

RECRUITMENT OF EXPERIENCED PROFESSIONALS
(HRD/Rectt./Advt./2013-14/02)

Engineers India Limited, an Engineering Consultancy Company is looking for dynamic professionals with a passion for excellence and the drive to partner in the Nation's Growth story. The Company over the last 48 years has executed some of India's major projects in refineries, petrochemicals, pipelines, offshore, metallurgy, infrastructure & fertilizer sectors. The Company has embarked on a expansion plan in to sunrise sectors such as Nuclear, Solar, Water & Waste Management and is increasing its international presence in over 13 countries world-wide. As part of its expansion plans, EIL is looking for suitably qualified, experienced and motivated individuals in the following disciplines to be catalysts for this growth.

- **Plant Operation & Safety**
- **Pipelines**
- **Construction (Civil, Mechanical, Safety, Welding / NDT)**
- **Mining**
- **Human Resource**
- **Corporate Communication**
- **Legal**
- **Finance & Accounts**
- **Security**

Click below for details.

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• **POSITIONS AVAILABLE**

CODE	DISCIPLINE	POSITION	No. of Vacancies (Tentative)
13-14/02/A1	Plant Operation & safety	Dy. Manager	5
13-14/02/B1	Pipelines (Offshore)	Sr. Engineer / Dy. Manager / Manager / Sr. Manager	2
13-14/02/C1	Construction (Civil)	Dy. Manager / Manager	2
13-14/02/C2	Construction (Mechanical)	Dy. Manager / Manager	2
13-14/02/C3	Construction (Safety)	Sr. Engineer / Dy. Manager	2
13-14/02/C4	Construction (Welding / NDT)	Sr. Engineer / Dy. Manager	3
13-14/02/D1	Mining	Dy. Manager / Manager	1
13-14/02/E1	Human Resource	Dy. Manager / Manager / Sr. Manager / AGM / DGM / GM	8
13-14/02/E2	Corporate Communication	AGM / DGM / GM	1
13-14/02/E3	Legal	AGM / DGM / GM	1
13-14/02/F1	Finance & Accounts	Dy. Manager	2
13-14/02/F2	Finance & Accounts (Taxation)	Sr. Officer / Dy. Manager	1
13-14/02/G1	Security	Sr. Officer / Dy. Manager	1

Click on the respective codes for eligibility requirement.

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• **POSTS AND ELIGIBILITY**

- The cut-off date for post-qualification relevant experience and upper age is 01.06.2013.
- Candidates must have secured the minimum percentage of marks as mentioned below:

Minimum Qualifying Examination	Percentage of Marks in the qualifying examination	Equivalent CGPA / CPI on 10 point scale	Equivalent CGPA / CPI on 9 point scale	Equivalent CGPA / CPI on 8 point scale	Equivalent CGPA / CPI on 7 point scale	Equivalent CGPA / CPI on 6 point scale	Equivalent CGPA / CPI on 5 point scale	Equivalent CGPA / CPI on 4 point scale
Post Graduate in Journalism / Mass Communication / Public Relation or MBA with specialization in Mass Communication	65%	7	6	5.3	4.6	4	3.3	2.5
CA / ICWA	55%	5.9	4.9	4.4	3.8	3.3	2.7	2
MBA Degree with specialization in HR / Masters Degree in Social Work with specialization in Personnel Management & Labour Welfare / Industrial Relations	65%	7	6	5.3	4.6	4	3.3	2.5
LLB	55%	5.9	4.9	4.4	3.8	3.3	2.7	2
Engineering Graduates	65%	7	6	5.3	4.6	4	3.3	2.5
Bachelor of Arts	55%	5.9	4.9	4.4	3.8	3.3	2.7	2
Bachelor of Science / Bachelor of Commerce	60%	6.5	5.4	4.8	4.2	3.6	3.0	2.2

- The specified qualification should have been acquired in minimum number of years except in case of CA/ICWA.
- Please round off percentage of the marks to lower whole number e.g. for 74.9 , write 74
- Please round off CGPA to the lower decimal e.g for 6.59, write 6.5
- Avenues for Career growth in the organization shall be governed by the prevailing rules & practices depending on the qualification and performance.

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• **POSTS AND ELIGIBILITY** (Continued)

Minimum Post Qualification Relevant Experience (in years)	Designation	Positions Available in Areas	Upper age limit (in years)	Position Code (click the respective position code for Job Description)
4	Sr. Engineer	Pipelines (Offshore)	35	13-14/02/B1
		Construction (Safety)		13-14/02/C3
		Construction (Welding / NDT)		13-14/02/C4
	Sr. Officer	Finance & Accounts (Taxation)		13-14/02/F2
8	Dy. Manager	Plant Operation & Safety	40	13-14/02/A1
		Pipelines (Offshore)		13-14/02/B1
		Construction (Civil)		13-14/02/C1
		Construction (Mechanical)		13-14/02/C2
		Construction (Safety)		13-14/02/C3
		Construction (Welding / NDT)		13-14/02/C4
		Human Resource		13-14/02/E1
		Mining		13-14/02/D1
		Finance & Accounts		13-14/02/F1
		Finance & Accounts (Taxation)		13-14/02/F2
12	Manager	Pipelines (Offshore)	45	13-14/02/B1
		Construction (Civil)		13-14/02/C1
		Construction (Mechanical)		13-14/02/C2
		Mining		13-14/02/D1
		Human Resource		13-14/02/E1

15	Sr. Manager	Pipelines –Offshore	45	13-14/02/B1
		Human Resource		13-14/02/E1
17	AGM	Human Resource		13-14/02/E1
		Corporate Communication		13-14/02/E2
		Legal		13-14/02/E3
18	DGM	Human Resource		13-14/02/E1
		Corporate Communication		13-14/02/E2
		Legal		13-14/02/E3
	GM	Human Resource		13-14/02/E1
		Corporate Communication		13-14/02/E2
		Legal	13-14/02/E3	
10	Sr. Officer	Security	40	13-14/02/G1
15	Dy. Manager		45	

* Candidates applying for the post of DGM / GM must have served at least 5 years in Senior Management Positions.

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- **CONCESSIONS & RELAXATIONS**

- Upper age limit is relaxable by 5 years for SC/ST candidates and 3 years for Other Backward Classes (OBC) – non creamy layer candidates.
- Upper age limit for Persons with Disabilities (PwD) candidates is relaxable by 5 years. Persons with 40% or more Disabilities shall be eligible for relaxation.
- **Post-Graduates in Engineering will be given relaxation in experience by one year where minimum requirement of qualification is B.E / B.Tech. / B.Sc. (Engg.), provided such qualification is relevant to the job description for the post.**
- **Candidates with additional qualification of Post-Graduates in Management (except obtained through correspondence) will be given relaxation in experience by one year where minimum requirement of qualification is B.E / B.Tech. / B.Sc. (Engg.), provided such qualification is relevant to the job description for the post.**
- **Ph.D in Engineering will be given relaxation in experience by four years where minimum requirement of qualification is B.E / B.Tech. / BSc.(Engg.), provided such qualification is relevant to the job description for the post.**
- **PhD in Applied Science, Economics / Business Economics and Business Administration will be given relaxation in experience by two years, provided such PhD is relevant to the job description for the post.**
- **One** post is reserved for Persons with Disabilities. PWD candidates in any of the three categories (Blindness or Low Vision; Hearing Impaired; and Locomoter disability or Cerebral Palsy) are eligible to apply.
- Reservation of posts for **SC, ST and OBC (non creamy layer)** will be as per presidential directives.
- Upper age limit is relaxable for children / family members of those who died in the year 1984 riots subject to production of certificate from the competent authority.
- Upper age limit is relaxable for Ex-Servicemen.

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- **EMOLUMENTS**

Designation	Pay Scale (Rs.)	Total CTC (approx) p.a in (Rs.)- at minimum of Basic Pay
Sr. Officer / Sr. Engineer	29100-54500	12.72 lacs
Dy. Manager	32900 - 58000	14.32 lacs
Manager	36600 - 62000	16.19 lacs
Sr. Manager	43200 - 66000	18.99 lacs
AGM	51300-73000	22.83 lacs
DGM	51300-73000	22.90 lacs
GM	51300-73000	25.09 lacs

CTC shall include Basic Pay, DA, HRA, Other Perks & Allowances, Performance Related Pay and Retiral benefits as applicable*.

(* Post Retirement Medical Coverage Scheme & Pension Scheme is applicable to candidates who are 45 years of age or below as on date on which they come on the regular rolls of the Company. However, this condition shall not be applicable in case of candidates who join after resigning from any CPSE, provided the total of past service in the CPSE and future service in the company till the date of normal retirement is 15 years or more).

- **PLACE OF POSTING**

The place of posting may be at Head Office New Delhi / Gurgaon, Regional Offices at Chennai, Vadodara, Kolkata, Branch Office at Mumbai, Inspection Offices, and Construction Sites etc. However the place of posting can be anywhere in India and abroad depending upon the exigency of work.

- **MODE OF SELECTION**

The mode of selection will be through interview only.

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• **GENERAL INSTRUCTIONS**

1. Online submission of application will be permitted on the website between **0000 hrs on 27.06.2013 till 2400 hrs on 26.07.2013**.
2. The e-mail address specified in the application should be valid/ functional for at least **24** months from the date of the submission of application. **Intimation for interview shall be sent by email. Kindly ensure that your email is valid and operational.**
3. EIL may restrict the no. of candidates to be called for interview. Only short-listed candidates will be informed for further Interview.
4. Candidates should take print out and retain a copy of online application form(s) for future reference.
5. Copy of the online application **is not to be sent by post**. The print out of application should be retained by candidate & four copies of the application is required to be submitted **at the time of Interview**.
6. Those short listed for **Interview** shall be intimated through e-mail. They are required to bring the following original certificates along with attested photocopies as documentary proof at the time of **Interview**:
 - Proof of Age,
 - Educational Qualifications (All the Mark sheets & Certificates)
 - Service Certificate of past employment & proof of date of joining & its continuity in the present Organization
 - Last Salary Certificate (if applicable)
 - Attested copy of Scheduled Caste/ Scheduled Tribe/ Other Backward Class (OBC)/ Persons with Disability (PWD) certificate, if applicable from the competent authority. OBC certificate produced by candidates should clearly indicate that they do not belong to creamy layer.In the absence of any of the above documents, the candidate will not be allowed to appear for interview and, in that case, no travel expenses shall be reimbursed.
7. **Only those who meet the prescribed eligibility criteria need apply**. If at any stage, it is found that the candidate does not meet the prescribed eligibility criteria, he/she will be disqualified. EIL reserves the right to reject any application without assigning any reason.
8. **Out Station** Candidates called for **Interview** for the post of **Sr. Officer / Sr. Engineer / Dy. Manager / Manager / Sr. Manager/ AGM / DGM / GM** shall be entitled for to & fro rail fare limited

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to AC II Tier or equivalent from the **mailing address mentioned in the on-line application form** to the venue of interview by the shortest route as per rules. *Candidates providing mailing address of a country other than India, in the application form, will be reimbursed to and fro rail fare, as per entitlement mentioned above, from the port of arrival in India to the venue of interview by the shortest route as per rules.* The candidate will be required to fill in the Travelling Allowance (TA) form at the **Interview** centre and submit proof for travel undertaken.

