

RECRUITMENT FOR EXPERIENCED PERSONNEL

(HRD/Rectt./Advt./2025-26/16)

Engineers India Limited, a Navratna PSU and an Engineering Consultancy Company is looking for dynamic & self-motivated professionals with zeal to learn, contribute and grow with the Company. The Company has executed some of India's major projects in refineries, petrochemicals, pipelines, offshore, metallurgy, infrastructure & fertilizer sectors and has embarked on an expansion plan into sunrise sectors such as Nuclear, Solar, and Water & Waste Management with increasing international presence in over 13 countries world-wide. EIL is looking for suitably qualified, experienced and motivated professionals in the following disciplines to partner in its growth story:-

Position Code	Position #	Disciplines	Tentative Vacancies *	Pay Scale
25-26/16/A	Junior Secretary	Secretarial Services	6 (3 UR, 1 SC, 2 OBC)	29000- 120000
Total			6	

*No. of vacancies indicated are only tentative. Reservation and relaxation for PwDs (Persons with Disabilities) shall be as per GOI (Government of India) guidelines.

For applying, please refer the detailed minimum educational qualification, relevant post qualification experience and age criteria mentioned in page no. 3.

DETAILS:

- [ELIGIBILITY & DESIRED QUALIFICATION/ EXPERIENCE \(AS APPLICABLE\) AS ON 31.01.2026](#)
- [EMOLUMENTS](#)
- [CONCESSIONS/ RELAXATIONS](#)
- [CRITERIA FOR DEPARTMENTAL CANDIDATES](#)
- [PLACE OF POSTING](#)
- [MODE OF SELECTION](#)
- [STEPS FOR APPLYING](#)
- [GENERAL INSTRUCTIONS](#)

ELIGIBILITY & DESIRED QUALIFICATION/ EXPERIENCE (IF APPLICABLE) AS ON 31.01.2026:

Position	Tentative Vacancies	Upper age limit (Years)	Minimum Educational Qualification	Minimum Post Qualification Relevant Experience (Years)	Relevant Post Qualification Experience	Code for applying
Junior Secretary	6	32	Essential Qualification: 1. Full time Graduate Degree in any discipline other than Fine Arts with minimum 60% marks. 2. Having speed of 90/40 wpm in English Shorthand & Typing respectively (Test will be conducted). 3. Certificate/ Diploma in Computer Applications/ MS Office of not less than 3 months duration. Preferred Qualification: Diploma/ Certification course in Secretarial Practice / Office Administration / Office Management. Knowledge of Foreign Languages (Arabic, Russian, Chinese, French etc.)	5	Minimum 5 years experience as Secretary / Personal Assistant / Private Secretary / Executive Secretary attached to persons at Senior Managerial positions in a Private or Public Sector Company/ Govt. Organization.	25-26/16/A

Note:

- **The specified qualification should have been acquired within the prescribed minimum course duration.**

Note:

- **A candidate can apply for one position only in the subject advertisement.** In case of multiple applications from a candidate, the latest one shall be considered as final, and the older applications shall be rejected without any notice.
- The cut-off date for educational qualification, required experience (if applicable) and upper age is **31.01.2026**.
- **Please note: Candidate applying against OBC-NCL category should have a valid caste certificate and the certificate need to be uploaded while applying. OBC-NCL certificate should be valid as on closing date of applying (i.e 12.03.2026). Any candidate applying without uploading valid OBC-NCL certificate, his/her candidature will be rejected. List of castes included in the Central list of OBC as given in the official website of National Commission for Backward Classes only will be considered.**
- Candidates are required to specify the percentage marks of the qualification. Wherever CGPA/OGPA/CPI or letter grade is awarded by the University/ Institute, equivalent percentage of marks should be indicated as per the norms adopted by University/ Institute. Candidate will be required to submit documentary proof/ certificate to this effect from the Institute/ University at the time of skill test.

In case, the candidate is not able to produce the documentary proof/ certificate to this effect from the Institute/University in support of the percentage of marks entered at the time of skill test, the percentage will be calculated as per the table given below and eligibility of the candidate for appearing in skill test shall be established accordingly:

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
60%	6.5	5.4	4.8	4.2	3.6	3.0	2.2

- Please fill your exact percentage upto two decimal places. Rounding off of marks is not allowed.

• **EMOLUMENTS**

Designation	Pay Scale (Rs.)	Total CTC* (approx) p.a in Rs (lacs)
Junior Secretary	29000- 120000	9.50

*CTC calculated on basic pay at the lowest of the scale.

CTC shall include Basic Pay, DA, HRA, Other Perks & Allowances, encashment of earned leaves and Retirement benefits as applicable. (Post-Retirement Medical Coverage 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).

- **CONCESSIONS/RELAXATIONS**

- The upper age limit mentioned under “Eligibility and desired qualification/experience” is relaxable by 5 years for SC/ST, 3 years for Other Backward Classes (OBC – Non Creamy Layer), 10 years for PwD- General/ EWS, 13 years for PwD-OBC (NCL) and 15 years for PwD-SC/ST.

(Relaxation shall be provided as per the reservation applicable for the subject advertisement)

- Upper age limit is relaxable for Ex-Servicemen.
- Upper age limit is relaxable for Departmental candidates.

- **CRITERIA FOR DEPARTMENTAL CANDIDATES**

- The candidate should have served EIL for a minimum period of two years as on the cut off date i.e 31.01.2026.
- The candidate should have served at least one year in the present level as on the cut off date i.e 31.01.2026.
- The present level of the candidate should not be more than one level below the position applied / advertised.
- The candidate should not already have been given the advantage of Rationalization Clause at any level.

- **PLACE OF POSTING**

The place of posting in all levels shall be anywhere in India and abroad, at Head Office New Delhi/ Gurugram, Regional Offices at Chennai, Vadodara, Kolkata, Branch Office at Mumbai, Inspection Offices and Construction Sites etc. depending upon the organizational requirement.

- **MODE OF SELECTION**

- The prescribed qualification/experience are the minimum and mere possession of the same does not entitle a candidate for participating in the selection process. EIL may restrict the number of candidates to be called for skill test by raising the percentage of marks obtained in qualifying examinations and/or relevance of experience required for the post etc. Only short-listed candidates will be informed for skill test through email.

- The mode of selection for the position of Junior Secretary shall be Skill Test at New Delhi/Gurugram. Venue/ Mode of skill test shall be intimated separately to the shortlisted candidates.

• **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 starting online registration should keep the properly scanned copies (readable form), of the following documents / certificates ready for uploading during registration of application:

- a) Latest Passport size colour photograph in .jpg/.jpeg format of not more than 75 KB size
- b) Signature in .jpg/.jpeg format of not more than 25 KB size
- c) Document in support of date of birth proof- Class X Certificate/ Class X Marksheet in jpg/.jpeg format.
- d) All experience certificates.
- c) Disability certificate (PwD), if applicable of not more than 500 KB in .jpg/.jpeg/.pdf format
- d) Caste certificate OBC/SC/ST/EWS certificate, if applicable, of not more than 500 KB in .jpg/.jpeg/.pdf format

STEP 5: The candidates are not required to send the print out of the registered application form filled on line. They need to retain a copy of the printout of the application form which will be required at the time of skill test, if shortlisted.

STEP 6: The cut-off date of post-qualification relevant experience and upper age is 31.01.2026.

• **GENERAL INSTRUCTIONS**

1. Online submission of application will be permitted on the website between **0000 hrs on 26.02.2026 till 2359 hrs on 12.03.2026.**
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 skill test shall be sent by email. Kindly ensure that your email is valid and operational.**
3. Any change in advertisement (including extension of the last date of online submission of application-if any) shall be published in EIL's website www.engineersindia.com only. No separate notification shall be issued in press/ other medium.
4. Candidates are informed that it is mandatory to attach the documents as per list mentioned above along with online application.
5. Candidates should retain a copy of online application form(s) for future reference.

6. Copy of the online application is **not to be sent by post**. The print out of application should be retained for reference by candidate **and shall be submitted at the time of skill test**.
7. Those short listed for skill test shall be intimated through e-mail. They are required to bring/furnish the **following original certificates** along with self-attested photocopies as documentary proof at the time of skill test or as communicated
 - Proof of Age- Certificate issued for passing Matriculation/ Higher Secondary mentioning date of birth
 - Educational Qualifications (All year/semester Mark sheets & Certificates)
 - **Proof of Experience – Candidate shall have to furnish relevant and valid documents in original. Service Certificate of past employment indicating the designation in the organization and proof of date of joining and release [From-To] & continuity in the present Organization (if applicable). EIL is at liberty to ask for any other document regarding experience. Failure to submit supporting work experience details will render claim of experience invalid & make candidate ineligible from further consideration.**
 - Pay slips/Salary certificate, duly authenticated for the past 3 months. EIL may also seek additional documents like authenticated bank statement reflecting salary credit, etc.
 - Persons with Disability Certificate with photograph issued by the competent authority satisfying the minimum degree of disability of 40% in respective categories, if applicable. Certificate should be as per format prescribed by Ministry of Social Justice & Empowerment.
 - Scheduled Caste/ Scheduled Tribe/ OBC (NCL)/ EWS certificate (if applicable) from the Competent Authority.
 - Adhaar Card
 - Candidates who have undergone Apprenticeship Training under The Apprenticeship Act, 1961, shall produce the certificate issued by the Statutory Body (NATS / NAPS) and by the Organization in which he/she has undergone the training.
In absence of any of the documents mentioned above, the candidate will not be allowed to appear for skill test and in that case, no travel expenses shall be reimbursed.
8. **Only those who meet the prescribed eligibility criteria need apply.** Applications once submitted cannot be withdrawn. Any request for cancellation/ withdrawal of any application in order to submit fresh/ new/ revised application shall not be entertained. 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. No correspondence shall be entertained in this regard.
9. Outstation Candidates called for skill test for the position of Junior Secretary shall be entitled to 1st class sleeper rail fare, from the mailing address mentioned in the on-line application form to the venue of skill test 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 skill test by*

the shortest route as per rules. The candidate will be required to fill in the Travelling Allowance (TA) form at the Skill Test Center and submit proof for travel undertaken.

10. In case it is found at any stage that the candidate is either not meeting the requirements as laid down in the advertisement or has given incorrect information while filling up the on-line application form, his/her candidature shall be cancelled and in that case no traveling expenses (if applicable) shall be reimbursed.
11. 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.
12. Court of jurisdiction for any dispute will be at Delhi.
13. EIL reserves the right to cancel the advertisement and/or the selection process there under without assigning any reason.
14. Provisions of the Persons with Disability Act are being complied with. In case of PwD candidates, persons with 40% or more permanent nature of disability only are eligible to apply under PwD category.
15. 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.
16. The applicant should essentially have proficiency in computer.
17. **Candidates working in PSU / Govt. Sector/Govt. Institution (including subsidiary) shall be required to forward their application through proper channel or submit NOC (No Objection Certificate) from their present employer at the time of skill test (if shortlisted). In case, the application of candidate is not forwarded through proper channel or candidate fails to produce NOC from present employer at the time of document verification, his/ her candidature shall not be considered & no Travelling allowance (TA) shall be paid to such candidate. Submission of NOC is applicable also for the candidates working on Contractual/Fixed Term Basis. In case if NOC is not applicable for them as per their Company Policy, they shall produce a Certificate/Letter to that effect from their present employer.**
18. Avenues for Career growth in the organization shall be governed by the prevailing rules, practices and all amendments/changes depending on the qualification and performance.
19. In case of any doubt/ clarification pertaining to documents submitted/ eligibility of candidate, EIL reserves the right to ask for additional documents. Failure to submit the same may render cancellation of candidature.