



EdCIL (India) Limited
(A Government of India Enterprise)
Ed.CIL House, 18 A, Sector-16A, NOIDA-201301(UP)
Tel: 0120 – 2512001/ 6, Fax: 0120 – 2512007

EdCIL requires Project Manager, Project Officer, Monitoring and Evaluation Officer, Contract Specialist and Office Assistant for Department of Justice, Ministry of Law & Justice. The appointment will be purely on contractual basis. The details of posts alongwith the number of vacancies, remuneration, nature of experience are as under:-

Sl. No.	Name of the post /consolidated remuneration range/no. of vacancies	Age limit	Educational Qualification	Experience
1.	Project Manager Rs. 75,000/- pm Vacancy- 01	Not above 50 years as on 01.10.2012	Masters Degree in Law from recognized university. Education in Human Rights or Social Science will be an assets.	<ul style="list-style-type: none">• 07-10 years of relevant professional experience working on development Projects, including some experience of rural communities and civil society organisations, preferably in the North Eastern States and Jammu and Kashmir• Good Understanding of issues pertaining to access to justice, legal empowerment and rights.• Sound and extensive experience of project design and management particularly in managing large projects with multiple components.• Institutional development exercise.• good understanding of the development context in India.• Experience in applying a Rights Based-Approach to Development Programming.• Prior experience in result based management including development of Monitoring and Evaluation processes

				<ul style="list-style-type: none"> • Experience in participatory approaches involving a broad range of stakeholders including disadvantaged people. • Full proficiency in English including excellent writing skills. Working knowledge of Hindi and languages spoken in North Eastern States and in Jammu & Kashmir would be an asset.
2.	<p>Project Officer-</p> <p>Rs. 60,000/- pm</p> <p>Vacancy- 01</p>	Not above 50 years as on 01.10.2012	Degree in law, education in human rights or social science will be an asset.	<ul style="list-style-type: none"> • 05-07years of relevant professional experience working on development Projects, including some experience of rural communities and civil society organisations, preferably in the North Eastern States and Jammu and Kashmir • Good Understanding of issues pertaining to access to justice, legal empowerment and rights. • Sound and extensive experience of project design and reporting. • Experience in applying a Rights Based-Approach to Development Programming. • Prior experience in designing and organising consultations with different stakeholders. • Experience in participatory approaches involving a broad range of stakeholders including disadvantaged people. • Prior experience in lobbying and advocacy at different levels for protection of rights of marginalised communities. • Full proficiency in English including excellent writing skills. Working knowledge of Hindi and languages

				spoken in North Eastern States and in Jammu & Kashmir would be an asset.
3.	Monitoring & Evaluation Officer Rs. 60,000/- pm Vacancy- 01	Not above 50 years as on 01.10.2012	Masters Degree in Economics, Population Science, Political or Social Sciences, Public Administration or Rural Development or Bachelors Degree with relevant experience from a recognized university	<ul style="list-style-type: none"> • 04 years of relevant professional experience working on development Projects, including experience of working with rural communities and civil society organizations preferably in the North Eastern States and Jammu and Kashmir • Experience in project planning, monitoring and evaluation • Prior experience in result based management including development of Monitoring and Evaluation framework. • Experience of conducting surveys amongst rural communities. • Experience of project design and reporting. • Experience in participatory approach involving a broad range of stakeholders including disadvantaged people. <p>Full proficiency in English including excellent writing skills. Working knowledge of Hindi and languages spoken in North Eastern States and in Jammu & Kashmir would be an asset.</p>
4.	Contract Specialist Rs. 35,000/- pm Vacancy- 01	Not above 50 years as on 01.10.2012	A University Degree preferably Degree in Law from a recognized university.	<ul style="list-style-type: none"> • 04 years of relevant professional experience preferably with Government Sector with sound knowledge and understanding of Government of India contracting and procurement rules and procedures • good knowledge and understanding of relevant laws and regulations • prior experience of managing contracts or contractual matters <p>Full proficiency in English including excellent writing skills. Working knowledge of Hindi and languages spoken in North Eastern States and in Jammu & Kashmir would be</p>

				an asset.
5.	Office Assistant Rs. 20,000/- pm Vacancy- 01	Not above 50 years as on 01.10.2012	University Degree with a Diploma in Computer Application. Knowledge on Financial Management would be an asset.	03 years professional experience preferably with the Government or International Organisation. Full proficiency in English including excellent writing skills. Working knowledge of Hindi and languages spoken in North Eastern States and in Jammu & Kashmir would be an asset.

General information

1. The candidates are required to submit the relevant educational and experience certificate alongwith the application
2. The candidates should not be above 50 years of age as on 01.10.2012. **The upper age limit may be relaxed in case of exceptional candidates (except for the post of Office Assistant).**
3. SC/ST/OBC/PH candidates should enclose attested photocopy of the caste certificate issued by Competent Authority.
4. Only Indian Nationals are eligible to apply.
5. The remuneration is on consolidated basis and is inclusive of all allowances etc.
6. Candidates working in Govt. Organisation/ PSE must route their application through proper channel or produce NOC at the time of interview.
7. No TA/DA will be reimbursed to the candidates for attending the interview
8. For the posts of Office Assistant, shortlisted candidates meeting the minimum eligibility criteria will be put to skill test followed by interview.
9. Merely fulfilling the eligibility criteria does not entitle candidate to be called for interview/ short listing.
10. Suitable candidates may send their application in the following format alongwith two recent passport size photographs and certified copy of certificates in support of their educational qualification and experience etc. **may be received latest by 08.11.2012 addressing to Project Manager (PRU), EdCIL (India) Limited, EdCIL House, 18 A, Sector-16A, NOIDA 201 301. The envelope should be superscribed with the name of the position applied for in block letters.**
11. Application which are incomplete, unsigned, not in the application format or received after due date will out rightly be rejected. Only hard copy of applications will be accepted. No applications forwarded through fax, email etc will be entertained.
12. Candidates applying for two different posts are required to submit separate application for each post.



EdCIL (India) Limited
(Personal Particular's Form)

Self attested
photographs

1. Post applied for _____
2. Name _____
3. Date of Birth _____
4. Father's name _____
5. Correspondence Address _____
6. Permanent Address _____
7. E-mail / Mob. _____
8. Nationality _____
9. Community (SC/ST/OBC/Others) _____
(Attach copy of certificate)

10. Particulars of examination passed and qualification obtained (commencing with Graduation)

Exam passed	Year of passing	Board/University	Subjects	Percentage

11. Experience details (start with present post held)

Total Experience:- Year..... Month

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 relation.

15. Have you any relative working in this organization, if yes please give full information.

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 applicant)

Date: