

EdCIL (India) Limited**(NATIONAL PROJECT IMPLEMENTATION UNIT (NPIU))**

(A Unit of Ministry of Human Resource Development, Government of India for implementation of World Bank Assisted Projects in Technical Education)

Requirement of Consultants and Support Staff

Applications are invited for the following positions on contract basis for implementation of Project: “Technical Education Quality Improvement Programme Phase II” under National Project Implementation Unit (NPIU):-

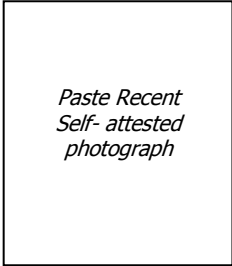
Sl. No	Name of the Post /Number of post /remuneration /fee	Qualifications	Experience
1	Senior Consultant (Academic) 01 posts Rs. 49500-60500 PM	Masters degree in Engineering/Technology OR PhD in Science.	Minimum 10 yrs in teaching / research, planning, training, monitoring preferably in externally aided Projects related to education. Familiarity with MS Office essential.
2	Senior Consultant (Monitoring & Evaluation) 01 post Rs. 49500-60500 PM	Masters degree in Engineering/Technology OR MBA	Minimum 10 yrs in design, planning, training, monitoring & evaluation of Projects, preferably in externally aided Projects. Implementation and handling of Management Information System (MIS) desirable. Familiarity with the use of MS Office is essential.
3	Senior Consultant (Procurement) 01 post Rs. 49500-60500 PM	Masters degree in Engineering/Technology (PG Diploma in Management/MBA as an additional qualification is preferred)	Minimum 10 yrs in the area of Procurement Management including goods, works and consultancy services etc. Experience in development sector procurement and externally assisted Projects like World Bank in the Technical Education Sector would be preferred. Procurement audit and advisory experience in highly decentralized procurement operations will be desirable. Familiarity with all aspects of Procurement in Projects and use of MS Office is essential. Familiarity with Automated Procurement System desirable.

4	Business Analyst (IT Projects) 01 post Rs. 49500-60500 PM	B.Tech / BE / M.Tech / ME in computer Science or IT or equivalent	Minimum 05 years experience in interaction with users, feasibility study, requirement analysis, evaluation of solutions, handled Software, Requirement Specification and Functional Requirements Specification document creation along with web forms, enhancements incorporation, liaison with vendors and other stakeholders, contact compliance, verification of stage/milestone completion Preference shall be given for experience in handling large - scale IT projects in the role of Business Analyst.
5	Consultant (Finance) 01 post Rs. 36300-54500 PM	Masters degree in Commerce OR MBA in Finance OR ICWA OR CA	Minimum 05 years in Finance/Audit in the projects /educational institutions preferably externally aided projects. Familiarity with the use of MS Office is essential and Financial Management System desirable.
6	Consultant (Administration) 01 post Rs. 36300-54500 PM	Bachelors degree from recognized university	Minimum 05 years experience in Administration and Personnel Management in a public sector / autonomous educational institute / reputed organization. Candidate having experience in Government sector will be given preference
7	Associate Consultant (Procurement) 02 Post Rs.24900-50500 PM	Bachelors Degree in Engineering/Technology	Minimum 03 yrs in Procurement of Stores/Equipment. Familiarity with DGS&D procedures would be an added advantage. Degree or Diploma in Management is desirable. Preference would be given to those having experience and exposure in externally aided projects /World Bank projects. Familiarity with the use of MS Office is essential.
8	Associate Consultant (Finance) 01 Post Rs. 24900-50500 PM	Bachelors degree in Commerce with PG Diploma in Accountancy/Financial Management OR Masters degree in Commerce.	Minimum 03 yrs in Finance/Audit in the Projects /Educational Institutions preferably in externally aided projects. Familiarity with the use of MS Office essential.
9	Store Assistant (Finance) 01 Post Rs. 14200-32800 PM	Bachelors degree in Commerce	Minimum 02 yrs experience in Finance / Accounts. Familiarity with use of MS Office and conversant with computerized accounting.
10	Personal Secretary 01 Post Rs. 14200-32800 PM	Bachelors degree with Diploma in Secretarial Practice with shorthand and word processing speed of 100/40 wpm respectively.	Minimum 05 years in handling correspondence independently, taking dictation and maintaining documentation. Candidates should be proficient in computer operation specially internet, MS office etc.

GENERAL INFORMATION

1. Engagement of Consultants and Support Staff will be on full time basis and their place of work will be Noida.
2. The envelope should be superscribed with the name of the position applied in block letters.
3. The work of Consultants and Support Staff involves providing relevant technical support and assistance at National and State Levels with extensive travel, documentation and communication skills.
4. Experience may be relaxed in case of candidates otherwise found possessing adequate work experience in the related fields/disciplines.
5. SC/ST/OBC/PH candidates should enclose attested photocopy of the caste certificate issued by Competent Authority.
6. Candidates working in Government organization/ PSE must route their applications through proper channel or produce NOC at the time of interview.
7. **The age limit:** Not more than 35 years for the post of Store Assistant (Finance) and Personal Secretary and not more than 62 years for the post of Senior Consultant, Consultant and Associate Consultant as on 1.3.2014.
8. Only Indian Nationals are eligible for applying.
9. Applications received after due date will outrightly be rejected.
10. Merely fulfilling the eligibility criteria does not entitle candidate to be called for interview/shortlisting.
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 super-scribed thereon.
12. Applications not as per prescribed format, incomplete, unsigned, without self attested copies of testimonial and received after the due date will be rejected summarily.
13. The ranges of the Consultancy fee / Remuneration are on consolidated basis and are inclusive of all allowances etc.
14. Applications in the format as given in the website www.edcilindia.co.in and www.npiu.nic.in along with self attested copies of testimonials should reach **Project Manager (NPIU)**, EdCIL (India) Limited, EdCIL House, Plot no. 18 A, Sector 16 A, (Film City) NOIDA – 201 301 latest by **22.5.2014.**

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 – 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.....
Total Post Qualification Experience						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 :
EdCIL/NPIU 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: