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## सर्टिफिकेशन इंजीनियर्स इंटरनेशनल लिमिटेड

(भारत सरकार का उपक्रम और इंजीनियर्स इंडिया लिमिटेड की पूर्ण स्वामित्व वाली सहायक कंपनी)

### CERTIFICATION ENGINEERS INTERNATIONAL LIMITED

(A Govt. of India Undertaking and wholly owned subsidiary company of Engineers India Limited)

**Advertisement No.: CEIL/HR&A/Advt./2025-26/01 - 19.07.2025**

**Certification Engineers International Ltd. (CEIL)** is a wholly owned subsidiary Company of Engineers India Ltd. (EIL), a Government of India Undertaking, under the administrative control of Ministry of Petroleum & Natural Gas (MOP&NG) of the Govt of India, CEIL has been a profit making company since its inception and is a leading player in the areas of certification/re-certification of offshore structures, Third Party Inspection of high end technology equipment for onshore and offshore oil & gas facilities; independent design analysis of structures, foundations, Third Party Inspection of pipelines, quality surveillance/certification at fabrication yards and during installations, pre-commissioning & commissioning, Safety Audits etc.

**CEIL also invite application from Indian Nationals for the following posts on Fixed Term Contract basis with following criteria:**

Certification Engineers International Ltd. (CEIL), requires F&A, HR and IT Personnel ON CONTRACT for a period of one year subject to satisfactory performance and further extendable (if required) for another 24 months or till the completion of the project, whichever is earlier, as detailed below:

Position/Dept.	Position Code	Proposed Designation	Minimum PQ experience as on 30.06.2025	Maximum Age as on 30.06.2025	Vacancies	Consolidated salary Per month (In Rs.)
Finance & Accounts	25-26/01/B1	Sr. Officer	6 years	40 years	UR-01	51,000
Finance & Accounts *Grade-I-Relaxation of 1 year will be given to suitable candidates with additional qualification of CMA/CA Inter and above.	25-26/01/B2	Finance Associate Grade-I or	4 Years	38 years	OBC-01	36,700.00
		Finance Associate Grade-II or	5 Years	43 Years		41,820.00
		Finance Associate Grade-III	6 Years	48 Years		45,230.00
Human Resource and Administration	25-26/01/C1	HR Associate Grade-I or	4 Years	35 years	UR-01	36,700.00
		HR Associate Grade-II or	5 Years	40 Years		41,820.00
		HR Associate Grade-III	6 Years	45 Years		45,230.00
Information & Technology	25-26/01/D1	IT Associate Grade-II or	5 Years	40 Years	UR-01	41,820.00
		IT Associate Grade-III	6 Years	45 Years		45,230.00
Information Technology	25-26/01	IT Engineer	2 Years	30 Years	UR-01	41,250.00

**Position Location:** For all jobs posting will be at CEIL Head Office at Navi Mumbai except IT Engineer who will be placed at Delhi office.

**Details of Educational qualifications, required experience are as mentioned below:**

Sr. No	Dept/Position	Educational Qualification	Post Qualification Experience
1	Finance and Accounts [F&A]/Sr. Officer	Graduate (full time with minimum 50% marks) from a recognized university with professional qualification of Chartered Accountant (CA) from The Institute of Chartered Accountants of India OR Cost Accountant (CMA) from The Institute of Cost Accountants of India.	Candidates having experience in handling various gamut of Finance & Accounts department of service sector. Knowledge of Income Tax, GST, statutory compliance and general accounting till finalization would be preferred.
2	Finance and Accounts [F&A]/Associate-I/II/III	Commerce Graduate (full time with minimum 50% marks) from a recognized university. => <b>For Grade-I</b> -Relaxation of 1 year in will be given to suitable candidates with additional qualification of CMA/CA Inter and above. => <b>For Grade-II &amp; III</b> - Preference will be given to the candidates having CMA/CA Inter and above.	Candidates having experience in handling various gamut of Finance & Accounts department of service sector. Knowledge of Income Tax, GST, statutory compliance and general accounting till finalization would be preferred.

