

TELECOMMUNICATIONS CONSULTANTS INDIA LTD.

(A Govt. Of India Enterprise)
TCIL Bhawan, Greater Kailash 1,
New Delhi – 110048

Telecommunications Consultants India Ltd. (TCIL) is an ISO 9001:2008 certified fast growing multinational Public Sector Organization under the Ministry of Communications and Information Technology, Govt. of India. TCIL is operating globally to provide world-class technology and Indian expertise in all fields of Telecom, IT & Civil.

TCIL requires qualified and experienced candidates for the following posts on **contract basis**:

1. Advisor/Consultant (Railway Signalling):

No. of Post	: 02
Educational Qualification	: B.E./B.Tech. in Electrical/ Electronics/ Electronics & Communications Engineering from a recognized Institute/University
Age	: Maximum 65 years (as on 01.01.2018)
Experience	: More than 20 years experience (as on 01.01.2018) in the areas of Railway Signalling
Consolidated emoluments	: Rs. 80,000/- to 1.20,000/- plus conveyance facility (hired vehicle).

Job profile:

- Business/development in the areas of Railway Signalling.
- Development of technical partners, vendors & consortium partners in the Railway Signaling technology area for bidding and execution of projects, including market research and development.
- Execution and Management of National & International projects in Railway Signalling.
- Leading the team of new Engineers in the field of Railway Signalling and guiding them.

2. Advisor/Consultant (Marketing):

No. of Post	: 01
Educational Qualification	: BE/B.Tech./B.Sc. from a recognized University/ Institute. Higher qualification will be given the preference.
Age	: Maximum 65 years (as on 01.01.2018)
Experience	: More than 15 Years experience (as on 01.01.2018) in Customer Support Services and client Relationship Management and Realization of Payments from clients.
Consolidated emoluments	: Rs. 80,000/- to 1.00,000/- plus conveyance facility (hired vehicle).

Job profile:

- Responsible for managing the bills receivables and collections from the customers.
- Monitor and control Collections process for the recurring/mile stone based project collections/Customer follow ups/Aged bills receivable collection.
- Will be required to coordinate with the customers and the vendors on various technical/administrative issues.
- Customer relationship management and Operations (Multiple department coordination – Customer Support, Sales, Operations, Commercial and Accounts) to ensure timely collection and make viable business objective.
- Monitor and control the billing and collection process.
- Analyze and review payment realizations on monthly basis.

3. Advisor/Consultant (Business Development)

No. of Post	: 01
Educational Qualification	: Diploma Engineering in (Electrical & Electronics) from a recognized University/ Institute Post Graduation in Management Studies will be given preference.
Age	: Maximum 65 years (as on 01.01.2018)
Experience	: More than 15 Years experience (as on 01.01.2018) in Marketing/Business Development in IT and IT enabled services. He should have experience in liaisoing with various Ministries of Govt. of India and State Govt.
Consolidated emoluments	: Rs. 80,000/- to 1.00,000/- plus conveyance facility (hired vehicle).

Job profile:

- Responsible for Business Development activities to achieve the targets set by the Company.
- Liaisoning with various Ministries of Government of India and State Governments towards realizing such initiatives/Business
- Identify the business opportunities in Govt. Sectors

4. Advisor/Consultant (PR)

No. of Post	: 01
Educational Qualification	: Graduation in any Discipline with full time Masters Degree (2 year) in PR or its equivalent
Age	: Maximum 65 years (as on 01.01.2018)

Experience	:	More than 15 Years experience (as on 01.01.2018) as Public Relation Officer
Consolidated emoluments	:	Rs. 80,000/- plus conveyance facility (hired vehicle).

Job Profile

- Publication of Company Advertisement and publicity material
- Liaisoning with Newspapers, News Channels, magazines and PR Agencies
- Preparing and editing of Company's Publications
- Writing Press releases, and other media communications
- Other assignments pertaining to Public Relations or as assigned from time to time

5. Receptionist :

No. of Post	:	01
Educational Qualification	:	Graduation from recognized University. Diploma holders in the concerned field will be given preference.
Age		Maximum 30 years (as on 01.01.2018)
Experience	:	More than 02 experience (as on 01.01.2018) as receptionist and good Communication skill with the ability to communicate clearly by phone or in person.
Consolidated emoluments	:	Rs. 20,000 p.m.

Job profile:

- Answer telephone calls and take messages or forward calls
- Greet and welcome customers, clients, and other visitors
- Check visitors in and direct or escort them to specific destinations
- Inform other employees of visitors' arrivals or cancellations
- Enter customer data and send correspondence
- Having knowledge of Computer

Necessary Instructions : -

1. **The last date of receipt of the applications is 28th December 2017.**
2. The contract period for all the above posts is 6 months, which is extendable as per the requirement of the project.

3. The recruitment process can be cancelled at any stage with or without assigning any reason thereof.
4. Name of the post applied for should invariably be mentioned on the top of the envelope containing the application form. Each envelope should contain only one application.
5. The posts advertised are meant for different locations in India/Abroad.
6. Incomplete/unsigned applications and applications received after the last date of receipt of applications will not be entertained and the application form in the prescribed format without the duly attested copies of all relevant certificates (Educational, Professional, Date of Birth & Experience) will liable to be rejected.
7. Interested candidates should send their applications in the prescribed format to **“The General Manager (HRD), Telecommunications Consultants India Ltd., TCIL Bhawan, Greater Kailash –I, New Delhi - 110048** up to the last date of receipt of applications.