



# EdCIL (India) Limited

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

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## REGULAR CPSE POSITIONS IN NCR / DELHI (RECRUITMENT ADVERTISEMENT- HR / RECTT. / ADVT. / 2022/01)

**EdCIL (India) Limited** is a **Mini Ratna Category-I, CPSE** continuously profit making and fast growing CPSE under the Ministry of Education, Govt. of India offering Project Management & Consultancy Services in all areas of Education and Human Resource Development, both within India & Overseas. The Company achieved turnover of Rs.428 crores (approx.) during FY 2021-22. 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 in India.

Being a high growth company, EdCIL offers attractive compensation package with opportunity of career advancement. EdCIL is looking for highly competent, experienced and self motivated candidates with a passion for excellence for the post of **General Manager (Projects), Deputy General Manager (Digital Education Systems), Deputy General Manager (Projects), Assistant Manager (DES), Assistant Manager (Human Resource), Assistant Manager (Overseas Education Service), Assistant Manager (Corporate Communication), Assistant Manager (Social Media), Assistant Manager (Legal) and Assistant Manager (Finance)**.

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 significant impact in this critical sector, you may like to apply for the following posts subject to meeting, the eligibility criteria with regard to Education Qualifications, Experience, Age etc. given as under:

Sl. No	Post & Scale of Pay	Educational Qualification	Experience	Age
1.	<b>General Manager (Projects) (E-5)</b>  IDA Pay Scale Rs. 80000-220000  No. of Post : 1  The cost to company (CTC) is approx. Rs.27 Lakhs including PRP on achievement of company/ individual target.	<b>Essential</b>  BE / B.Tech (Information Technology / Computer Science/ Electronic & Communication Engineering) or MBA / PG Diploma in Business Administration (2 years full time course with specialization in HR/ Personnel from recognized institute)	<b>Essential:</b> <ul style="list-style-type: none"> <li>Minimum 16 years Post Qualification work experience in handling project execution and service delivery/ Marketing / Consultancy IT / ICT projects/ Handling Human Resource.</li> <li>At least two year's experience in a CPSE overall</li> <li>Pay Scale of Rs.70,000-2,00,000 (IDA) or CTC of Rs.24 Lakhs p.a. during the last two years.</li> </ul> <b>Job Description:</b> <ul style="list-style-type: none"> <li>To manage and oversee the project management and execution functions of various projects of the company.</li> <li>To establish excellent service delivery rapport with client organisation including Central/State Govt., PSUs, Autonomous Bodies, Institutions and Overseas Govt., Departments/Authorities for achieving the business and service delivery objectives.</li> <li>Coordinate the activities, operations, resources and personnel of the service verticals as required, including Operations and project management services, Digital Education, etc.</li> <li>To oversee online recruitment, Industrial Relations, manpower planning, HR function, etc.</li> </ul>	Not above 44 years as on 31.08.2022
2.	<b>Deputy General Manager (Digital Education Systems) (E-4)</b>  IDA Pay Scale Rs. 70000-200000  No. of Post : 1  The cost to company (CTC) is approx. Rs.24 Lakhs including PRP on achievement of company/ individual target.	<b>Essential:</b>  BE / B Tech / M.Tech (Information Technology / Computer Science / Electronics & Communication Engineering)  <b>Desirable:</b> MBA / PGDM (2 years full time course)	<b>Essential:</b> <ul style="list-style-type: none"> <li>Minimum 12 years post-qualification experience in handling project execution and service delivery of IT/ICT/Digital Education Projects.</li> <li>At least two year's experience in a CPSE overall</li> <li>Pay Scale of Rs.60000-180000 (IDA) or CTC of Rs 20 Lakhs per annum during the last two years.</li> </ul> <b>Job-Description:</b> <ul style="list-style-type: none"> <li>The candidate would be a key member in the IT/ICT/Digital Education vertical of the Company should possess hands on experience in building ICT Infrastructure, servicing, preferably in education sector relating to IT/ ICT products and services</li> <li>He / She should be capable of delivering successful ICT projects and shall have experience in project execution including procurement &amp; tendering activities for institutional clients across Govt./PSU verticals</li> <li>Extensive knowledge of and ability to use education technologies with high communication, collaboration, influencing and teamwork skills</li> </ul>	Not above 40 years as on 31.08.2022
3.	<b>Deputy General Manager (Projects) (E-4)</b>  IDA Pay Scale Rs. 70000-200000  No. of Post : 1  The cost to company (CTC) is approx. Rs.24 Lakhs including PRP on achievement of company/ individual target.	<b>Essential</b>  BE / B.Tech (Information Technology / Computer Science/ Electronic & Communication Engineering) or MBA / PG Diploma in Business Administration (2 years full time course with specialization in HR/ Personnel from recognized institute)	<b>Essential:</b> <ul style="list-style-type: none"> <li>Minimum 12 years Post Qualification work experience in handling project execution and service delivery/ Marketing / Consultancy IT / ICT projects/ Handling Human Resource.</li> <li>At least two years experience in a CPSE overall.</li> <li>Pay Scale of Rs.60,000-1,80,000 (IDA) or CTC of Rs.20 Lakhs p.a. during the last two years.</li> </ul> <b>Job Description:</b> <ul style="list-style-type: none"> <li>To manage and oversee the project management and execution functions of various projects of the company.</li> <li>Coordinate the activities, operations, resources and personnel of the service verticals as required, including Operations and project management services, Elementary and Higher Education, etc.</li> <li>To oversee online recruitment, Industrial Relations, manpower planning, HR function, etc.</li> <li>Preparation and Evaluation of Tender Documents, oversee and monitor for project activities, liaison with stakeholders.</li> </ul>	Not above 40 years as on 31.08.2022

Sl. No	Post & Scale of Pay	Educational Qualification	Experience	Age
4	<p><b>Assistant Manager (Digital Education Systems) (E-1)</b> IDA Pay Scale Rs. 40000-140000</p> <p>No. of Post: 2</p> <p>The cost to company (CTC) is approx. Rs.13 Lakhs including PRP on achievement of company/ individual target.</p>	<p><b>Essential:</b></p> <p>BE / B Tech (Information Technology / Computer Science / Electronics &amp; Communication Engineering)</p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>Minimum 1 year Post Qualification work experience in Digital Education systems (IT/ICT) as an Executive (out of which preferably 6 months in CPSE) in the pay scale of Rs. 40,000-1,40,000 (IDA) or CTC of Rs 12 Lakhs per annum during the last 1 year.</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>Minimum 3 years Post Qualification work experience in Digital Education systems (IT/ICT) as Supervisor (out of which preferably 1 year in CPSE) in the pay scale of Rs. 37,500-1,31,800 (IDA) or CTC of Rs 11 Lakhs during the last 1 year.</li> </ul> <p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>Implementation of smart classes, Wi-Fi in campuses</li> <li>Execution of education technology projects including rolling out virtual classrooms, digital campuses initiatives, IT content development</li> <li>Implementing of ERP Systems across multiple client sites on cloud / premises.</li> <li>Building &amp; monitoring IT Infrastructure servicing in digital education products and services and content development process.</li> <li>Executing IT strategy of the company.</li> </ul>	Not above 30 years as on 31.08.2022
5	<p><b>Assistant Manager (Human Resource) (E-1)</b> IDA Pay Scale Rs. 40000-140000</p> <p>No. of Post : 1</p> <p>The cost to company (CTC) is approx. Rs.13 Lakhs including PRP on achievement of company/ individual target.</p>	<p><b>Essential:</b></p> <p>MBA / PGDM with specialization in Human Resource / Personnel Management (2 years full time course).</p> <p><b>Desirable:</b></p> <p>Degree in Law</p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>Minimum 1 year Post Qualification work experience in Human Resource Management as an Executive (out of which preferably 6 months in CPSE) in the pay scale of Rs. 40,000-1,40,000 (IDA) or CTC of Rs 12 Lakhs per annum during the last 1 year.</li> </ul> <p style="text-align: center;">OR</p> <p>Minimum 3 years Post Qualification work experience in Human Resource as Supervisor (out of which preferably 1 year in CPSE) in the pay scale of Rs. 37,500-1,31,800 (IDA) or CTC of Rs 11 Lakhs during the last 1 year</p> <p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>Manpower planning and recruitment, performance management system, succession planning, employee engagement, training &amp; development, HR ERP module.</li> <li>Implementation of HR Rules as per Central PSEs, DoPT / DPE guidelines, Compliance of Govt. Guidelines/ statutory compliance.</li> <li>Hands on experience in handling employee's welfare &amp; incentives schemes.</li> </ul>	Not above 30 years as on 31.08.2022
6.	<p><b>Assistant Manager (Overseas Education Service) (E-1)</b> IDA Pay Scale Rs. 40000-140000</p> <p>No. of Post: 1</p> <p>The cost to company (CTC) is approx. Rs.13 Lakhs including PRP on achievement of company/ individual target.</p>	<p><b>Essential:</b></p> <p>MBA/PGDM (2 years full time course).</p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>Minimum 1 year Post Qualification as an executive with experience in International Services Marketing.</li> <li>Minimum CTC of Rs 12 Lakhs per annum or equivalent in the last one year.</li> </ul> <p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>Student recruitment through extensive use of social media, road shows, channel engagement and event management in partnership with universities and other stakeholders.</li> <li>Execution of "Study in India" to attract targeted overseas student for admissions into Indian educational institutions</li> <li>Overseas marketing / fairs along with exhibitions liaison with embassies / foreign govts / institutions.</li> <li>Admissions of International/PIO/NRI students in institutions having accreditations by regulatory bodies like UGC, NAAC, NBA, MCI etc.</li> <li>Secondment projects covering deployment of Faculty / teachers / experts in diverse fields to various countries etc.</li> <li>Structuring student exchange program between Indian and overseas educational institutions</li> </ul>	Not above 30 years as on 31.08.2022
7.	<p><b>Assistant Manager (Corporate Communication) (E-1)</b> IDA Pay Scale Rs. 40000-140000</p> <p>No. of Post: 1</p> <p>The cost to company (CTC) is approx. Rs.13 Lakhs including PRP on achievement of company/ individual target.</p>	<p><b>Essential:</b></p> <p>Master's Degree in Journalism / Mass Communication / Public Relations / Media Management. (2 years full time course)</p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>Minimum 1 year Post Qualification work experience in Corporate Communication as an Executive (out of which preferably 6 months in CPSE) in the pay scale of Rs. 40,000-1,40,000 (IDA) or CTC of Rs 12 Lakhs per annum during the last 1 year.</li> </ul> <p style="text-align: center;">OR</p> <p>Minimum 3 years Post Qualification work experience in Corporate Communication as Supervisor (out of which preferably 1 year in CPSE) in the pay scale of Rs. 37,500-1,31,800 (IDA) or CTC of Rs 11 Lakhs during the last 1 year.</p> <p><b>Job Description:</b></p> <p>The candidate would be dealing with all functions of corporate communication and should possess hands on experience in the areas of Advertising, Public Relations, Event Management, Media Relations &amp; Management, Content writing, Editing, Publishing Newsletters, journals, social media &amp; website management etc.</p>	Not above 30 years as on 31.08.2022

Sl. No	Post & Scale of Pay	Educational Qualification	Experience	Age
8.	<b>Assistant Manager (Social Media) (E-1)</b> IDA Pay Scale Rs. 40000-140000  No. of Post: 1  The cost to company (CTC) is approx. Rs.13 Lakhs including PRP on achievement of company/ individual target.	<b>Essential:</b>  Master's Degree in Journalism / Mass Communication / Public Relations / Media Management (2 years full time course)	<b>Essential:</b> <ul style="list-style-type: none"> <li>Minimum 1 year Post Qualification work experience in Social Media as an Executive (out of which preferably 6 months in CPSE) in the pay scale of Rs. 40,000-1,40,000 (IDA) or CTC of Rs 12 Lakhs per annum during the last 1 year.</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>Minimum 3 years Post Qualification work experience in Social Media as Supervisor (out of which preferably 1 year in CPSE) in the pay scale of Rs. 37,500-1,31,800 (IDA) or CTC of Rs 11 Lakhs during the last 1 year.</li> </ul> <b>Job Description:</b> <ul style="list-style-type: none"> <li>The candidate would be dealing with all functions of social media i.e. planning, strategizing and executive EdCIL's public outreach.</li> <li>Handling EdCIL's social media profiles (Facebook, Instagram, LinkedIn, etc.)</li> <li>Content writing on various service sectors of EdCIL &amp; project related topics.</li> <li>Coordination with MOE, Social Media Teams and other clients, service providers for outreach and promotion related activities i.e. influencers, TV/Radio stations, digital telecasting / newspaper etc.</li> <li>Coordination with external media agency for creation of visuals etc.</li> <li>Documentation of Events &amp; other EdCIL related activities.</li> <li>Handling of contents &amp; blog forming on EdCIL's websites.</li> </ul>	Not above 30 years as on 31.08.2022
9.	<b>Assistant Manager (Legal) (E-1)</b> IDA Pay Scale Rs. 40000-140000  No. of Post: 1  The cost to company (CTC) is approx. Rs.13 Lakhs including PRP on achievement of company/ individual target.	<b>Essential:</b>  Bachelor's Degree in Law from a recognized University/Institute. (3 years full time course / 5 years integrated full time course)  <b>Desirable:</b>  LLM (regular course)	<b>Essential:</b> <ul style="list-style-type: none"> <li>Minimum 1 year Post Qualification work experience in Legal as an Executive (out of which preferably 6 months in CPSE) in the pay scale of Rs. 40,000-1,40,000 (IDA) or CTC of Rs 12 Lakhs per annum during the last 1 year.</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>Minimum 3 years Post Qualification work experience in Legal as Supervisor (out of which preferably 1 year in CPSE) in the pay scale of Rs. 37,500-1,31,800 (IDA) or CTC of Rs 11 Lakhs during the last 1 year.</li> </ul> <b>Job Description:</b> <ul style="list-style-type: none"> <li>Drafting and vetting of Agreements, Tenders, Proposal, MOU, Contracts and legal documents</li> <li>Preparing / Presentation of documentary &amp; other evidences in legal proceedings / documentations.</li> <li>Statutory Compliance under various laws / rules / regulations related to labour laws, PF Act, Tax Laws and other applicable laws</li> <li>Preparation of Case files, Writs and coordination with empanelled lawyers</li> <li>Providing assistance in existing arbitration, court cases, RTI matters, public grievances, etc.</li> </ul>	Not above 30 years as on 31.08.2022
10.	<b>Assistant Manager (Finance) (E-1)</b> IDA Pay Scale Rs. 40000-140000  No. of Post: 1  The cost to company (CTC) is approx. Rs.13 Lakhs including PRP on achievement of company/ individual target.	<b>Essential:</b>  CA or ICWA.	<b>Essential:</b> <ul style="list-style-type: none"> <li>Minimum 1 year Post Qualification work experience in Finance as an Executive (out of which preferably 6 months in CPSE) in the pay scale of Rs. 40,000-1,40,000 (IDA) or CTC of Rs 12 Lakhs per annum during the last 1 year.</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>Minimum 3 years Post Qualification work experience in Finance and Accounts as Supervisor (out of which preferably 1 year in CPSE) in the pay scale of Rs. 37,500-1,31,800 (IDA) or CTC of Rs 11 Lakhs during the last 1 year</li> </ul> <b>Job Description:</b> <ul style="list-style-type: none"> <li>Handling &amp; integrating Financial &amp; 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.</li> <li>Finalization of accounts on quarterly basis along with ensuring timely preparation of MIS &amp; all Financial matters.</li> </ul>	Not above 30 years as on 31.08.2022

