



**ISO 9001:2000 & 14001:2004 Certified**  
**EdCIL (India) Limited**  
(A Government of India Enterprise)

## **PART - A**

### **RECRUITMENT OF CONSULTANTS ON CONTRACT BASIS**

Ministry of Human Resource Development, Government of India has launched a Rashtriya Madhyamik Shiksha Abhiyan (RMSA) with the objective to enhance access to secondary education and to improve its quality. For implementation of the scheme, applications are invited for the following positions:-

<b>Sl. No.</b>	<b>Area and name of the Position</b>	<b>Minimum qualification</b>	<b>Nature of experience</b>
1.	<b>Planning Unit</b>  Chief Consultant (1 Post)  Senior Consultant (1 Post)	Post Graduate Degree in any subject (preferably in Education, Statistics / Management Studies / Public Administration / Educational Planning & Administration) from a recognized University with at least 55% marks in aggregate.	<b>Essential:</b>  1. <b>10 Years for Chief Consultant &amp; 05 years for Senior Consultant</b> relevant (post qualification) experience in the field of educational management, planning & appraisal of project plans in execution of various national level schemes of Govt. of India / State Govt., and should have worked in a Govt. Organization / University/ Institute of Higher Learning / Autonomous bodies/reputed organisation.  2. Excellent Knowledge of use of computers/ICT Tools is a must by the Candidate.  <b>Desirable:</b>  Preference shall be given to candidates having experience in 1. Latest development in Educational Technology / Technology in Social and Allied areas and experience from educational research training/planning organisations.  2. Experienced/Worked as Government Officer at the minimum level of

			Section Officer with Government of India or as Joint/Additional Director level at State Government
2.	<p><b>Financial Management Unit</b></p> <p>Senior Consultant</p> <p>(1 Post)</p>	<p>Post Graduate Degree in Accounting or Business Administration (Finance) with at least 55% marks in aggregate or ICWA/CA from a recognised university or Subordinate Accounts Service (SAS) Examination of organised accounting organisations.</p>	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. <b>05 years</b> relevant (post qualification) experience in a Govt. Organization / University/ Institute of Higher Learning / PSU/ Autonomous bodies.</li> <li>2. Excellent knowledge of computer (particularly MS Excel) with ability to use MIS system for Financial Management (FM) and Accounting with ability to use FM Databases.</li> <li>3. Working experience of computerized accounting and auditing techniques, strong oral and written communication and project management skills, knowledge of providing training, evidence of holding workshops/conferences for knowledge sharing, knowledge of finance and accounts using web interface, etc.</li> <li>4. The candidate should be well versed with GFR Rules and Government of India financial and accounting Procedures.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Preference shall be given to candidates who have experience working with the Government in the area of Financial/Accounting/Auditing.</li> <li>2. Candidates having experience of Financial Management at the National Level and other PSUs and have been responsible for overall FM/Accounting/Auditing according to GFR/Government of India rules at a senior management level.</li> <li>3. Experience of Financial Management with external funding agencies.</li> <li>4. The incumbent should be holding/have hold a responsible position in a Govt. Organization /</li> </ol>

			University/ Institute of Higher Learning / PSU/ Autonomous bodies/reputed organisation.
3.	<p><b>Management Information System Unit</b></p> <p>Senior Consultant (1 Post)</p>	<p>Post Graduate Degree in Computer Science/Information Technology/Master Degree in Computer Application OR B. Tech (IT/CS) from a recognised university with 55% in aggregate.</p> <p>Technical Knowledge: Power Builder, VB.net, ASP, Net, SQL Sever/Oracle &amp; relevant skills.</p>	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li><b>05 years</b> relevant (post-qualification) experience in Govt. Organization / reputed Private Organization / PSU/Institute of Higher Learning/University/Autonomous bodies with the following experience: <ol style="list-style-type: none"> <li>Development of web based Monitoring Tool, Management of Database and Implementation of Data Based Application.</li> <li>Data Capture, Analysis, Management Reporting and Performance Monitoring.</li> <li>Developing/Modifying MIS System and other softwares.</li> </ol> </li> <li>The Candidate should have strong analytical mind with thorough and excellent working knowledge of computers, information technology.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>Experience in the field of data analysis management, quality control and should have handled independently the MIS of National/State level schemes of Govt. Of India/State Govt./reputed private organization or Autonomous bodies.</li> </ol>
4.	<p><b>Civil Unit</b></p> <p>Chief Consultant (1 Post)</p> <p>Consultant (1 Posts)</p>	<p>Graduate in Civil Engineering / Architecture from a recognised University with at least 55% marks in aggregate.</p>	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li><b>10 Years for Chief Consultant &amp; 02 years for Consultant</b> (post-qualification) relevant experience in a Govt. Organization / reputed private organization / PSU/Autonomous bodies in Civil Construction/Architectural Designs</li> <li>The Candidate should have strong analytical mind with excellent knowledge of use of computer/ICT Tools.</li> </ol> <p><b>Desirable:</b></p>

			1. Experience in Building & Formulation, Implementation /Construction of school or educational or community Building and sufficient knowledge of dealing with National/State Level Programs.
5.	<b>Secondary Teacher Education Unit</b>  Chief Consultant (1 Post)	Post Graduate Degree in Education or Social Sciences from a recognised University with at least 55% marks in aggregate.  Desirable Qualification: A PhD degree in Education &/Teacher Policy, Teacher Training and Teacher Education.	<b>Essential:</b>  1. <b>10 years</b> relevant (post-qualification) experience in a Govt. Organization / University/Institute of Higher Learning / Autonomous bodies in execution of various national level schemes of Govt. of India / State Govt., in the area of Teacher Policy & Teacher Education <ul style="list-style-type: none"> <li>• (i) designing and implementing curricular and Pedagogical intervention for Quality improvement in secondary schools, including development of teaching learning material,</li> <li>• (ii) pre &amp; in-service training of Teachers and development of teachers training modules</li> <li>• (iii) Curriculum Development and Design &amp;</li> <li>• (iv) educational relevant research publications &amp; projects works.</li> </ul> 2. The Candidate should have strong analytical mind with excellent working knowledge of computer (MS Word, MS Excel, etc).  <b>Desirable:</b>  1. Experience of Teaching & Teachers Training. Experience at the grassroots level with schools and educational research training/planning organisations. 2. Experience of working with school system or with organizations dealing with school education.
6.	<b>Information &amp; Communication Technology (ICT @ Schools) Unit</b>	1. Post Graduate Degree in any discipline with 55% mark in aggregate from a recognised	<b>Essential:</b>  1. <b>05 years for Senior Consultant and 02 years for Consultant</b> relevant (post-qualification)

	<p>Senior Consultant (1 Post)</p> <p>Consultant (1 Post)</p>	<p>university</p> <p>Desirable Qualification: Additional Degree/Post Graduate Diploma in Computer Applications or allied discipline</p>	<p>experience in a Govt. Organization / University/Institute of Higher Learning/Reputed NGOs / Autonomous bodies with the following experience:</p> <p>(a) Monitoring and Evaluation of Projects particularly in ICT in Education</p> <p>(b) Project Design and Management</p> <p>(c) Design and Development of Monitoring Tools, data collection and analysis</p> <p>(d) Design and organisation of training support to stakeholders particularly in Information and Communication Technology applications</p> <p>2. The Candidate should have strong analytical mind, good communication skills in English and Hindi with thorough exposure to information and communication technologies.</p> <p><b>Desirable:</b></p> <p>1. Experience in development and maintenance of MIS; knowledge of and ability to use wide range of proprietary and open source hardware and software applications for education and integration of ICT in School Education.</p> <p>2. Appraisal and follow-up of Annual Work Plan and Budgets</p> <p>3. Management and conduct of Teacher Training in ICT</p>
7.	<p><b>Equity Unit</b></p> <p>Consultant (2 Posts)</p>	<p>1. Post Graduate Degree in Social Sciences, Humanities and Education with 55% mark in aggregate from a recognised university and</p> <p>2. Diploma/Degree/Certificate in special education /disability management from a</p>	<p><b>Essential:</b></p> <p>1. <b>02 years</b> relevant (post-qualification) research/teaching/consultancy experience in a Govt. Organization / University/Institute of Higher Learning/Reputed NGOs / Autonomous bodies in gender issues, disability education, research, rehabilitation, inclusion of disabled children, out of school children, etc.</p>

