

Engineers India limited is a premier engineering consultancy & turnkey contracting organization executing projects in the Fields of refineries, petrochemicals, pipelines, offshore, metallurgy, infrastructure & fertilizer etc. EIL provides a complete range of project services needed to conceptualize, plan, design, engineer & construct projects to meet the specific requirements of its clients

EIL has opportunities for the following

- **TRAINEE DRAFTSMAN, TRAINEE SUPERVISOR (CONSTN) & TRAINEE SUPERVISOR (SAFETY)**  
**(HRD/Rectt./Advt./2008-09/03)**
  - **POSITIONS AVAILABLE**
  - **POSTS AND ELIGIBILITY**
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  - **CONCESSIONS & RELAXATIONS**
  - **DETAILED JOB DESCRIPTION**

**POSITIONS AVAILABLE**

(Please click on the CODE to view the Job Details)

CODE	AREA
<b>A</b>	<b>Trainee Draftsman</b>
08-09/03/A1	Mechanical
08-09/03/A2	Civil
08-09/03/A3	Electrical
08-09/03/A4	Instrumentation
<b>B</b>	<b>Trainee Supervisor (Construction)</b>
08-09/03/B1	Mechanical
08-09/03/B2	Civil
08-09/03/B3	Electrical
08-09/03/B4	Instrumentation
<b>C</b>	<b>Trainee Supervisor (Safety)</b>
08-09/03/C1	Safety

**POSTS AND ELIGIBILITY**

The cut-off date for upper age is **01.09.2008**

Designation/ Posts	Upper age limit in Years #
Trainee Draftsman	25
Trainee Supervisor (Construction)	
Trainee Supervisor (Safety)	

# Candidates are requested to refer the heading “CONCESSIONS & RELAXATIONS” for relaxation in upper age limit.

**EMOLUMENTS**

Designation	Training Period	Consolidated Stipend during training period	Designation after completion of Training Period
Trainee Draftsman	2 Years	1 <sup>st</sup> year - Rs 7,500/- per month 2nd year Rs 11,000/- per month	Jr. Draftsman Grade-II
Trainee Supervisor (Construction)	2 Years	1 <sup>st</sup> year - Rs 7,500/- per month 2nd year Rs 11,000/- per month	Supervisor Grade-II
Trainee Supervisor (Safety)	1 Year	During Training -Rs 11,000/- per month	Supervisor (Safety) Grade-II

- Trainees posted at construction sites would be provided bachelor accommodation and transport to work place and back.
- After successful completion of training and subject to qualifying the skill test and/or interview, trainees would be absorbed in regular pay scale of Rs 5400-10850/- with a basic pay of Rs 5400/- (Level-5).
- Pay Scales are due for revision w.e.f 1.1.2007, accordingly pay package will be revised
- On absorption in regular pay scale, besides Basic Pay, Dearness pay and Dearness Allowance, the company offers benefits like
  - self leased accommodation or HRA,
  - conveyance allowance,
  - medical facilities,
  - LTC,
  - productivity incentives, loans etc. as per rules of the company.

## **POSTING**

- Trainee Draftsman would be posted at site during 1<sup>st</sup> year of training and thereafter, would be assigned to Head Office at New Delhi/ Gurgaon; Regional Offices at Vadodara, Chennai, Kolkata; or Construction Sites as per the requirement.
- Trainee Supervisor (Construction) & Trainee Supervisor (Safety) would be posted at Construction Sites during their training period and thereafter.
- The job is transferable anywhere in India/ Abroad.

## **GENERAL INSTRUCTIONS**

**(Take the print of the General Instructions)**

1. Online submission of application will be permitted on the website between 0000 hrs on **13.09.2008** till 2400 hrs on **29.09.2008**.
2. The e-mail address specified in the application should be valid/functional for at least 12 months from the date of the submission of application. **Intimation for Skill Test and Interview in respect of Trainee Draftsman and interview in respect of Trainee Supervisor (Construction) and Trainee Supervisor (Safety) shall be sent by email. Kindly ensure that your email is valid and operational.**
3. Only short-listed candidates will be informed for further Skill Test and/or Interview.
4. Candidates should retain a copy of online filled in application form(s) for future reference.
5. Those short listed for Skill Test and /or Interview shall be sent e-mail and they are required to bring the following original certificates alongwith attested photocopies as documentary proof at the time of Skill Test and/or Interview (as applicable).

- Proof of Age,
- Educational Qualifications,
- Service Certificate of past employment & proof of date of joining & its continuity in the present Organization (if working)
- Last Salary Certificate (if applicable).

In addition to the above, candidates are required to furnish the duly filled in forms as attached in our e-mail when called for Skill Test and/or Interview.

6. 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. The Company reserves the right to reject any application without assigning reason.
7. It is further reiterated that in case it is found 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 candidature shall be **cancelled** and in that case no traveling expenses shall be reimbursed.
8. Candidates called for Skill Test and/or Interview shall be reimbursed to & fro 2nd class rail fare or equivalent from the **mailing address mentioned in the on-line registration form** to the venue of Skill Test and/or Interview by the shortest route as per rules.
9. The candidates will be required to fill in the TA form at the test and/or interview centre and submit proof for travel undertaken.
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.
13. Candidates should include a brief write up on 'Why he/she considers himself/herself suitable for the post', alongwith the bio-data form when applying online against the advertisement.
14. Eligible candidates whose children / family members have died in the 1984 riots shall be given due consideration in recruitment.
15. The number of vacancies are not fixed and varies with the requirement.
16. Copy of the filled in application is not to be sent by post. The four copies of the applications are required to be submitted on the day of Skill Test and/or Interview.
18. Provisions of the Persons with Disability Act for 3% reservation are being complied with.
19. Management may raise the minimum eligibility conditions to restrict the number of candidates to be called for Skill Test and/or Interview.
20. Minimum eligibility will not entitle any candidate for being called for Skill Test and/or Interview.
21. In case a candidate wishes to apply in more than one area, please fill separate applications for each post/area. All applications should be complete in all respects, as each will bear separate registration number.
22. The applicant should preferably have knowledge in computer.

### **STEPS FOR APPLYING**

STEP 1: Applications should be made online in the format available on our website.

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

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

STEP 4: The candidates are requested not to send the hard copies of the filled in

application form. They have to keep copy of the online filled in application form for future reference. It is further reiterated that in case it is found that the candidate is not meeting the requirements as laid down in the advertisement, his candidature shall be cancelled and in that case no traveling expenses shall be reimbursed.

**STEP 5: The cut-off date for upper age is 01.09.2008.**

### **CONCESSIONS & RELAXATIONS**

- Upper age limit is relaxable by 5 years for SC/ST candidates and 3 years for Other Backward Classes (OBC) candidates.
- Upper age limit for Persons with Disabilities (PD) candidates is relaxable by 10 years. Persons with 40% or more Disabilities shall be eligible for relaxation.
- Three posts are reserved for Persons with Disabilities. PD candidates in any of the three categories (Blindness or Low Vision; Hearing Impaired; and Locomoter disability or Cerebral Palsy) are eligible to apply.
- Upper age limit is relaxable for Departmental candidates.
- Reservation of posts for SC/ST/OBC (non creamy layer)/PD candidates 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.

**JOB DESCRIPTION**

**CODE – 08-09/03/A1, CODE – 08-09/03/A2, CODE – 08-09/03/A3 & CODE – 08-09/03/A4**

**Trainee Draftsman (Mechanical/ Civil / Electrical/Instrumentation)**

The candidate should have passed 3 years' Diploma in Mechanical / Civil / Electrical / Instrumentation Engg. in the year 2007 or 2008 with minimum 60% marks from a reputed & Govt. recognized institution and must have successfully completed AutoCAD training of at least 6 months covering 2D graphics from a reputed institution

**CODE – 08-09/03/B1, CODE – 08-09/03/B2, CODE – 08-09/03/B3 & CODE – 08-09/03/B4**

**Trainee Supervisor (Construction)---- Mechanical/ Civil / Electrical/ Instrumentation**

3 Years Diploma in Mechanical / Civil / Electrical / Instrumentation Engg. passed out in the year 2007 or 2008 with minimum 60% marks.

**CODE – 08-09/03/C1**

**Trainee Supervisor ( Safety)**

The candidate should have passed 3 Years Diploma in any branch of Engg. with minimum 60% marks with additional qualification of Safety Diploma / Certificate from National Safety Council or Equivalent obtained in the year 2007 or 2008.