



EdCIL (India) Limited

**TECHNICAL SUPPORT GROUP****Pandit Madan Mohan Malviya National Mission on Teachers and Teaching (PMMMNTT)****RECRUITMENT OF CONSULTANTS AND STAFF ON CONTRACT BASIS**

EdCIL (India) Limited (EdCIL), a fast growing and continuously profit making “Mini Ratna (Category-I)” Central Public Sector Enterprise (CPSE) under Ministry of Human Resource Development is undertaking end-to-end projects in ICT, infrastructure, consultancy and allied services in Education Sector across India and overseas.

EdCIL invites application for the post of Chief Consultants / Senior Consultants / Junior Consultants / Office Assistant and Office Boys on behalf of MHRD for its project **Pandit Madan Mohan Malviya National Mission on Teachers and Teaching (PMMMNTT)**.

Sl.No.	Position	Essential qualification	Relevant Experience
1	<p><b>Chief Consultant (02 Posts)</b></p> <p>Age – Not Exceeding 57 years as on 1.1.2018</p> <p>Chief Responsibilities –</p> <ul style="list-style-type: none"> <li>• <i>Critical assessment of the progress of the various components of the Scheme.</i></li> <li>• <i>Assess the impact of leadership development &amp; induction training programmes.</i></li> <li>• <i>Work on the issues related to outcome indicators of the Scheme.</i></li> <li>• <i>Impact and outcome analysis of the Scheme</i></li> <li>• <i>Monitor the pre-service and in-service teacher education programmes</i></li> <li>• <i>Design and implement Online Project Monitoring System to monitor the Progress of the Scheme.</i></li> <li>• <i>Monitor the Financial expenditure in the approved centres</i></li> <li>• <i>Suggest ways for increasing the efficiency of the Scheme.</i></li> </ul>	<p>Masters’ Degree or M.Phil / Ph.D in Social Science / Sciences / Education/ Management / Finance / from recognized University / Institute</p> <p><b>Desired Qualification/ Preferred Experience</b> – Exclusive experience in Education Sector</p>	<p>10 or more years as / in –</p> <ul style="list-style-type: none"> <li>• Running a Programme/ Project in social development sector</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Worked at a leadership / Senior position in Government / non-Government sector in social development Scheme</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Should have sound domain knowledge in areas of Education, Faculty development, Training, Administration.</li> </ul> <p>Should be well-versed with ICT skills</p>

Sl.No.	Position	Essential qualification	Relevant Experience
2	<p data-bbox="295 235 769 271"><b>Senior Consultant (02 Posts)</b></p> <p data-bbox="295 331 769 400">Age – Not Exceeding 50 years as on 1.1.2018</p> <p data-bbox="295 439 769 465">Nature of Job –</p> <ul data-bbox="311 504 769 1332" style="list-style-type: none"> <li data-bbox="311 504 769 573">• <i>Facilitate &amp; monitor roll out of the Scheme in the approved Centres.</i></li> <li data-bbox="311 611 769 757">• <i>Coordinate need-based Training Programs of teachers, Refresher Courses, induction programmes, workshops , seminars etc.</i></li> <li data-bbox="311 795 769 898">• <i>Evaluating the use of digital resources in training to teachers, faculty development</i></li> <li data-bbox="311 936 769 1039">• <i>Supervising the conduct of pre-service and in-service teacher education programmes</i></li> <li data-bbox="311 1077 769 1146">• <i>Conduct Evaluation Studies of the Institutes</i></li> <li data-bbox="311 1184 769 1332">• <i>Field Visits to Learning Centres, Schools of Education in terms of physical and financial achievement.</i></li> </ul>	<p data-bbox="794 235 1075 427">Masters’ Degree or M.Phil / Ph.D in Social Science / Sciences / Education/ Engineering / Technology /</p> <p data-bbox="794 439 1075 530">Management / Finance / from recognized University / Institute</p> <p data-bbox="794 602 1075 864"><b>Desired Qualification/ Preferred Experience</b> –Knowledge of technology, Governance methodologies in Education Sector</p>	<p data-bbox="1098 235 1378 262">7 or more years as / in –</p> <ul data-bbox="1098 273 1406 398" style="list-style-type: none"> <li data-bbox="1098 273 1406 398">• Supervising a Programme/ Project in social development sector</li> </ul> <p data-bbox="1098 409 1139 436">OR</p> <ul data-bbox="1098 445 1406 600" style="list-style-type: none"> <li data-bbox="1098 445 1406 600">• Counselor in Government / non-Government sector in social development Scheme</li> </ul> <p data-bbox="1098 611 1139 638">OR</p> <ul data-bbox="1098 647 1406 840" style="list-style-type: none"> <li data-bbox="1098 647 1406 840">• Should have sound domain knowledge in areas of Education, Faculty development, Training, Administration.</li> </ul> <p data-bbox="1098 878 1426 938">Should be well-versed with ICT skills</p>

