



**EdCIL (India) Limited**  
**(A Government of India Enterprise)**

**Requirement of Executive and Programmer on contract basis**

EdCIL (India) Limited is a profit making Mini Ratna PSE under Ministry of Human Resource Development and a market leader in the field of educational consultancy and over the year has emerged as a reputed global consultancy company. EdCIL requires result oriented professionals for the following positions on contract basis for 02 years:-

Sl. No	Name of the post	Qualification	Experience	Job requirement
1	<b>Executive (Placement &amp; Secondment)</b>  Salary range- Rs. 26000-44200 (Consolidated)  (One Post)	MBA (Marketing) or PG Degree in Economics/ Science /Social Work /English OR Graduate with two year PG Diploma in Management	Minimum 3-5 years experience in any or more of the following areas:-  (I) Placement of International Students  (II) Dealing with student admissions in Universities / Colleges  (III) Dealing with recruitment of faculties of Educational Institutions  (IV) Handling students Affairs  (V) Development of Marketing Strategies, Tactical Plans/Market Research  (VI) Organizing Training programmes	To interact with foreign nationals, educational institutions and international organizations for training and placement of foreign students in short-term and long-term courses in various disciplines in Indian institutions or To assist in development and implementation of marketing strategies, gather market intelligence, liaise with Government departments, educational institutions, international funding agencies to handle/organize/purchase of educational equipment, aids and other instructional resources

2	<b>Programmer</b> Salary range- Rs. 26000- 44200 (Consolidated)  (One Post)	B.Tech / B.E (Computer Science, Computer IT) or MCA or MSc (Computer Science)	Three years experience in reputed in Public / Private Sector in software development / Implementation / Monitoring for Placement of International Students in Indian Institution (entire process of placing foreign nationals, Persons of Indian Origin and NRIs in Reputed Indian Institutions) or Development of Marketing Strategies, Tactical Plans/Market Research	Experience in programmer in NET platform using MS- SQL 2005/2008 or higher. Development of database software.  <b>Desirable:</b>  1. Experience of SAP based ERP software implementation in Educational institutes and Industry. 2. Experience of Enterprise Resource Planning, capability for process flow understanding and development. Work closely with development team to define requirements for new and improved systems.
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### **GENERAL INFORMATION**

1. Period of experience may be relaxed in case of candidates otherwise found possessing adequate work experience in the related fields/disciplines.
2. SC/ST/OBC/PH candidates should enclose attested photocopy of the caste certificate issued by Competent Authority.
3. The age limits: Maximum 40 years as on 1.5.2013.
4. Only Indian Nationals are eligible for applying.
5. Applications received after due date will outrightly be rejected.
6. Merely fulfilling the eligibility criteria does not entitle candidate to be called for interview/ short listing.
7. Applications which are incomplete, unsigned, without attested copies of testimonials will be rejected summarily.
8. The ranges of the remuneration are on consolidated basis and are inclusive of all allowances etc.

9. Application in the following format along with attested copies of testimonials should reach **Deputy Manager (HR & Admn)**, EdCIL (India) Limited, EdCIL House, Plot no. 18 A, Sector 16 A, (Film City) Noida – 201 301 latest by **21.6.2013**

***The envelope should be superscribed with the name of the position applied in block letters.***

**EdCIL (India) Limited**  
(Personal Particular's Form)

Self attested  
photographs

1. **Post applied for** \_\_\_\_\_
2. **Name** \_\_\_\_\_
3. **Date of Birth** \_\_\_\_\_
4. **Father's name** \_\_\_\_\_
5. **Correspondent Address** \_\_\_\_\_
6. **Permanent Address** \_\_\_\_\_
7. **E-mail/Telephone** \_\_\_\_\_
8. **Nationality** \_\_\_\_\_
9. **Community (SC/ST/OBC/Others)** \_\_\_\_\_  
(Attach copy of certificate)
10. **Particulars of examination passed and qualification obtained (commencing with class X)**

Exam passed	Year of passing	Board/University	Subjects	Percentage

**11. Experience details (start with present post held)**

<b>Post held</b>	<b>Name of organization</b>	<b>Period From To</b>	<b>Pay / Scale of pay</b>	<b>Service in years</b>	<b>Details nature of duties</b>

12. If selected, what notice period would you require before joining?

13. Have you ever been found guilty for any offence under law in the past. If yes, please give full information

14. Name and address of two References holding responsible / intimately acquainted with candidates character and work but must not be relation.

15. Have you any relative working in this organization, if yes please give full information.

16. Any other information: -

**Declaration**

I certify that the information given above is true, complete and correct to the best of my knowledge and belief.

**(Signature with name of applicant)**

Date: