



EdCIL (India) Limited

A "MINI RATNA" CATEGORY-I CPSE OF GOVT. OF INDIA

EdCIL House, 18A, Sector-16A, NOIDA-201301 (UP) Tel: 0120-2512001-6, Fax: 0120-2515372, E-mail: edcilsupport@edcil.co.in

PROJECT BASED POSITIONS FOR SENIOR RETIRED PSU / GOVERNMENT PROFESSIONALS IN NCR / DELHI ENGAGEMENT ADVERTISEMENT (HR/Rectt/Advt/2017/03)

EdCIL (India) Limited is a Mini Ratna Category-I, CPSE based at NCR / Delhi and a continuously profit making and fast growing company in Education and HR Sector offering Project Management & Consultancy Services both within India & Overseas. The company has more than doubled its turnover of Rs.74 Crore to 170 Crore during the last financial year by registering a growth of 128% and has a further ambitious target of growth during the current financial year. Currently, EdCIL is undergoing a major transformation and is planning for quantum jump in its turnover and is poised to play a major role in the education eco system. The company requires project based consultants to strengthen and support for ongoing projects execution system of the respective division.

EdCIL invites applications from senior retired professionals for the positions of Consultants from CPSEs / Central Govt. with relevant domain knowledge to be engaged on project basis. The initial duration of the contract shall be for a period of 6 months only, which may be extended subject to the requirement of the company. Interested candidates having sound health (age not above 65 years as on 01.10.2017) and fulfilling the eligibility criteria as laid down in the indicative advertisement may submit their application for the following posts as given below:

Sl. No	Position	Qualification	Job Description
1	Chief Consultant (Digital Education System)	<ul style="list-style-type: none"> BE / B. Tech in Information Technology / Computer Science / Electronics & Communication Engineering with relevant ICT marketing & execution experience in CPSE at least at E-8 level. 	<ul style="list-style-type: none"> To assist in preparation of business proposals for clients, designing of business models, drafting of agreements, tendering, monitoring the progress of the project, liaise with suppliers/vendors and clients. To develop, implement, business strategies, total information strategies for various ICT projects. To assist in building ICT Infrastructure and servicing, preferably in education sector relating to IT/ICT products and services. To assist to organize e-tendering activities. Implementation of internal ICT strategy of the company To assist in Business Development of IT/ICT (Edu. technology products) and IT/ICT Infrastructure, products & services in education sector.
2	Chief Consultant (Procurement)	<ul style="list-style-type: none"> B.Tech with direct procurement experience in materials management department at least at E-8 level in CPSE or at Director / Deputy Secretary rank in Railways / CPWD / MES / DGS&D. 	<ul style="list-style-type: none"> Assist in preparation of RFP for stores purchase Assist in support services in evaluation of bids. Assist execution of procurement projects. Assist in overseeing quality assurance in procurement projects. Assist in billing to clients Assist in finalization of specifications.
3	Chief Consultant (Project estimation & Financial Appraisals and RFP)	<ul style="list-style-type: none"> MBA- Finance / CA / ICWA or Retired IA & AS, IRAS, IDAS personnel retired at least at the rank of Director / Deputy Secretary or CPSE retired executive at E-8 rank and above. Those who have directly dealt with estimation, floating of RFP vetting of proposals may only apply. 	<ul style="list-style-type: none"> Rendering advice on estimations. Rendering advice on vetting of RFP based on CVC / DPE Guidelines To assist in all project executions functions of the Company in the areas of e-tendering procedures, vetting business proposals, financial policies, procedures, interface with CAG / statutory bodies, setting up of processes, systems and controls after studying best practices adopted by other leading PSUs. Assistance in vetting other financial proposal and client interfacing specially in compliance of GOI circulars. To assist in setting up of processes, systems and controls after studying best practices adopted by other leading PSUs and any other specific assignment as may be spelt out.

4	Chief Consultant (Infra Structure)	<ul style="list-style-type: none"> • BE / B Tech in Civil Engineering / Architecture with relevant Civil Engineering Experience at least at the rank of E-8 in a CPSE or Director / Deputy Secretary in CPWD / Railways / MES directly handling large client construction project bidding & execution. 	<ul style="list-style-type: none"> • To assist in Business Development of Educational Infrastructure project. • To assist in bidding of civil projects • To assist in preparation of tender documents, floating & evaluation of tenders. • To assist in Monitoring of high value Civil Construction Projects especially in Education Sector. • To assist in management of Educational Infrastructure Projects. • To assist in liaison with clients. • To assist in overseeing scheduling and monitoring of construction activities, • To assist in quality assurance of the construction, • To assist in commissioning of the projects along with financial closure.
5	Chief Consultant (Human Resource & Legal)	<ul style="list-style-type: none"> • PG Degree with specialization in HRM / Personnel Management / Social Work / IR or Equivalent with LL B with hands on experience at least at E-8 level in HR and or Legal department in a CPSE. 	<ul style="list-style-type: none"> • To assist in Human Resource, administration, recruitment, internship, campus recruitment, motivation, career advancement, salary and wage administration, liaise with Ministries, setting up of processes & systems after studying best practices adopted by other leading PSUs and any other specific assignment as may be spelt out. • To assist in manpower planning and recruitment, performance management system, succession planning, employee engagement, training & development, HR ERP module, statutory compliance. • To assist in implementation of HR Rules as per Central PSEs, DoPT / DPE guidelines. • To assist in Legal vetting of all files tenders, proposal agreements, MoUs • To assist in handling all existing court cases, RTI matters, arbitration, public grievances and coordination with empanelled lawyers. • To assist in Disciplinary action related matters.
6	Chief Consultant (Technical Support Group & Corporate Governance)	<ul style="list-style-type: none"> • CA / ICWA, MBA / PGDM dealing with project execution & monitoring or Institutional Marketing or Finance & Corporate Governance experience in a CPSE at least at E-8 Level. 	<ul style="list-style-type: none"> • Execution of Strategic Plans for Technical Support Groups (TSG) set up for large schemes such as SSA, MDM, RMSA, TE, NLMA, NMEICT etc. of ministry of HRD. • Corporate Governance. • Hiring, procurement and other logistical support to TSG and their overall monitoring. • To assist in Project Execution & Liasioning with Project coordinators, Nodal Officers, Organizing of events.
7	Chief Consultant (Advisory Services)	<ul style="list-style-type: none"> • B.Tech (Civil) / MBA / PGDM / Ph. D / with experience in handling DPR or other Advisory functions at least at E-8 level in a CPSE or Govt. official with Advisory experience having retired at least at the rank of Joint Secretary or retired executive from Consultancy CPSE would be preferred. 	<ul style="list-style-type: none"> • To assist in preparing education consultancy reports or Detailed Project Reports including liasioning with overseas and domestic clients, framing of business proposals for MHRD funded or other higher education institutions.
8	Chief Consultant (Online Testing & Assessment Services)	<ul style="list-style-type: none"> • B.E. / B. Tech Computer Science or IT / Electronics & Communication Engineering or MBA / PGDM with experience in Marketing / Project Management at least at E-8 level in CPSE. 	<ul style="list-style-type: none"> • Executing online recruitment assignment as per clients recruitment rules and government guideline etc. • Liasioning with senior functionaries in Central / State Government, CPSE's & Autonomous bodies etc. • To assist in preparation & submission of business proposals for conduct of online recruitment assignments.

			<ul style="list-style-type: none"> • Overseeing of online testing & assessment, IT vulnerability assessment, process monitoring and risk mitigation • To assist in Project Management, operations and quality assurance in online recruitment & assessment and handling multiple clients.
9	Chief Consultant (Overseas Education Services)	<ul style="list-style-type: none"> • MBA / PGDM or equivalent with experience in international marketing at least at E-8 rank in a CPSE or equivalent or IFS officer of the rank of Joint Secretary / Director & above. 	<ul style="list-style-type: none"> • To assist in Planning of a mega "Study in India Campaign" to attract targeted overseas student for admissions into Indian educational institutions • To assist in overseas student recruitment through extensive use of social media, road shows, channel engagement and event management in partnership with universities and other stakeholders. • To assist in overseas marketing / fairs along with exhibitions liaison with embassies / foreign govts / institutions. • To assist in aggregated admissions of International / PIO / NRI students in institutions having accreditations by regulatory bodies like UGC, NAAC, NBA, MCI etc. • To assist in Secondment projects covering deployment of Faculty / teachers / experts in diverse fields to various countries etc. • To assist in structuring student exchange program between Indian and overseas educational institutions.

General Conditions:

1. Only Indian Nationals retired from CPSE, Government Departments meeting above criteria need apply. The retired professionals should have experience in relevant areas in PSU's/Govt. and are well acquainted with Government / CPSE processes and rules in the respective discipline.
2. **Remuneration:** Selected candidates will be placed and engaged on contractual basis (Rs.85,000/-pm). The remuneration is on consolidated basis and are inclusive of all allowances etc.
3. The age should not be above 65 years as on 01.10.2017
4. Mode of receipt of applications will be **ONLINE** only. The qualification and eligibility criteria is already prescribed in the indicative advertisement.
5. Documents in support of Academic / Professional Qualification, Experience and Age etc. are to be produced in original at the time of Interview.
6. Screening and selection will be based on the details provided by the candidates. Hence, it is necessary that applicants should furnish accurate, complete and correct information in all areas including details of experience etc. Furnishing of any incomplete, wrong / false information will be a disqualification..
7. Mere submission of online applications and fulfillment of the eligibility criteria shall not entitle any candidate to be called for Interview. EdCIL reserves the right to shortlist and/or reject any Candidate.
8. Candidates are advised to possess a valid e-mail ID which is to be entered in the on-line application form. Call letters and intimations connected with this recruitment will be sent to shortlisted candidates on their registered e-mail ID.
9. The Advertisement Number and post may be noted for future reference.
10. EdCIL's **ONLINE** application module is live and will remain open till 15th December, 2017 .
11. Queries, if any may be addressed at smathur@edcil.co.in / techsupport@edcil.co.in and Telephone No. 0120-2515313 or Mobile No.9810429322 (10:00am to 05:00pm from Monday to Friday).
12. All amendments, time extension, clarifications, etc will be uploaded in the websites only and will not be published in newspapers. Candidate should regularly visit the EdCIL's websites to keep themselves updated.
13. The EdCIL reserves the right to carry out reference check from the last employer of the selected candidate.
14. There is one vacancy in each position. The vacancies may be increased or merged or decreased depending on the ongoing & upcoming project assignments.

PLEASE **CLICK ON OUR WEBSITE www.edcilindia.co.in (CAREER)** FOR SUBMISSION OF ONLINE APPLICATION.

