

REGULAR CPSE POSITIONS IN NCR / DELHI RECRUITMENT ADVERTISEMENT (HR / Rectt. / Advt. / 2017/02)

EdCIL (India) Limited is a Mini Ratna Category-I CPSE, continuously profit making and fast growing CPSE under Ministry of Human Resource Development offering Project Management & Consultancy Services in all areas of Education and Human Resource Development, 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.

Being a high growth company, EdCIL offers attractive compensation package with opportunity of career advancement. EdCIL is looking for highly competent, experienced and dynamic professionals with a passion for excellence for the post of **Chief General Manager (Digital Education Systems), Manager (Business Development), Manager (Human Resource), Company Secretary, Deputy Manager (Digital Education Systems), Assistant Manager (Business Development) / (Human Resources) / (Finance) / (Digital Education Systems) / (Educational Infrastructure Services) / (Online Testing & Assessment Services) / (Overseas Education Services).**

If you want to be a part of a growing and profit making CPSE in National Capital Region (NCR) / Delhi and also play a role in creating a large impact in this critical sector, you may like to apply for the following posts. The eligibility criteria with regard to Education Qualifications, Experience and Age for the posts of Chief General Manager (E-6), Manager / Company Secretary (E-3), Deputy Manager (E-2) and Assistant Manager (E-1) are as under:

| Sl. No | Post & Scale of Pay | Educational Qualification | Experience | Age |
|--------|---|--|---|-----------------------------------|
| 1 | Chief General Manager (DES) (E-6) Rs. 36600-62000 (One Post – UR) Pay Scales are under upward revision w.e.f. 01.01.2017 The cost to company (CTC) after pay revision* estimated at Rs.26 Lakhs including performance related pay on achievement of company/individual target. | BE / B.Tech in Information Technology / Computer Science / Electronics & Communication Engineering | Essential: • Minimum 20 years post-qualification experience in IT/ICT • At least two years experience in a CPSE overall • Pay Scale of Rs.32900-58000 (IDA) or CTC of Rs. 14 Lakhs in last two years. Job Description: • Head the digital education systems vertical of company • Being responsible for implementation of internal ICT strategy of the company • Business Development of IT/ICT (Edu. technology products) • Building IT/ICT Infrastructure, products & services in education sector. • Liaisoning with institutional clients in Govt./PSU to deliver successful ICT projects and handling related procurement activities. • Handling tendering activities using ERP recognized Project management techniques. • Ensuring profitability, quality & timeliness in project execution | Not above 48 years as on 1.8.2017 |
| 2 | Manager (Business Development) (E-3) Rs. 24900-50500 UR- 01 post Pay Scales are under upward revision w.e.f. 01.01.2017 The cost to company (CTC) after pay revision* estimated at Rs.18 Lakhs including performance related pay on achievement of company/individual target. | Essential: BE / B Tech with MBA / PGDM (2 years full time course) | Essential: • Minimum 8 years Post Qualification work experience in Business Development / Marketing • At least two years experience in a CPSE overall • Pay scale of Rs. 20,600-46,500 (IDA) or CTC of Rs 9.5 Lakhs per annum in the last 2 years. Job Description: • Responsible for implementation of related Business Development strategy of the company • Handling of B2G, client relationship management (CRM), institutional selling of educational products & services, interfacing with central / State / PSU / AB. • Designing a marketing plan and its implementation. • Working on business lead /prospects & its systematic conversion to orders • Being accountable for marketing / business development target achievement. • Marketing of IT/ICT educational products | Not above 36 years as on 1.8.2017 |
| 3 | Manager (Human Resource) (E-3) Rs. 24900-50500 UR- 01 post Pay Scales are under upward revision w.e.f. 01.01.2017 The cost to company (CTC) after pay revision* estimated at Rs.18 Lakhs including performance related pay on achievement of company/individual target. | Essential: MBA / PGDM with specialization in HR / Personnel Management (2 years full time course) | Essential: • Minimum 8 years Post Qualification work experience in Human Resource • At least two years experience in a CPSE overall • Pay scale of Rs. 20,600-46,500 (IDA) or CTC of Rs 9.5 Lakhs per annum in the last 2 years. Job Description: • Manpower planning and recruitment, performance management system, succession planning, employee engagement, training & development, HR ERP module, statutory compliance. • Implementation of HR Rules as per Central PSEs, DoPT / DPE guidelines. | Not above 36 years as on 1.8.2017 |
| 4 | Company Secretary (E-3) Rs. 24900-50500 UR- 01 post Pay Scales are under upward revision w.e.f. 01.01.2017 The cost to company (CTC) after pay revision* estimated at Rs.18 Lakhs including performance related pay on achievement of company/individual target. | Essential: Graduate with ACS | Essential: • Minimum 8 years Post Qualification work experience as Company Secretary / Assistant Company Secretary • At least two years experience in a CPSE overall • Pay scale of Rs. 20,600-46,500 (IDA) or CTC of Rs 9.5 Lakhs per annum in the last 2 years. Job Description: • All company Law matters, filling of returns to Registrar of Companies, Maintenance of documents and registers under Company Law, arranging & holding of Board & General vetting, correspondence with DPE / DoPT etc. | Not above 36 years as on 1.8.2017 |
| 5 | Deputy Manager (Digital Education Systems) (E-2) Rs. 20600-46500 UR- 01 post Pay Scales are under upward revision w.e.f. 01.01.2017 The cost to company (CTC) after pay revision* estimated at Rs.15 Lakhs including performance related pay on achievement of company/ individual target. | Essential: BE / B Tech (IT or Computer Science / Electronics & Communication Engineering) | Essential: • Minimum 5 years Post Qualification work experience in IT / ICT • At least one year experience in a CPSE overall • Payscale of Rs. 16,400-40,500 (IDA) or CTC of Rs 9 Lakhs per annum or equivalent in the last 1 year. Job Description: • Implementation of smart classes, Wi-Fi in campuses • Execution of education technology projects including rolling out virtual classrooms, digital campuses initiatives, IT content development • Implementing of ERP Systems across multiple client sites and business verticals. • Building & monitoring IT Infrastructure servicing in digital educational products and services • Executing IT strategy of the company | Not above 32 years as on 1.8.2017 |
| 6 | Assistant Manager (Business Development) (E-1) Rs. 16400-40500 UR- 01 post OBC-01 post Pay Scales are under upward revision w.e.f. 01.01.2017 The cost to company (CTC) after pay revision* estimated at Rs.12 Lakhs including performance related pay on achievement of company/ individual target. | Essential: BE / B Tech with MBA / PGDM (2 years full time course) | Essential: • Minimum 1 year Post Qualification work experience in Business Development /Marketing as an Executive (out of which 6 months in CPSE) in the pay scale of Rs. 16,400-40,500 (IDA) or CTC of Rs 7.5 Lakhs per annum in the last 1 year. Job Description: • Handling of B2G, client relationship management (CRM), institutional selling of educational products & services, interfacing with central / State / PSU / AB. • Designing a marketing plan and its implementation. • Marketing of IT / ICT educational products • Working on business lead /prospects & its systematic conversion to orders | Not above 30 years as on 1.8.2017 |
| 7 | Assistant Manager (Human Resource) (E-1) Rs. 16400-40500 UR- 01 post OBC-01 post Pay Scales are under upward revision w.e.f. 01.01.2017 The cost to company (CTC) after pay revision* estimated at Rs.12 Lakhs including performance related pay on achievement of company/ individual target. | Essential: MBA/ PGDM with specialization in Human Resource / Personnel Management (2 years full time course) | Essential: • Minimum 1 year Post Qualification work experience in Human Resource as an Executive (out of which 6 months in CPSE) in the pay scale of Rs. 16,400-40,500 (IDA) or CTC of Rs 7.5 Lakhs per annum in the last 1 year. OR Minimum 3 years Post Qualification work experience in Human Resource as Supervisor (out of which atleast 1 year in CPSE) in the pay scale of Rs. 15,600-35,600 (IDA) or CTC of Rs 6.8 Lakhs in the last 1 year. Job Description: • Manpower planning and recruitment, performance management system, succession planning, employee engagement, training & development, HR ERP module, statutory compliance. • Implementation of HR Rules as per Central PSEs, DoPT / DPE guidelines. | Not above 30 years as on 1.8.2017 |

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| 8 | Assistant Manager (Finance) (E-1) Rs. 16400-40500 SC-01 post Pay Scales are under upward revision w.e.f. 01.01.2017 The cost to company (CTC) after pay revision* estimated at Rs.12 Lakhs including performance related pay on achievement of company/ individual target. | Essential: CA or ICWA | Essential: • Minimum 1 year Post Qualification work experience in Finance as an Executive (out of which 6 months in CPSE) in the pay scale of Rs. 16,400-40,500 (IDA) or CTC of Rs 7.5 Lakhs per annum in the last 1 year. OR Minimum 3 years Post Qualification work experience in Finance & Accounts as Supervisor (out of which atleast 1 year in CPSE) in the pay scale of Rs. 15,600-35,600 (IDA) or CTC of Rs 6.8 Lakhs in the last 1 year. Job Description: • Handling & integrating Financial & Accounting functions of CPSEs covering compilation of Account, budgeting, cost control, interfaces with auditors, taxation matter, budget planning, creditors and debtors management and reconciliation, monitoring of project cost estimate etc. • Finalization of accounts on quarterly basis along with ensuring timely preparation of MIS & all Financial matters | Not above 30 years as on 1.8.2017 |
| 9 | Assistant Manager (Digital Education Systems) (E-1) Rs. 16400-40500 UR-02 posts ST-01 post Pay Scales are under upward revision w.e.f. 01.01.2017 The cost to company (CTC) after pay revision* estimated at Rs.12 Lakhs including performance related pay on achievement of company/ individual target. | Essential: BE / B Tech (IT or Computer Science / Electronics & Communication Engineering) | Essential: • Minimum 1 year Post Qualification work experience in IT / ICT as an Executive (out of which 6 months in CPSE) in the pay scale of Rs. 16,400-40,500 (IDA) or CTC of Rs 7.5 Lakhs per annum in the last 1 year. Job Description: • Implementation of smart classes, Wi-Fi in campuses • Virtual classrooms, digital campuses initiatives, IT Content development • Implementing of ERP Systems across multiple client sites and business verticals. • Business Development for service delivery of Educational. technology products. • Building & monitoring IT Infrastructure servicing in digital educational products and services • Implementing internal IT strategy of the company | Not above 30 years as on 1.8.2017 |
| 10 | Assistant Manager (Educational Infrastructure Services) (E-1) Rs. 16400-40500 UR-01 post Pay Scales are under upward revision w.e.f. 01.01.2017 The cost to company (CTC) after pay revision* estimated at Rs.12 Lakhs including performance related pay on achievement of company/ individual target. | Essential: BE (Architecture) / B Tech (Architecture) | Essential: • Minimum 1 year Post Qualification work experience in Architecture as an Executive (out of which 6 months in CPSE) in the pay scale of Rs. 16,400-40,500 (IDA) or CTC of Rs 7.5 Lakhs per annum in the last 1 year. Job Description: • Preparation of drawing / design and architectural plan for educational infrastructure • Preparation of architectural plan for DPR of educational infrastructure • Project management consultancy/execution of turnkey projects, planning, designing and execution of large civil construction projects. • .Preparation, floating, evaluation & finalization of tenders • Overseeing and monitoring construction work, liaisoning with contractors & clients. • Setting up of processes, systems and controls in Civil / Infrastructure etc. | Not above 30 years as on 1.8.2017 |
| 11 | Assistant Manager (Educational Infrastructure Services) (E-1) Rs. 16400-40500 OBC-01 post Pay Scales are under upward revision w.e.f. 01.01.2017 The cost to company (CTC) after pay revision* estimated at Rs.12 Lakhs including performance related pay on achievement of company/ individual target. | Essential: BE / B Tech (Civil Engineering) | Essential: • Minimum 1 year Post Qualification work experience in Civil as an Executive (out of which 6 months in CPSE) in the pay scale of Rs. 16,400-40,500 (IDA) or CTC of Rs 7.5 Lakhs per annum in the last 1 year. Job Description: • Project management consultancy/execution of turnkey projects, planning, execution & Monitoring of large civil construction projects and drawing up of completion report. • Preparing cost estimation of projects • Preparing, floating, evaluation & finalization of tenders • Overseeing and monitoring construction work, liaisoning with contractors & clients. • Setting up of processes, systems and controls in Civil / Infrastructure etc. • Preparing infra. plan for DPR of educational institutions. | Not above 30 years as on 1.8.2017 |
| 12 | Assistant Manager (Online Testing & Assessment Services) (E-1) Rs. 16400-40500 UR-01 post Pay Scales are under upward revision w.e.f. 01.01.2017 The cost to company (CTC) after pay revision* estimated at Rs.12 Lakhs including performance related pay on achievement of company/ individual target. | Essential: B.E. / B. Tech (Computer Science or IT/ Electronics & Communication Engineering) | Essential: • Minimum 1 year Post Qualification work experience as an executive in Online Testing & Assessment Services as Project Management Professional (PMP) for any service provider or 6sigma certified. • Minimum CTC of Rs 7.5 Lakhs per annum or equivalent in the last one year. Job Description: • Conduct of online testing & assessment, IT vulnerability assessment, monitoring and risk mitigation • Project Management, operations and quality assurance in online recruitment & assessment and handling multiple clients. • Testing of all forms & reports generated during online testing projects for validity and accuracy. | Not above 30 years as on 1.8.2017 |
| 13 | Assistant Manager (Overseas Education Services) (E-1) Rs. 16400-40500 UR-01 post Pay Scales are under upward revision w.e.f. 01.01.2017 The cost to company (CTC) after pay revision* estimated at Rs.12 Lakhs including performance related pay on achievement of company/ individual target. | Essential: MBA / PGDM (2 years full time course) | Essential: • Minimum 1 year Post Qualification as an executive with experience in International Services Marketing. • Minimum CTC of Rs 7.5 Lakhs per annum or equivalent in the last one year. Job Description: • Student recruitment through extensive use of social media, road shows, channel engagement and event management in partnership with universities and other stakeholders. • Launching of "Study in India Campaign" to attract targeted overseas student for admissions into Indian educational institutions • Overseas marketing/fairs along with exhibitions liaison with embassies/foreign govts/ institutions. • Admissions of International/PIO/NRI students in institutions having accreditations by regulatory bodies like UGC, NAAC, NBA, MCI etc. • Secondment projects covering deployment of Faculty/teachers/experts in diverse fields to various countries etc. • Structuring student exchange program between Indian and overseas educational institutions | Not above 30 years as on 1.8.2017 |

*vide DPE Office Memorandum No. W-02/0028/2017-DPE (WC)-GL-XIII/17 dated 03.08.2017 on Pay Revision of Board level and below level Executives of CPSEs w.e.f. 01.01.2017.

Note:

- The written aptitude test (WAT) shall be utilized as one of the selection tools, where ever applicable.
- The Job description mentioned above are only illustrative in nature and not exhaustive.
- The Institute/University awarding the Degree/Diploma must be recognized by Central / State Government or AICTE/UGC.
- Candidates having last experience of Central Govt. / State Govt. / Autonomous bodies / Public Sector Undertaking / organizations having minimum turnover of Rs.100 Crores / Listed companies only will be considered (except candidates applying for post mentioned at Sl.No.13).
- Shortlisting for interview shall be based on the confirmation / declaration by the candidate. However, the eligibility of the candidate shall be confirmed based on submission / verification of all original certificates/documents at the time of Interview.
- For CPSE candidates current Pay (if higher) shall be protected. For Private sector candidate's additional increment(s) may be considered only in deserving cases.
- The cut-off date for age and experience is 01.08.2017.

General Conditions:

1. Only Indian Nationals may apply.
2. **Remuneration:** Selected candidates will be placed in the IDA pay scales (**currently under upward revision w.e.f. 01.01.2017**) Rs.36600-62000 (E-6), Rs.24900-50500 (E-3), Rs.20,600-46,500 (E-2) & Rs.16,400-40,500 (E-1). Besides Basic pay, they will be entitled to DA, HRA / Leased accommodation, Performance Related Pay (PRP), PF, Gratuity, Leave Encashment, Medical Facilities, Perks etc. as per rules of the company.
3. The Pay Scales are under upward revision w.e.f. 01.01.2017.
4. Mode of receipt of applications will be **ONLINE** only.
5. Age relaxation for SC/ST (5 years)/ OBC (3 years) / Ex-servicemen (05 years) & PwD (Person with Disability) (05 years) will be applicable. Upper age limit is relaxable by 05 years for the candidates who had ordinarily been domiciled in the State of Jammu & Kashmir during the period from 1/1/1980 to 31/12/1989.
6. Documents in support of Age, Academic / Professional Qualification, Experience and age relaxation etc. have to be produced in original at the time of Interview. In case of employees from Government/ PSUs/ Autonomous bodies, NOC is required to be produced at that time.
7. 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. Furnishing of any incomplete, wrong / false information will be a disqualification. If at any stage during the recruitment, selection process and even any time thereafter, it is found that any candidate has furnished false or wrong information, his/her candidature will be cancelled or service terminated.
8. 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.
9. 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 and by Speed Post to the address intimated.
10. The Advertisement Number and Online Application Number may be noted for future reference.
11. EdCIL's ONLINE application module is live and will remain open till 23.09.2017.
12. Queries, if any may be addressed to Deputy General Manager (HR & Admn.) at smathur@edcil.co.in/techsupport@edcil.co.in and Telephone No. 0120-2515313 or Mobile No.9810429322 (10:00 am to 05:00pm from Monday to Friday).

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