



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/71/24/02 (Regular))

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 (Diploma Holders) 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 31.07.2024)

PRE QUALIFICATION CRITERIA –GATE-2024 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	10
TOTAL					10

***Candidate will be considered qualified if the marks secured in the GATE-2024 Scorecard are greater than or equal to the qualifying marks mentioned for the category for which the candidate is seeking benefit of reservation.**

VACANCIES FOR REGULAR POSTS

REGULAR POSTS - FINANCE AND HR DISCIPLINES

Sl. No.	Discipline	Name of the Post & Grade	Post Code	Qualification	Pay Scale	Maximum Age as on 31.07.2024	Minimum Post Qualification Experience as on 31.07.2024	Number of vacancies
1	Finance	Sr. Officer/ Grade E1	FIN 1	CA / ICWA	Rs.40000 -140000	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.	3

REGULAR POSTS - FINANCE AND HR DISCIPLINES

Sl. No.	Discipline	Name of the Post & Grade	Post Code	Qualification	Pay Scale	Maximum Age as on 31.07.2024	Minimum Post Qualification Experience as on 31.07.2024	Number of vacancies
2	HR	Sr. Officer/ Grade E1	PA1	<p>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</p> <p align="center">AND</p> <p>Candidate should also be UGC NET qualified and should possess a valid scorecard at the time of applying/interview. The UGC NET scorecard for last 5 years from the cut-off date i.e. June-2019 to Dec-2023 (in Subject Code:55) shall be considered valid.</p>	Rs.40000 -140000	30 years	<p>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.</p>	3
TOTAL								6

REGULAR POSTS - DRAUGHTSMAN

Sl.No	Discipline	Name of the Post & Grade	Post Code	Qualification	Pay Scale	Maximum Age as on 31.07.2024	Minimum Post Qualification Experience as on 31.07.2024	Number of Vacancies
1	Mechanical	D/Man-I / WM5	WMP P5	Diploma in Mechanical OR ITI, Draftsman ship	Rs. 25000-79000	For Diploma Holders- 27 years / For ITI Holders - 31 years	<p>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.</p> <p>Awareness of PDS/PDMS software will be considered as additional qualification.</p>	3
2	Civil	D/Man-I / WM5	WMC VD 5	Diploma in Civil OR ITI, Draftsman ship	Rs. 25000-79000	For Diploma Holders- 27 years / For ITI Holders - 31 years	<p>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.</p>	3
TOTAL								6

GENERAL CONDITIONS (FOR ADVERTISING THE POSTS):

1. a. 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. Candidates should be meticulous and accurate in filling their percentage of marks obtained up to two decimal places. No rounding up in any manner whatsoever is permitted. In case of variation of declared percentage of Marks, the candidature may be liable for rejection.

b. 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.
2. Candidates applying for MT should possess valid & qualified GATE-2024 Score Card in respective discipline.
3. Candidates applying for HR discipline in E1 grade should possess valid UGC–NET Score Card in Labour Welfare/ Personnel Management/ Industrial Relations/ Labour & Social Welfare/ Human Resources Management paper (Subject Code – 55). The scorecard for the last 5 years i.e. June-2019 to December-2023, shall be valid and shall be taken into consideration for the purpose of drawing the merit list of candidates to be called for the interview.
4. Candidates should be proficient in Computers, MS Office and relevant specialized software.
5. 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.
6. 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 Grade, no Interview shall be conducted. However, selection shall be made by a duly constituted committee based on the order of Merit.
7. Candidates are informed that mere 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.
8. The age limit, minimum educational qualification, number of years & type of post qualification in-line with executive work experience are the minimum criteria and mere possession of the same by the candidate does not entitle him/her for participating in the selection process. PDIL's decision regarding eligibility & short listing of applications shall be final & binding and no queries or correspondence shall be entertained in this regard.
9. The Cut-off date for calculation of Maximum Age & Post Qualification Experience is 31.07.2024.
10. 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.

11. 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. 50,000/- at Noida, Chennai, Mumbai, Kolkata, Hyderabad and Rs. 45,000/- 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. 40000-1,40,000/-.

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

- a. For claiming relaxation against reserved vacancies, the reserved category candidates should submit copy of Caste/PwD/EWS/Ex-SM certificate(s), in the Performa prescribed by Govt. of India, issued by the Competent Authority, along with Online Application Form. If the certificate has been issued in a language other than English/Rajbhasha (Hindi), the candidates should upload a self-certified bonafide translated copy of the same either in English or Rajbhasha (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 APPOINTMENT 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 (31.07.2024)** i.e. certificate issued on or after **01.02.2024** 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 with heading "**INCOME & ASSET 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 2023-24**.

- d. Format of caste certificate for SC/ST/OBC, format of EWS certificate and format of PwD certificate is available on the website www.pdil.in → Careers.

13. No. of Tentative vacancies and Reservation Category are given below:

Posts to be Advertised	Total Nos. of Posts	Reservation Positions				
		Unreserved	OBC	SC	ST	EWS
Management Trainees	10	8	4	2	1	1
E1 Grade(HR and Finance Discipline)	06					
Draughtsman (Diploma/ITI Holders) in WM5 Grade	06	5	1	0	0	0
TOTAL	22	13	5	2	1	1

(*) 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.

14. Agreement & Surety Bond for Management Trainee (MT):

The selected candidates for the posts of MT will be required to execute a Bond to serve the company for a minimum period of 04 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.

15. The names of candidates called for personal interview will be displayed only on the above mentioned link on PDIL website. Candidates are advised to visit the PDIL website regularly for the latest information in this regard. Only short listed candidates who are prima-facie found eligible based on the information submitted in their application will be called for participating in the selection process and will be intimated through electronic mode/e-mail for personal interview and PDIL will not be responsible for any delay or non-delivery of such intimation. Candidates are advised to regularly visit the above mentioned link for all the updated information with regard to this advertisement. No telephonic queries shall be entertained.

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

17. TA - It may be noted that candidates will be called for personal interview provisionally on the basis of information submitted by them in the Application Form and their candidature will be considered vis-à-vis eligibility criteria for the post applied for as mentioned in the Advertisement. Candidates not meeting the eligibility criteria or not in possession of complete requisite documents will not be allowed to attend the personal interview and no TA will be paid to them. Further, no queries shall be entertained in this regard.

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 grades and for posts WM5– sleeper class fare will be reimbursed **only to the candidates duly shortlisted by HR/ Concerned Indenting Deptt. and appeared before the Interview Board**, subject to production of copy of the ticket. TA shall be transferred online in the bank account of only 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)** is available on the website www.pdilin.com → **Careers**, for reimbursement of TA expenses incurred to attend Interview along with required documents as mentioned in the **TA FORM (ANNEXURE-I)** and **copy of the ticket(s)**.

18. Only Indian Nationals are eligible to apply.

19. Posting/Transfer- Selected candidates shall be posted /Transferred at any Project sites all over India & any of PDIL offices during the tenure of the contract as per job exigencies.

20. Candidates should retain the copy of their Application Form & Fee Receipt for future reference as they can be asked to produce the same at anytime.

21. It may also be noted that only one Registration ID can be created using a unique Aadhar number & a candidate shall be able to submit one application only. Multiple applications will be rejected summarily w.r.t Unique Id.

22. PROCEDURE FOR SUBMISSION OF ONLINE APPLICATIONS:

- a. **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.
- b. **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.**
- c. **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). All correspondence with candidates shall be done only on their registered e-mail ID provided by candidate. All information regarding Short listing/ Interview/ Final Results etc. shall be provided through email and / or by uploading on PDIL website only.
- d. **Application Fees** - Candidates are required to make online payment of **Rs.800/- for General, OBC and Rs.400/- for SC/ST & EWS** excluding taxes & service charge through Net Banking/Debit Card/Credit Card/Bank Transfer/ UPI.

23. SELECTION METHODOLOGY:

Short listing of candidates for Interview:

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

a. **For all posts under Regular Appointments**

For drawing overall merit of the candidate, Marks of Qualifying Degree Examination / NET score for HR discipline (out of 300) (as advertised) shall be considered.

b. **For Management Trainees**

For drawing overall merit of the candidate, GATE -2024 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.

24. DOCUMENTS IN SUPPORT OF QUALIFICATION AND EXPERIENCE:

- Date of Birth Certificate/ 10th Board/12th Board Certificates and Mark sheets wherever applicable.
- 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 fulfill the eligibility criteria w.r.t. job specifications in respective discipline (as specified above in the advertisement), failing which your candidature may be cancelled.

- **Experience Certificate:**

The applicant needs to submit his/her Experience certificate(s), issued by competent and authorized executive of the organization in its letter head containing complete communication address, Phone No, E-mail id and other relevant documents in support of experience claim. Only following types of documentary proofs towards experience will be considered relevant.

I. For Past Employment:

- Experience letter issued by competent and authorized executive of the organization (in its letter head containing complete communication address, Phone No, E-mail id) indicating Designation, date of joining including date of relieving from the organization of the concerned employee.

OR

- Appointment letter clearly mentioning the date of joining the organization and also acceptance of resignation letter, relieving order issued by authorized executive of the organization (in its letter head containing complete communication address, Phone No, E-mail id) & Pay Scale/ CTC last drawn.

II. For Current Employment:

- Experience letter issued by competent and authorized executive of the organization (in its letter head containing complete communication address, Phone No, E-mail id) indicating designation, and date of joining the organization & Pay Scale/ CTC drawn by the employee concerned along with latest pay/salary slip

OR

- Appointment letter (issued in its letter head containing complete communication address, Phone No, E-mail id) clearly mentioning the date of joining the organization and Latest Pay Slip along with any of the following optional documents:

1. Identity card issued by current employer
2. Annual Increment letter
3. Promotion order/Transfer or any other relevant service records/ order etc.

In the absence of production of sufficient proof towards claimed experience such as appointment letter and latest pay slip, candidature of such candidates shall be liable to be rejected.

- Any other certificates/ testimonials you may desire to place before the interview committee.
- One Recent Passport size photograph.
- Candidates may note that the entire documents may be verified from the concerned employer/issuing Authority.

IMPORTANT DATES

<i>Commencement of online registration of applications by candidates:</i>	- 16.08.2024
<i>Last date for online submission of applications</i>	- 11.09.2024
<i>Personal Interview Schedule</i>	- 1 st / 2 nd week of October 2024 (Tentative)
<i>Venue of Interview</i>	- PDIL Bhawan, Noida

Note : Please visit PDIL website from time to time, on regular basis for latest updates.