



EdCIL (India) Limited

(A Government of India Enterprise)

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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 on Direct Recruitment basis: -

Sl. No	Name of the post, reservation & scale of pay	Educational Qualification	Experience	Age
1.	Manager (Civil) (One Post – UR) Rs. 24,900-50,500 (E-III)	BE/B.Tech in Civil Engineering or AMIE or equivalent from a recognized university.	7 years post qualification experience in reputed industrial organization/ PSU out of which 02 years in the scale of Rs. 20,600-46,500 or equivalent if working in PSU/ Government or otherwise drawing minimum annual CTC of Rs.7.5 Lakhs, if working in Private Sector. Candidates should have experience in management of civil construction works. Desirable: Experience in construction of educational institutional buildings.	Not above 40 years as on 1.6.2014
2.	Manager (Technical Assistance) (One Post – UR) Rs. 24,900-50,500 (E-III)	BE/B.Tech or PG Degree in Economics/ Science/ Social work or MBA or Graduate with two years PG Diploma in Management from a recognized university.	7 years post qualification experience in reputed industrial organization/ PSU out of which 02 years in the scale of Rs. 20,600-46,500 or equivalent if working in PSU/ Government or otherwise drawing minimum annual CTC of Rs.7.5 Lakhs, if working in Private Sector. Candidates should have experience in Consultancy, Educational Projects, Educational Research, Statistical Studies, Technician Vocational Education.	Not above 40 years as on 1.6.2014

3.	Manager (Placement & Secondment) (One Post – OBC) Rs. 24,900-50,500 (E-III)	BE/B.Tech or PG Degree in Economics/ Science/ Social work or MBA or Graduate with two years PG Diploma in Management from a recognized university.	7 years post qualification experience in reputed industrial organization/ PSU out of which 02 years in the scale of Rs. 20,600-46,500 or equivalent if working in PSU/ Government or otherwise drawing minimum annual CTC of Rs.7.5 Lakhs, if working in Private Sector. Candidates should have experience in organizing training & placement of personnel for various disciplines in Engineering, Medicine etc.	Not above 40 years as on 1.6.2014
4.	Supervisor (HR) (One Post- UR) Rs. 14,200-32800 (WG-VI)	Graduate with PG Diploma in Personnel Management (Minimum one year from a recognized university)	3 years experience in similar capacity in HR, Administration, Industrial relation and general matters.	Not above 35 years as on 1.6.2014
5.	Supervisor (Finance) (One Post reserved for Physically Handicapped (OH) Rs. 14,200-32800 (WG-VI)	B.Com with Inter CA or ICWA or PG Diploma in Financial Management/ Accounting (minimum one year) from a recognized Institute/ university	3 years experience in similar capacity in Finance & Accounts	Not above 35 years as on 1.6.2014
6.	Staff Car Driver (One Post-UR) Rs. 10,600-24,500 (WG-III)	Matriculation or equivalent from a recognized Board	3 years in a similar capacity and possessing a valid driving license (LMV)	Not above 35 years as on 1.6.2014

Note: The technical institute awarding degree / diploma must be recognized either by Central / State government or AICTE or Technical Boards / universities established by Central / State governments.

General Conditions:

1. Only Indian Nationals are eligible for applying.
2. Candidates applying for more than one post should apply separately for each post.
3. 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.
4. Annual increment @ 3% of basic pay
5. Period of experience in immediate lower scale can be relaxed if candidate otherwise deserves.
6. SC/ST/OBC/PH candidates should enclose self attested photocopy of the certificate issued by Competent Authority.
7. Candidates working in Government organization/ CPSE must route their application through proper channel only. However advance copies will be accepted.
8. Candidates working in private sector should attach salary certificate in support of annual CTC otherwise their candidature shall not be considered.
9. Candidates physically handicapped with disability not less than 40% shall be eligible for age relaxation by 5 years.
10. 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.
11. 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.
12. Merely fulfilling the eligibility criteria does not entitle candidate to be called for interview / short listing and the company may restrict selection to the more meritorious of the applicant by prescribing higher cut off marks.
13. Applications should be submitted in the prescribed format which may be down loaded from our website [www.edcilindia .co.in](http://www.edcilindia.co.in).
14. Applications which are not in prescribed format, incomplete, unsigned, without testimonials and bank draft will be rejected summarily.
15. Application received after due date will out-rightly be rejected.
16. Application duly filled in along with attested copies of testimonials and application fee should reach DGM (HR/Admn) at the above address within 21 days from the date of publication of this advertisement i.e. by 23.06.2014.

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

Paste
Latest
Passport
Size

All fields are mandatory:

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 1.6.2014 : 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	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