



**ISO 9001:2000 & 14001:2004 Certified**  
**EdCIL (India) Limited**  
(A Government of India Enterprise)

**RECRUITMENT OF CONSULTANTS ON CONTRACT BASIS**

Ministry of Human Resource Development, Government of India has launched a Rashtriya Madhyamik Shiksha Abhiyan (RMSA) along with two centrally sponsored schemes (i) Establishment of 6000 model schools at block level and (ii) Girls hostel for students of secondary and higher secondary schools under Girls Hostel Scheme. For implementation of these schemes, applications are invited for the following positions:-

Sl. No.	Area and name of the Position	Minimum qualification	Nature of experience
1.	<b>Planning &amp; Appraisal Unit</b>  Senior Consultant  (01 post)	Post Graduate Degree in Social Science / Statistics / Management Studies / Public Administration / Educational Planning & Administration/ Computer Science / Information Technology / Master Degree in Computer Application / B. Tech (IT/CS) from a recognized University with at least 55% mark in aggregate.	<b>Essential:</b>  1. <b>05 years</b> (post qualification) experience in a Govt. Organization / University/ Institute of Higher Learning / Autonomous bodies in execution of various national level schemes of Govt. of India / State Govt., preferably in the field of Educational Management. 2. Working knowledge of computer with ability to collect and analyze databases.  <b>Desirable:</b> Preference shall be given to candidates having experience in 1. Development of web based Monitoring Tool, Management of Database and Implementation of Data Based Application using VB. NET, ASP.NET, C#, Web Services, Oracle/SQL Server. 2. Data Capture, Analysis, Management Reporting and Performance Monitoring. 3. Developing/Modifying MIS System and other softwares. 4. Knowledge of latest development in Educational Technology / Technology in Social and Allied areas and experience from educational research training/planning organisations.
2.	<b>Financial Management Unit</b>  Chief Consultant  (01 post)	Post Graduate Degree in Accounting or Business Administration (Finance) with at least 55% marks in aggregate or ICWA/CA from a recognised university or Subordinate Accounts Service (SAS) Examination of organised accounting organisations.	<b>Essential:</b>  1. <b>10 years</b> relevant (post qualification) experience in a Govt. Organization / University/ Institute of Higher Learning / PSU/ Autonomous bodies. 2. Working knowledge of computer particularly MS Excel with ability to collect and analyze databases. 3. Working experience of computerized accounting and auditing techniques, strong oral and written communication and project management skills, knowledge of providing training, evidence of holding workshops/conferences for knowledge sharing, knowledge of finance and accounts using web interface, etc.

			<p>4. The incumbent should have knowledge of Government Rules and Procedure in Finance.</p> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Preference shall be given to persons having experience of interacting with States and Academic Institutions and have worked at a senior management level.</li> <li>2. Experience of Financial Management with external funding agencies.</li> <li>3. The incumbent should be holding/have held a responsible position in a Govt. Organization / University/ Institute of Higher Learning / PSU/ Autonomous bodies.</li> </ol>
3.	<p><b>Procurement &amp; Disbursement Unit</b></p> <p>Consultant (01 post)</p>	<p>Post Graduate Degree in Economics /Commerce /Mathematics /Science /Engineering Graduates /Computer Science / Information Technology / Master Degree in Computer Application / B. Tech (IT/CS) from a recognised university with 55% in aggregate.</p>	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. <b>02 years</b> (post-qualification) experience in a Govt. Organization / University/Institute of Higher Learning / PSU / Autonomous bodies in dealing and handling procurement and disbursement at national/state level with exposure to financial management, accounting, audit, e-procurement, disbursement.</li> <li>2. Working knowledge of computer and up to date knowledge of financial and procurement rules of Government of India.</li> </ol> <p><b>Desirable:</b></p> <p>Preference shall be given to candidates having experience in</p> <ol style="list-style-type: none"> <li>1. Development of web based Monitoring Tool, Management of Database and Implementation of Data Based Application using VB. NET, ASP.NET, C#, Web Services, Oracle/SQL Server.</li> <li>2. Data Capture, Analysis, Management Reporting and Performance Monitoring.</li> <li>3. Developing/Modifying MIS System and other softwares.</li> <li>4. Knowledge of latest development in Educational Technology / Technology in Social and Allied areas and experience from educational research training/planning organisations.</li> </ol>
4.	<p><b>Management Information System (including ICT) Unit</b></p> <p>Chief Consultant (01 Post)</p>	<p>Post Graduate Degree in Computer Science/Information Technology/Master Degree in Computer Application OR B. Tech (IT/CS) from a recognised university with 55% in aggregate.</p> <p>Technical Knowledge: Power Builder, VB.net, ASP, Net, SQL Sever/Oracle &amp; relevant skills.</p>	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. <b>10 years</b> (post-qualification) experience in Govt. Organization / reputed Private Organization / Autonomous bodies with the following experience: <ol style="list-style-type: none"> <li>a) Development of web based Monitoring Tool, Management of Database and Implementation of Data Based Application.</li> <li>b) Data Capture, Analysis, Management Reporting and Performance Monitoring.</li> <li>c) Developing/Modifying MIS System and other softwares.</li> </ol> </li> <li>2. The Candidate should have strong analytical mind with thorough exposure to computers, information technology.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Experience in the field of data analysis management, quality control and should</li> </ol>

			have handled independently the MIS of National/State level schemes of Govt. Of India/State Govt./reputed private organization or Autonomous bodies.
5.	<b>Civil Unit</b> Consultant (01 post)	Graduate in Civil Engineering / Architecture from a recognised University with at least 55% marks in aggregate.	<b>Essential:</b> 1. <b>02 years</b> (post-qualification) experience in a Govt. Organization / reputed private organization / Autonomous bodies in Civil Construction/Architectural Designs 2. The Candidate should have strong analytical mind with Working knowledge of computer with ability to collect and analyze databases.  <b>Desirable:</b> 1. Experience in Building & Formulation, Implementation /Construction of school or educational or community Building and sufficient knowledge of dealing with National/State Level Programs.
6.	<b>Equity (Inclusive Education) Unit</b> Consultant (1 post)	1. Post Graduate Degree in Social Sciences, Humanities and Education with 55% mark in aggregate from a recognised university  and 2. Diploma/Degree/Certificate in special education /disability management from a recognised institution	<b>Essential:</b> 1. <b>02 years</b> (post-qualification) research/teaching/consultancy experience in a Govt. Organization / University/Institute of Higher Learning/Reputed NGOs / Autonomous bodies in gender issues, disability education, research, rehabilitation, inclusion of disabled children, out of school children, etc. 2. Working knowledge of computer with ability to collect and analyze databases.  <b>Desirable:</b> 1. M.Phil/P.hd in Education/Special Education. 2. Experience at the grassroots level with schools and educational research training/planning organisations /Teaching dealing with Inclusive Education. 3. Publications in the area of Inclusive Education.
7.	<b>Quality Interventions, Teacher Education and Pedagogy Unit</b> Senior Consultant (02 posts)	Post Graduation in Social Sciences/Sciences/Humanities from a recognised university with at least 55% marks in aggregate plus Post Graduation in Education (M.Ed./M.A.)  Desirable Qualification: PhD in Education.	<b>Essential:</b> 1. <b>05 years</b> post-qualification experience in a Govt. Organization / University/Institute of Higher Learning / Autonomous bodies in execution of various national level schemes of Govt. of India / State Govt., in the area of (i) designing and implementing circular and Pedagogical intervention for Quality improvement in secondary schools, including development of teaching learning material, (ii) training teachers and development of teachers training modules (iii) Curriculum Development and Design & (iv) educational research. 2. Working knowledge of computer with ability to collect and analyze databases.  <b>Desirable:</b> 1. Experience of Teaching & Teachers Training. Experience at the grassroots level in planning, implementation of policies, research, etc with schools and educational research training/planning organisations. 2. Experience in conducting researches in the area of school education and teacher education with own publications.

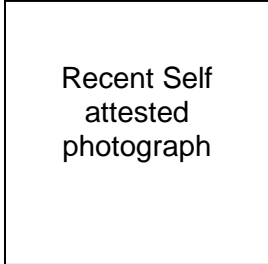
## GENERAL INFORMATION

1. Only Indian Nationals are eligible to apply.
2. The envelope should be superscribed with the name of position applied in Block Letters.
3. The work of **Consultants** involves providing relevant technical support and assistance at National and State Levels with extensive travel, documentation and excellent communication skill.
4. SC/ST/OBC/PH Candidates should enclose attested photocopy of the caste certificate issued by the competent authority.
5. Candidates working in Government organisations must route their application through proper channel if their departmental rules requires so and produce NOC at the time of Interview.
6. Excellent skills in oral and written expression and complete proficiency in computer operations for applicants is absolutely essential for all areas.
7. The age limits: Minimum 21 years and Maximum 62 years as on 01.01.2013. However, this age limit may be relaxed for a period not exceeding 03 years for applicants possessing outstanding achievements.
8. Applications received after due date will be out rightly rejected.
9. Merely fulfilling eligibility criteria will not confer any right upon the candidate to be called for interview.
10. Candidates desiring to apply for more than 01 Post are advised to send separate application for each post in separate envelopes with name of the post superscribed thereon.
11. Applications not as per prescribed format, incomplete, unsigned and received after the due date will be rejected summarily.
12. The range of remuneration for the post of Consultants is given below. The remuneration 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. 60,000/- to Rs. 90,000/- per month
(ii) Senior Consultant	-	Rs. 50,000/- to Rs. 70,000/- per month
(iii) Consultant	-	Rs. 40,000/- to Rs. 60,000/- per month
13. The above ranges of the consultancy fee are on consolidated basis and are inclusive of all allowances, etc.
14. ***The candidates should send their applications in the prescribed format enclosing certified copies of testimonials/certificates in support of educational qualification, experience, etc latest by 14.1.2013 to Project Manager (RMSA), EdCIL (India) Limited, EdCIL House, 18A, Sector 16A, (Film City),NOIDA – 201 301 (U.P).***

-----

FORMAT  
**EdCIL (India) Limited**  
 (Personal Particulars)



1. Post applied for \_\_\_\_\_
2. Name \_\_\_\_\_
3. Father's name \_\_\_\_\_
4. Date of Birth \_\_\_\_\_
5. Community (SC/ST/OBC/Others) \_\_\_\_\_  
 (Attach copy of certificate)
6. Correspondence Address \_\_\_\_\_
7. Permanent Address \_\_\_\_\_
8. E-mail/Telephone \_\_\_\_\_
9. Nationality \_\_\_\_\_
10. Particulars of Examinations passed (commencing with 10<sup>th</sup> Examination onwards)\*

Exam passed	Year of passing	Board/University	Subjects	Percentage

**11. Details of Experience (starting with the present post)**

Post held	Name of organization	Period From To	Pay / Scale of pay	Service in years	Nature of duties


- 12. If selected, what notice period would you require before joining?
- 13. Have you ever been found guilty for any offence under law in the past. If yes, please give full information
- 14. Name and address of two References holding responsible / intimately acquainted with candidates character and work but must not be a relative.
- 15. In case you have any relative working in this Organization, please give full details.
- 16. Any other information: -

**Declaration**

I certify that the information given above is true, complete and correct to the best of my knowledge and belief.

**(Signature with name of the applicant)**

**Date:**