



# EdCIL (India) Limited

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

EdCIL House, 18A, Sector-16A, Noida-201301 (U.P.), Tel.: 0120-2512004-006, Fax : 0120-2515372, E-mail: edcilsupport@edcil.co.in

## RECRUITMENT ADVERTISEMENT (HR/Rectt./Advt. /2020/01) FOR CPSE (E-7) POSITIONS IN NCR / DELHI

EdCIL (India) Limited is a "Mini Ratna Category-I" CPSE continuously profit making and fast growing CPSE under Govt. of India offering Project Management & Consultancy Services in all areas of Education and Human Resource Development, both within India & Overseas. The Company has progressed by more than quadrupling of turnover and profitability during the last four years and has a further ambitious target of growth. The Company achieved turnover of Rs.317 crores during FY 18-19. 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 posts of **Executive Director (Corporate Planning)** and **Executive Director (Projects)**.

If you want to be a head of the Projects Verticals 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, Work Experience and Age for the posts of Executive Director (E-7) are as under:

Sl. No.	Post & Scale of Pay	Academic Qualification	Post Qualification Work Experience	Age (as on 31.01.20)
1.	<b>Executive Director (Projects)</b> <b>(below Board level)</b>  <b>(One Post - UR)</b>  <b>(5 years tenure based)</b>  <b>Rs. 1,00,000-2,60,000 (E-7)</b>  The cost to company (CTC) estimated at <b>Rs.31 Lakhs including perks and performance related pay on achievement of company and individual target.</b>	BE/B.Tech  <b>Desirable:</b>  MBA / PG Diploma in Management (2 years full time course from a recognized University)	<b>Essential :</b> <ul style="list-style-type: none"> <li>20 years post-qualification managerial experience out of which last 2 years in the scale of Rs 90,000-2,40,000 (IDA scale) or CTC of Rs.27 Lakhs p.a. during the last two years.</li> <li>The above managerial experience should be in areas of Project Management / Marketing / ICT/Consultancy.</li> <li>The overall experience should mandatorily include a minimum of four years experience in CPSE.</li> <li>Candidates who have worked entirely in CPSE or have blended experience in Govt. Deptt. and/ or public sector enterprises and/or autonomous bodies and/or reputed Pvt. Sectors and also fulfilling the above eligibility criteria may apply.</li> </ul> <b>Job Description :</b> <ul style="list-style-type: none"> <li>To entirely manage and oversee the project management and execution functions of all the verticals of the company.</li> <li>To provide high level leadership in the areas of execution of Educational / HRD related projects and consultancy including strategic planning and management, business development, operations and corporate coordination and stake holders engagement activities.</li> <li>Lead and manage, strategically and operationally, the activities, operations, resources and personnel of the service verticals as required, including Operations and project management services covering online recruitment, Advisory services, Digital Education, Overseas Education services etc.</li> <li>Oversee effective operational management and delivery of client's business requirement within agreed time frame, budget and quality parameters.</li> <li>To establish excellent service delivery rapport with client organisation including Central/State Govt., PSUs, Autonomous Bodies, Institutions and Overseas Govt. for achieving the business and service delivery objectives.</li> <li>Put in place systems and processes to ensure high level and timely service delivery.</li> </ul>	Not above 52 years
2.	<b>Executive Director (Corporate Planning)</b> <b>(below Board level)</b>  <b>(One Post - Reserved for SC)</b>  <b>Rs. 1,00,000-2,60,000 (E-7)</b>  The cost to company (CTC) estimated at <b>Rs.31 Lakhs including perks and performance related pay on achievement of company and individual target.</b>	Bachelor's degree with MBA or PG Degree in Management (2 years full time course) or BE/B.Tech or Ph.D in relevant discipline or equivalent	<b>Essential :</b> <ul style="list-style-type: none"> <li>20 years post-qualification experience in a reputed industrial organization /PSU out of which last 2 years in the scale of Rs 90,000-2,40,000 (IDA scale) or CTC of Rs.27 Lakhs p.a. during the last two years.</li> <li>The above managerial experience should be in areas of in Project Management formulation, identification, management of fellowships/training programmes, development of software, management information system in Govt. Department public enterprises, research, consultancy, industrial/ education body.</li> <li>The overall experience should mandatorily include a minimum of four years experience in CPSE.</li> <li>Candidates who have worked entirely in CPSE or have blended experience in Govt. Deptt. and/ or public sector enterprises and/or autonomous bodies and/or reputed Pvt. Sectors and also fulfilling the above eligibility criteria may apply.</li> </ul> <b>Job Description :</b> <ul style="list-style-type: none"> <li>To implement business strategies dovetailing with the company medium-term growth strategy.</li> <li>To develop new customers, building alliances, alliance partners engagement and manage client relationships (new and existing).</li> <li>Timely Compliance of all DPEs Guidelines &amp; MOU processes.</li> <li>Monitoring and Execution of CSR Annual Plan and Implementation of ERP.</li> <li>To oversee the project management and execution functions of all the verticals of the company.</li> <li>To provide leadership in the areas of planning and execution of Educational / HRD related projects and consultancy including strategic planning and management, business development, operations, training and corporate coordination and stake holders engagement activities.</li> <li>Lead and manage, strategically and operationally, the activities, operations, resources and personnel of the service verticals as required, including Institutional building, computer system, MIS, consultancy with international agencies like UNDP, ADB, IDBI, World Bank, UNESCO, etc,</li> <li>Oversee effective operational management and delivery of client's business requirement, Project Management, Project Identification, formulation, implementation and monitoring and education consultancy in developing countries.</li> </ul>	Not above 52 years

### Note:

- The position of Executive Director (Projects) shall be filled on tenure basis for 5 years. However, the performance of the candidates selected against the posts shall be assessed as per the rules of the Company.
- The Job description mentioned above is 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 will only be considered.
- Short listing 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. Additional increments may also be considered in deserving cases.
- The cut-off date for age and experience is 31.01.2020.

### General Conditions:

- Only Indian Nationals can apply.
- 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.
- Remuneration:** Selected candidates will be placed in the IDA pay scales of Rs 1,00,000- 2,60,000 (E-7). Besides Basic pay, they will be entitled to IDA, Perks, HRA/Leased accommodation, Performance Related Pay (PRP), PF, Leave Encashment, Medical Facilities etc. as per rules of the company.
- The candidate/applicant should be in service as on date of submission of online application and on date of interview.

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5. Mode of receipt of applications will be **ONLINE** only. However, the employees 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 envelope should be addressed to Deputy General Manager (HR & Admin), EdCIL House, Plot No. 18 A, Sector-16 A, Noida 201301.
6. Documents in support of Age, Academic/ Professional Qualification, Experience, etc. have to be produced in original at the time of interview. In case of employees from Govt./PSU/Autonomous bodies, NOC is required to be produced at the time of interview, in case the application is not received through proper channel.
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. Merely submission of online applications and fulfillment of the eligibility criteria shall not confer any right upon the candidate to be called for interview.
9. Outstation candidate appearing for interview shall be reimbursed Travelling Allowance as per rules of the Company.
10. 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.
11. The Advertisement Number and Online Application Number may be noted for future reference.
12. EdCIL reserves the right to shortlist or select any candidate in due observance of its recruitment rules.
13. EdCIL's ONLINE application module is live and will remain open till 09.04.2020.
14. Queries, if any may be addressed to Deputy General Manager (HR & Admin.) at [smathur@edcil.co.in](mailto:smathur@edcil.co.in) / [edcilsupport@edcil.co.in](mailto:edcilsupport@edcil.co.in) and Telephone No. 0120-2515313 (10:00 am to 05:00 pm from Monday to Friday).
15. All amendments, time extension, clarifications, etc will be uploaded in 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) (**CAREERS**) FOR SUBMISSION OF ONLINE APPLICATION.