Sr. No	Dept/Position	Educational Qualification	Post Qualification Experience
3	Human Resource and Administration [HR&A]/Associate-I/II/III	BBA OR Graduate in any discipline (full time with minimum 50% marks) from a recognized university with Diploma in Personnel Management. Preference will be given to candidates having additional qualification in MBA(HR) or MA in PMIR or Masters in Personnel Management or Eq.	The candidate should have post qualification experience in handling various aspect of HR & Administration including contract handling, recruitment and general administration.

Sr. No	Dept/Position	Educational Qualification	Post Qualification Experience
4	Information Technology (IT) [IT]/Associate-II/III	Graduate in Bachelor of Science in Information Technology [BSC (IT)] or Bachelor of Computer Application (BCA) (full time with minimum 50% marks) from a recognized university. Preference will be given to the candidates with MSc-IT or MCA.	The candidate should have post qualification experience in handling/knowledge in various aspect of Information Technology including software handling/development, networking & hardware.
5.	Engineer - Information Technology (IT)	BE/B.Tech/B.Sc. (Engg.) Degree in (Computer Science/ IT/ECE or MCA)	Minimum 2 years' experience in Software development in Dot net,ASP,Crystal report Java, MVC, Mobile Apps, oracle DBA, LAN Management / Cyber Security / Video Conferencing / Networking etc.

## GENERAL INFORMATION/CONDITION:

### How to apply :

1. Candidates Fulfilling the Qualification and experienced Criteria may apply in the Approved Pro Forma (Annexure A) along with relevant documents

Please Note:

- a) CV shall be sent by the applicant from his/her email ID only.
- b) CV in the approved Bio-Data Format (Annexure-A) with attachments shall ONLY be considered for short-listing. (CV without attachment/s shall be rejected.)
- c) No email shall be sent by CEIL to individual for missing documents.
- d) For Associate Category- Selection will be done through written Test. Candidates complying the above criteria will be shortlisted for written test.

Completed Applications as per format (Annexure-A) along with self-attested certificates pertaining to Educational Qualification (Incl. mark sheet & Certificates in support of marks secured), Professional Qualification, Date of Birth bearing 10th mark sheet/pass certificate or birth certificate, Caste Certificate and Post Qualification Experience should be emailed to following email address:

**recruit.hr3@ceil.co.in**

In the subject line of email, the candidate must write the relevant position and position code against which application is being made as under:

**For Example:** If a candidate is sending application for position against **Finance & Accounts (F&A), Sr. Officer**, the subject line of email should be:

**“Application against Finance &Account as Sr. Officer [25-26/01/B1].”**

CEIL shall not be responsible for any loss of email. No request in this regard will be entertained.

### **Application fee: NIL**

2.. Candidates are advised to periodically check their email and the website [www.ceil.co.in](http://www.ceil.co.in) for further updates.

3. For Associate Category- Selection will be done through written Test. Candidates complying the criteria will be shortlisted for written test. CEIL shall not be responsible for any loss of email, due to invalid/wrong email id. No request in this regard will be entertained.

4. **Schedule of Submission of Application:** Last date of receipt of application is within 15 days of publication of the advertisement in the Employment News.

**Please note that information regarding any change in last date of submission of application shall be published on CEIL’s website [www.ceil.co.in](http://www.ceil.co.in) only. Hence, candidates shall ensure to keep track of the same.**

5. Applications received will be put up to Committee for Shortlisting.

Screening and selection will be based on the details provided in the 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 CEIL will NOT be responsible for disqualification as a consequence of furnishing of such wrong/false information.

6.Short listed candidates will be informed about the Date, time and venue of the Interviews/ written test through email mentioned in the CV/Application form. Interviews will be held at CEIL office in Navi Mumbai.

