



# EdCIL (India) Limited

(A Government of India Enterprise)

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## Advertisement No. 05/PRU/HR &A/2015

EdCIL requires Consultants & Data Entry Operators on contractual basis for one its project. The project office is located in Delhi. The details are as follows:-

S.No	Name & Number of the post	Educational Qualification, Work Experience and Age	Consolidated monthly remuneration (including all statutory contributions of employee)
1	Consultant  Post Code-06  Post- (13 Nos)	<p><b><u>Education Qualification:</u></b> Bachelor Degree from recognized university</p> <p><b><u>Experience:</u></b> Minimum 20 years at Assistant/Section Officer level/similar or above in Ministries/Govt. Department of Govt of India and, having experience in dealing with the following fields:</p> <p><b>Only retired personnel are eligible to apply.</b></p> <ul style="list-style-type: none"><li>• Administration and Vigilance</li><li>• Land Lease administration</li><li>• Allotment of land</li><li>• Account</li><li>• Court cases</li><li>• Other relevant domains</li></ul> <p><b><u>Age:</u></b> Maximum 68 years as on 01.04.2015.</p>	Rs. 25,000/- p.m.

S.No	Name & Number of the post	Educational Qualification, Work Experience and Age	Consolidated monthly remuneration (including all statutory contributions of employee)
2	Data Entry Operator  <b>Post Code-07</b>  Post (20 Nos)	<p><b><u>Education Qualification:</u></b> Bachelor Degree from recognized university.</p> <p><b><u>Experience:</u></b> 01-02 year experience as a Data Entry Operator/Office Assistant/Computer Operator or equivalent.</p> <p><b><u>Age:</u></b> <b>Maximum 40 years as on 01.04.2015.</b></p>	Rs. 16,000/- per month

#### General information

1. Only online applications will be accepted. Candidates applying for more than one post should submit separate application for each post.
2. Only Indian Nationals are eligible for applying.
3. The persons working in the said post/profile or equivalent through EdCIL shall not be eligible for his/her candidature to the similar work profile as advertised by EdCIL on behalf of its various clients/projects for a period of one year from the date of joining the service.
4. The prescribed qualification and experience should be acquired on or before the last date stipulated for the receipt of the application. Qualifications should be from approved institutions.
5. The selection process will be based on academic qualifications and experience and will also include skill test and/ or interview as may be decided depending on the total number of eligible applicants.
6. The candidates shortlisted for the post of Data Entry Operator will be put to skill test followed by interview of qualified candidates.

7. **(a) For the post of Data Entry Operator:** Upper age limit indicated above is relax-able upto 5 years for SC/ST and 3 years for OBC candidates & 10 years for PWD candidates with disability not less than 40%. SC/ST/OBC/PWD candidates should produce relevant certificate issued by Competent Authority in original as and when called for skill test and/or interview.

**(b) For the post of Consultant, Upper age limit is 68 years as on 01.04.2015 for all categories.**

8. Candidates working in Government organization/ PSE must route their application through proper channel, if there department rule requires. For the post of Consultant, shortlisted candidates shall be called for interview.

9. Documents to prove Qualification, Experience, Age etc have to be produced in original as and when called for skill test and/or interview.

10. In case of false or insufficient information/lack of proof to ascertain the eligibility of the applicant, their candidature will summarily be rejected at any stage of the selection process.

11. Candidates are informed that mere submission of applications shall not give them any right to be called for skill test and/interview/selection. Call letters and intimations connected with this recruitment will be sent to shortlisted candidates by Speed Post and email only. Applicants should ensure that the e-mail id given in the online application is maintained active.

12. The Advertisement Number and Online Application Number may be noted for future reference.

13. Merely fulfilling the eligibility criteria does not entitle candidate to be called for skill test and/ or Interview. No TA/DA will be paid for appearing in the skill test and / or Interview.

14. EdCIL reserves the right to upgrade the eligibility criteria, in case a large number of applications are received and also increase or decrease the number of posts as per its discretion without assigning any reason thereof.

15. The applications received other than online mode shall not be accepted under any circumstances.

16. The period of contract shall be co-terminus with the expiry of project and further extension of contract shall depend upon the requirement of manpower and continuance of project.

17. The last date of receipt of application is **05.05.2015 at (1800 Hours)**