Projects & Development India Limited

(A Government of India Undertaking)
PDIL Bhawan, A-14, Sector-1, Noida-201301
Distt. Gautam Budh Nagar (UP)
CIN: U74140UP1978GOI028629
(ADVT.NO. HR/71/19/01)

Projects & Development India Limited (PDIL), **A Mini Ratna Category-I PSU**, an ISO 9001:2015 & OHSAS 18001:2007 Certified and ISO/IEC 17020:2012 Accredited Company, is a leading Design Engineering and Consultancy organization having experience of over 40 years in Design, Detailed Engineering, Procurement, Project Management, Construction Supervision and Commissioning of Fertilizer & Allied Chemical, Refinery, Oil & Gas, Power, Petrochemical, Housing / Township and Infrastructure projects.

Applications are invited from eligible candidates for Management Trainee, Regular posts in HR & Finance Discipline and Draughtsman in various disciplines for posting at Noida, Vadodara, Inspection Offices viz. Chennai, Mumbai, Kolkata, Hyderabad and Projects Sites located all over India as detailed below:

VACANCIES FOR MANAGEMENT TRAINEES

(Maximum Age – 25 years as on 30.06.2019)

PRE QUALIFICATION CRITERIA –GATE-2019 EXAMINATION SCORE*(MARKS OBTAINED OUT OF 100)

Sl. No.	Discipline	Post Code	GATE Qualifying Discipline Code	Qualification	Numbers of vacancies
1	Process (Chemical)	MTCH	CH – Chemical Engineering	Engineering Degree in Chemical / Chemical Technology	9
2	Mechanical	MTME	ME – Mechanical Engineering	Engineering Degree in Mechanical	12
3	Civil	MTCV	CE – Civil Engineering	Engineering Degree in Civil / Structural Engineering	12
4	Electrical	MTEL	EE – Electrical Engineering	Engineering Degree in Electrical	8
5	Instrumentation	MTINST	IN – Instrumentation Engineering EC – Electronics & Communication Engineering	Engineering Degree in Instrumentation & Control / Applied Instrumentation / Electronics & Instrumentation / Electronics, Instrumentation & Control / Electronics & Communication / Electronics & Telecommunication	5
6	Computer	MTCOMP	CS – Computer Science and Information Technology	Engineering Degree in Computer Science / Information Technology	4
7	Management Services	MTMS	PI-Production and Industrial Engineering	Engineering Degree in Production/ Industrial/Industrial Management/Manufacturing/Production and Industrial/Production & Management	4
8	Metallurgy	MTMLY	MT-Metallurgy Engineering	Engineering Degree in Metallurgy	1
				TOTAL	**55**

***Candidate will be considered qualified if the marks secured in the GATE-2019 Scorecard are greater than or equal to the qualifying marks mentioned for the category for which the candidate is seeking benefit of reservation.**

REGULAR POSTS-FINANCE AND HR/PERSONNEL & ADMINISTRATION DISCIPLINES

Sl. No.	Discipline	Name of the Post & Grade	Post Code	Qualification	Pay Scale	Maximum Age as on 30.06.2019	Minimum Post Qualification Experience as on 30.06.2019	Number of vacancies
1	Finance	Asst. Manager/ Grade E2	FIN2	CA / ICWA	Rs.20600 -46500	32 years	Candidate should have 5 years experience in the area of payable and receivable accounting, evaluation of purchase proposals, finalization of accounts, budgeting and MIS, fund management, taxation, etc. Preference will be given to the candidates having hand-on experience in SAP.	1
2	Finance	Sr.Officer/ Grade E1	FIN1	CA / ICWA	Rs.16400 -40500	30 years	Candidate should have 2 years experience in the area of payable and receivable accounting, evaluation of purchase proposals, finalization of accounts, budgeting and MIS, fund management, taxation, etc. Preference will be given to the candidates having hand-on experience in SAP.	7
3	HR/ Personnel & Administration	Sr.Officer/ Grade E1	PA1	Post Graduate Degree/ PG Diploma (2 years regular course) in Personnel Management/ HR/ PM&IR/ Labour & Social Welfare Labour Relations (LSW)/ MBA with major as PM&IR/ HR	Rs.16400 -40500	30 years	Candidate should have 2 years experience in Personnel Management/ HRD/ Industrial Relations/ Labour Welfare. Experience in Manpower Planning, Recruitment, Performance Management, HR Operations is desirable. Experience and knowledge in handling Grievances and Labour Laws (such as PF, ESI, Bonus, Contract Labour, Maternity, Minimum Wages, Gratuity Acts, etc.) applicable for consultancy organizations will be preferred.	4
							TOTAL	**12**

