

Detailed Advertisement



(NATIONAL PROJECT IMPLEMENTATION UNIT - NPIU)

(A Unit of Ministry of Human Resource Development,
Government of India for implementation of
World Bank Assisted Projects in Technical Education)



REQUIREMENT OF various posts on contract basis under SPIU / NPIU for TEQIP-III Programme of MHRD

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

EdCIL invites application for the post of Consultant (Administration), Associate Consultant (Academic), Associate Consultant (Finance), State Project Administrator (SPA) (for SPIU Rajasthan State) on behalf of MHRD for its project “Technical Education Quality Improvement Programme (TEQIP-III)” under NPIU/ SPIU Project. The details are as under:

Sl. No.	Post	Eligibility Criteria
1	Consultant (Administration) Place of Posting- NPIU, New Delhi 01- Post	<p><u>Essentials Qualification-</u> Full Time Master's Degree in Arts/ Science/ Commerce/ Engineering/ Technology along with 2-year full time PG diploma/ degree in Personnel Management/ HR with minimum 10 years post qualification experience in the field of administration/ establishment in Central Govt./State Government/ State or Central University/ Central or State Institutions of Higher Education, Autonomous Bodies of Central/ State Government, and Public Sector Undertaking.</p> <p>Desirable- A minimum of two years of experience in handling the projects of World Bank/ National/ State level preferably in education sector as an administrative expert</p> <p>Age criteria Should not exceed 50 years as on last date of the advertisement (receipt of application)</p> <p><u>Mode of engagement –</u> On contractual basis for one year or up to project period (<i>subject to review of performance on annual basis</i>).</p> <p>Consolidated fee/ pay range- From Rs.75200-140900/- per month.</p>

Duties & Responsibility for the post of Consultant (Administration)

- i. Looking after general administration of NPIU.
- ii. Coordinating National/State level meeting chaired by the NPD/CPA/.
- iii. Monitoring of expenditure, audit and internal checks and accounting controls etc. Follow up with NPIU for release of Additional Central Assistance.
- iv. Monitoring monthly Financial Progress.
- v. Preparation of Quarterly Financial Management Reports.
- vi. To prepare replies to parliament questions attending to the project. Procurement of office stationery, equipment's, consumable articles. Organizing Training / Workshops.
- vii. Organizing meetings with State authorities/NPIUs/, World Bank officials etc. Travel and Transport arrangement.
- viii. Any other specific job/assignment/instructions as given by CPA.

Sl. No.	Post	Eligibility Criteria
2	<p>Associate Consultant (Academic)</p> <p>Place of Posting- NPIU, New Delhi</p> <p>01- Post</p>	<p><u>Essentials</u>- Master Degree in Engineering /Technology/Science with minimum of 02 years' post qualification experience in teaching/research/training/planning in Central Govt./State Government, University/Institutions of Higher Education, Autonomous Bodies and Public Sector Undertaking.</p> <p>Desirable- A minimum of 1 years of experience in handling the projects of national/state level preferably in education sector as an academic expert.</p> <p>Age criteria Should not exceed 50 years as on last date of the advertisement(receipt of application).</p> <p><u>Mode of engagement</u> – On contractual basis for a project period (subject to review of performance on annual basis).</p> <p><u>Consolidated fee/ pay range</u>- From Rs.64400-130500/- per month.</p>

Duties & Responsibility for the post of Associate Consultant (Academic)

- i. To assist in organizing training workshops, review funding requirements & monitor fund utilization of institutions as well as of ATUs etc
- ii. Review eligibility proposal received from the institutes & submit a report on the same
- iii. Identifying key areas & conducting training workshops on the same.
- iv. To do a keen analysis on effective implementation of the project & to keep a visionary look on the same.
- v. Organize pedagogical trainings
- vi. Monitor progress in faculty & staff development for each institution.
- vii. All Supervisory work of Consultants particularly of academic division.
- viii. Accompanying World Bank/NPIU officials in various appraisal missions of the project
- ix. Supervising the work of drafting of various appraisal reports
- x. Planning and consolidation of staff development programme as designed in PIP.
- xi. Liaison with relevant industries for developing academic linkages
- xii. Analyzing performance audit reports and providing proper feedback to the institutions for improvement/innovations etc. Prepare national level performance audit report and present the outcome during state review meetings.
- xiii. Ensuring implementation of reforms as given in PIP.
- xiv. Monitoring compliance of MOU conditions.
- xv. Assessing periodical progress on implementation of Project components.
- xvi. Any other tasks assigned by CPA

Sl. No.	Post	Eligibility Criteria
3	<p>Associate Consultant (Finance)</p> <p>Place of Posting- NPIU, New Delhi</p> <p>01- Post</p>	<p><u>Essentials</u>- Bachelor degree with Post Graduate Professional Qualification in Accountancy/Financial Management with at least 2 years' post qualification experience in Finance and Accounts in the Projects/Educational Institutions.</p> <p>Desirable- A minimum of 1 year of experience in handling the projects of World Bank/National/State level preferably in education sector as a finance expert. <u>Working experience in any of the software system related to Direct Fund Transfer Software System.</u></p> <p>Age criteria - Should not exceed 50 years as on last date of the advertisement(receipt of application).</p> <p><u>Mode of engagement</u> – On contractual basis for a project period</p>

(subject to review of performance on annual basis).

Consolidated fee/ pay range- From Rs.64400-130500/- per month

Duties & Responsibility for the post of Associate Consultant (Finance)

- i. Provide guidance on financial, accounting and reporting aspects to the project institutions.
- ii. Ensure full knowledge and systematic application of the Project Financial procedures and requirements for financial Management as well as well-versed with fund flow & direct fund transfer system software knowledge.
- iii. Monthly Statement of Expenditure, prepare and submit Budget Estimates for the projects, Collection and compilation of UCs and audited statements of the respective Institutions.
- iv. Technical guidance, accounting control, development of Budgets, analysis and compilation, Preparing and reporting of Financial Accounting, audit Control and Financial Review, Reconciliation of accounts, monitoring of Funds, Release & Compilation of Statement of Expenditure
- v. Monitor quality of audit arrangements in all agencies in the State which will be funded under the project. Regularly monitor compliance of audit observations by institutions,
- vi. Provide support to Financial Management/accounting staff of institutions for resolving various issues related with accounting/Financial Management aspects, reporting system etc. Facilitate implementation of the project and providing advisory services and support for financial management and other allied issues,
- vii. Impart comprehensive and specialization training to project staff at various levels on Financial Management and manage these training programmes through preparation of training plan, including schedule of trainings/workshops/ seminars/orientation, and monitor implementation of the plan in close co-ordination with the NPIU, and
- viii. Other works assigned by CPA

Sl. No.	Post	Eligibility Criteria
4	<p>State Project Administrator (SPA)</p> <p>Place of Posting -</p> <p>SPIU Rajasthan State</p> <p>01- Posts</p>	<p><u>Essentials Qualification-</u> Member of All India Services/State Civil Services with not less than 10 years of service. Preference will be given to those who have worked with Department of Education.</p> <p style="text-align: center;"><u>OR</u></p> <p>Director/ Principal/ Professor/Registrar of National/State University/ Institutions with minimum of 10 year of service of which at least 02 years in the prescribed cadre</p> <p>Desirable- Good academic background and high quality experience in one or more aspects of Technical Education such as teaching, training, planning, implementation, co-ordination and management etc including administrative experience.</p> <p>Age criteria</p> <p>Should not exceed 65years as on last date of the advertisement (receipt of application)</p>

Mode of engagement –

A. **On deputation**, would receive pay in parent organization

OR

In the proposed scale Rs.43200-3%-66000
(IDA) plus DA and other allowances as admissible

Criteria under Deputation :

(a) Officers should be under the Central/State Govt./Union Territories/Universities/ Recognised Research Institutes/PSU's/Autonomous Body/Semi Govt. or Statutory Organisations.

(b) Holding analogous posts on regular basis in the parent cadre/Department OR at least served 02 years in Rs. 36600-62000 (IDA Scale) or equivalent

B. On Contract: On contract appointment basis, the consolidated fee/ remuneration shall be between **Rs. 18,30,467/- to Rs. 27,96,529/- p.a.**

Duties & Responsibility for the post of State Project Administrator (SPA)