Sl.No.	Position	Essential qualification	Relevant Experience
3	<p data-bbox="296 232 659 264"><b>Junior Consultant (04 Posts)</b></p> <hr/> <p data-bbox="296 327 730 394">Age – Not Exceeding 40 years as on 1.1.2018</p> <hr/> <p data-bbox="296 443 480 474">Nature of Job –</p> <ul style="list-style-type: none"> <li data-bbox="312 510 687 577">• <i>Scrutiny &amp; appraisal of new proposals</i></li> <li data-bbox="312 613 703 725">• <i>Coordination with Project Coordinators of the approved Centres,</i></li> <li data-bbox="312 761 751 940">• <i>Responsible for effective communication between Centres (zone-wise) and Ministry in terms of fund utilization, training sessions conducted.</i></li> <li data-bbox="312 976 767 1043">• <i>Preparation of presentation during Scheme related meetings</i></li> <li data-bbox="312 1079 730 1236">• <i>Arranging Proposals and presentations from the Institutes for commencement of screening Committee &amp; PAB Meetings.</i></li> <li data-bbox="312 1272 767 1339">• <i>Coordinating with the Institutes for conducting Workshops</i></li> <li data-bbox="312 1375 762 1487">• <i>Field Visits to the approved Centres, to assess physical and financial progress &amp; achievements.</i></li> </ul>	<p data-bbox="799 232 1062 367">A Master’s Degree in any discipline from recognized University / Institute</p> <p data-bbox="799 398 1070 501"><b>Desired Qualification</b> – Exclusive experience in Social Sectors.</p>	<ul style="list-style-type: none"> <li data-bbox="1102 232 1422 367">• 02 or more years of experience in social development sector or school education sector</li> <li data-bbox="1102 376 1430 443">• Should have sound knowledge of ICT skills</li> <li data-bbox="1102 452 1398 506">• Should have good communication skills</li> </ul>

Sl.No.	Position	Essential qualification	Relevant Experience
4	<p><b>Office Assistant (02 Post)</b></p> <p><b>Age</b> - Not Exceeding 35 years as on 1.1.2018</p> <p><b>Chief Responsibilities –</b></p> <ul style="list-style-type: none"> <li>• <i>Typing / taking dictations.</i></li> <li>• <i>Filing of documents in respective files.</i></li> <li>• <i>Receiving Proposals from Institutions, maintaining record of the same.</i></li> <li>• <i>Organizing and maintaining office files and records.</i></li> <li>• <i>Assisting in conduct of Screening Committee, PAB meetings</i></li> <li>• <i>Taking inventory of the items arriving at the Office</i></li> <li>• <i>Maintaining Fixed asset register.</i></li> <li>• <i>Preparing Attendance Sheet of the Office Staff.</i></li> <li>• <i>Receiving the material, checking the same with the Invoice and prepare noting for further processing.</i></li> </ul>	<p>Bachelor's degree in any discipline from a recognized University</p> <p><b>Desired Qualification</b> – Exclusive experience in Education Sector</p>	<p>02 or more years of experience in administrative field.</p> <p>Should have knowledge of Noting/ Drafting as prevalent in Government sector.</p> <p>Should have good command over written and spoken English with typing speed @ 30 WPM in MS Office; Tabulation in Excel; Presentation on Power Point etc.</p>
5.	<p><b>Office Boy (02posts)</b></p> <p><b>Age</b> - Not Exceeding 40 years as on 1.1.2018</p> <p><b>Chief Responsibilities –</b></p> <ul style="list-style-type: none"> <li>• <i>Distribution and collection of files/ documents</i></li> <li>• <i>Photocopying, scanning of documents</i></li> <li>• <i>Checking the functionality of Electrical &amp; Electronic equipments and fixtures installed in the Office (eg. Routers, Landline phones, Electrical sockets, lights, fans, etc.)</i></li> <li>• <i>Deposit of payment of telephone Bill, Electricity bill, etc.</i></li> </ul>	10 <sup>th</sup> passed	02 year experience in relevant areas

### **General information**

1. Only on-line applications will be accepted. Application Format is available at [www.edcilindia.co.in](http://www.edcilindia.co.in)
2. Only Indian Nationals are eligible to apply for the above positions.
3. In case a candidate wishes to apply for more than one post, separate application for each post should be submitted.
4. The candidates are advised to have a valid e-mail ID and Mobile no on which all the communication shall be forwarded to them and should be maintained active to receive timely communication. No other mode of communication shall be adopted.
5. The prescribed qualification and experience should be acquired on or before the last date stipulated for the receipt of the application. Qualification should be from the approved/recognized institutions.
6. Documents in support of (i) Qualification (ii) Experience (iii) Age, (iv) Nationality, will be uploaded while applying online. These documents will “ALONE” be considered for screening and have to be produced in “originals” as and when called for group discussion and / or interview.
7. The place of Interview will be Delhi/ NCR offices of the Corporation OR as advised by the Client.
8. Candidates working in Government organization / PSE must route their application through proper channel, if their department rules require so.
9. Engagement of Consultants and other Staff will be on full working day basis and their place of work shall be the respective Office in Delhi/NCR. They will be expected to tour as required.
10. The selection process will be based on academic qualifications and experience and may also include group discussion and/or interview as may be decided depending on the total number of eligible applicants.
11. Candidates should be not above ***the prescribed age*** as on “1.1.2018”. However, this age limit may be relaxed for a period not exceeding 03 years for applicants possessing outstanding achievements. Upper age limit indicated above is relaxable up to 5 years for SC/ST and 3 years for OBC candidates & 10 years for PH candidates with disability not less than 40%. SC/ST/OBC/PH candidates should produce caste/ disability certificate respectively, issued by Competent Authority in original as and when called for group discussion and/ or interview.

12. In case of false or insufficient information/lack of proof to ascertain the eligibility of the applicant, their candidature will summarily be rejected at any stage of the selection process.
13. Candidates are informed that mere submission of applications shall not give them any right to be called for interview / selection. Call letters and intimations connected with this recruitment will be sent to shortlisted candidates by email and will also be uploaded on the website. Applicants should ensure that the e-mail id given in the online application is maintained active.
14. The Advertisement Number and Online Application Number may be noted for future reference.
15. The range of consultancy fee/ consolidated remuneration for all posts is given below. The Consultancy fee 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.

- |                         |   |                                         |
|-------------------------|---|-----------------------------------------|
| (i) Chief Consultant    | - | Rs. 70,000/- to Rs. 100,000/- per month |
| (ii) Senior Consultant  | - | Rs. 50,000/- to Rs. 70,000/- per month  |
| (iii) Junior Consultant | - | Rs. 40,000/- to Rs. 60,000/- per month  |
| (iv) Office Assistant   | - | Rs. 20,000/- per month                  |
| (v) Office Boy          | - | As per NCT Notification.                |

***The above ranges of the consultancy fee (i, ii, iii) are on consolidated basis and are inclusive of all allowances, etc.*** The remuneration at iv, v are entitled for EPF & ESIC deduction and other statutory deductions (as applicable by the Government of India).

16. EdCIL, based on client's advice reserves the right to upgrade the eligibility criteria, in case a large number of applications are received and also increase or decrease the number of posts, as per its discretion without assigning any reason thereof.
17. It is to be clearly noted that all the above appointments are purely on contractual basis. The engagement does not confer any claim on the candidate to see any other temporary/permanent employment with EdCIL/MHRD.
18. The engagement shall be for project period subject to review of performance on annual basis. EdCIL based on client's feedback reserves the right to discontinue the contractual engagement with one month's prior notice.
19. For further details please visit [www.edcilindia.co.in](http://www.edcilindia.co.in)
20. The following is the travel entitlement for attending interview, if shortlisted,

<b>Category of applicant</b>	<b>Entitlement for reimbursement</b>
Chief Consultant / Consultant / Junior Consultant	II Tier AC train fare in any train (other than Shatabadi \ Rajdhani)

The selected candidate will be engaged initially for one year on contractual basis, which is renewable further on assessment of Overall Performance of the candidate.

**21. Last date of filling applications is 15.7.2018.**

