required to pay a fee of 500/- (Rupees Five hundred only) as Application Fee.

In case of any mistake made by the candidate on payment, Application Fee will not be paid back under any circumstances.

The instructions for paying application fee are available in e-Recruitment web page under Advt. No. 09/2022.

**Note: The payment of Application Fee through Online or Offline, the photocopy of Application Fee Remittance Slip has to be enclosed along with the requisite enclosures at the time of Document Verification process before the skill test.**

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.

**X. IMPORTANT DATES:**

a.	Commencement of On-line Registration of application by candidates	04.06.2022 : 14:00 Hours
b.	Last date for On-line Registration of application by candidates	25.06.2022: 14:00 Hours
c.	Availability of the Written test Call Letter for Download	Will be communicated through mail / Website: <a href="http://careers.ecil.co.in">http://careers.ecil.co.in</a> only to the shortlisted candidates.
d.	Availability of the Hall Ticket for skill test for Download	Will be communicated through mail / Website: <a href="http://careers.ecil.co.in">http://careers.ecil.co.in</a> only to the shortlisted candidates.

**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 <http://careers.ecil.co.in> only.

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

**Advt. No.09/2022**

**DGM -HR(Rectt)**