



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

Advt. No. EdCIL/PRU/2023-24/01-SD

Dated:08.01.2024

REQUIREMENT FOR VARIOUS POSTS (ON CONTRACT BASIS) FOR SCHOLARSHIP DIVISION, DEPARTMENT OF HIGHER EDUCATION MINISTRY OF EDUCATION, R K PURAM, NEW DELHI

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 various posts on behalf of Scholarship Division, Ministry of Education, New Delhi. The details are as under:

Sl. No.	Post / Salary / Age	Educational Qualification	Experience and Duties / Responsibilities
1	Technical Assistant (02 posts) Consolidated Remuneration ₹ 35,400/- per Month Maximum 40 years as on date of publication of advertisement.	Graduate from recognized university	Experience: - Minimum 05 Years experience in handling software modules in Central Govt. / State Govt./ PSU.
2	Data Entry Operator (06 posts) Consolidated Remuneration ₹ 23,082/- per Month. Maximum 40 years as on date of publication of advertisement.	Graduate from recognized university	Experience: - Minimum 02 Years experience in handling software modules in Central Govt. / State Govt./ PSU.
3	Multi Tasking Staff (MTS) (03 posts) Consolidated Remuneration ₹ 21,215/- per Month Maximum 40 years as on date of publication of advertisement.	Intermediate from recognized Board.	Experience: Nil

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 31.12.2023. 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.
7. The experience will be counted as on 31.12.2023.
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.
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 **22.01.2024 (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.

Candidates may write / contact us on the following Email ID: **tsgrecruitment@edcil.co.in**

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

Post held	Name of organization	Engagement Period		Total no. of experience as on 31.12.2023	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: