



"Transforming Education"

# EdCIL (India) Limited

A " MINI RATNA CATEGORY- I " CPSE OF GOVT. OF INDIA  
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## REGULAR MANAGER LEVEL CPSE POSITIONS IN NCR / DELHI RECRUITMENT ADVERTISEMENT (HR / Rectt. / Advt. / 2018/01)

**EdCIL (India) Limited** is a "Mini Ratna Category- I" CPSE continuously profit making and fast growing CPSE under Ministry of Human Resource Development offering Project Management & Consultancy Services in all areas of Education and Human Resource Development, both within India & Overseas. The company has increased its turnover of Rs.158 crores to Rs.280 crores (provisional) during the last financial year by registering a growth of 77 % and has a further ambitious target of growth during the current financial year. 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.

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 with a passion for excellence for the posts of **Manager (E 3) (Online Testing & Assessment Services) & Manager E-3 (Overseas Education Services)**.

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 large impact in this critical sector, you may like to apply for the following posts. The eligibility criteria with regard to Education Qualifications, Experience and Age for the post of Manager (E-3) are as under:

Sl. No	Post & Scale of Pay	Academic Qualification	Post Qualification Work Experience	Age
1.	<b>Manager (Online Testing &amp; Assessment Services) (E-3)</b>  Rs. 60,000-1,80,000 (IDA)  UR- 01 post  The cost to company (CTC) is approx. <b>Rs.18 Lakhs including performance related pay on achievement of company and individual target.</b>	<b>Essential:</b>  BE /BTech with MBA / PGDM (2 years full time course)	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>Minimum 8 years Post Qualification work experience in IT/ICT project execution and / or marketing. The total experience should include atleast two years experience in online testing and assessment services</li> <li>CTC of Rs 9.5 Lakhs per annum or equivalent in the last 2 years</li> </ul> <p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>Responsible for end to end project management, operations and quality assurance in online recruitment &amp; assessment and handling multiple clients/ stakeholders.</li> <li>End to end responsibility for overseeing smooth conduct of online testing &amp; assessment.</li> <li>Responsible for conducting IT vulnerability assessment, monitoring and risk mitigation.</li> <li>Ensure User Acceptance Testing (UAT) and compliance of all related forms and reports analytics for validity and accuracy.</li> <li>Responsible for effective interfacing with clients and vendors for timely, reliable and high quality execution of online testing projects.</li> <li>Handling of B2G, client relationship management (CRM), institutional selling of educational products &amp; services, interfacing with central / State / PSU / AB.</li> </ul>	Not above 36 years as on 01.05.2018
2	<b>Manager (Overseas Education Services) (E-3)</b>  Rs. 60,000-1,80,000 (IDA)  UR- 01 post  The cost to company (CTC) is approx. <b>Rs.18 Lakhs including performance related pay on achievement of company and individual target.</b>	<b>Essential:</b>  BE/ BTech / MBA / PGDM (2 years full time course).	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>Minimum 8 year Post Qualification work experience including atleast two years experience in recruitment of overseas students, broadly covering client relationship with domestic higher education institutes, engagement with foreign embassies, handling student visa issues, B2B engagement with overseas universities, handling of mutual recognition issues, handling student exchange programs, marketing, communications, overseas road shows and event management.</li> <li>CTC of Rs 9.5 Lakhs per annum or equivalent in the last 2 years</li> </ul> <p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>Responsible for meeting national level targets of recruitment of overseas students through dedicated portal supported by extensive use of social media, road shows, channel engagement, facilitation centers, branding, de-bottlenecking and event management in partnership with universities and other stakeholders.</li> <li>Responsible for end to end implementation of "Study in India" program to attract targeted overseas students for admissions into Indian educational institutions</li> <li>Responsible for achievement of outcome through overseas marketing / event management/ road shows, liaison with embassies / foreign govt/ multi lateral bodies/ institutions.</li> <li>Responsible for admissions of International/PIO/NRI students in institutions having accreditations by regulatory bodies like UGC, NAAC, NBA, MCI etc.</li> <li>Responsible for achieving national level targets in student exchange program between Indian and overseas educational institutions</li> </ul>	Not above 36 years as on 01.05.2018

**Note:**

- Business case study shall be utilized as one of the selection tools, where ever applicable.
- 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.
- 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. .
- The cut-off date for age and experience is 01.05.2018

**General Conditions:**

1. Only Indian Nationals may apply.
2. **Remuneration:** Selected candidates will be placed in the IDA pay scales Rs.60,000-1,80,000 (E-3). Besides Basic pay, they will be entitled to DA, HRA / Leased accommodation, Performance Related Pay (PRP), PF, Gratuity, Leave Encashment, Medical Facilities, Perks, pension etc. as per rules of the company.
3. Mode of receipt of applications will be **ONLINE** only.
4. 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.
5. 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 that time.
6. 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.
7. EdCIL reserves the right to shortlist or select any candidate in due observance of its recruitment rules.
8. 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.
9. The Advertisement Number and Online Application Number may be noted for future reference.
10. EdCIL's ONLINE application module is live and will remain open till **15<sup>th</sup> June, 2018**
11. Queries, if any may be addressed to Deputy General Manager (HR & Admn.) at [smathur@edcil.co.in](mailto:smathur@edcil.co.in) / [techsupport@edcil.co.in](mailto:techsupport@edcil.co.in) and Telephone No. 0120-2515313 (10:00am to 05:00pm from Monday to Friday) or Mobile No.9810429322
12. All amendments, time extension, clarifications, etc will be uploaded in the websites 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 \(CAREER\)](http://www.edcilindia.co.in) FOR SUBMISSION OF ONLINE APPLICATION.