

	<b>Projects &amp; Development India Limited</b> (A Government of India Undertaking) PDIL Bhawan, A-14, Sector-1, Noida-201301 Distt. Gautam Budh Nagar (UP) <b>CIN : U74140UP1978GOI028629</b> <b><u>(ADVT.NO. HR/71/25/01 (Contract))</u></b>
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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 for urgent requirement towards engagement of eligible candidates **PURELY ON CONTRACT BASIS UPTO THREE (3) YEARS duration for the following post**, for posting to any of PDIL offices / sites located all over India as detailed below:

Designation and Discipline	Tentative Number Of Vacancies (Post Qualification Experience as on 31.05.2025 - 5 years) (Maximum Age as on 31.05.2025 - 35 years)
Executive Gr-II (5) (SSP & QC Audit)	5
<b>Total</b>	<b>5</b>

**Job Specification**

Discipline	Qualification	Job Description
SSP & QC Audit	M.Sc. in Chemistry	Experience in the field of Chemical Testing, Analysis and Quality Control for Chemical Laboratory.

**Maximum Age Criteria, Monthly Emoluments and Post Qualification Experience:**

Designation	Executive Gr-II (5) (SSP & QC Audit)	
Post Qualification Experience as on 31.05.2025 (in years)	5	
Maximum Age as on 31.05.2025 (in years)	35	
Consolidated Monthly Emoluments (in Rs.)	Noida & Inspection Offices (Kolkata, Chennai, Mumbai & Hyderabad)	51800
	Vadodara Office	46620

The above consolidated monthly remuneration is in total and is inclusive of all allowances viz. House Rent, Medical, Mobile/Telephone charges, Conveyance, etc. & will not be entitled for any other payment/site or project allowances/facilities (except TA/DA as per applicable rules). However, an annual increment of 3%, rounded to next Rs. 10/- on the consolidated remuneration on each completed year of service in PDIL shall be given.

Age relaxation will be given to SC/ ST/ OBC (NCL)/ PWD/ Ex-Serviceman applicants as per Government guidelines. Upper age is relaxable by 5 years for SC/ST applicants, by 3 years for OBC (NCL) applicants and by 10 years for PWD applicants. However, no applicant of age 56 years or above will be eligible for selection for the post.

## GENERAL CONDITIONS:

1. a. All above qualifications should be from recognized University/Institute. Minimum qualifying marks in Degree / Diploma qualifying exam shall be 60% (55% for SC/ST). 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 application form as per norms adopted by the University/Institute. The candidate will have to produce a authenticate copy of these norms with respect to his/her University/Institute at the time of Interview
2. Candidates should be proficient in Computers, MS Office and relevant specialized software.
3. 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.
4. The Contract employees would be initially recruited for up to One year and if their performance is found suitable, their contract may be renewed for maximum up to one year at a time and up to a maximum for a period of three years, from their initial date of joining.
5. 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.
6. 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.
7. The Cutoff date for calculation of Maximum Age and Post Qualification Experience is **31.05.2025**.
8. 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.
9. Government guidelines with regard to SC/ST/OBC(NCL)/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 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 (31.05.2025) i.e. certificate issued on or after 01.12.2024 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 2024-25.**
  - d. **Format of caste certificate for SC/ST/OBC, format of EWS certificate and format of PwD certificate is available on the website [www.pdilin.com](http://www.pdilin.com) → Careers → Careers at PDIL.**

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

Designation (s)	Total No of Vacancies*	Reservation Category*				
		Unreserved	OBC	SC	ST	EWS
Executive Gr-II (5)	5	2	1	0	1	1
Total	5	2	1	0	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.**

**11.** 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.

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

**13. 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 & fro journey by III AC (including Rajdhani) (by Rail fare) for Engineer/Executive by the shortest route (within India), **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](http://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)**.

**14.** Only Indian Nationals are eligible to apply.

**15. 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.

**16. Termination/Extension of the Contract:** PDIL reserves the right to terminate the contract with one month notice and also extend the contract at the sole discretion of Management.

**17.** 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.

**18.** It may also be noted that only one Application Form can be submitted using a Unique ID i.e. Aadhar number. Multiple applications shall be liable for rejection w.r.t Unique ID.

**19.** Keeping in view of the urgency of the requirement of filling of above vacancies, candidate must be prepared to join within 15 days and not later than one (01) month from the date of issuance of offer of engagement, failing which their candidature may stand cancelled and management reserves the right to offer next meritorious candidate in the unfilled post, based on the availability of the candidates.

## 20. PROCEDURE FOR SUBMISSION OF OFFLINE APPLICATIONS:

- a. Eligible and interested candidates are required to send their Applications, duly filled and signed on all pages, in the prescribed MS-Word and MS-Excel formats available on PDIL website at along with the enclosed self attested documents.
- b. Candidates meeting with the eligibility criteria may send their applications strictly in the prescribed Application Format printed on A-4 size paper (typed in Arial Narrow), along with the self-attested certificates/ degree and mark sheets and applicable documents (Photocopies) in proof of Age, Qualification, Experience, Caste (in the prescribed format), Disability (As applicable), Ex-servicemen discharge book (As applicable), a self-attested recent Passport Size Photograph etc by post/courier only so as to reach on or before 19.06.2025 to the following address:

**DGM & HOD (Corporate HR)**  
**PDIL Bhawan, A-14, Sector-1, Noida-201301,**  
**Distt. - Gautam Budh Nagar, (UP).**

- c. Candidates are required to compulsorily super scribe the envelope with the Name of the post/discipline they are applying for (i.e. "Application for the Post of .....").
- d. The Applications have to be sent mandatorily through Speed Post / Registered Post / leading Courier. Duly signed and scanned copies of the filled-in Application Format and relevant enclosures should also be sent mandatorily through e-mail at [corpHR1@pdilin.com](mailto:corpHR1@pdilin.com), along with filled-in copies of MS-Word and MS-Excel. **No other modes of sending application will be accepted and will summarily be rejected. No application will be received in person / delivered by hand in PDIL at the address mentioned above.**
- e. PDIL will not take any responsibility for any delay in receiving the Application Forms or Loss in transit.
- f. The last date for receipt of applications is **19.06.2025**. Applications received after the due date **will not be considered**.
- g. While applying, the applicant must ensure that he/she fulfills the eligibility and other norms as mentioned in the advertisement, as on the specified cut-off 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 engagement, his/her services are liable to be terminated without any notice.
- h. Email ID - While applying, 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.
- i. Application Fees - Candidates are required to make online payment of Rs.800/- for General and OBC, Rs.400/- for SC/ST/EWS excluding taxes & service charge through NEFT/IMPS. The details for payment are detailed below:

Bank Account Name	-	Projects & Development India Ltd.
Bank Name	-	Axis Bank Ltd.
Branch Address	-	B-21 & 22, Sector 16, Noida – 201301
Bank Account Number	-	022010200004282
IFSC Code	-	UTIB0000022
- j. UTR/Transaction Reference Number given by the Bank upon payment of fees needs to be entered in the application form. PDIL will not be responsible in case of a candidate depositing the Application Fee in the wrong account. No other form of payment shall be accepted.
- k. Candidates are required to provide details of the Application Fee paid in the Application Form failing which the application will be treated as incomplete and will not be accepted. Documentary evidence / screenshot of the payment made towards Applicable Application Fee needs to be enclosed as Payment Proof along with the other documents

- I. Application fee will not be refunded under any circumstances, even if the candidate is ineligible at the time of applying or rejection of application etc. Therefore before forwarding the application, candidates are required to ensure that they meet with all the eligibility criteria.

## **21. DOCUMENTS IN SUPPORT OF QUALIFICATION AND EXPERIENCE:**

- a. Date of Birth Certificate/ 10<sup>th</sup> Board/12<sup>th</sup> Board Certificates and Mark sheets wherever applicable.
- b. Degree Certificate, Diploma Certificates & Marks Sheets. If any of the candidate produces Degree / Marks Sheet with CGPA/DGPA/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 (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 Number, E-mail ID and other relevant documents in support of experience claim.

Only following types of documentary proof 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 Number, 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 Number, 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 Number, 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 Number, 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**

Commencement of submission of applications by candidates:	- 04.06.2025
Last date for submission of applications	- 19.06.2025
Date of Personal Interview	- 27.06.2025
Venue of Interview	- PDIL Bhawan, Noida

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

**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.)

**Projects & Development India Limited**

Mini Ratna - I, ISO 9001 : 2015, ISO 45001 : 2018 Certified

**Application Form (Advt. No. HR/71/25/01 ( Contract))**

Post Applied	Executive Grade (II) (5) for SSP & QC Audit		
Aadhar Number			
Qualifying Examination		Date of Qualifying Examination (DD-MM-YYYY)	
Qualifying Examination University		Qualifying Percentage (up to TWO decimals)	
Date of Birth (DD-MM-YYYY)		Age as on 31-05-2025 (in Years, Months and Days)	
Current Employment Organization		Total Post Qualification Experience (as on 31-05-2025) (in Years, Months and Days)	
Reservation Category {UR / OBC (NCL) / SC/ST/EWS}		Category Certificate No. and Issuance Date (As applicable)	
Mobile No.		Email ID	

**Application Fee Details**

Payee's Full Name	
Payee's Bank Name	
UTR / Reference Number*	
Amount (INR) (as applicable)	
Payment Date & Time	

\*Mandatorily attach the screenshot / documentary evidence towards payment made along with the duly filled-in application form

**Personal Details**

Applicant's Name (in CAPITAL letters)		<p>Candidate should affix his/her Passport size photograph &amp; sign across such that partly it is on Application Form. Photo without Cap, Goggle &amp; Muffler.</p> <p>उम्मीदवार को अपना पासपोर्ट आकार का फोटो चिपकाना चाहिए और उस पर इस प्रकार हस्ताक्षर करना चाहिए कि वह आंशिक रूप से आवेदन पत्र पर हो। बिना टोपी, गॉगल और मफलर के फोटो।</p>
Father's/Husband's Name		
Mother's Name		
Gender (Male/Female/Transgender)		
Marital Status (Single / Married)		
Nationality		
Religion		
Are you a person with benchmark disability of 40% and above? (Yes /No)		
If mentioned Yes above, please specify type and percentage of disability and attach Certificate		
Ex-Servicemen (Yes /No)		

<b>Address Details</b>		
Address Details	Permanent Address	Communication Address (All future Communications will be made on this Address only)
Flat/House No./Building/Apartment		
Area/Colony/Street Name		
Landmark		
City/Town/Village		
District Name		
State Name		
Pin Code		
Nearest Post Office		
Nearest Railway Station		

<b>Essential Educational/ Professional Qualification</b>				
Examination Passed	Name of Board/University	Stream	Date of Passing (DD-MM-YYYY)	Marks (%) (up to 2 decimal points without rounding off)
Post Graduation Degree / M. Sc (Chemistry) / Essential Qualification Degree				
Graduation / Equivalent Degree				
12th Board				
10th Board				

<b>Additional Qualification</b>				
Examination Passed	Name of Board/University	Stream	Date of Passing (DD-MM-YYYY)	Marks (%) (up to 2 decimal points without rounding off)

<b>Post-Qualification Experience details (in chronological order starting from current employment) as on 31-05-2025</b>							
<b>S. No.</b>	<b>Name of Organization</b>	<b>Position Held</b>	<b>Joining Date (DD-MM-YYYY)</b>	<b>Leaving Date (DD-MM-YYYY)</b>	<b>Job Duration (in years, months and days)</b>	<b>Salary (P.M)</b>	<b>Details of Job Description &amp; Relevancy to PDIL</b>
<b>Total Experience (in years, months and days)</b>							
<p>Do you have Operating and working knowledge/proficiency in Computers, MS Office and relevant specialized software :</p> <p>Whether any prosecution/detention /fine/conviction/sentence against you have been awarded by any court of law for any offence? If yes, particulars of the same to be mentioned :</p> <p>If selected, available for joining PDIL (in days) :</p>							

## Declaration :

It is hereby declared that the information furnished by me herein above is true and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any point of time, my candidature/appointment shall be liable to be cancelled automatically without assigning any further reasons/ correspondence and I shall be liable for prosecution under the Law.

Date:

Signature :

Name :

(in CAPITAL letters)

## List of Mandatory Enclosures to be attached (self attested):

1. Copy of Aadhar Card
2. Date of Birth Certificate/ 10th Board/12th Board Certificates and Mark sheets wherever applicable.
3. Reservation Category Certificate
4. Applicable Application Fee Payment Proof (screenshot / documentary evidence towards payment made)
5. Proof of Disability
6. Ex-Servicemen certificate (if applicable)
7. Degree/ Post Graduate Certificates & Marks Sheets.
8. Experience Certificate/ Proof of Employment.
9. Any other certificates/ testimonials you may desire to place before the interview committee.
10. One Recent Passport size photograph.

## Note:

1. All the above-mentioned documents needs to be self – attested and should be as per the specification given in detailed Advertisement No. HR/71/25/01 (Contract).
2. Application should be in typed format (Arial Narrow) only.
3. In no case, the candidate should tamper/modify any entry/required field in the document. Any such tampering may lead to the disqualification of the candidate.
4. All fields are mandatory and should not left blank. May mention Not Applicable, wherever required.

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APPLICATION SUMMARY FOR ENGAGEMENT OF EXECUTIVE Gr-II (5) (SSP & QC AUDIT) ON CONTRACT BASIS {Advt No. HR/71/25/01(Contract)}													
SR. NO.	GRADE	DISCIPLINE	AADHAAR NUMBER	NAME OF CANDIDATE	CATEGORY (As declared by Candidate)	DATE OF BIRTH (in DATE-MONTH NAME-YEAR)	AGE (As on 31.05.2025) (in years, months & days)	QUALIFICATION	NAME OF THE UNIVERSITY /COLLEGE	QUALIFYING EXAMINATION in % (upto 2 decimal points)	DATE OF PASSING QUALIFYING EXAM	TOTAL Post Qualification Experience (as on 31.05.2025 in years, months & days)	CURRENT/ LAST EMPLOYER
	Executive Gr-II	SSP & QC Audit											

Name

Signature