



**EdCIL (India) Limited**

**(A Government of India Enterprise)**

EdCIL House, 18A, Sector-16A, NOIDA-201301(UP)

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**RECRUITMENT TO THE POST OF CHIEF GENERAL MANAGER AND  
COMPANY SECRETARY**

EdCIL is a profit making Mini Ratna CPSE under Ministry of Human Resource Development and a market leader in the field of educational consultancy and over the years has emerged as a reputed global consultancy organization. EdCIL requires result oriented professionals for the following positions: -

Sl. No	Name of the post, reservation & scale of pay	Educational Qualification	Experience	Age
1.	<b>Chief General Manager (HR &amp; Admn)</b>  (One Post – OBC)  <b>Rs. Rs.36600-62000 (E-VI)</b>	Bachelor's degree or equivalent with PG Diploma in Personnel Management / Industrial Relations (Two years) or MBA with specialisation in Personnel Management or equivalent or Ph.D in relevant area from a recognised university/ Institute	13 years post-qualification experience in a reputed industrial organisation/PSU out of which at least 2 years in the scale of Rs.32900-58000 (IDA scale) or equivalent in Personnel/ Administration/ Industrial Relations	Not above 50 years as on 1.1.2014
2.	<b>Company Secretary</b>  (One Post – UR)  <b>Rs. 24900-3%-50500 (E-III)</b>	Bachelor's degree or equivalent from recognised university with Associate Company Secretary from Institute of Company Secretaries of India.  <b>Desirable:-</b> ACA/ AICWA/ CFA/ degree in law	5 years post qualification experience in a reputed industrial organisation/ PSU out of which at least 2 years in the immediate lower scale i.e. 20600-3%-46500 dealing in company law matters, secretarial procedures, management information reports.	Not above 40 years as on 1.1.2014

**Note:1.** The institute awarding Degree / Diploma must be recognized either by Central / State Government or AICTE / universities established by Central / State Governments.

**2.** Candidates who have already applied for CGM(HR & Admn.) against last advertisement published in the month of December, 2013 need not apply again.

## General Conditions:

1. Besides salary benefits DA, HRA/Leased accommodation, PF, gratuity, leave encashment, medical/conveyance reimbursement, holiday home expenses, soft furnishing, children educational allowance, leave travel concession, HBA interest subsidy, reimbursement of professional membership, computer advance and Performance Related Pay etc.
2. Annual increment @ 3% of basic pay
3. Period of experience in immediate lower scale can be relaxed if candidate otherwise deserves.
4. In case of SC/ST/OBC/PH candidates should enclose attested photocopy of the certificate issued by Competent Authority.
5. Candidates working in Government organization/ CPSE must route their application through proper channel only. However advance copies will be accepted.
6. Candidates working on contractual basis in Government Department/PSE or in Private sector having the requisite qualification, experience and drawing consolidated emoluments will also be considered.
7. Candidates physically handicapped with disability not less than 40% shall be eligible for age relaxation by 5 years.
8. Only Indian Nationals are eligible for applying.
9. **Age relaxation for SC/ ST (5 years) / OBC (3 years) and PH / Ex-servicemen will be made as per Government Directives. Relaxation for departmental candidates will be made as per EdCIL rules.**
10. Candidates applying and belonging to UR and OBC category will be required to remit non-refundable application fee of Rs. 100/- (Rupees one hundred only) in the form of demand draft from any nationalised bank in favour of "EdCIL (India) Limited" payable at Noida. Candidates belonging to SC/ ST/ PH are exempted from application fee.
11. Merely fulfilling the eligibility criteria does not entitle candidate to be called for interview / short listing.
12. **Applications should be submitted in the prescribed format which may be downloaded from our website [www.edcilindia.co.in](http://www.edcilindia.co.in).**
13. Applications which are not in prescribed format, incomplete, unsigned, without testimonials and bank draft will be rejected summarily.
14. Application received after due date will out-rightly be rejected.
15. Application duly filled in along with attested copies of testimonials and application fee should reach DGM (HR/Admn) at the above address latest by **07.02.2014**.

Please note that EdCIL has not authorized any agency to sell the application forms on payment basis for any of the above posts.



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## APPLICATION FORMAT

All fields are mandatory:

Paste  
Latest  
Passport  
Size

1. Title of the Post : \_\_\_\_\_
2. Name (IN BLOCK LETTERS)\* Mr., Mrs., Ms.  
(As it appears in the SSLC/SSC record) : \_\_\_\_\_
3. Gender : \_\_\_\_\_
4. Father's/Mother/Husband Name : \_\_\_\_\_
5. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Ph. No.(With STD Code), Mob. No. : \_\_\_\_\_
6. Contact /Mailing Address : \_\_\_\_\_  
\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Ph. No.(With STD Code), Mob. No. : \_\_\_\_\_  
E-mail ID : \_\_\_\_\_
7. Nearest Railway Station : \_\_\_\_\_
8. Date of Birth : \_\_\_\_\_
9. Age as on 1.1.2014 : Years \_\_\_\_\_ Months \_\_\_\_\_ Days \_\_\_\_\_
10. Nationality : \_\_\_\_\_
11. Religion (Circle category) : Hindu / Muslim / Sikh / Christian / Neo/  
Buddhist / Zoroastrian / Others

12. Were you domicile of J & K during the period from 1.1.1980 to 31.12.1989 if so, Please enclose the proof.	YES / NO
13. Circle the Category (Enclose copy of Certificate in case of SC /ST /OBC)	SC/ ST / OBC / GEN
14. Are you a Person with Disability (PWD)? If so, mention the category of Disability (VD/OD HD). If so, please enclose the proof.	Yes / No VD / OD / HD
15. a) Are you an Ex-servicemen? If yes, mention the last Rank held and the No. of Years served in the Rank. b) Are you a serving officer in the Armed Forces? If yes, Mention the present Rank and the number of years completed in the Rank.	Yes / No Yes / No

**16. EDUCATIONAL QUALIFICATIONS:-**  
**(Basic Degree / Post Graduate Degree / Diploma)**

Sl. No	Name of the Course /Degree with specialization	Duration	University / Institute	Year of Passing	Percentage of Marks

**16. Details of Training Undergone for more than 3 month, if any: -**

Sl. No	Name of Programme	Institute / Organization	Duration	
			From	To

**17. Experience : (chronological order from the first job to the current job): -**

S.No.	Designation	Organization	Nature of experience (If required, a separate sheet may be attached)	Date		Pay Scale/ Pay
				From	To	
				(dd/mm/yy)	(dd/mm/yy)	

18. Present Scale of Pay \_\_\_\_\_ Basic Pay \_\_\_\_\_ DA \_\_\_\_\_ Gross Pay.

19. How Soon can you join if selected?

20. Details of DD No. \_\_\_\_\_ Bank \_\_\_\_\_ Amount \_\_\_\_\_

I hereby declare that the above statements are true and complete to the best of my knowledge and belief. In the event, the information if found to be false or incorrect, my candidature / appointment considered may be terminated without any notice.

Place :

Signature of the Candidate