

Website**Engineering Projects (India) Ltd.**
(A Govt. of India Enterprise)**ADVT. NO. HRM/REC/04/2025**

EPI, a 'Mini Ratna' Central Public Sector Enterprise under the aegis of Ministry of Heavy Industries, Govt. of India, engaged in execution of wide range of multi facet projects on turnkey basis in Power, Steel, Industrial, Civil & Infrastructure Sectors, requires the following Executive on Fixed Term employment for initial period of one year extendable maximum upto 4 years having qualification and experience as detailed below.

Sl. No.	Post/Fixed Consolidated Remuneration/Total Vacancies	Vacancies/Place of Posting	Requisite Qualification	Minimum Post-Qualification Working Experience	Upper Age limit as on (30.04.2025)
1.	<u>Manager Gr.I (Company Secretary)- E-3/ Sr. Manager (Company Secretary) - E-4</u> Fixed Consolidated Remuneration: Rs. 60,000/- per month for Manager Gr.I / Rs.70,000/- per month for Sr. Manager + Applicable House rent Allowance <u>Total Vacancy: 01</u> <u>Reserved Post:</u> UR- 01	<u>Manager Gr.I (Company Secretary)- E-3 level / Sr. Manager (Company Secretary) - E-4 level – 01</u> Corporate Office, Delhi	ACS with Graduation (Minimum 55% marks in Graduation)	Minimum 6 Yrs for Manager Gr.I./ 9 Yrs. for Sr. Manager Post qualification executive experience with min. 2 years in next below grade in an organization of repute In case of other than Govt. organization the gross drawn remuneration should not be less than Rs. 6,00,000/- per annum for Manager Gr.I/ Rs. 7,20,000/- per annum for Sr. Manager in his/her last/current Organization	37 for Manager Gr. I/ 42 for Sr. Manager

The above qualification must be recognized by All India Council for Technical Education, University Grant Commission and/or any other Statutory Authority/Board.

Required Experience:-**(Company Secretary)**

The Job involves thorough knowledge of Company Law and Corporate Governance, Corporate and Secretarial functions. Experience in Organizing Board meetings, annual & extraordinary general meetings, ensuring compliance of all statutory matters and handling of Company Secretary Division's functions.

***Computer knowledge / skills are mandatory requirement for the above post.**

Pay& Allowances: In addition to monthly fixed remuneration applicable House Rent allowance and location based compensatory allowance @10% of fixed consolidated remuneration will be paid in case of Executive posted in North East Region.

HRA: House Rent Allowance as applicable to regular employees of the Company based on the place of posting will be paid.

Provident Fund Benefits:

Provident Fund Benefits will also be provided as per the provision of Employees Provident Fund Act '1952'

Medical Facilities: The executives will be provided self medical insurance coverage. The employees have to take on their own a self-medical insurance from the Insurance Company. However he/she will be entitled for reimbursement of maximum premium of Rs. 3000/- per annum.

Age Relaxation: Age Relaxation to SC/ST/OBC & PH applicants will be as per Presidential Directives. Upper age relaxation is 5 years for SC/ST applicants, 3 years for OBC applicants and 10 years for PWD Applicants.

How to apply:

- Eligible and interested applicants are required to apply only Online through EPI's Website www.epi.gov.in **(HRD-Current opening)**. No other means/mode of application will be accepted. The Registration is open from **9.30 AM on 27.05.2025 till 05.30 PM on 10.06.2025**
- Candidates have to register themselves before applying for the above said post.
- **Before registering the applications at EPI's website, the applicants 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 maximum 60 KB, for uploading in the application form.
- Personal details like date of birth, contact details, address details, category etc.
- Details of qualification like year of passing, percentage of marks (in case of applicants having CGPA Scores, equivalent percentage is to be indicated in the application form as per norms adopted by the University / Institute. Applicants will be 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, pay-scale, salary details etc. **(Applicants will be required to produce original certificates to this effect at the time of interview for verification).**
- Applicants should take utmost care while filling the Online Application. Applicant should ensure that the data provided is correct before proceeding to next step.
- No modification will be possible after final submission of the application form.
- The applicants are required to print the application confirmation page for future reference.

Procedure for shortlisting of Applicants: The applications will be shortlisted for interview based on the following criteria:

- a) The applicants must fulfill the requisite qualification with required percentage of marks and requisite experience for applied post.
- b) The applications will be shortlisted based on the percentage of marks secured in requisite qualification in 1:12 ratio.

- c) Fraction of percentage in educational qualification will be ignored and will not be rounded off to the next higher i.e. 54.9% will be treated as less than 55%.
- d) On shortlisting, the list of shortlisted candidates will be hosted on EPI's website for information of all concerned and the shortlisted candidates will be informed 20 days well in advance for the date of interview through email.
- e) If required, management may conduct Written test for screening of applicants depending upon the number of applications received against the post. The applicants will be called for interview based on the performance in Written test.
- f) The list of selected candidate will be hosted on EPI's website.

General Conditions

- Mere submission of application will not entail right to be definitely called for interview/considered further for selection process.
- Incomplete applications or applications with partial information or non-submission of documents shall be rejected.
- 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 thereof. The number of vacancies can be modified as per requirement.
- All qualifications should be from Indian Universities or Institutes recognized by UGC/AICTE/ appropriate Statutory Authorities.
- The cutoff date for determining the age limit, qualification and post qualification experience shall be **30.04.2025**
- **In case of applicants from Private Organization the required Gross Drawn remuneration must be for one year.**
- **Only shortlisted applicants will be called for Interview, the venue, place and date of Interview shall be intimated to shortlisted candidates via E-mail on the E-mail ID provided by the applicants in the application form.**
- Applicants belonging to SC/ST/OBC/PWD categories will be required to submit copies of Caste Certificates/Disability Certificate issued by the Competent Authority in the prescribed format at the time of Interview. In case of OBC/EWS the certificate should not be older than six months and one year respectively from the date of issue of the certificate at the time of filling the application form.
- Applicants having work experience in Private Sector Organizations will be required to submit experience certificate on the letter head of the Company having details of the Company.
- Applicants should clearly mention all the details mentioning the percentage of marks secured in the requisite qualification. In case of ambiguity / discrepancy in the information provided, application forms will be summarily rejected.
- If the information furnished by the applicants 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 even after joining, without any reference given to the applicant.
- All correspondence to the applicants will be made via E-mail on the E-mail ID provided by the applicants in the application form and any communication/corrigendum/notification related to any post of this advertisement will be uploaded on EPIL's website only. No other mode of communication will be adopted.

- Canvassing in any form will disqualify the candidature.
- In case any ambiguity/dispute arises on account of interpretation in versions other than English, the English version will prevail.

All eligible applicants are requested to go through the detailed advertisement carefully to clear all doubts/queries before applying. Queries, if any are to be sent on the e-mail id epico@epi.gov.in / [Contact Recruitment Cell – 011-24361666](#)