



EdCIL (India) Limited

A "MINI RATNA" PSU OF GOVT. OF INDIA

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RECRUITMENT OF EXPERIENCED PROFESSIONALS

(HR / Rectt. / Advt. / 2016 / 04)

EdCIL (India) Limited (EdCIL) is a "Mini Ratna" 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 more than doubled its turnover during the last financial year and has further ambitious growth target during the current financial year.

Being a high growth company, EdCIL offers attractive compensation package with opportunity of career advancement. EdCIL is looking for highly competent, experienced and dynamic senior professionals with a passion for excellence in the following disciplines:

Sl. No	Name of the post & scale of pay	Educational Qualification	Experience	Age
1.	Chief General Manager (Business Development) (One Post – UR) Rs. 36600-62000 (E-6) Pay Scales are under revision w.e.f. 01.01.2017 (Present Cost to Company is Rs. 17.50 Lakhs approx. including performance related pay)	B.E. / B.Tech Degree Desirable: MBA Degree preferably in Marketing	14 years post-qualification experience (including 02 years experience in CPSE) in Business Development out of which at least 2 years in the IDA Scale of Rs.32900-58000 or equivalent The candidate would head the Business Development vertical of the Company. Should possess hands on experience in handling B2G, Client Relationship Management (CRM), institutional selling preferably of educational products & services, acting on market intelligence and converting business leads to job orders, leveraging market knowledge, identifying and developing company's USP, developing and adopting aggressive business development strategies with full P&L responsibility and driving revenue & profit targets of the company with business centric approach.	Not above 50 years as on 1.09.2016
2.	Chief General Manager (ICT) (One Post – UR) Rs. 36600-62000 (E-6) Pay Scales are under revision w.e.f. 01.01.2017 (Present Cost to Company is Rs. 17.50 Lakhs approx. including performance related pay)	BE / B.Tech Degree in Information Technology / Computer Science	14 years post-qualification experience (including 02 years experience in CPSE) in handling service delivery marketing and operations of IT/ICT Projects out of which at least 2 years in the IDA Scale of Rs.32900-58000 or equivalent. The candidate would head the IT/ICT vertical of the Company. Should possess hands on experience in building ICT Infrastructure competence, servicing education sector IT/ICT products to institutional clients in Govt./PSU using ERP recognized project management techniques to deliver successful ICT projects and procurement & tendering activities. He will overall be responsible and ensure timely delivery of day to day ICT related customer services ensuring that clients in the education sector have suitable technology resources and support to achieve their objectives effectively.	Not above 50 years as on 1.09.2016

<p>3.</p>	<p>Deputy General Manager (ICT) (One Post – UR) Rs.29100-54500 (E-4) Pay Scales are under revision w.e.f. 01.01.2017 (Present Cost to Company is Rs. 13.50 Lakhs approx. including performance related pay)</p>	<p>BE / B. Tech Degree in Information Technology / Computer Science</p>	<p>9 years post-qualification experience (including 02 years experience in CPSE) in handling service delivery Marketing of IT/ICT Projects out of which at least 2 years in the IDA Scale of Rs.24900-50500 or equivalent.</p> <p>The candidate would be lead team member in the IT/ICT vertical of the Company & should possess hands on experience in building ICT Infrastructure, servicing education sector IT/ ICT products to institutional clients in Govt./PSU using ERP recognized project management techniques to deliver successful ICT projects and procurement & tendering activities. He will liaison for timely delivery of day to day ICT related customer services.</p>	<p>Not above 45 years as on 1.09.2016</p>
<p>4.</p>	<p>Assistant Company Secretary (ACS) (One Post – UR) Rs.20600-46500 (E-2) Pay Scales are under revision w.e.f. 01.01.2017 (Present Cost to Company is Rs. 10 Lakhs approx. including performance related pay)</p>	<p>Graduate with ACS Desirable : ACA/AICWA / CFA / Degree in Law</p>	<p>Minimum 3 years post-qualification experience (including 01 year experience in CPSE) out of which 02 years in the IDA Scale of Rs.16400-40500 or equivalent.</p> <p>The candidate should possess hands on experience in Company Law matters filing of returns to Registrar of Companies, maintenance of documents and registers under Company Law, arranging & holding of Board & Annual General Meetings of the Company, Corporate Governance etc.</p>	<p>Not above 40 years as on 1.09.2016</p>

Note:

- The recruitment is for full time and permanent posts of the company.
- The Institute/University awarding the Degree must be recognized by Central/State Government or AICTE/UGC.
- Candidates having the experience of Central Govt./State Govt./Autonomous bodies/Public Sector Undertaking/organizations having minimum turnover of Rs 100 Crores / Listed companies only will be considered.

1. Post : Chief General Manager-Business Development (Job Description)

Primary Responsibilities

As the Head of Business Development, he/she will lead the business development team of the organization with overall management of business development activities of the organization to achieve targets.

Responsibilities would include to:

- Act as an integrating point of contact for B2G Client Relationship Management (CRM).
- Provide and act on market intelligence on spending of State/Central Govt. and provide feedback to the organizational leadership team on competitive offerings, generate new leads & new product development ideas.
- Leverage market knowledge and competitors, identify and develop organization's unique selling propositions and differentiators.
- Develop new educational service products and sales strategies for the organization with full P&L responsibility.
- Process owner of the entire sales and marketing functions of the business.
- Drive revenue and profit targets to achieve organizational growth and expansion.
- Proactively planning, organizing and executing marketing plans in existing business and penetrating new domestic and overseas markets.

- Working to stretched targets, the job holder will be required to adopt a professional & business centric approach to each business vertical.

Competency/Skill Set

- Strong communication and networking skills and understanding of Govt. sector market.
- Result driven and customer focused.
- Sales planning, presentation and negotiation skills, business networking market and competitor landscape/mapping.
- Team management.
- Business outcome focused

2. Post: Chief General Manager (ICT) (Job description)

Primary responsibilities

As the Head of ICT, the primary objective is to drive both ICT strategy and time bound operational delivery of ICT services ensuring that clients in the education sector have suitable technology resources and support conforming to the highest benchmark of quality, competitiveness and cost.

Responsibilities would include to:

- Lead, manage, motivate and develop the ICT Team so that they meet Govt./institution/clients expectations
- Create and review an inspiring, compelling and customer-centric vision for ICT within the company to win B-2-G business deals and deliver business outcome
- Work in a collaborative way with senior management team to develop the ICT vision and strategy and their translation into priorities and action plan
- Schedule, control, and manage delivery of ICT services to clients including support, hardware, and systems in a timely, cost effective, and efficient manner.
- Enter into rate contract with service providers to serve clients as per highest quality and cost standards and timeliness.
- Service IT/ICT sector education market overseas.
- Hands on experience in institutional selling of IT/ICT services.
- Interface with Senior Management of Central Govt. & State Govts. as well as PSUs to obtain and execute large value ICT customer orders.
- Make a significant contribution to the strategic direction, management and culture of the team members.
- Develop ICT as a robust education business vertical to achieve business goals in relation to revenue, client relationships, reputation and business impact.

Competency/Skill Set

- Organizing and planning skills to service education sector IT/ICT products to Central Govt./State Govts. and PSU Clients.
- Ability to integrate single/multiple vendors/OEMs to ensure efficient service delivery.
- Proven track record in using including ERP recognised project management techniques to deliver successful ICT projects.
- Ability to combine strategic vision with the achievement of operational results(KPIs)
- Excellent communication/presentation and team management skills.
- Procurement and tendering skills especially those relating to Govt./PSU sector.

3. Post: Deputy General Manager (ICT) (Job description)

Primary responsibilities

His primary objective is to build up required ICT infrastructure competence for both in-house and with alliances EdCIL to serve the market as per highest quality and cost standards. He will be required to ensure timely delivery of day to day ICT related customer services ensuring that clients in the education sector have suitable technology resources and support to achieve their objectives effectively, securely, and with a competitive and innovative edge.

Responsibilities would include to:

- Interface with Senior Management of Central Govt. & State Govts. to maximize IT/ICT service delivery, outcomes to Education sector
- Create and review an inspiring, compelling and customer-centric vision for ICT within the company to win business deals and deliver business outcome.
- Work in a collaborative way with senior management team to execute successful implementation of IT/ICT Projects.
- Responsible for delivery of ICT provision, support, hardware, and systems to clients in a timely, cost effective and efficient way balancing the use of in house and external resources appropriately.
- Serving overseas IT/ICT education market as and when required.
- Creation of alliance and entering into rate contracts with related vendors/OEMs.
- Hands on experience in institutional selling of IT/ICT services.

Competency/Skill Set

- Organizing and planning skills to service education sector IT/ICT products to important Central Govt./State Govts. and PSU Clients.
- Ability to integrate efforts to single/multiple vendors/OEMs to ensure efficient service delivery.
- Proven track record in using including ERP recognised project management techniques to deliver successful ICT projects.
- Ability to combine strategic vision with the achievement of operational results(KPIs)
- Excellent communication/presentation and team management skills.
- Procurement and tendering skills especially those relating to Govt./PSU sector.

4. Post: Assistant Company Secretary (Job description)**Primary responsibilities:**

To provide end to end company secretarial service to the organisation and ensuring that the Board and its Directors receive necessary and timely inputs /support required to discharge their duties.

- To assist the CMD/CS in conducting the Board Meeting/Audit Committee/AGM of the Company.
- To monitor follow up action taken after the meetings, and maintain a rolling agenda.
- To maintain Board and Committee records including papers, minutes, the indices of reports considered and of delegated authorities.
- To organise annual and extraordinary general meetings as advised.
- To develop a close working relationship with board members
- To act as first point of contact for Board in all matters relating to corporate governance and company secretarial work.
- To develop and maintain good relations and contact with key executives and managers who provide reports to the Boards/ Committees
- Ensure compliance with statutory requirements and governance best practice.
- To assist in the preparation of Annual Reports and statutory Returns.
- To assist in the maintenance of statutory records and registers.

Competency/Skill Set

- (i) Excellent communication and presentation skills
- (ii) Analytical ability with an eye for details
- (iii) Ability to handle multiple stakeholders
- (iv) Excellent execution and team management skills
- (v) Well conversant with relevant provision of Companies Act, 2013
- (vi) Familiarity with corporate governance

General Conditions:

1. Only Indian Nationals may apply.
2. **Remuneration:** Selected candidates will be placed in the IDA pay scale of Rs.36600- 62000 (E-6) & Rs.29100- 54500 (E-4) and Rs 20600- 46500 (E-2). Besides Basic pay, they will be entitled to DA, HRA/Leased accommodation, PF, Gratuity, Leave Encashment, Medical Facilities, Conveyance Allowance, Holiday Home Expenses, Soft Furnishing, Children's Education Allowance, Leave Travel Concession, Reimbursement of Professional Membership, Computer Advance and Performance Related Pay (PRP) etc. as per rules of the company. The present Cost to Company (CTC) is approximately Rs. 17.50 Lakhs per annum for E-6 , Rs 13.50 Lakhs for E-4 and Rs 10 Lakhs for E-2 including PRP and in deserving cases, additional increments can also be considered.
3. Mode of receipt of applications will be **ONLINE** only.
4. Age relaxation for SC/ST (5 years)/ OBC (3 years) & PwD (Person with Disability) and Ex-servicemen will be applicable as per Government Directives. 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, Educational 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 incomplete, wrong / false information will be a disqualification. If at any stage during the recruitment, selection process and thereafter, it is found that any candidate furnished false or wrong information, his/her candidature will be rejected.
7. Mere submission of online applications and fulfillment of the eligibility criteria shall not entitle any candidate to be called for Interview. EdCIL reserves the right to shortlist and/or reject any Candidate.
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 from 14.09.2016 and will remain open till 14.10.2016.
11. Queries, if any may be addressed to Manager (HR) at techsupport@edcil.co.in/hr@edcil.co.in and Telephone No. 0120-2515373 (10:00am to 06:00pm from Monday to Friday)

PLEASE **CLICK ON OUR WEBSITE www.edcilindia.co.in (CAREER)** FOR SUBMISSION OF ONLINE APPLICATION.

[Please Click Here For Filling Online Application Form / Portal](#)