- i) Will assist, co-ordinate & work with SSC & State Technical Department seeking guidance as necessary and providing regular updates to the concerned Authorities for effective Implementation of the Project.
- ii) He/She is the head of the team comprising Nodal Officers/Consultants engaged for implementation of Projects. His/Her duties and responsibilities to ensure the implementation of Project as per its design given in PIP.
- iii) To organize State Level Meetings State Selection Committee or else.
- iv) Review funding requirements from Institutions & ATUs & monitor fund utilisation
- v) Review eligibility proposals from Institutes & prepare reports on the same for consideration of the SSC.
- vi) Provide guidance and arrange technical assistance to institutions for carrying out realistic and meaningful training needs analysis to achieve their desired goals.
- vii) To facilitate Mentoring through Mentors in the State and Centrally Funded Institutions in TEQIP.
- viii) Performance Audit of Centrally Funded Institutions and State Institutions. To ensure mentoring of Institutions through mentors and subject experts.
- ix) To provide guidance to the States/UT Institutions and Centrally Funded Institutions on procurement issues
- x) To organize exhibitions/workshops/training conferences
- xi) To help in scrutinizing Bid Documents/Evaluation reports prepared by the Institutions.
- xii) To advise and guide Consultants on procurement issues
- xiii) To prepare Review Reports for JRMs and Monthly Review of World Bank
- xiv) To arrange research student's/review reports, performance audit
- xv) All supervisory work of SPIU including budget, finance, administration post work
- xvi) Any other task assigned by NPIU / MHRD

GENERAL INFORMATION

1. After submission of on-line applications, the print copy of detailed online application along with academic/experience testimonials must be sent through registered post i.e. speed post to the **“National Project Implementation Unit (NPIU), 3rd Floor, 301-302, Copia Corporate Suites, JasolaVihar, New Delhi, 110025”**. The hard copy of online application along with testimonials must reach to the above address within one week of last day of advertisement.
2. Only Indian Nationals are eligible to apply for the above positions.
3. If candidate wishes to apply for more than one post, separate application should be submitted.
4. The candidates are advised to have a valid e-mail ID and Mobile no on which all the communication shall be forwarded to them.
5. Documents in support of (i) Qualifications (ii) Experience & (iii) Age, etc have to be produced in “originals” as and when called for group discussion and / or interview
6. The place of Interview will be Delhi/ NCR offices of the Corporation OR as advised by the Client.
7. Candidates working in Government organization / PSE must route their application through proper channel, if their department rules require.
8. Engagement of SPA will be on full working day basis and their place of work shall be the respective Office of Directorate of Technical Education of the State or as circulated.
9. The prescribed eligibility qualification and experience should have been acquired **as on last date of receipt of the application**. Qualifications should be from approved recognized institutions.
10. The selection process will be based on academic qualifications and experience and will also include group discussion/written aptitude test (WAT) and/or interview as may be decided depending on the total number of eligible applicants.
11. 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 as may be deemed, as per the criminal laws of the country, may be taken anytime.
12. Candidates are informed that mere submission of applications OR fulfilling of the eligibility criteria does not entitle them to be called for interview / selection. Call letters and other information pertaining to this recruitment will be sent to shortlisted candidates by email. Applicants should ensure that the “e-mail id” given in the online application is maintained active.
13. The Advertisement Number and Online Application Number may be noted for future reference.
14. EdCIL, based on client advice 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 above ranges of the consultancy fees mentioned on the table are on consolidated basis and are inclusive of all allowances, etc.
16. **It is to be clearly noted that all the above appointments are purely on contractual basis. The engagement does not confer any claim on the candidate to see any other temporary/permanent employment with EdCIL/MHRD.**
17. **The engagement shall be for project period subject to review of performance on annual basis which is also mentioned in the post advertisement column.**
18. The following is the travel entitlement for attending interviews if shortlisted:

Category of applicant	Entitlement for reimbursement
Consultant/Associate Consultant / Nodal officer / Consultant	II Tier AC train fare in any train (other than Satabadi \ Rajdhani)
19. EdCIL based on client MHRD’S feedback reserves the right to discontinue the contractual engagement with one month’s prior notice.
20. For further details please visit www.edcilindia.co.in, www.npiu.nic.in& www.teqip.in; and for Online filling up the application please visit **www.edcilindia.co.in (careers)**.
21. **In case, any corrigendum**, amendments, time extension, clarifications etc. are made, all will be published/uploaded in the abovementioned websites only. Candidates should regularly visit EdCIL/NPIU’s website to keep themselves updated.
22. **Interested candidates/professionals may APPLY ONLINE.**

23. The last date of receipt of application is 05.11.2018 (11.59 PM)

Note:- EdCIL, based on the client advice reserves the right to cancel / modify / withdraw / postpone this recruitment notice.