



## EdCIL (India) Limited

(A Government of India Enterprise)

Rashtriya Madhyamik Shiksha Abhiyan (RMSA)

(Technical Support Group)

### RECRUITMENT OF CONSULTANTS AND SUPPORT STAFF ON CONTRACT BASIS

Applications are invited for the position of Consultants in the fields of Vocational Education & Skill Development (01 Post), Financial Management (01 Post) & 02 Support Staffs (WPO) to support the Department of School Education and Literacy, Ministry of Human Resource Development in implementing the National Vocational Education Qualification Framework and the Scheme of Vocationalisation of Higher Secondary Education. The required qualifications and experience for the posts are given below:-

| Sl. No. | Area/Discipline and name of the Position                                       | Minimum qualification                                                                                                                               | Nature of experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------|--------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.      | <b>Consultant</b><br>(Vocational Education & Skill Development) –<br>One post. | Post Graduate Degree in Management with specialization in Human Resource Management                                                                 | <b><u>Essential</u></b> <ol style="list-style-type: none"><li>1. Minimum 04 years experience as Human Resource Manager in a reputed company with sufficient experience in development and implementation of Projects pertaining to skill development.</li><li>2. He/she should have excellent communication skills and command over English language (both reading and writing).</li><li>3. Sufficient IT skills including knowledge of operating MS Office, MS Access &amp; Statistical Tools.</li></ol>                                                                                                   |
| 2.      | <b>Consultant</b><br>(Financial Management)<br><br>One post                    | Post graduate degree in Accounting or Business Administration (Finance) or ICWA/CA from recognized university or Subordinate Accounts Service (SAS) | <b><u>Essential</u></b> <ol style="list-style-type: none"><li>1. 02 Years experience in Financial Management in any of the organised Central Government Accounts Services or equivalent experience in commercial organisation.</li><li>2. Sufficient knowledge of operating computerized Accounting and Auditing techniques including MS Office, MS Access and Statistical Tools and ability to collect and analyse databases.</li></ol><br><b><u>Desirable</u></b> <ol style="list-style-type: none"><li>1. He/she should have excellent communication skills and command over English language.</li></ol> |

|   |                                                                                |                            |                                                                                                                                                                   |
|---|--------------------------------------------------------------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3 | <b>Support Staff</b><br>(Word Processor Operator) Category – I<br><br>02 Posts | Graduate in any discipline | Minimum five years experience in computer operation particularly in Windows 98, MS Office, Excel, Power Point etc. and processing / typing speed at least 50 WPM. |
|---|--------------------------------------------------------------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### **GENERAL INFORMATION**

1. Only Indian Nationals are eligible to apply.
2. The envelope should be superscripted with the name of position applied in Block Letters.
3. The work of Consultants involves providing relevant technical support and assistance at National and State Levels with extensive travel, documentation and presentation of information.
4. SC/ST/OBC/PH Candidates should enclose attested photocopy of the caste certificate issued by the competent authority.
5. Candidates working in Government organisations must route their application through proper channel if their departmental rules requires so and produce NOC at the time of interview.
6. Excellent skills in oral and written expression and complete proficiency in computer operations for applicants is absolutely essential for all areas.
7. The age limits: Minimum 25 years and Maximum 45 years for Consultants and for Support Staff not above 35 years as on 1.4.2013. However, this age limit may be relaxed for a period not exceeding 03 years (for Consultants only) for applicants possessing outstanding achievements.
8. Applications received after due date will be out rightly rejected.
9. Appointment of the Consultant will be for a period of one year and will be purely on contract basis. However, contract may be renewed as per requirement.
10. The place of posting of the Consultant will be Delhi.
11. Merely fulfilling eligibility criteria will not confer any right upon the candidate to be called for interview.
12. Applications not as per prescribed format, incomplete, unsigned, without attested copies of testimonial and received after the due date will be rejected summarily.
13. The range of remuneration for the post of Consultants is Rs. 40,000/- to Rs. 60,000/- per month and Support Staff (Category – I) is Rs. 20,000/- to Rs. 35,000/- per month. The remuneration to be offered for these posts will be within the given range, commensurate with the qualification, experience and overall performance in the interview of an individual candidate.
14. The above ranges of the consultancy fee / remuneration are on consolidated basis and are inclusive of all allowances, etc.
15. The Selection Committee will have the discretion to relax certain minor conditions / qualification / experience in case of deserving candidates.
16. The candidates should send their applications in the prescribed format enclosing certified copies of testimonials/certificates in support of educational qualification, experience, etc latest by **14.5.2013** to Project Manager (RMSA), EdCIL (India) Limited, EdCIL House, 18A, Sector 16A, (Film City), NOIDA – 201 301 (U.P).

FORMAT  
**EdCIL (India) Limited**  
(Personal Particulars)

Recent Self  
attested  
photograph

1. Post applied for \_\_\_\_\_
2. Name \_\_\_\_\_
3. Father's name \_\_\_\_\_
4. Date of Birth \_\_\_\_\_
5. Community (SC/ST/OBC/Others) \_\_\_\_\_  
(Attach copy of certificate)
6. Correspondence Address \_\_\_\_\_
7. Permanent Address \_\_\_\_\_
8. E-mail/Telephone \_\_\_\_\_
9. Nationality \_\_\_\_\_
10. Particulars of Examinations passed (commencing with 10<sup>th</sup> Examination onwards)\*

| Exam passed | Year of passing | Board/University | Subjects | Percentage |
|-------------|-----------------|------------------|----------|------------|
|             |                 |                  |          |            |
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|             |                 |                  |          |            |
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|             |                 |                  |          |            |

**11. Details of Experience (starting with the present post)**

| Post held | Name of organization | Period From To | Pay / Scale of pay | Service in years | Nature of duties (In Brief, if need be, a separate sheet may be attached) |
|-----------|----------------------|----------------|--------------------|------------------|---------------------------------------------------------------------------|
|           |                      |                |                    |                  |                                                                           |
|           |                      |                |                    |                  |                                                                           |
|           |                      |                |                    |                  |                                                                           |
|           |                      |                |                    |                  |                                                                           |
|           |                      |                |                    |                  |                                                                           |
|           |                      |                |                    |                  |                                                                           |

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 a relative.

15. In case you have any relative working in this Organization, please give full details.

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 the applicant)

Date: