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**CENTRAL ELECTRONICS LIMITED**  
(A Government of India Enterprise)  
Under Department of Scientific & Industrial Research  
Ministry of Science & Technology  
4, Industrial Area, Sahibabad, Ghaziabad (UP)  
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**CIN : U32109DL1974GOI007325**

Central Electronics Limited, a Mini Ratna Enterprise, is a Govt. of India Enterprise under Department of Scientific & Industrial Research (DSIR), Ministry of Science & Technology. It was established in 1974 with an objective to commercially exploit the indigenous technologies developed by National Laboratories and R&D Institutions in the country. CEL has developed a number of products for the first time in the country through its own R&D efforts and in close association with the premier National & International Laboratories including Defence Laboratories.

Currently, CEL operates in four prime business verticals, viz. Solar Photovoltaic (SPV), Railway Signaling System, Strategic Electronics, Security and Surveillance Group (SSG). Based on short term and long term goals of CEL the aim is to increase market presence across multiple regions in India and to have a quantum leap in turnover and profit of the company in the coming years. In order to achieve the same, we need highly skilled, experienced and work oriented individuals. Accordingly, CEL invites application from Indian nationals with matching skills, experience and endurance for the following posts:

#### **A: Regular Posts**

<b>S. No</b>	<b>Post</b>	<b>Roles and Responsibilities</b>	<b>Qualification &amp; Experience</b>
1	<b>Accounts Officer</b>  <b>Grade – E1</b> <b>Post– 03</b>  01(UR) 01(OBC) 01(ST)	The candidate shall be responsible for the preparation of MIS, periodical profit & loss accounts and balance sheet, interaction with statutory auditors of CAG and other Govt. agencies.	The candidate should be a graduate in commerce and passed final examination of CA/ICWA or MBA in Finance with minimum 55% marks from a recognized Institute/University.  He/She should have <b>minimum 02 years</b> post qualification experience in preparation of MIS, periodical profit & loss accounts and balance sheet. Working experience in ERP System is essential.  Candidates having experience of interaction with statutory auditors of CAG and other Govt. agencies will be given preference.
2	<b>Company Secretary</b>  <b>Grade – E1</b> <b>Post–02</b> 01(UR) 01(OBC)	The candidate shall be responsible for the overall in-charge of all Secretarial functions of the Company.  He/She has to run the secretarial department dealing with board matters company law affairs, industrial legislation etc.	The candidate should be a Graduate with minimum 55% marks from a recognized Institute/University along with Associate Company Secretaryship from the Institute of Company Secretaries of India.  The candidate should have <b>minimum 02 years</b> of post qualification experience.  Preference will be given to candidates having degree in Law.

## **B: Contractual Posts**

1	<b>Officer (Law) on contract basis</b>  <b>Grade – E1</b> <b>Post – 01(UR)</b>	<p>The candidate shall be responsible to handle legal functions such as drafting of legal documents, advising on legal matters and coordination with advocates on legal issues, attending hearings etc.</p>	<p>The candidate should have a Professional degree in Law (3 years course after graduation or 5 years integrated course after 10+2) with minimum 55% marks from a recognized Institute/University.</p> <p>The candidate should be well versed with Labour Laws and Corporate Laws, including arbitration procedures. The candidate should have practical experience in handling legal matters.</p> <p>He/she should have <b>minimum 02 years</b> of post qualification experience in handling legal matters in PSU/Govt./Solicitor's firm/Advocate's firm/Private organization. The candidate should have cleared the AIBE conducted by Bar Council of India.</p> <p>Preference will be given to candidates possessing a Post graduation in Law (LLM).</p>
2	<b>Purchase Officer on contract Basis</b>  <b>Grade – E1</b> <b>Post – 01 (OBC)</b>	<p>The candidate shall be responsible for handling stores, managing inventory and tendering process.</p>	<p>The candidate should be a Graduate with MBA/PGDM/PGP in Supply Chain Management or Materials Management with minimum 55% marks from a recognized Institute/ University.</p> <p style="text-align: center;">OR</p> <p>The candidates should have B.E./ B.Tech. degree with minimum 55% marks from a recognized Institute/ University. Preference will be given to MBA/PGDM/PGP in Supply Chain Management or Materials Management.</p> <p>He/she should have <b>minimum 02 years</b> of post qualification experience in the field of stores/procurement/inventory management/tendering. The candidate should have knowledge of working on computers and exposure of working in e-procurement and ERP/SAP/Navision environment.</p>

### **The Scale of Pay in the scale and age limit are as under:**

Grade/ Post	Pay Scale/ Total Emolument	Approx CTC for Regular post	Approx CTC for Contractual post	Age Limit As on 28.02.2025
<b>E1/Accounts Officer/Company Secretary * /Officer (Law) on contract basis/Purchase Officer on contract basis</b>	Rs.40000-3%-140000/-	Rs.11.86 Lacs p.a.	Rs.10.15 Lacs p.a.	30 Years

**\*Note:** The candidates applied for post mentioned at serial no. 2 (Company secretary on Regular basis) may also be considered for contractual appointment subject to the fulfillment of eligibility criteria for the contractual post and performance of the candidate in the interview. Such selected candidate shall be designated as Company Secretary on contract basis and his/her terms of employment shall be of contractual manpower on company's roll.

