

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 Executive Assistant

Applications are invited for the following position 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
	Executive Assistant 04 Post Rs. 14200-32800 PM	Bachelors Degree with Diploma in Secretarial Practice with shorthand and word processing speed of 80/40 wpm respectively.	Minimum 02 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 Executive Assistant will be on full time basis and their place of work will be NOIDA and New Delhi. The initial engagement for the above post for a period of three months and extension subject to requirement of the project.
2. The envelope should be superscribed with the name of the position applied in block letters.
3. The work of Executive Assistant involves providing relevant technical support and assistance at National and State Levels with extensive travel, documentation and communication skills.
4. SC/ST/OBC/PH candidates should enclose attested photocopy of the caste certificate issued by Competent Authority.
5. Candidates working in Government organization/ PSE must route their applications through proper channel or produce NOC at the time of interview.
6. **The age limit:** Not more than 35 years as on 1.8.2014.
7. Only Indian Nationals are eligible for applying.
8. Applications received after due date will outrightly be rejected.
9. Merely fulfilling the eligibility criteria does not entitle candidate to be called for interview/ shortlisting.

10. Applications not as per prescribed format, incomplete, unsigned, without self attested copies of testimonial (Qualification & Experience) or received through FAX, E-mail will not be accepted under any circumstances.
11. The ranges of the Remuneration is on consolidated basis and are inclusive of all allowances etc.
12. 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 **25.08.2014.**

EdCIL (India) Limited
(A Government of India Enterprise)
Application Format

*Paste Recent
Self- attested
photograph*

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

Contd.....2

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.....
Typing Speed - Short hand speed -						

- 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 NPIU/EdCIL organization, 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: