



EdCIL (India) Limited

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

Engagement of Consultants on Contract Basis For G-20 Secretariat, ICC Bureau at Department of Higher Education, Ministry of Education.

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 (online only) for the post of **Consultant** to look after the work of ICC Bureau related to G-20 Secretariat at Department of Higher Education, Ministry of Education, Shastri Bhawan, New Delhi. The details are as under:

Sl. No.	Name of post/No. of vacancy	Essential Qualification & Age	Experience and Consolidated Fee Range
1	Consultant (06)	<p>Qualifications</p> <p>1. Essential-</p> <p>i. Masters degree in International relations/ diplomacy /Management/Economics/Technology/Social Sciences and Humanities/ Law, etc.</p> <p>ii. Excellent Communication Skills in Hindi and English.</p> <p>ii. Proficiency in using computers/internet browsing/digital communications.</p> <p>2. Desirable:</p> <p>i. Experience in handling matters related to education sector & International affairs, research experience.</p> <p>ii. Policy papers preferably in International organization/Multilateral cooperation and education</p> <p>iii. Possessing good analytical skills.</p> <p>Age Criteria: Not below 25 years and should not exceed 35 years.</p>	<p>Job Description:-</p> <p>The Consultant shall be posted to primarily look after the work of G20 Secretariat and may be assigned work indicatively but not exhaustively as follows:</p> <p>i. 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>ii. Preparing background documents, briefs for various meetings with foreign countries/multilateral organizations/ international events/engagements.</p> <p>iii. Coordination with stakeholders, Inter-ministerial coordination to collect inputs, information etc.</p> <p>iv. Analysis of MoU/EEP/POC etc.</p> <p>v. Reporting/Minutes preparation for meetings.</p> <p>vi. Agenda-setting, preparation of issue notes, presentations, interventions etc.</p> <p>vii. Positions papers, outcome document, reports etc.</p> <p>Consolidated Fee Range: ₹70,000/- to ₹1,00,000/- per month</p>

GENERAL INFORMATION

1. **Applications**, in the prescribed format, will be accepted through mail (tsgrecruitment@edcil.co.in) only as per **Annexure-A**.
2. Candidates working in Government Organization / PSU must forward their applications through proper channel, if their department rules require so.
3. Engagement of Consultant will be on full time basis as the normal business hours of EdCIL/Ministry and their place of work will be New Delhi / NOIDA.
4. The prescribed qualifications and experience should have been acquired on or before 01.12.2022. the educational qualifications should be from the approved recognized institutions.
5. The selection process will be based on academic qualifications and experience and may include any one or all of these: written test, group discussion and interview as may be decided depending on the total number of eligible applicants.
6. 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.
7. **Age limit:** As mentioned in the above table, age to be considered as on **01.12.2022**.
8. The experience will be counted as on **01.12.2022** OR date of advertisement, whichever is earlier.
9. 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.
10. 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.
11. The Advertisement Number and Online Application Number may be noted for future reference.
12. 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.
13. The above ranges of the consultancy fees mentioned on the table are on consolidated basis and are inclusive of any allowances, if applicable.
14. EdCIL, based on client feedback reserves the right to discontinue the contractual engagement by giving one month’s notice.
15. **The last date of receipt of application is 15.12.2022 (1700 Hours).**
16. No fee is required to be paid for application for the aforesaid posts.

The Employer reserves the right to cancel/modify / withdraw/postpone this recruitment notice.

**For any query, candidates may write / contact us on the following
Email: sdey@edcil.co.in**

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

Post held	Name of organization	Engagement Period		Total no. of experience as on 1.12.2022	Nature of duties (in brief)
		From	To		

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

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

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

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

16.Any other information you would like to mention

1.1.1.1 Declaration

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

(Signature)

Name of the applicant

Date: