



**EdCIL (India) Limited**  
(A Mini Ratna Category-I CPSE under Ministry of Education, Government of India)  
Plot No. 18A, Sector – 16A, Noida - 201301

Advt. No. EdCIL/PRU/2024-25/01

Dated 13.06.2024

**RECRUITMENT OF SENIOR CONSULTANTS AND CONSULTANTS (ON CONTRACT BASIS) FOR INTERNATIONAL COOPERATION CELL, DEPARTMENT OF HIGHER EDUCATION, MINISTRY OF EDUCATION, GOVERNMENT OF INDIA**

EdCIL India Limited (EdCIL), a fast growing and continuously profit making “**Mini Ratna (Category-I)**” Central Public Sector Enterprise (CPSE) under Ministry of Education, undertaking end-to-end projects in ICT, infrastructure, consultancy and allied services in Education Sector across India and overseas.

EdCIL invites applications for Senior Consultants and Consultants on behalf of International Cooperation Cell, Department of Higher Education, Ministry of Education, Government of India. The details are as under:

Sl. No.	Post / Salary / Age / Tenure	Educational Qualification	Experience and Duties / Responsibilities
1	<p><b>Senior Consultant – Research and Documentation (04 posts)</b></p> <p><b>Consolidated Remuneration:</b> Range from 1,00,000/- to 1,20,000/- per Month</p> <p><b>Age:-</b> Not more than 40 years as on 31.03.2024.</p> <p><b>Tenure –</b> Initially for 02 Years and further extendable based on performance and requirement.</p>	<p><b>Essential –</b></p> <p>i. M. Phil/Master's degree</p> <p>ii. Excellent Communication Skills in Hindi and English.</p> <p>iii. Proficiency in using computers/internet browsing/digital communications.</p> <p><b>Desirable:-</b></p> <p>i. PhD / persons having research experience / published papers and post qualification experience in the International Relations field.</p> <p>ii. Possessing good analytical skills.</p> <p>iii. Prior experience of handling international cooperation at bilateral and multilateral levels, in any Govt organization.</p>	<p><b>Experience:</b> 05 years post qualification.</p> <p><b>Duties / Responsibilities:-</b></p> <p>i. To work on new and emerging ideas on India's international cooperation in education sector including the G20 group as well as the multilateral arena.</p> <p>ii. To analyze and document trends and patterns in International Cooperation between India and other countries, bilateral and multilateral agencies in the field of education.</p> <p>iii. Agenda-setting, preparation of issue notes, presentations, interventions etc.</p> <p>iv. To analyze MoU/EEP/POC etc.</p> <p>v. Reporting/Minutes preparation for meetings,</p> <p>vi. To prepare positions papers, outcome document, reports etc.</p> <p>vii. Any other work assigned.</p>

2	<p><b>Consultant - Protocol, Logistics and Coordination (05 posts)</b></p> <p><b>Consolidated Remuneration:</b> Range from 85,000/- to 90,000/- per Month</p> <p><b>Age:-</b> Not more than 35 years as on 31.03.2024.</p> <p><b>Tenure –</b> Initially for 02 Years and further extendable based on performance and requirement.</p>	<p><b>Essential –</b></p> <p>i. M. Phil/Master's degree</p> <p>ii. Excellent Communication Skills in Hindi and English.</p> <p>iii. Proficiency in using computers/internet browsing/digital communications.</p> <p><b>Desirable:-</b></p> <p>i. Possessing good Public Relations and inter-personal skills.</p> <p>ii. Prior experience in organising events, handling media/social media</p> <p>iii. Prior experience of handling international cooperation at bilateral and multilateral levels, in any Govt organization.</p>	<p><b>Experience: -</b> 03 years post qualification</p> <p><b>Duties / Responsibilities:-</b></p> <p>i. To work on logistics and support w.r.t. various engagements/meetings of MoE with foreign countries/multilateral organizations/international events, with following expected contributions:</p> <p>ii. To prepare background documents, briefs, reports, minutes, issue notes etc.</p> <p>iii. To coordinate with relevant stakeholders, assist in Inter-ministerial coordination to collect inputs, information etc.</p> <p>iv. Reporting/Minutes preparation for meetings</p> <p>v. Any other work assigned</p>
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### GENERAL INFORMATION

1. Applications, in the prescribed format, will be accepted through mail (tsgrecruitment@edcil.co.in) only as per **Annexure-A**.
2. Only Indian Nationals are eligible to apply for the above positions.
3. The prescribed qualification and experience should have been acquired on or before 31.03.2024. Qualifications should be from approved recognized institutions.
4. The selection process will be based on academic qualifications and experience and may include any one or all of these: written test, and interview as may be decided depending on the total number of eligible applicants.
5. Documents in support of (i) Qualifications (ii) Experience & (iii) Age, etc have to be produced in "originals" as and when called for written test and / or group discussion and / or interview.
6. Age limit: As mentioned in the above table, age to be considered as on 31.03.2024.

7. The experience will be counted as on 31.03.2024.
8. In case of false or insufficient information/lack of proof to ascertain the eligibility of the applicant, their candidature will be summarily rejected at any stage of the selection process and action may be taken anytime as deemed fit.
9. Candidates are informed that mere submission of applications OR fulfilling of the eligibility criteria does not entitle them to be called for written test / interview / selection. Call letters and other information pertaining to this recruitment will be sent to shortlisted candidates by email only. Applicants should ensure that the "e-mail id" and mobile number provided by them in the online application is maintained active.
10. The Advertisement Number may be noted for future reference.
11. The Employer 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.
12. The above remuneration mentioned on the table are on consolidated basis.
13. The appointments will be purely on contract basis initially for a period of one year. Further extension will be grant on basis of performance and requirement.
14. EdCIL, based on client feedback reserves the right to discontinue the contractual / deputation engagement by giving one month's notice.
15. The last date of receipt of application is **03.07.2024 (5.30 PM)**
16. No fees is required to be paid for application for the aforesaid posts.
17. Please send your application only in online mode through email.

The Employer reserves the right to cancel/modify/withdraw/postpone this recruitment notice without any notification.



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

Post held	Name of organization	Engagement Period		Total no. of experience as on 31.03.2024	Nature of duties (in brief)
		From	To		

13. If selected, what notice period would you require before joining?

14. Have you ever been found guilty for any offence under law in the past. If yes, please give full information

15. Name and address of two References holding responsible / intimately acquainted with candidates character and work but must not be a relative.

16. In case you have any relative working in this organization, please give full details.

17. Any other information you would like to mention

**Declaration**

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

**(Signature of applicant )**

**Name of the applicant**

**Date:**