7.Reservations and age relaxations exist for SC/ST/OBC/Persons with disabilities (PwD)/EWS as per Govt. of India guidelines. Experience prescribed is relaxable at the discretion of Company for SC/ST candidates. Company reserves the right to relax the above conditions in suitable cases. Cut-off date for experience & age is 30.06.2025.

8. Prescribed Educational Qualifications & no. of years of experience are the minimum qualifying criteria. Mere possession of the same does not entitle candidates for interview. CEIL also reserves the right to reject any candidature without assigning any reason whatsoever.

9.Upper age limit for Persons with Disabilities (PwD) candidates is relaxable by 10 years. Persons with 40% or more Disabilities shall be eligible for relaxation.

10. Upper age limit is relaxable for Ex-Servicemen.

11.Shortlisted candidates will bring their CVs duly filled in Annexure (this Annexure will be sent to Shortlisted candidates only;5 copies required).

12. In the absence of any of the documents mentioned below, the candidate will not be allowed to appear for interview/ written test. The candidates are required to bring the following original certificates along with attested photocopies as documentary proof at the time of interview:

- a. Proof of Age (10th or Matriculation certificate)
- b. Educational and Professional Qualifications (All the Mark Sheets & Certificates)
- c. Service Certificate of past employment & proof of date of joining & its continuity in the present Organization (if applicable) & the latest salary slip.
- d. Medical Certificate for Person with Disability Certificate (if applicable) with photograph issued by the competent authority satisfying the minimum degree of disability of 40% in respective categories.
- e. Copy of Scheduled Caste/Scheduled Tribe/Other Backward Class (OBC) (Non-creamy Layer) certificate, if applicable from the competent authority. OBC certificate produced by candidates should clearly indicate that they do not belong to creamy layer.
- f. EWS certificate from the competent authority.

13. Only those who meet the prescribed eligibility criteria need to apply. If at any stage it is found that the candidate does not meet the prescribed eligibility criteria, he/she will be disqualified. CEIL reserves the right to reject any application without assigning any reason.

14. The appointment will be provisional and subject to verification of Character & Antecedents and Caste /PwD Certificate/EWS certificate from the concerned District Authorities/Competent Authorities. Selected candidate shall initially be posted at CEIL Head Office, Navi Mumbai. However, he/she may be posted in any Offices of CEIL at any point of time at the discretion of the Management. Only candidates willing to serve anywhere in India need to apply.

15. CEIL may restrict the no. of candidates to be called for interview/ written test in proportion to the requirement based on academic excellence, age, experience etc.
16. The applicant should essentially have proficiency in computer knowledge.
17. Avenues for Career growth in the organization shall be governed by the prevailing rules & practices depending on the qualification and performance.
18. Canvassing in any form will result in disqualification.
19. Company reserves the right to relax the above conditions in exceptional cases. Prescribed Educational Qualifications & no. of year of experience are the minimum qualifying criteria. Mere possession of the same does not entitle candidates for interview. CEIL also reserves the right to reject any candidature without assigning any reason whatsoever.

Wherever CGPA/ OGPA/ CPI or letter grade in a Degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by university/ Institute. Candidates will be required to submit documentary proof/ certificate to this effect from the Institute/ University at the time of document verification.

Minimum percentage of marks in the essential qualification(s), as specified shall be considered as per Institute/ University rules/norms.

20. Job is purely on temporary basis and does not carry any liability on CEIL for regular appointment at any stage. In no case, the total contract period will be extended beyond 36 Months.
21. The number of vacancies can vary and will solely dependent on project requirements.
22. Management reserves right to cancel/ restrict/modify/alter selection/recruitment process at any stage without issuing any notice or assigning any reason thereafter.
23. No perks or allowances, other than the consolidated salary mentioned above, would be payable In case of extension beyond one year of service, increment @ 3% every year on the Consolidated salary will be considered for next 2 years).
24. CEIL will provide Medical Insurance up to 5 lacs per employee; Group Personal Accident Insurance upto 100 times of the respective Basic pay and CEIL provident fund contribution shall be @12% of basic. Company's PF contribution will be part of consolidated salary.
25. No TA/DA will be given for attending interviews.
26. Candidates should be of sound health and have to provide Medical Fitness Certificate from Government Hospital / Company Nominated Hospital at the time of joining. Expense towards obtaining medical fitness certificate will be reimbursable on production of original receipt (as per policy).
27. 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. CEIL reserves the right to reject any application without assigning any reason.

28. Short listed candidates will be informed about the date & time of the personal Interview/written test through email mentioned in the CV. If for any reason interviews be held through online mode it may be either through skype, Google meet or any such mode which will be specified in the relevant communication.
29. Screening and selection will be based on the details provided in the application form received in the mail 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 CEIL will NOT be responsible for disqualification as a consequence of furnishing of such wrong/false information.
30. The e-mail address specified in the application should be utilized for all communication & be valid/ functional for at least 24 months from the date of the submission of application. Kindly ensure that your email is valid and operational. Shortlisted candidates will be called for Interviews.
31. Depending upon the requirement, CEIL reserves the right to cancel / curtail /increase the no. of vacancies without any further notice and without assigning any reason thereof.
32. Selected candidates will be on panel and appointment letters will be issued as per requirement.
33. No of vacancies indicated are only tentative.
34. Contractual engagement may be terminated by CEIL at any time at its sole discretion without assigning any reason if Performance / conduct is found unsatisfactory. The employment shall be governed as per CEIL's Conduct, Discipline and Appeal Rules.
35. For termination of employment during the currency of contract of appointment but except on the expiration of the contract, one month's notice in writing shall be given or one month's consolidated pay in lieu of such notice shall be paid, by CEIL or by candidate, as the case may be, without assigning any reason.
36. Any dispute with regard to the recruitment against this advertisement will be under the jurisdiction of Mumbai court only.

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## Annexure A

### BIO-DATA FORMAT

Advertisement Reference : .....

Position/Proposed Designation  
applied for : .....

Discipline : .....

1. Name: .....

2. Parent's/Spouse's Name: .....

3. Date of the Birth: ..... Age ..... as on 30.6.2025 (Attach self-attested DOB proof copy- 10<sup>th</sup> Mark Sheet/Pass Certificate having Date of Birth or Birth Certificate by competent authority)

4. Category (Gen/SC/ST/OBC/EWS) ..... (Attach self-attested Copy of caste certificate by competent authority as applicable)

5. (i) Nationality : .....

(ii) PAN No. : .....

(iii) Aadhaar No. : .....

(iv) Passport No. : .....

6. Present Address : .....

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Contact No. (R)/ (O) : ..... (M) : .....

Email ID : .....

7. Permanent Address : .....

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8. Knowledge of Computer: .....

Affix a recent  
Passport size  
photograph

Sr. No.	Qualification	Institution	University	Duration of Course	Year of Passing	Discipline/Subjects	Division/ % of marks

[illegible]



11. Post Qualification Experience (Starting with present position- attach self-attested copy of service certificate of past employment & proof of date of joining like Offer acceptance or appointment letter and its continuity (like last salary slip) in the present employment):

Name of Employer * (Write direct employer name only)	Post & held	Period		Nature of Duties	Scale of pay/ Total emoluments
		From	To		

Note: The detailed CV may be attached for detailed Post Qualification experience.

Total Post Qualification Experience (as on 30/06/2025) : .....

12. Details of specialization/ Training/ Courses .....

Whether presently employed with Govt./PSU/Autonomous body: .....  
(NOC to be furnished at the time of interview (if shortlisted))

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Any other information: .....

I hereby declare that the information furnished above by me is true to the best of my knowledge and belief. In the event of any discrepancy in the particulars being detected at any stage, my candidature/ Service may be cancelled/ terminated without any notice. I am attaching hereby-self attested copies of all the relevant information.

Place: ..... Date: .....

Signature of Candidate