

Website



**Engineering Projects (India) Ltd.
(A Govt. of India Enterprise)
ADVT. NO. RECTT/3-2014**

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 (HR) - 01 Post	Gen - 01	43200-66000 (E-7)	2 years Post Graduate Dip/MBA (Pers. Mgmt/HR/MSW) etc. (Minimum 55% marks)	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) - 01 Post	Gen - 01	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.	Accounts Assistant- 5 Posts	Gen - 04 OBC-01	11600-26450 (S-3)	Graduate with CA Intermediate Pass /CMA Intermediate Pass	-	28 Years
4.	Cook - 04 Posts	Gen - 03 OBC-01	7800-15050 (U-1)	Minimum 8 th Standard Pass	Minimum 5 years' experience in cooking. Should be able to cook authentic Indian food.	35 years

The above qualifications must be acquired from recognized University / Institution/Board.

- **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, 3 years for OBCs and as per Govt. directives for Ex-servicemen and Physically Handicapped. Person with disability (PWD) are encouraged to apply.
- **Reservation:** Reservation of posts for SC/STs/OBCs and others shall be as per Govt. directives. Person with disability (PWD) are encouraged to apply.
- **Age Relaxation:** Age will be relaxed in case of deserving cases for the post of GM (HR) and DGM(HR).
- For the post of Accounts Assistant written test shall be conducted
- **Place of Written/Trade Test/ Interview:** New Delhi
- **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
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Return rail fare limited to AC III class by the shortest route	Dy. General Manager
Return rail fare limited to Second class by the shortest route	Accounts Assistant/Cook

For Written Test:- No To & Fro will be paid

- 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/written test 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 for the posts of GM (HR), DGM (HR) & Cook and Rs. 500/- (Rupees Five Hundred only) for the posts of Accounts Assistant, which is non-refundable (exempted in the case of SC/ST/PWD candidates).
- Payment to be made either through Credit or Debit Card for the posts of GM (HR) /DGM (HR) and Accounts Assistant. For the post of Cook, payment to be made through Demand Draft in favour of "Engineering Projects (India) Limited."
- Application Fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the Application Fee.

Written Examination:

For the post of Accounts Assistant , candidates will require to appear in written examination and successful candidates in the written examination would subsequently be called for personal Interview.

How to apply:

- Eligible and interested candidates for the post of GM (HR)/DGM(HR) and Accounts Assistant 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 19.05.2014 till 1700 hours on 02.06.2014;**
- 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) for the posts of GM (HR) /DGM (HR) & Cook and Rs. 500/- for the post of Accounts Assistants 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.
- Eligible and interested candidates for the post of Cook are required to send their physical applications in the prescribed Application Format along with Demand Draft for the prescribed sum, latest passport-size colour photograph, and copy of certificates in support of age, qualification, experience and caste(Candidates will be required to produce original certificates at the time of interview for verification) by post.No other means/mode of application will be accepted. Last date for receiving the duly filled application form in EPI's office is 2nd June, 2014. The duly filled application in the prescribed format should reach on the following address by the last date:

The General Manager (HR)
Engineering Projects (India) Ltd.,
Core- 3, Scope Complex,
7, Lodhi Road,
New Delhi - 110003

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 02.06.2014), 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, except for the post of Cook, 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 written examination/ interview at New Delhi 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 epico@epi.gov.in .

JOB DESCRIPTION

General Manager (HR) / 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.

Accounts Assistant

The candidate should have knowledge in the areas of maintenance of Books, Finalization of Accounts, Treasury Management, Taxation Matters & Accounting Standards etc.

*Computer knowledge/ skills is essential for the above posts.

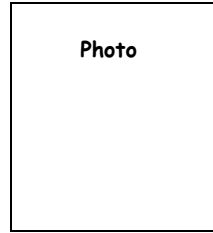
Cook

The candidate should have proper knowledge of cooking methods and culinary skills. He should be able to cook authentic Indian Food.

Application Format for Cook

APPLICATION FOR THE POST OF COOK

1. **Name in Full-**
(In block letter)
2. **Father's /Husband Name:**
3. **Gender:-** Male Female
4. **Category :-** GEN SC ST OBC PWD
5. **Date of Birth:**
6. **Nationality:**
7. **Age:**
8. **Marital Status:** Married Unmarried
9. **Present Address:**
10. **Permanent Address:**
11. **Mobile / Landline No.**
12. **Qualification:**



Examination Passed	Name of Board/ University	Month of passing	Year of passing	Subject	Division	% of Marks

13. **Experience** (from current employment to past employment):-

Name of the Company	From	To	Salary

14. **Any defect of Impairment in:-**
Hearing Yes No
Sight Yes No
Limbs Yes No
15. I solemnly declare that all the particulars furnished in this application are true and correct to the best of my knowledge and belief. I clearly understand that any misrepresentation of any facts contained therein or willful concealment of any material fact will render me liable to appropriate action as may be decided by the Company.

Place:

Date:

Signature;

How to Apply:-

Complete filled up application form together with a recent passport size photograph and attested copies of certificates and testimonials (documentary proof experience if any) and non-refundable demand draft of Rs. 250/- (SC/ST and PH candidates exempted) favouring " Engineering Projects (India) Limited" Payable at New Delhi, should reach:-

The General Manager (HR)
Engineering Projects(India) Limited
Core-3, Scope Complex,
Lodhi Road, New Delhi-110003.

Last date of submission of application is " 02.06.2014". EPI will not consider any application received after this date.