



EdCIL (India) Limited

(A Government of India Enterprise)

Ed.CIL House,18A, Sector-16A, NOIDA-201301(UP)

Tel: 0120 – 2512001/6, Fax: 0120 – 2512007

Advertisement No. 5/2014

EdCIL requires Stenographers/Executive Assistants and Office Assistant on contractual basis for one its project located in Delhi. The details are as follows:-

1. Stenographer/Executive Assistant:-

No of Vacancy	Educational Qualification	Experience & Consolidated Remuneration per month
15 Post	Degree or equivalent from a recognized university	Minimum Two years relevant experience.
	Speed of 80 words per minute in Stenography (English)	02 Years – Rs. 13680/-
	Knowledge in Computer applications (MS Word, Excel and Power Point)	03 Years – Rs. 14360/-
		04 Years – Rs. 15770/-
		05 ears - Rs. 16490/-

2. Office Assistant:-

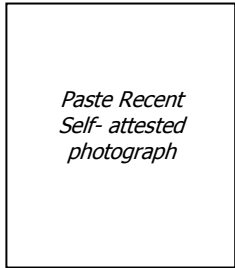
No of Vacancy	Educational Qualification	Experience & Consolidated Remuneration per month
06 Post	Degree or equivalent from a recognized university	Minimum Two years relevant experience.
	Or	02 Years – Rs. 11540/-
	Three year Diploma in Office Management	03 Years – Rs. 12140/-
	Knowledge in Computer applications (MS Word, Excel and Power Point)	04 Years – Rs. 12740/-
		05 Years - Rs. 13340/-

General information

1. Write on top of envelope in bold “**Application for the post of against Advertisement No.**”.
2. Only Indian Nationals are eligible for applying.
3. No certificates/testimonials need to be attached along-with the application form. The documents regarding educational, experience, salary, date of birth caste/tribe, Physically handicapped etc. will be required at the time of interview, if qualify in the skill test. The candidature of the candidate to the Skill Test is provisional and mere appearance at the Skill Test does not entitle him/her to any claim for the post. The candidature will be treated as void ab-initio in case he/she does not fulfill the eligibility criteria. Candidate should satisfy himself/herself regarding possession of the required qualifications, age, caste etc. as stipulated for the post he/she has applied for before appearing in the Skill Test.
4. Candidates working in Government organization/ PSE must route their application through proper channel, if there department rule requires.
5. Candidate should be not above 40 years as on 01.03.2014. Upper age limit indicated above is relax-able upto 5 years for SC/ST and 3 years for OBC candidates. SC/ST/OBC/PH candidates should enclose attested photocopy of the caste certificate issued by Competent Authority.
6. Physically handicapped candidates with disability not less than 40% shall be eligible for age relaxation by 5 years.
7. Merely fulfilling the eligibility criteria does not entitle candidate to be called for skill test/ short listing. No TA/DA will be paid for appearing in the skill test.
8. The candidates shortlisted for the post of **stenographer/Office Assistant** will be put to skill test followed by interview of qualified candidates.
9. EdCIL reserves the right to upgrade the eligibility criteria, in case a large number of applications are received and also increase or decrease the number of posts as per its discretion without assigning any reason thereof.
10. Applications which are incomplete, unsigned or received through E-mail, FAX, by Hand will not be accepted under any circumstances and will be rejected summarily.

11. **How to Apply** – Application, downloaded or neatly typed on the A-4 size paper in the prescribed format and complete in all respects giving specific information regarding eligibility conditions, should reach the office of the EdCIL (India) Limited to the **Project Manager (PRU), EdCIL House, Plot No. 18A, Sector-16A, Noida (UP) - 201301** by registered Post/Speed Post/General post/Courier on any working day between 10.00A.M to 5.00 PM. Incomplete application or those received after due date will not be entertained. The last date of receipt of application is **15.04.2014.**

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Application Format



POST APPLIED FOR

1. Name of Applicant :
2. Father/Husband'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.....
Knowledge of Computer with Typing Speed						Yes/No Hindi English
Knowledge of Shorthand with Speed						Yes/No Hindi English
Present Gross Salary per month						Rs.

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:

Place

Signature

Thumb Impression.....

(Left for Male & Right for Female.)

Name