EdCIL (India) Limited
National Mission on Education through
Information & Communication Technology (NMEICT)

Requirement of Support Staff on contract basis

The National Mission on Education through Information & Communication Technology (NMEICT), MHRD, Government of India invites applications for the following positions purely on contract basis:
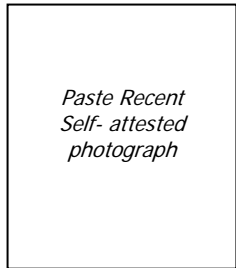
Sl. No	Name of the Post and Consolidated remuneration	Essential Qualifications and experience
1.	**Support Staff (Computer Operator)** Remuneration range – Rs. 20000- Rs. 35000 per month	Graduate in any discipline with minimum 05 years experience in computer operation particularly in Windows 98, MS Office, Excel, Power point etc and processing / typing speed at least 40 wpm **Age not more than 35 years as 1.10.2013**
2.	**Support Staff (Messenger)** Remuneration range – Rs. 7500- Rs. 13000 per month	10th passed 01 year experience and 8th passed 02 years experience **Age not more than 35 years as on 1.10.2013**

GENERAL INFORMATION

1. Only Indian Nationals are eligible to apply.
2. The envelope should be super-scribed with the name of position applied in Block Letters.
3. Age limit indicated above is relaxable for SC / ST / OBC / PH candidates as per rules.
4. SC/ST/OBC/PH Candidates should enclose attested photocopy of the caste certificate issued by the competent authority.
5. Applications received after due date will be out-rightly rejected.
6. Merely fulfilling eligibility criteria will not confer any right upon the candidate to be called for interview.
7. Applications not as per prescribed format, incomplete, unsigned, without self attested copies of testimonial and received after the due date will be rejected summarily.
8. The ranges of the remuneration are on consolidated basis and are inclusive of all allowances, etc.
9. 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 **18.11.2013** Post to the Project Manager (NMEICT), EdCIL (India) Limited, EdCIL House, 18-A, Sector 16-A, NOIDA - 201301 (UP).

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EdCIL (India) Limited

(A Government of India Enterprise)

Application Format for Teacher Education Project

(Personal Particulars)

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 – 10th onwards *(separate sheet may be attached, if required)*

Exam Passed	Year of Passing	Board/University	Subjects	Percentage

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			
Total Experience						Years…………… Months…………

12.   If applied for the post of **Computer Operator,** please indicated Shorthand Speed, if any   :   Shorthand Speed : ……………. WPM

13.   If selected, what notice period you require before joining   :   ……………………………………………………………………………
……………………………………………………………………………

14.   Have you ever been found guilty for any offence under law in the past, if yes, please provide full information   :   ……………………………………………………………………………
……………………………………………………………………………

15.   Name & Address of two References holding responsible/ intimately acquainted with applicants character and work but must not be a relative   :   ……………………………………………………………………………
……………………………………………………………………………
……………………………………………………………………………
……………………………………………………………………………

16.   In case you have any relative working in this Organisation, please give full details   :   ……………………………………………………………………………
……………………………………………………………………………

17.   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: …………………………..