## **1. ADDITIONAL ELIGIBILITY REQUIREMENTS:**

- a. Applicant must be a citizen of India.
- b. Relaxation of Upper Age limit (for posts reserved for the respective category): Upper age limit is relaxable by 5 years for SC/ST, 3 years for OBC (Non Creamy layer). It shall be relaxed by 10 years for PwBD-General, 13 years for PwBD-OBC and 15 years for PwBD-SC/ST candidates.  
Age relaxation of 5 years shall be admissible to all applicants who had domiciled in the state of J&K during the period from 1<sup>st</sup> January, 1980 to 31<sup>st</sup> December 1989. The Age limit shall be no bar for exceptional deserving candidates.  
However, in no case shall the upper Age limit exceed 55 years, as on 28.02.2025.
- c. Applicants seeking age relaxation will be required to submit respective valid caste certificate (latest) at the time submission of application. Applicants are required to provide the original certificate during the document verification or/and at any subsequent stage of the process.
- d. There will be no age bar for internal candidates engaged on regular/contractual basis on scale.
- e. The upper age limit, in case of ex-servicemen, shall be as per extant instructions of the Government of India.
- f. For PwBD applicants, the minimum percentage of disability should be 40% and they have to submit disability certificate, issued by the Govt. Medical Board/Competent Authority.
- g. Candidates seeking reservation under EWS will have to submit an Income and Asset Certificate valid for the financial year 2024-25, issued by the Competent Authority. The prescribed format and the Competent Authority have been mentioned in DOPT Office Memorandum No. 36039/1/2019.
- h. All computations of age and qualification etc., shall be as on 28.02.2025. Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.
- i. The applicants must possess qualifications from AICTE approved/UGC recognized University/Deemed University.
- j. Applicants possessing qualifications that are equivalent to any of the specified qualifications must provide an Equivalency Certificate issued by the Competent Authority and failure to submit this certificate will result in the non-consideration of their candidature.
- k. Qualifying marks shall be relaxable by 5% for Scheduled Caste (SC)/ Scheduled Tribes(ST)/ Persons with Disability (PwD) candidates.
- l. In respect of candidates currently working in regular pay-scales in PSUs/Government Organizations, a minimum of 02 years experience in immediate lower scale of the said position/ equivalent position, shall be required.
- m. Candidates currently working in private organizations and whose CTC is 60% or more of the CTC indicated against each post, shall be eligible to apply.

- n. In respect of candidates currently working on contract basis in PSUs/Government Organisations/ Autonomous bodies on the advertised/equivalent pay scale shall be eligible to apply. If candidate is currently working on contract basis in PSUs/Government Organisations/ Autonomous bodies with consolidated pay/ fixed emolument and whose CTC is 60% or more of the CTC indicated against each post, shall be eligible to apply.
- o. Applicants who are presently working in any company (Private / Public Sector / Govt), in the absence of experience certificate, should submit copy of Appointment / Offer letter issued by the company, latest Pay Slip / copy of last Pay drawn as proof of experience. For past employment, experience certificate indicating the date of joining as well as relieving should be submitted. During the document verification process, the candidates should produce all certificates in original to establish the experience claimed in their online application, failing which they shall not be considered for further selection.

## **2. APPLICATION FEE:**

- a. Application fee of Rs. 1000/- shall be payable online. No application fee need to be paid by the candidates belonging to SC/ST/PwBD/ExSM.
- b. Separate applications needs to be filled, if a candidate wishes to apply for more than one position.
- c. The application fee is non-refundable, regardless of the candidate's application being rejected for any reason.

## **3. GENERAL INSTRUCTIONS:**

- a. Only candidates who meet the eligibility criteria specified in this notification as on 28.02.2025 will be considered eligible to apply.
- b. Before applying, candidates must verify that they meet the eligibility criteria and other requirements mentioned in this advertisement. Candidates not meeting the specified criteria shall not be considered for selection.
- c. Applications in which the essential qualification / age cannot be fully ascertained shall be liable for rejection.
- d. Accordingly, it is the responsibility of candidate to satisfy that he / she meets the eligibility criteria (as mentioned in this advertisement) fully before applying, to properly fill the application and upload necessary documents asked for. The online application form will not be checking the eligibility.
- e. All photocopies of documents (along with the application) submitted at the time of Document Verification, if called for, should be self-attested by the candidate. Candidates should retain sufficient number of same coloured size photograph as used in the online application for future use.
- f. Experience Certificate or Copy of Offer Letter, Joining Letter, Pay slips, Increment Letter, relieving letter, nature of experience etc. proving the continuance in service for the claimed period as experience. The documents uploaded in support of Experience must clearly establish the period of experience as well as the nature of experience being claimed against the post.

- g. Candidates claiming reservation under OBC (NCL)/EWS should belong to respective category as on last date of online submission of application and must possess valid OBC (NCL)/EWS Certificate as on the closing date of submission of online application to CEL.
- h. The selected candidates on regular post will be on probation for a period of one year.
- i. The initial posting for the posts shall be at Company Works in Sahibabad (Ghaziabad), or at any other place(s) as decided by the management. However, the Company reserves the right to change roles, place of posting, as per the Company's requirement, from time to time.
- j. CEL reserves the right to take candidates in lower Grade/Post, as deemed fit by the selection committee/Management.
- k. Appropriate method such as written test, may be resorted to if the number of candidates is large.
- l. Candidates presently employed in Central/Sate Government, Autonomous Bodies, PSUs, should apply through 'Proper Channel' or submit 'No Objection Certificate' at the time of interview, from their employer, if they are called for interview.
- m. Outstation candidates called for interview for regular posts, will be paid to and fro IIIrd AC Railway Fare (normal fare) by the shortest route from their communication address subject to production of Railway Receipt or Ticket Numbers on their Eligibility. No TA/DA will be paid to candidates applied for contractual posts. The mode of Interview shall be in person at Company's work at Sahibabad (Ghaziabad-UP).
- n. Outstation candidates called for interview will have to make self arrangements for stay. No facility for stay will be provided by CEL.
- o. Depending on the requirements, the company reserves the right to Cancel/ modify the recruitment process as well as the number of positions keeping in view the requirement of the Company, without assigning any further notice and any reason thereof.
- p. The posts which are on contract basis will be for a period of two years, further extendable on performance and requirement basis. He/she will however have 'No claim' for regularization/absorption.
- q. If any information provided by the candidate is found to be false or incorrect or not in conformity with the eligibility criteria, then his / her candidature is liable to be rejected at any stage of the recruitment process or after recruitment or joining.

➤ **Important Instruction for submission of online application:**

- a. The candidates need to apply online in the career section of CEL website ([www.celindia.co.in](http://www.celindia.co.in)). Candidates are advised to read the instructions carefully and fill-in the online application forms giving accurate information. Applications received through any other mode shall not be accepted and shall summarily be rejected.
- b. Candidates are required to possess one valid and active e-mail id, which is to be mentioned in the online application form. CEL shall not be responsible for bouncing of any e-mails sent to the candidates. No change in the email ID or Mobile Number shall be allowed once entered.

- c. Candidates are advised in their own interest to register on-line much before the closing date as per schedule mentioned in this Advertisement and not to wait till the last date for depositing the fees to avoid the possibility of disconnection/ inability/failure to log on the CEL's website on account of heavy load on internet/website jam/disconnection.
- d. CEL does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the organization.
- e. Please note that the above procedure is the only valid procedure for making application. Application shall not be accepted through any other mode.
- f. Candidates will be required to correctly declare their Name and Date of Birth as mentioned in their Birth Certificate or Matriculation Certificate. Candidates should take utmost care to furnish the correct details while filling the application.
- g. Certificate issued by a Board of Secondary Education for passing Matriculation/Higher Secondary or Birth Certificate shall be the only acceptable document in support of proof of age.
- h. Application once submitted cannot be withdrawn and fee once paid will not be refunded in any case, neither shall be held reserved for any other recruitment or selection process in future.
- i. For any Technical issue please contact - +91 9650970295,+91 9910496853 and email ID- celonline2024@gmail.com.
- j. The decision of CEL in all matters relating to eligibility, acceptance, rejection of the application, issue of call letters, mode of selection, interview, verification of testimonials and selection will be final and binding on the candidates. No enquiry or correspondence shall be entertained in this connection.

k. **IMPORTANT DATES:**

<b>Opening date of submission of online application</b>  <b>(<a href="#">Click here to apply online</a>)</b> <b>OR</b> <b>visit <a href="https://celindia.net/">https://celindia.net/</a></b>	<b>22.03.2025 (12 noon onwards)</b>
<b>Last date of submission of online application</b>	<b>11.04.2025 (till 5:00 p.m.)</b>

Note: All information & any changes/updates, if there, will be available on the Company's website [www.celindia.co.in](http://www.celindia.co.in). Candidates are advised to visit the website from time to time to check for any updates.

(Only Indian nationals are eligible to apply)  
**ADVERTISEMENT NO. 116/Pers/1/2025**