**Note:**

- The post of General Manager (E-5) - One post is Unreserved, Deputy General Manager (E-4) One post is earmarked for Unreserved and one post reserved for OBC (NCL) Category. Out of eight (8) posts of Assistant Manager (E-1) four (4) posts are earmarked for Unreserved & (2) posts for ST and (2) posts for OBC (NCL) Category.
- The written aptitude test (WAT) may be utilized as one of the selection tools, wherever 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/AIU.
- 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.
- EdCIL reserves the right to shortlist / reject any candidate based on the suitability for the post / total applications received. EdCIL also reserve the right to withhold, cancel, withdrawn or amend whole or any part of this recruitment process and increase or decrease of vacancy.

- g) Short listing for interview shall be based on the 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.
- h) For CPSE candidates current basic pay (if higher) shall be protected. Additional increment(s) may be considered only in deserving cases.
- i) The cut-off date for age and experience is 31.08.2022.

**General Conditions:**

1. Only Indian Nationals shall apply.
2. Age relaxation for SC/ST (5 years)/ OBC-NCL (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.
3. The EdCIL's employees (on regular basis) shall be allowed relaxation in the upper age limit to the extent of service already rendered by them in the Company. This will be limited up to 7 years.
4. **Remuneration:** Selected candidates will be placed in the IDA pay scale of Rs 80000- 220000 (E-5), Rs.70000- 200000 (E-4), Rs.40000-140000 (E-1) respectively. Besides Basic pay, they will be entitled to DA, HRA / Leased accommodation, Performance Related Pay (PRP), Leave Encashment, Medical Facilities, Perks, superannuation benefits (i.e PF, Gratuity, PRMS, NPS) etc. as per rules of the company
5. The candidate/applicant should be in service as on date of submission of online application and on date of interview.
6. Mode of receipt of applications will be **ONLINE** only however, the employee from Govt. Deptt. / PSU / Autonomous bodies are required to forward their applications (hard copy) through proper channel preferably within 15 days of submission of online application. The candidates from Govt. Deptt. / PSU/ Autonomous bodies applying for the posts of General Manager (E-5) & Deputy General Manager (E-4) should also organize to forward their APAR/ACR for the last 5 years along with the hard copies of their application. In the absence of proper forwarding of their application through their employer and also not producing NOC at the time of interview their candidature will be treated as cancelled / rejected.

However, candidates from Govt. Deptt./PSU/Autonomous bodies applying for the post of Assistant Manager should organize to forward their APAR/ACR for the period of eligible service in their parent organization through proper channel within 15 days along with the hard copies of their application.

The envelope mentioning the "Post applied for" should be addressed to Head (HR & Admin), EdCIL House, Plot No. 18A, Sector 16A, Noida 201301.

7. 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 the time of interview.
8. 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 / wrong / misleading or concealment of information, his/her candidature will be cancelled or service will be terminated forthwith.
9. Merely submission of online applications and fulfillment of the eligibility criteria shall not confer any right upon the candidate to be called for interview. The overall requirement of the job will be one of the criteria for screening / shortlisting of the candidate for interview. Candidate shall be shortlisted based on qualifications, experience & other qualifying criteria. Only the shortlisted candidates shall be called for interview / WAT.
10. Outstation candidate appearing for Interview shall be reimbursed Travelling allowance as per rules of the Company.
11. 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.
12. The Advertisement Number and Online Application Number may be noted for future reference.
13. EdCIL reserves the right to shortlist or select/reject any candidate in due observance of relevance to the eligibility as per the given criteria and its recruitment rules.
14. EdCIL's ONLINE application module is live till 10.11.2022 (till 5.00 pm).
15. Queries, if any may be addressed to Deputy Manager (HR & Admin.) at hrhelpdesk@edcil.co.in and Telephone No. 0120-2970213 & 2970214 (10:00 am to 05:00 pm from Monday to Friday).
16. All amendments, time extension, clarifications, etc. will be uploaded on the website only and will not be published in newspapers. Candidate should regularly visit the EdCIL's website to keep themselves updated.

PLEASE **CLICK ON OUR WEBSITE [www.edcilindia.co.in](http://www.edcilindia.co.in) (CAREER)** FOR SUBMISSION OF ONLINE APPLICATION.

Issuing Authority  
General Manager (HR/Admn.)