



ENGINEERING PROJECTS (INDIA) LTD.
(A GOVT. OF INDIA ENTERPRISE)

EPI, a 'Mini Ratna' Public Sector Enterprise under the aegis of Department of Heavy Industry with turnover of more than a Rs. 1000 crores engaged in execution of wide range of multi-faceted projects on turnkey basis in Power, Steel, Industrial, Civil & Infrastructure sectors require suitable persons to be appointed on regular basis for the following posts:

| <u>Sl. No.</u> | <u>Post</u> | <u>Level</u> | <u>No. of posts</u> | <u>Scale of Pay (Industrial DA Pattern) (Rs.)</u> | <u>Minimum Experience</u> | <u>Upper Age limit as on (last date of submission of application)</u> |
|----------------|---|--------------|---------------------|---|---|---|
| 1. | Assistant Manager (Civil-10, HR-5, Finance-03) | E-1 | 18 | 16400-40500 | 2 years Post qualification working executive experience with min 1 year in next below grade in an organization of repute. | 30 Years |

JOB SPECIFICATION FOR MANAGEMENT CADRE

| <u>Sl. No.</u> | <u>Discipline</u> | <u>Civil</u> | <u>Finance</u> | <u>Human Resources</u> |
|----------------|-------------------|--|--|---|
| 1 | Qualification | BE/ B. Tech or AMIE or equiv. in the discipline of Civil (min 55% marks) | CA /ICWA or MBA (Fin) Minimum 55% marks * | 2 yrs Post Graduate DIP/MBA(Pers.Mgmt/HR/MSW etc. (min 55% marks) |

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

* % of marks exempted for CA and ICWA candidates

- In addition to pay, DA, HRA / Bachelor accommodation at Project Site, EPF, Medical facilities, Perquisites and PRP etc. are also admissible as per Rules of the Company.
- Relaxation of age by 5 years for SC/STs and 3 years for OBC's and as per Govt. directives for ex-servicemen and physically handicapped.

No. of vacancies are tentative and subject to change. EPI reserves the right to shortlist and restrict the no. candidates to be called for written test followed by interview of the successful candidates.

Applicants working in Govt. Deptts./ PSU / Autonomous bodies must send their application through proper channel or produce 'No Objection Certificate' at the time of Interview and also to produce original certificate of age, qualification, experience etc. failing which, the applicants will not be interviewed and no fare shall be paid. Outstation applicants called for interview shall be paid to & fro 3tier AC rail/bus fare by the shortest route, on production of ticket/ticket No./documentary proof.

Applicants are required to produce original certificate of age and qualification failing which, the applicants will not be interviewed.

Application sent by E- Mail will not be considered.

Reservation: Reservation of posts for SC/STs/OBCs applicants shall be as per Govt. directives. Person with disability (PWD) are encouraged to apply.

How to apply: The enclosed format of application may be downloaded. Complete application together with a recent passport size photograph and attested copies of certificates and testimonials (documentary proof of experience is a must) and a non-refundable demand draft of Rs. 500/- (SC/ST and PH candidates exempted) favouring "Engineering Projects (India) Ltd." Payable at New Delhi, should reach:

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

While applying candidate should indicate clearly on the envelop "Application for the post of "Asstt. Manager(-----)".

Last date of Submission of Application is " 14th January, 2013".

Application received after the above date will not be entertained.

JOB DESCRIPTION

| <u>TECHNICAL (Civil)</u> | | | |
|---------------------------------|-----------------------------|-----|---|
| 1 | Asstt. Manager (Civil)) | E-1 | 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 |
| <u>FINANCE</u> | | | |
| 1 | Asstt. Manager (Finance) | E-1 | 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. |
| <u>HUMAN RESOURCES</u> | | | |
| 1 | Asstt. Manager (HR) | E-1 | Should 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 |

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