REGULAR POSTS - DRAUGHTSMAN								
Sl.No	Discipline	Name of the Post & Grade	Post Code	Qualification	Pay Scale	Maximum Age as on 30.06.2019	Minimum Post Qualification Experience as on 30.06.2019	Number of Vacancies
1	Process (Chemical)	Sr. D/Man/ WM6	WMC H6	Diploma in Mechanical OR ITI, Draftsmanship	Rs.11900-30450	For Diploma Holders- 32 years / For ITI Holders – 36 years	Diploma Holders candidate should have 6 years experience or ITI Holders candidate should have 10 years experience in preparation of P&ID's , PFD's on computer software AUTOCAD/MICROSTATION for projects related to Fertilizer/ Chemicals/ Oil & Gas/ Power/ Refinery, etc.	1
2	Process (Chemical)	D/Man-I / WM5	WMC H5	Diploma in Mechanical OR ITI, Draftsmanship	Rs.10550-25950	For Diploma Holders- 27 years / For ITI Holders – 31 years	Diploma Holders candidate should have 2 years experience or ITI Holders candidate should have 6 years experience in preparation of P&ID's , PFD's on computer software AUTOCAD/MICROSTATION for projects related to Fertilizer/ Chemicals/ Oil & Gas/ Power/ Refinery, etc.	2
3	Mechanical	Sr. D/Man/ WM6	WMP P6	Diploma in Mechanical OR ITI, Draftsmanship	Rs.11900-30450	For Diploma Holders- 32 years / For ITI Holders – 36 years	Diploma Holders candidate should have 6 years experience or ITI Holders candidate should have 10 years experience and capable of preparing equipment Layout, Plot Plan, Piping GA drawings, Civil Scope drawings, Nozzle Orientation, platform & ladder drawings, piping study drawings/sketches, Review/ checking of vendor drawings. Must have experience of operating drafting software AUTOCAD/ MICRO STATION. Awareness of PDS/PDMS software will be considered as additional qualification.	4
4	Mechanical	D/Man-I / WM5	WMP P5	Diploma in Mechanical OR ITI, Draftsmanship	Rs.10550-25950	For Diploma Holders- 27 years / For ITI Holders – 31 years	Diploma Holders candidate should have 2 years experience or ITI Holders candidate should have 6 years experience and capable of preparing equipment Layout, Plot Plan, Piping GA drawings, Civil Scope drawings, Nozzle Orientation, platform & ladder drawings, piping study drawings/ sketches, Review/ checking of vendor drawings. Must have experience of operating drafting software AUTOCAD/ MICRO STATION. Awareness of PDS/PDMS software will be considered as additional qualification.	2
5	Civil	D/Man-I / WM5	WMC VD 5	Diploma in Civil OR ITI, Draftsmanship	Rs.10550-25950	For Diploma Holders- 27 years / For ITI Holders – 31 years	Diploma Holders candidate should have 2 years experience or ITI Holders candidate should have 6 years experience and capable of preparing 3D models of Steel/ R.C.C structures on Internationally acceptable software like Framework plus, SP-3D etc. Experience for projects in the field of Fertilizer/ Chemicals/ Oil & Gas/ Power/ Refinery, etc is desirable.	3

Sl.No	Discipline	Name of the Post & Grade	Post Code	Qualification	Pay Scale	Maximum Age as on 30.06.2019	Minimum Post Qualification Experience as on 30.06.2019	Number of Vacancies
6	Electrical	Sr. D/Man/ WM6	WMEL 6	Diploma in Electrical OR ITI, Draftsmanship	Rs.11900-30450	For Diploma Holders- 32 years / For ITI Holders – 36 years	Diploma Holders candidate should have 6 years experience or ITI Holders candidate should have 10 years experience in Electrical; drawing preparation e.g. SLD, Lighting layout, Earthing & Lightening protection layout, Substation equipment layout and Cable rack & trench layout etc. in Auto CAD. Preference may be given to the candidates having experience in Smart plant, PDS modelling and CADMATIC.	1
7	Electrical	D/Man-II/ WM4	WMEL 4	Diploma in Electrical OR ITI, Draftsmanship	Rs.9750-23150	For Diploma Holders- 25 years / For ITI Holders – 29 years	Diploma Holders candidate should have 1 years experience or ITI Holders candidate should have 4 years experience in Electrical; drawing preparation e.g. SLD, Lighting layout, Earthing & Lightening protection layout, Substation equipment layout and Cable rack & trench layout etc. in Auto CAD. Preference may be given to the candidates having experience in Smart plant, PDS modelling and CADMATIC.	1
8	Instrumentation	D/Man-I / WM5	WMIN 5	Diploma in : • Instrumentation & Control • Applied Instrumentation Control • Electronics & Instrumentation • Electronics, Instrumentation & Control • Electronics & Communication • Electronics & Telecommunication OR ITI, Draftsmanship	Rs.10550-25950	For Diploma Holders- 27 years / For ITI Holders – 31 years	Diploma Holders candidate should have 2 years experience or ITI Holders candidate should have 6 years in Instrumentation drawing like Installation drawing, Inst. Layout, JB schedule, Air distribution layout, Control Room layout, Cable tray layout in AUTOCAD. Preference may be given to candidates having exposure in smart plant Inst, PDS modelling etc.	1
							TOTAL	15

GENERAL CONDITIONS (FOR ADVERTISING THE POSTS):

1. **All above qualifications should be from recognized University/Institute. Minimum qualifying marks in Degree / Diploma/ ITI/ qualifying exam shall be 60% (55% for SC/ST) and for the posts required qualification as CA/ICWA, the requirement of minimum qualifying marks shall not be applicable. Engineering graduates with post graduation degree from recognized University/Institute will be considered as additional qualification**.

   Wherever CGPA/OGPA or letter grade in a degree is awarded, equivalent percentage of marks should be indicated in the online application form as per norms adopted by the University/Institute. The candidate will have to produce a copy of these norms with respect to his/her University/Institute at the time of Interview.

   Candidates applying for MT should possess valid & qualified GATE-2019 Score Card in respective discipline.

2. For posts E1 & above grade pay scale - Candidate working in a PSU / Govt. Organisation must have worked for minimum 2 years in one level below pay scale.

3. Candidates should be proficient in Computers, MS Office and relevant specialized software.

4. PDIL reserves the right to cancel/restrict/enlarge/modify/alter the requirements/recruitment process advertised, if need so arise, without issuing any further notice or assigning any reason thereto.

5. Submission of Applications and apparently fulfilling criteria as prescribed in the advertisement would not bestow right to be called for interview/ considered for selection process. For Draughtsman in WM5 and WM4 Grade, no Interview shall be conducted. However, selection shall be made by a duly constituted committee based on the order of Merit.

6. The Cut-off date for calculation of Maximum Age & Post Qualification Experience is **30.06.2019**.

7. Any legal proceedings in respect of any matter claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Gautam Budh Nagar and courts/forums at Gautam Budh Nagar only shall have sole and exclusive jurisdiction to try any such cause/dispute.

8. EMOLUMENT

For Regular : As applicable to respective Grade of Regular employees of PDIL as mentioned above. Besides the pay scales, other facilities such as Leave Encashment, Contributory PF, Telephone, Company Group Medi-claim Policy, Gratuity, and Insurance etc. will be admissible as per Company Rules.

For MT: Stipend of **Rs.40,900/-** at Noida, Chennai, Mumbai, Kolkata, Hyderabad and **Rs.40,600/-** at Vadodara per Month will be admissible. After successful completion of training the Management Trainee they will be regularized in the E1 Grade Pay scale of **Rs.16,400-40,500/-.**

9. Government guidelines with regard to SC/ST/OBC/EWS/PWD/Ex. Servicemen candidates shall be applicable.

a. If the SC/ST/OBC/PH/EWS certificate has been issued in a language other than English/Hindi, the candidates will be required to submit a self certified translated copy of the same either in English or Hindi.

b. Please note that the candidates seeking benefits of reservation under **OBC (Non-Creamy layer)** category must submit the certificate in appropriate format with heading "FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTEMNT TO POSTS UNDER THE GOVERNMENT OF INDIA".

The OBC (Non-Creamy layer) certificate issued by the Competent Authority in the above referred prescribed format should not be older than 06 months as on cutoff date (30.06.2019) i.e. certificate issued on or after 01.01.2019 is only valid for the purpose.

c. The candidates seeking benefits of reservation under **ECONOMICALLY WEAKER SECTIONS (EWS)** category must submit the certificate in Appropriate format(attached herewith) with heading **"INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS".**

The EWS certificate issued by the Competent Authority in the above referred prescribed format should be based on Gross Annual Income for the Financial Year 2018-19.

Tentative Numbers of Posts* and Reservation Positions:

Posts to be Advertised	Total Nos. of Posts	Reservation Positions				
		Unreserved	OBC	SC	ST	EWS
Management Trainees	55	29	17	10	04	06
E1 Grade(HR and Finance Discipline)	11					
E2 Grade (Finance Discipline)	01	01	Nil	Nil	Nil	Nil
Draughtsman (Diploma/ITI Holders) in WM4 Grade	01	01	Nil	Nil	Nil	Nil
Draughtsman (Diploma/ITI Holders) in WM5 Grade	08	05	Nil	01	Nil	02
Draughtsman (Diploma/ITI Holders) in WM6 Grade	06	04	01	01	Nil	Nil
TOTAL	82	40	18	12	4	8

(*) However, PDIL reserves the right to cancel/restrict/enlarge/modify/alter the requirements, if need so arise, without issuing any further notice or assigning any reason thereto.

10. Agreement & Surety Bond

The selected candidates for the posts in E1(including MT) grades will be required to execute a Bond to serve the company for a minimum period of 03 years at the time of joining and produce a surety bond of **Rs.1,00,000/-** . Management Trainee will be required to execute Bond for a total period of 4 years i.e. one year of training and 3 years service after regularization of Management Trainee.

11. PDIL shall not be responsible for any loss of communication letters sent, due to invalid / wrong e-mail-id / wrong postal address/postal delays/loss in transit etc.

12. Candidates against whom a criminal case is pending in a court of law need not apply.

13. TA will be reimbursed To and fro journey by III AC (including Rajdhani) by (Rail fare) by the shortest route (within India) for posts E1/MT and E2 grades and for posts WM6,WM5 and WM4 – sleeper class fare will be reimbursed only to the candidates appeared before the Interview Board subject to production of copy of the ticket. TA shall be transferred online in his/her bank account only to the shortlisted candidates qualified to appear for interview. Hence candidates should ensure that they are meeting the qualifications & experience guidelines. The candidates eligible for claiming TA are required to submit a filled in **TA FORM (ANNEXURE-I)** for reimbursement of TA expenses incurred to attend Interview alongwith required documents as mentioned in the **TA FORM (ANNEXURE-I)** and **copy of the ticket(s).**

14. For posts E1 & above grade pay scale - Candidate working in a PSU / Govt. Organisation must have worked for minimum 2 years in one level below pay scale.

15. Only Indian Nationals are eligible to apply.

16. Applicants are advised to visit PDIL website time to time for subsequent Modifications / Changes (IF ANY) w.r.t. this advertisement.

17. Transfer- The selected candidates can be transferred to anywhere in INDIA as per job exigencies.

18. PROCEDURE FOR SUBMISSION OF ONLINE APPLICATIONS:

i. **Candidate has to apply online only through** online registration system of PDIL website i.e. www.pdilin.com**.** No other means / mode of applications i.e. manual/ paper application/ application sent through e-mail shall be accepted.

ii. **While applying, the applicant must ensure that he/she fulfills the eligibility and other norms as mentioned in the advertisement, as on the specified dates. In case it is detected at any stage of recruitment/selection that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect information or has suppressed any material fact(s), his/her candidature will automatically stand cancelled. If any of the above discrepancy(s) is/are detected even after appointment, his/her services are liable to be terminated without any notice.**

iii. **Email ID** - While applying online, candidate should ensure to have Email ID (which must be valid for at least one year from the date of application).

iv. **Application Fees** - Candidates are required to make online payment of **Rs.400/- for General, OBC & EWS** and **Rs.200/- for SC/ST** excluding taxes & service charge through Net Banking/Debit Card/Credit Card/Bank Transfer.

19. SELECTION METHODOLOGY:

Short listing of candidates for Interview:
For calculating overall merit of the candidate for calling for interview, following will be considered:

i) **For all posts under Regular Appointments**
For drawing overall merit of the candidate, Marks of Qualifying Degree Examination (out of 100) (as advertised) shall be considered.

ii) **For Management Trainees**
For drawing overall merit of the candidate, GATE -2019 Scorecard Marks out of 100, at the time of Recruitment shall be considered.

Eligible candidates of above categories shall be intimated about place, date and time of Interview through email and Speed Post as approved by the Competent Authority.

20. <u>DOCUMENTS IN SUPPORT OF YOUR QUALIFICATION</u> :

- Date of Birth Certificate/ SSLC/SSC Certificate as proof of DOB.
- Degree Certificate, Diploma Certificates & Marks Sheets. If any of the candidate produces Degree/Marks sheet with CGPA/OGPA or letter grade, he/she must ensure to bring a certificate from the Institute to the effect that his/her grading is equivalent to _____%age. Please also ensure that you fulfils the eligibility criteria w.r.t. job knowledge requirement in respective discipline (as specified in web detail advertisement), failing which your candidature may be cancelled.
- Certificate(s) in support of your Experience clearly mentioning the actual period served.
- Any other certificates/ testimonials you may desire to place before the interview committee.
- One Recent Passport size photograph.

<u>IMPORTANT DATES</u>

Commencement of online registration of applications by candidates :***25.07.2019***

Last date for receipt of online applications :***21.08.2019***

Annexure -I

PROJECTS & DEVELOPMENT INDIA LTD. NOIDA.

Reimbursement of TA expenses incurred to attend interview

Name of Candidate _____

Post for which interview attended _____

Place where from & to TA expenses reimbursable _____

Entitlement of Mode/ class to be reimbursed. _____

Detailed of TA expenses incurred.

Inward journey Date of Journey_____ From _____ to _____

Class of Journey _____ PNR No. _____ Amount (Rs)_____

Return Journey Date of Journey_____ From _____ to _____

Class of Journey _____ PNR No. _____ Amount (Rs)_____

Total (Rs)_____

ENCL: Copy of Tickets and Registration Form attached

Bank Details. Name of Bank _____ Branch_____

Account NO._____ IFS CODE _____

CANCELLED CHEQUE/COPY OF CHEQUE /PASS BOOK MUST BE ATTACHED.

Mobile NO._____

_____
Signature of Candidate.

FOR OFFICIAL USE

Certified that the candidate attended interview

Passed for Payment of Rs._____

_____
(Authorized Signatory of P&A.)

(Authorized Signatory of Finance Dept.)