9. In case it is found at any stage that the candidate is **neither meeting the requirements as laid down in the advertisement nor has given correct information while filling up the on-line application form**, his/her candidature shall be **cancelled** and in that case no traveling expenses shall be reimbursed.
10. EIL shall not be responsible for any loss of email/communication letter sent, due to invalid/wrong email id/wrong postal address/postal delays/loss in transit etc. No request in this regard will be entertained.
11. Court of jurisdiction for any dispute will be at Delhi.
12. EIL reserves the right to cancel the advertisement and/or the selection process there under without assigning any reason.
13. Eligible candidates whose children/family members have died in the 1984 riots shall be given due consideration in recruitment.
14. In case a candidate wishes to apply in more than one area, he should fill separate applications for each post/area. All applications should be complete in all respects, as each will bear separate registration number.
15. Provisions of the Persons with Disability Act for 3% reservation are being complied with.
16. Screening and selection will be based on the details provided in the on-line application form, hence it is necessary that only accurate, full and correct information is furnished by the applicants. Furnishing of wrong/false information will be a disqualification and EIL will **NOT** be responsible for disqualification as a consequence of furnishing of such wrong/false information.
17. The applicant should essentially have proficiency in computer knowledge.
18. **Candidates who were interviewed during last one year are not eligible to apply for the same level or post.**
19. **No. of vacancies as mentioned in the advertisement are 31 (Tentative).**
20. Avenues for Career growth in the organization shall be governed by the prevailing rules & practices depending on the qualification and performance.

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- **STEPS FOR APPLYING**

STEP 1: Eligible candidates need to apply through on-line registration system on EIL website. To apply visit the career link in EIL website i.e <http://www.engineersindia.com>

STEP 2: Read CAREFULLY all the instructions given on the website.

STEP 3: Fill in the online form with all the relevant correct details.

STEP 4: The candidate before completing (Finish) the application should keep the scanned copy of their passport size colour photograph in .jpg/.jpeg format of not more than 75 KB size and their signature in .jpg/.jpeg format of not more than 25 KB size. The candidates need to upload their caste certificate and Person With Disabilities need to upload their disability certificates of not more than 500 KB each in .jpg/.jpeg format.

STEP 5: The candidates are requested not to send the print out of the registered application form filled on line. Candidates are required to retain a copy of the printout of the application form which will be required at the time of Personal Interview, if short listed for.

STEP 6: **The cut-off date of post-qualification relevant experience and upper age is 01.06.2013.**

- **CRITERIA FOR DEPARTMENTAL CANDIDATES**

1. The candidate should have served EIL for a minimum period of two years as on the cut off date i.e 01.06.2013.
2. The candidate should have served at least one year in the present level as on the cut off date i.e 01.06.2013
3. The present level of the candidate should not be more than one level below the position applied / advertised.
4. The candidate should not already have been given the advantage of Rationalization Clause at any level.

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- **JOB DESCRIPTION**

CODE: 13-14/02/A1

PLANT OPERATIONS & SAFETY (DY. MANAGER)

Engineering Graduate i.e B.E./ B.Tech / B.Sc. (Engg.) in Chemical discipline having relevant experience of working in process units of refinery, petrochemical plants, oil & gas production facilities and should have relevant experience of working on the design/engineering of Gas / Naphtha Cracker unit and in simulation of chill down and recovery section of Gas / Naphtha Cracker and preparation of feasibility reports etc. or should also have relevant experience of working in operations & technical support services and commissioning of Hydrocarbon processing units or from consultancy organisations; should be fully conversant with usage of software packages and be able to work with a team of engineers in activities related to technology selection, process design, engineering support and troubleshooting. Familiarity in Gas Processing Facilities, Process Simulation and general Process Design/Technical Service Activities, Hazop, Risk Analysis is desirable.

CODE: 13-14/02/B1

PIPELINE (OFFSHORE) -(SR. ENGINEER/DY. MANAGER/MANAGER / SR. MANAGER)

Engineering graduate i.e B.E./ B.Tech / B.Sc. (Engg.) in Mechanical discipline having relevant experience in design and detailed engineering of offshore pipelines involving engineering/stress analysis of pipeline and Risers using Caesar-II and other pipeline softwares, preparation of drawings, pipeline routing, layouts, clamp design etc. Thorough knowledge of design code DNV-OS-F-101 is essential.

CODE: 13-14/02/C1

CONSTRUCTION – CIVIL (DY. MANAGER/MANAGER)

Engineering graduate i.e. B.E./B.Tech / B.Sc. (Engg.) in Civil discipline having relevant experience in construction related activities i.e. execution/supervision of construction works involving earthwork, piling, road works, underground/sub-sea piping, building works, RCC works like deep foundations, foundation of structures for heavy equipments, vessels, structural steel works for industrial buildings,

technological structure, pipe-racks etc. Candidate should have handled contract, certification of invoices raised by the agencies and closing of contracts. Knowledge of ISO requirements for Quality Management System and HSE requirements at project sites will be an added advantage.

CODE: 13-14/02/C2

CONSTRUCTION – MECHANICAL (DY. MANAGER/MANAGER)

Engineering graduates i.e. B.E./B.Tech/B.Sc. (Engg.) in Mechanical discipline having relevant experience in construction related activities i.e., execution/supervision of construction works involving fabrication/erection of various types of piping, fired heater works, column internal works, erection and alignment of static/rotary equipments viz. tall columns, vessels, heat exchangers, pumps, compressors, cross country pipeline works etc. Knowledge of welding/NDT, ISO requirements for Quality Management system and HSE requirements at project sites will be an added advantage. Candidate should have handled contract, certification of invoices raised by the agencies and closing of contracts.

CODE: 13-14/02/C3

CONSTRUCTION (SAFETY) (SR. ENGINEER / DY. MANAGER)

Engineering graduate i.e. B.E./ B.Tech / B.Sc. (Engg.) / B. Arch. with additional qualification of Degree / Diploma in Industrial Safety with at least one paper in construction Safety having experience in various project construction sites like petroleum refinery, petrochemicals, Fertilizer / Chemicals, non ferrous plant, nuclear plant, cross country pipeline, etc. Candidate possessing certification course of NEBOSH, etc. will have an added advantage.

CODE: 13-14/02/C4

CONSTRUCTION (WELDING / NDT) (SR. ENGINEER / DY. MANAGER)

Engineering Graduates in Mechanical/ Metallurgy/ Production / Material Science discipline having experience of working in pressure vessel / offshore fabrication shop or construction site of a petroleum refinery, petrochemical, power plant, chemical plant, non ferrous plant, nuclear plant, cross country pipeline or a fertilizer plant. Candidate should have valid ASNT/ISNT Level II/III certification in RT / UT. AWS welding inspector or CSWIP Certification will be an added advantage. The candidate should

be able to Review WPS, witness PQR and welder qualification tests. The candidate should have the ability to interpret piping / tankages radiographs and should have knowledge of international codes like ASME, ASTM, API.

CODE: 13-14/02/D1

MINING (DY. MANAGER / MANAGER)

Engineering Graduate in Mining discipline having relevant working experience in any mechanized open cast coal / metal mine producing copper, lead, zinc, iron ore, rock phosphate, bauxite, lime stone or coal / lignite. The candidate should have good exposure to geology & planning. Candidate should preferably have hands on experience of software on computerized mine planning besides having working knowledge of Microsoft Office suite. Candidate should be a Registered Qualified Person with Indian Bureau of Mines or Coal Controller in Ministry of Coal & Mines.

CODE: 13-14/02/E1

HUMAN RESOURCE (DY. MANAGER/MANAGER/SR. MANAGER/AGM /DGM /GM)

Candidates should possess an MBA Degree with specialization in HR / Masters Degree in Social Work with specialization in Personnel Management & Labour Welfare / Industrial Relations (except obtained through correspondence) from a recognized Institute / University. The candidate should possess relevant post-qualification experience in a large organization. Candidates with experience in Govt. / PSU shall be preferred. Additional Degree in law will be an added advantage.

The candidate shall be required to handle HR functions viz; HR planning, recruitment, establishment, devising & implementing performance monitoring, preparing compensation policies & reviewing them periodically, framing HRD policies and suggesting modifications to improve their effectiveness; providing expertise and support to various levels of management on matters relating to Industrial Relations & Employees Welfare, and dealing with employee collectives apart from developing HR policies/practices/rules/regulations in respect of all categories of employees. The candidate should possess conceptual clarity, excellent inter-personal and negotiation skills and sound knowledge of labour laws.

CODE: 13-14/02/E2

CORPORATE COMMUNICATION (AGM/DGM/GM)

Candidate should be a Post Graduate in Journalism / Mass Communication / Public Relation or MBA with specialization in Mass Communication (except obtained through correspondence) from Recognized University / Institute having experience in communication platforms such as, Electronic / News / Media Relations, Advertising, Public Relations, Branding, Web Designing, Video Production and Editing, etc. The experience in organizing exhibitions and publicity campaigns will be an added advantage. The candidate should possess relevant post-qualification experience in a large organization. Candidates with experience in Govt. / PSU shall be preferred.

CODE: 13-14/02/E3

LEGAL (AGM / DGM/GM)

Candidate should have full time Degree in law from recognized University / Institute in India. The candidate should have experience of working in Law Firm / Govt. / PSU. Candidate from Govt. / PSU should have experience of working in legal department at a senior position for at least 5 years.

The candidate should possess thorough knowledge of Laws pertaining to Corporate, Commercial, Labour & Industrial, Petroleum, Taxation, Land Acquisition, Merger & Acquisition, Collaboration, IPR as well as Foreign Trade and International laws pertaining to registration of corporate offices abroad, setting- up of joint ventures / Consortium/ Amalgamation & restructuring; Should have flair for legal research and negotiation skills. Candidates should have hands on experience of drafting and vetting of documents and pleadings, incorporation of Joint Ventures, Joint bidding, Licensing agreement, Secrecy & non-disclosure agreements, Legal Compliance as per SEBI and Government regulations. Candidates with experience in Govt. / PSU shall be preferred.

CODE: 13-14/02/F1

FINANCE & ACCOUNTS (DY. MANAGER)

Candidate should be a Chartered Accountant/Cost Accountant. The incumbent should be capable of independently handling due diligence of projects and will work in the fields of Investment decision,

post-transaction integration plans, sensitivity and risk analysis; planning and evaluation of mergers & acquisition; asset purchase decisions; reviewing of financial record, evaluation of risk involved, evaluation of controls, study of plans and others related activities. Besides above he / she will be associated in preparation of accounts and budget and other accounting function, direct / indirect taxes and related activities, financial vetting of proposals, Treasury and Fund Management.

CODE: 13-14/02/F2

FINANCE & ACCOUNTS (TAXATION CELL) - (SR. OFFICER / DY. MANAGER)

Candidate should be a Chartered Accountant/Cost Accountant. The Candidate should have excellent exposure in Indirect Taxes related matters viz ED, Service Tax, VAT etc.; should also have thorough knowledge in the field of Entry Tax and Octroi; Should have familiarity with the provisions of Custom Law. Post qualification executive experience in relevant field in a PSU/ Large Private Sector organization required. Candidate having requisite exposure in independently compiling necessary information for filing of returns and handling cases including appeals etc. shall be preferred; Should have ability to interact with authorities independently; Should also have general knowledge of tax laws.; Exposure to EPC Projects and Infrastructure Sector preferable; Should have good drafting and communication skills.)

CODE: 13-14/02/G1

SECURITY (SR. OFFICER / DY. MANAGER)

Candidate should be a Graduate and should have worked as a Commissioned Officer in the Armed Forces or Central Police Organization. Additional qualification of Sub-Officers course in fire safety from NFSC / DFRI/ specialized training in industrial security & fire safety shall be preferred. Candidates with technical qualifications and having knowledge of security gadgets will be given preference.