		recognised institution	<p>2. The Candidate should have strong analytical mind with excellent knowledge of computer.</p> <p>3. Ability to conceptualize and manage the program at the macro level.</p> <p><b>Desirable:</b></p> <p>1. M.Phil/P.hd in Education/Special Education.</p> <p>2. Experience at the grassroots level with schools and educational research training/planning organisations /Teaching dealing with Inclusive Education.</p> <p>3. Publications in the area of Inclusive Education.</p>
8.	<p><b>Research &amp; Innovation</b></p> <p>Senior Consultant (01 post)</p>	<p>Post Graduate Degree in Social Sciences/Statistics with 55% mark in aggregate from recognised university</p>	<p><b>Essential:</b></p> <p>1. <b>05 years</b> relevant post-qualification experience in Institute of Higher Learning/ Research Organization/ Reputed NGOs/ Consulting Firm in conduct of Educational Research, Management of research projects, evaluation and monitoring of research projects / studies.</p> <p>2. Excellent knowledge of computer use with ability to collect and analyze databases.</p> <p>3. Experience of practical research of at least 1 -2 years.</p> <p><b>Desirable:</b></p> <p>1. A person with sound knowledge of statistics, research, methodology and computers will be preferred.</p> <p>2. Should be actively engaged in publication of research paper, study paper and article in academic journals.</p>
9.	<p><b>Community Mobilization</b></p> <p>Consultant (01 post)</p>	<p>Post Graduate Degree in Social Science with 55% mark in aggregate from recognised university</p>	<p><b>Essential:</b></p> <p>1. <b>02 years</b> post-qualification relevant experience in social mobilization/grassroots level work.</p> <p>2. Working knowledge of computer with ability to collect and analyze databases.</p> <p>3. Experience of Community Awareness Programme, Community</p>

			Interaction and formulation of community level team.  <b>Desirable:</b>  1. Participation with NGO/Govt. Institution in any development work under govt. schemes.
10.	<b>Media Unit</b>  Consultant (1 Post)	Bachelors Degree in Journalism / Mass Communication / PR with 55% mark in aggregate from a recognised university	<b>Essential:</b>  1. <b>02 years</b> relevant post-qualification experience in a Govt. Organization / PSU / Autonomous bodies/ reputed private organization in Advertising, Print and Electronic Media.  2. Working knowledge of computer.

### **GENERAL INFORMATION**

1. Only Indian Nationals are eligible to apply.
2. The envelope should be superscribed with the name of position applied in Block Letters.
3. The work of **Consultants** involves providing relevant technical support and assistance at National and State Levels with extensive travel, documentation and excellent communication skill.
4. SC/ST/OBC/PH Candidates should enclose attested photocopy of the caste certificate issued by the competent authority.
5. Candidates working in Government organisations must route their application through proper channel if their departmental rules requires so and produce NOC at the time of Interview.
6. Excellent skills in oral and written expression and complete proficiency in computer operations for applicants is absolutely essential for all areas.
7. The age limits: Minimum 21 years and Maximum 62 years as on 01.01.2014. However, this age limit may be relaxed for a period not exceeding 03 years for applicants possessing outstanding achievements.
8. Applications received after due date will be out rightly rejected.
9. Merely fulfilling eligibility criteria will not confer any right upon the candidate to be called for interview.
10. The selection committee will have the discretion to relax certain minor conditions/qualification/experience in case of deserving candidates.

11. Candidates desiring to apply for more than 01 Post are advised to send separate application for each post in separate envelopes with name of the post superscribed thereon.
  12. Applications not as per prescribed format, incomplete, unsigned, without testimonials and received after the due date will be rejected summarily.
  13. The range of remuneration for the post of Consultants is given below. The remuneration to be offered for these posts will be within the given range, commensurate with the qualification, experience and overall performance in the interview of an individual candidate:
    - (i) Chief Consultant - Rs. 60,000/- to Rs. 90,000/- per month
    - (ii) Senior Consultant - Rs. 50,000/- to Rs. 70,000/- per month
    - (iii) Consultant - Rs. 40,000/- to Rs. 60,000/- per month
  14. The above ranges of the consultancy fee are on consolidated basis and are inclusive of all allowances, etc.
  15. ***The candidates should send their applications in the prescribed format enclosing certified copies of testimonials/certificates in support of educational qualification, experience, etc latest by 27.1.2014 to Project Manager (RMSA), EdCIL (India) Limited, EdCIL House, 18A, Sector 16A, NOIDA – 201 301 (U.P).***
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## PART (B)

### RECRUITMENT OF CONSULTANTS ON CONTRACT BASIS

**National Scheme of Incentives to Girls for Secondary Education (NSIGSE)** is a National Scheme of Ministry of Human Resource Development, Department of School Education & Literacy, Govt. of India for providing Incentive to the girl child who passes the VIII standard Examination and enrolls in secondary school. As per Scheme, a sum of Rs. 3000/- is deposited in her name and she would be entitled to withdraw it on reaching 18 years of age. The objective of the Scheme is to establish and enabling environment to reduce the drop-outs and to promote the enrolment of girl child belonging to SC/ST communities in Secondary Schools and ensure their retention upto 18 years of age. For implementation of this Scheme, applications are invited for the following positions:

<b>Sl. No.</b>	<b>Area/Discipline and name of the Position</b>	<b>No. of Posts</b>	<b>Minimum Essential Qualification</b>	<b>Nature of Experience/ Job profile</b>
1	<b>Consultant (Planning &amp; Implementation)</b>	01	Graduate Degree in Science/Social Science, Management studies/Economics/Statistics/Maths from a recognized University/Institution	<b>Essential :</b> Minimum Five years experience in Government organisation/reputed Private organisation. Proficiency in Computer Applications <b>Desirable</b> Educational Management, latest development in the area and knowledge of Educational Technology & execution of National level schemes of Govt. of India Management of Database, Data analysis management and MIS generation
2	Consultant (MIS & Development)	01	Post Graduate Degree in Science/Computer Applications, Economics/Statistics/Maths from a recognized University/Institution Or B.E/B.Tech with Computer Science/ Electronics/Engineering	<b>Essential :</b> <ul style="list-style-type: none"><li>• Development of web based Monitoring tool, management of Database and implementation of Database application</li><li>• Data Capture, Analysis, Management Reporting and</li></ul>

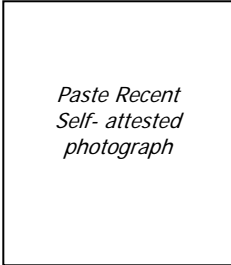
				<p>Performance Monitoring.</p> <ul style="list-style-type: none"> <li>• Applications as well as MIS generation and Software Development.</li> </ul> <p><b>Desirable :</b></p> <p>Two years experience in Educational Management, latest development in the area and knowledge of Educational Technology</p>
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- Only Indian Nationals are eligible to apply.
- The work of Consultant (MIS & Development) and Consultant (Planning & Implementation) involves processing and analysis of the proposals received from the State Governments and application of Direct Benefits Transfer (DBT) System, preparing databases, MIS generation, development and technical support & assistance in implementation of the scheme.
- Excellent skills in oral and written expression and complete proficiency in computer operations for applicants is absolutely essential for all areas.
- The age limits: Minimum 21 years and Maximum 40 years for the post of Consultant (MIS & Development) and Minimum 21 years and Maximum 62 years for the post of Consultant (Planning & Implementation) as on 01.1.2014.
- Merely fulfilling eligibility criteria will not confer any right upon the candidate to be called for interview.
- The range of remuneration for the post of Consultant is given below. The remuneration to be offered for the post will be within the given range, commensurate with the qualification, experience and overall performance in the interview of individual candidate.

Consultant - Rs 40,000/- to Rs 60,000/- per month

- The above ranges of the consultancy fee are on consolidated basis and are inclusive of all allowances, etc.
- ***The candidates should send their applications in the prescribed format enclosing certified copies of testimonials/certificates in support of educational qualification, experience, etc latest by 27.1.2014 to Project Manager (RMSA), EdCIL (India) Limited, EdCIL House, 18A, Sector 16A, NOIDA – 201 301 (U.P).***

**EdCIL (India) Limited**  
 (A Government of India Enterprise)  
**Application Format**



**POST APPLIED FOR .....**

1. Name of Applicant : .....
2. Father's Name : .....
3. Date of Birth : .....
4. Category (SC/ST/OBC/Others) : .....  
 (Attach copy of Certificate)

5. Correspondence Address	6. Permanent Address
Pin Code :	Pin Code :

7. Nationality	8. Mobile/Telephone No.	9. E-mail address

10. Particulars of Examination Passed – 10<sup>th</sup> onwards (separate sheet may be attached, if required)

Exam Passed	Year of Passing	Board/University	Subjects	Percentage

**Contd.....2**

11. Details of Experience - Starting with the Present Post *(separate sheet may be attached, if required)*

Post held	Name of Organization	Period		Pay/Scale of Pay (Rs.)	Service in Years	Nature of duties
		From	To			
<b>Total Experience</b>						Years..... Months.....
<b>Total Post Qualification Experience</b>						Years..... Months.....

12. If selected, what notice period you require : .....  
before joining : .....
13. Have you ever been found guilty for any : .....  
offence under law in the past, if yes, please : .....  
provide full information : .....
14. Name & Address of two References holding : .....  
responsible/ intimately acquainted with : .....  
applicants character and work but must not : .....  
be a relative : .....
15. In case you have any relative working in this : .....  
Organisation, please give full details : .....
16. Any other information, if any : .....  
: .....

**Declaration**

I certify that the information given above is true, complete and correct to the best of my knowledge and belief.

Date: .....

Name: .....

Signature: .....