



**Engineering Projects (India) Ltd.
(A Govt. of India Enterprise)
ADVT. NO. RECTT/1-2014**

EPI a 'Mini Ratna' Public Sector Enterprise under the aegis of Department of Heavy Industry with turnover of more than ₹ 1000 Crores engaged in execution of wide range of multi facet projects on turnkey basis in Power, Steel, Industrial, Civil & Infrastructure Sectors requires professionals to be appointed on regular basis for the following posts:

Sl. No.	Post	Reservation	Scale of Pay (Industrial DA Pattern) (Rs.)	Qualification	Minimum Experience	Upper Age limit as on (Last date of Submission of application)
1.	General Manager (Fin) - 01 Post	Gen - 01	43200-66000 (E-7)	CA / ICWAI / MBA (Fin) (Minimum 55% marks in MBA)	Minimum 18 years post qualification executive experience with minimum 2 years in next below grade in PSU/Govt. Organization	50 Years
2.	Dy. General Manager (HR) - 2 Posts	Gen - 02	32900-58000 (E-5)	2 years Post Graduate Dip/MBA (Pers. Mgmt/HR/MSW) etc. (Minimum 55% marks)	Minimum 12 years post qualification executive experience with minimum 2 years in next below grade in PSU/Govt. Organization	43 Years
3.	Dy. General Manager (Civil) - 2 Posts	Gen - 02	32900-58000 (E-5)	BE/B. Tech or AMIE or equiv in the Civil discipline (Minimum 55% marks)	Minimum 12 years post qualification executive experience with minimum 2 years in next below grade in PSU/Govt. Organization	43 Years
4.	Sr. Manager (Civil) - 10 Posts	Gen. -09 OBC - 03 SC - 02 ST - 01	29100-54500 (E-4)	BE/B. Tech or AMIE or equiv in the Civil discipline (Minimum 55% marks)	Minimum 9 years post qualification executive experience with minimum 2 years in a organization of repute	40 Years
5.	Sr. Manager (Electrical) - 03 Posts			BE/B. Tech or AMIE or equiv in the Electrical discipline (Minimum 55% marks)		
6.	Sr. Manager (Fin) - 02 Posts			CA / ICWAI / MBA (Fin) (Minimum 55% marks in MBA)		
7.	Manager, GR-II (Civil) - 10 Posts	Gen. -09 OBC - 03 SC - 01 ST - Nil	20600-46500 (E-2)	BE/B. Tech or AMIE or equiv in the Civil discipline (Minimum 55% marks)	Minimum 4 years post qualification executive experience with minimum 2 years in a organization of repute	33 Years
8.	Manager, GR-II (Electrical) - 03 Posts			BE/B. Tech or AMIE or equiv in the Electrical discipline (Minimum 55% marks)		
9.	Assistant Manager (Rajbhasha) - 01 Post	Gen. -01 OBC - Nil SC - Nil ST - Nil	16400-40500 (E-1)	Master's degree from a recognized University or equivalent in Hindi with English as a subject at the degree level Or Master's degree from a recognized University or equivalent in English with Hindi as a subject at the degree level Or Master's degree from a recognized University or equivalent in any subject with Hindi & English as a subject at the degree level Or Master's degree from a recognized University or equivalent in any subject with Hindi medium and English as a subject at the degree level Or Master's degree from a recognized University or equivalent in any subject with English medium and Hindi as a subject at the degree level (Minimum 55% marks)	Minimum 2 years post qualification executive experience with minimum 1 year in a organization of repute	30 Years

10.	Assistant Manager (Finance) - 02 Posts	Gen. -02 OBC - Nil SC - Nil ST - Nil	16400-40500 (E-1)	CA / ICWAI / MBA (Fin) (Minimum 55% marks in MBA)	Minimum 2 years post qualification executive experience with minimum 1 year in a organization of repute	30 Years
The above qualifications must be acquired from recognized University / Institution.						

- **Pay:** In addition to Pay, DA, HRA / Bachelor accommodation at Project Site, EPF, Medical Facilities, Perquisites, PRP etc. are also admissible as per Rules of the Company.
- **Age:** Relaxation by 5 years for SCs/STs and 3 years for OBCs and as per Govt. directives for Ex-servicemen and Physically Handicapped Person with disability (PWD) are encouraged to apply.
- For the post from S. No. 1 to 3 of advertisement, age will be relaxed in case of deserving candidates beyond five years.
- **Reservation:** Reservation of posts for SC/STs/OBCs and others shall be as per Govt. directives. Person with disability (PWD) are encouraged to apply.
- **Place of Interview:** New Delhi/Chennai/Guwahati
- **To & Fro :** Outstation applicants called for interview shall be paid to & fro on production of valid ticket/ticket no./documentary proof : -

Return air / rail fare limited to AC I class by the shortest route	General Manager
Return rail fare limited to AC III class by the shortest route	Dy. General Manager, Sr. Manager, Manager Gr.-II, Assistant Manager

- No. of vacancies are tentative and subject to change. Besides notified vacancies, Panel will be formed to meet the future requirements. 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 or Debit Card.
- Application Fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the Application Fee.

How to apply:

- Eligible and interested candidates are required to apply Online only through EPI's Website (Recruitment section): www.epi.gov.in No other means/mode of application will be accepted. The Registration is open from **1200 Hours on 25.01.2014 till 1700 hours on 10.02.2014;**
- Before registering the applications at EPI's website the candidates 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 up's (maximum of 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, caste etc.
 - Educational details like date of passing, percentage of marks (in case of candidates having CGPA Scores, equivalent percentage is to be indicated in the application form as per norms adopted by the University / Institute. Candidates are 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 etc. (Candidates are 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:-** Candidate is 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, educational & experience details are required to be filled up and photograph & signature to be uploaded. If required, the candidate may edit any details already entered before finally submitting the application.
 - In case of the candidates belonging to SC/ST/PWD categories, No fees is required to be paid by the applicant. On submission of personal, educational & experience details, the registration process is completed by generating a unique Application no. in the Application confirmation page for future reference.
 - In case of the candidates belonging to General & OBC categories, A fees of Rs. 250/- (Rupees Two Hundred Only) is required to be paid by the applicant through Debit/Credit Card. On submission of personal, educational & experience 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 candidate is required to print the application confirmation page and payment receipt details for future reference.

General Conditions

- Mere submission of application will not entail right for claiming Appointment;
- 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 thereto. The number of vacancies can be modified as per discretion of the Management;
- All qualifications should be from Indian Universities or Institutes recognized by appropriate statutory authorities;
- Only shortlisted candidates will be called for Interview;
- Candidates belonging to SC/ST/OBC/PWD categories are 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 adhered to:
 - The candidate must belong to non - creamy layer;
 - The name of caste and community of the candidate must appear in the 'Central list of Other Backward Classes';
 - The candidate 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 25.01.2014), from the Competent Authority, at the time of Interview.
- Candidates employed in Central / State Government Departments / Public Sector Enterprises etc. should produce NOC (No Objection Certificate) at the time of Interview from their employer failing which they will not be permitted to appear in the interview, and will not be eligible for reimbursement of Travelling expenses;
- Applicants having work experience in Private Sector Organizations are required to submit an experience certificate in the letter head of the Company having details of the Company;
- Candidates should clearly mention all the details sought in the Application form. In case of ambiguity / discrepancy in the information provided, application will be summarily rejected. The paid Application Fee will not be refunded and no communication in this regard will be sent to the candidates;
- If the information furnished by the candidate 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 after recruitment or after joining, without any reference given to the candidate;

- All correspondence to the candidates will be made via E-mail on the E-mail ID provided by the candidate in the application form. No other mode of communication will be adopted.
- Canvassing in any form will disqualify the candidature;

Selection & Placement: Eligible candidates will be required to attend interview at New Delhi/Chennai/Guwahati for the assessment of their candidature. Selected candidates can be posted to any Division / Office of the Company.

All candidates are requested to go through the detailed advertisement carefully to clear all doubts/queries. Queries, if any, are to be sent to hrd@epi.gov.in.

JOB DESCRIPTION

General Manager (Finance)

Experience in Govt. / Semi-Govt. / Public Sector Undertakings / Commercial Organizations / Construction Industry. He / She should possess wide experience of Finalization and Maintenance of Accounts in line with provisions under Companies Act 1956 and Applicable Accounting Standards. Direct and Indirect Taxation matters, WCT, VAT etc.. He should have sound knowledge of Budget Preparation, Budgetary Control, Project Evaluation with regard to Project viability and Financial Control, Presentations Capabilities and Handling of Audit Activities. In addition he/she should have experience in liasioning with Banks, Statutory Bodies, Audit Agencies, Tax Authorities and Various Ministries. He / She shall have exposure to Foreign Projects Account, Risk Management etc.

Dy. General Manager (HR)

Should be responsible & have knowledge of policy formulation and implementation, Manpower Planning, Selection and Recruitment / Industrial Relations, Succession planning / Disciplinary Matters / Training of Personnel, Wage and salary Administration, Welfare Matters, Establishment Matters including Reservation policy, Settlement of Labour Dispute and Liaison experience with statutory Authority will be an added advantage.

Dy. General Manager (Civil)

Should have experience in Design / detail engineering or execution of Civil / Structural works of buildings / long span industrial construction / power and steel projects involving surveying, geo-technical investigation, special foundations, equipment foundation, super structure work of RCC / structural steel etc. knowledge in the field of estimation of bill of quantities, basic cost estimation based on central / State PWD rates including experience in the field of analysis of market rates and preparation of construction schedule is also desirable.

Sr. Manager (Civil)

Should have experience in Design / detail engineering or execution of Civil / Structural works of buildings / long span industrial construction / power and steel projects involving surveying, geo-technical investigation, special foundations, equipment foundation, super structure work of RCC / Structural steel etc. Knowledge in the field of estimation of bill of quantities, basic cost estimation based on central / State PWD rates including experience in the field of analysis of market rates and preparation of construction schedule is also desirable

Sr. Manager (Electrical)

Should have experience in Design / detail engineering or erections ,testing and commissioning of HT/LT Switchgears, HT/LT Transformers, HT/LT Motors, UPS, PLS system, lighting, PF Compensation equipment, Cable Engineering, Electrical system engineering for Material Handling Plants / Power & steel plant / Industrial plants / High rise buildings consisting of lighting equipments, CCTV, BMS, PLCC, PA system, Security System etc.

Sr. Manager (Finance)

Experience of serving in Govt. / Semi-Govt. / Public Sector Undertakings / Commercial Organizations / Construction Industry. He/She should possess wide experience of Taxation, Finalization and Maintenance of Accounts in line with provisions under Companies Act 1956 and Applicable Accounting Standards. Budgetary Control and Taxation Matters with regard to Direct and Indirect Taxes, Banking, Insurance etc.

Manager, GR-II (Civil)

Should have experience in Design / detail engineering or execution of Civil / Structural works of buildings / long span industrial construction / power and steel projects involving surveying, geo-technical investigation, special foundations, equipment foundation, super structure work of RCC / Structural steel etc. Knowledge in the field of estimation of bill of quantities, basic cost estimation based on central / State PWD rates including experience in the field of analysis of market rates and preparation of construction schedule is also desirable

Manager, GR-II (Electrical)

Should have experience in Design / detail engineering or erections ,testing and commissioning of HT/LT Switchgears, HT/LT Transformers, HT/LT Motors, UPS, PLS system, lighting, PF Compensation equipment, Cable Engineering, Electrical system engineering for Material Handling Plants / Power & steel plant / Industrial plants / High rise buildings consisting of lighting equipments, CCTV, BMS, PLCC, PA system, Security System etc.

Asstt. Manager (Finance):

Experience of serving in Govt./Semi-Govt./Public Sector Undertakings / Commercial Organizations/Construction Industry. He/She should possess with experience of Taxation, Finalization and Maintenance of Accounts in line with provisions under Companies Act 1956 and Applicable Accounting Standards, Banking, Insurance etc.

Asstt. Manager (Rajbhasha):

He / She shall be responsible for implementation of Govt. policies for Rajbhasha in addition to other administrative functions. Preference will be given to candidates having experience of translation of official / Contract documents. Experience of organizing Hindi classes or workshop for nothing and drafting and knowledge of application of computers in office work.

Computer knowledge / skills will be a mandatory requirement for all the above posts