EdCIL (India) Limited

(A "MINI RATNA" CPSE of Govt. of India)
18-A, Sector-16A, Noida-201301 (U.P)

REQUIREMENT OF STATE PROJECT ADMINISTRATOR, CONSULTANTS/ NODAL OFFICERS & STAFF IN STATE PROJECT IMPLEMENTATION UNITS (SPIU) ON DEPUTATION / CONTRACT BASIS FOR FOCUS STATES

EdCIL (India) Limited, A "**Mini Ratna**" CPSE under MHRD, GOI for National Project Implementation Unit (NPIU) run for TEQIP scheme of MHRD invites online applications for 132 different posts for setting up the offices for 12 numbers of State Project Implementation Units (SPIUs) in 19 Focus States/ UTs in different location spread across India, as per the following details:

07 States-		Bihar, Chhattisgarh, Jharkhand, Madhya Pradesh, Odisha, Rajasthan & Uttar Pradesh
03 Hilly States	-	Himachal Pradesh, J&K & Uttarakhand
01 UT	-	Andaman & Nicobar Island
08 NE States	-	Assam, Manipur, Meghalaya, Tripura, Sikkim, Arunachal Pradesh, Nagaland & Mizoram (***01 SPIU office is to be set up in Guwahati for these 08 States***)

A. Name & number of post- Total 132 posts (*SPAs + Consultants + Support Staffs)*

Sl No.	Designation	Discipline	No. of Post (in Nos) 01 for each SPIU as mentioned above
1	State Project Administrator **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** **On Contract:** On contract appointment basis, the consolidated fee/ remuneration shall be between **Rs. 18,30,467/- to Rs. 27,96,529/- p.a.**	In charge of office	12
2	Nodal Officer/Consultant *Consolidated fee/ pay range-* From **Rs.75200-140900/- per month**	(Institutional Development/Academic)	12
		Procurement	12
		Finance	12
		Monitoring & Evaluation	12
		Information Technology	12
		Administration	12
	Total		**84**
3	Office Assistant *Consolidated fee/ pay range-* **Rs. 35000/- per month**	General	12
4	Account Assistant *Consolidated fee/ pay range-* **Rs. 35000/- per month**	Accounts	12
5	Messenger-cum-Driver *Consolidated fee/ pay range-* **Rs. 25000/- per month**	General	12
6	Dispatcher *Consolidated fee/ pay range-* **Rs. 20000/- per month**	General	12
	Total		**48**
	Grand Total		**132**

1. **Eligibility criteria/ Details for the posts :**

Post name	Qualifications & Experience criteria

State Project Administrator **Age criteria** Should not exceed 60 years as on last date of the advertisement	***Essentials Qualification***- Member of All India Services/State Civil Services with not less than 10 years of service of which at least 02 years as Head of the Department preferably in Education Department **OR** Registrar of National/State level University/ Institutions with minimum of 10 year of service of which at least 02 years in the prescribed cadre **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 any administrative experience. ***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/Recognized Research Institutes/PSU's/Autonomous Body/Semi Govt. or Statutory Organizations. (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	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 tasks assigned by NPIU/MHRD

Nodal Officers/Consultant- **(Academic/ Institutional Development Units)** **Age criteria** Should not exceed 50 years as on last date of the advertisement	***Essentials***- Ph.D. in Engineering /Science /Technology / Management with minimum experience of 05 years' in teaching/research/training/planning in Central Govt./State Government, University/Institutions of Higher Education, Autonomous Bodies and Public Sector Undertaking , **OR** - Master's Degree in Engineering/Science/Technology with minimum of 08 years' experience in teaching/research/training/planning in Central Govt./State Government, University/Institutions of Higher Education, Autonomous Bodies and Public Sector Undertaking **Desirable**- A minimum of five years of experience in handling the projects of national/state level preferably in education sector as a academic expert ***Mode of engagement*** **–** On contractual basis for a project period (subject to review of performance on annual basis). ***Consolidated fee/ pay range-*** From Rs.75200-140900/- per month.
Duties & Responsibilities	i) Consultant would work in close association with SPA. Consultant will coordinate the work of State institutions & institutions/agencies of the Project. ii) To organise training workshops, review funding requirements & monitor fund utilisation of institutions as well as of ATUs etc iii) Review eligibility proposal received from the institutes & submit a report on the same iv) Identifying key areas & conducting training workshops on the same. v) To do a keen analysis on effective implementation of the project & to keep a visionary look on the same. vi) Organise pedagogical trainings vii) Monitor progress in faculty & staff development for each institutions. viii) All Supervisory work of Consultants particularly of academic division. ix) Accompanying World Bank/NPIU officials in various appraisal missions of the project x) Supervising the work of drafting of various appraisal reports xi) Planning and consolidation of staff development programme as designed in PIP. xii) Liaison with relevant industries for developing academic linkages xiii) 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. xiv) Ensuring implementation of reforms as given in PIP. xv) Monitoring compliance of MOU conditions. xvi) Assessing periodical progress on implementation of Project components. xvii) Any other tasks assigned by /NPIU.
Nodal Officers/Consultant (Procurement) **Age criteria** Should not exceed 50 years as on last date of the advertisement	***Essentials***- Masters in Engineering /Science/Technology/ Arts/ Management with 06 years' experience in teaching/research/planning/training/monitoring/administration in Central Govt./State Government, University/Institutions of Higher Education, Autonomous Bodies and Public Sector Undertaking. Preference will be given to the candidates processing PG Diploma in Management/MBA as an additional qualification **Desirable**- A minimum of two years of experience in handling the projects of World Bank/National/State level preferably in education sector as a procurement expert. Also Working experience on any of the software system related to Direct Fund Transfer Software System ***Mode of engagement*** **–** On contractual basis for a project period (subject to review of performance on annual basis). ***Consolidated fee/ pay range-*** From Rs.75200-140900/- per month.

Duties & Responsibility	i) Would be responsible for all Procurement of Goods and Civil works activity as per World Bank Norms and Guidelines for TEQIP Project ii) Guide Institutions in preparation of their Procurement Plans, iii) Manage the procurement of works, goods and consultancies required for State level activities under the Project and manage the procurement of International Consultancies, iv) Verify the justification of procurement of items and its link with objectives and the listed activities of the project, v) Recommend the procurement plan of each institution for final approval to the State Project Advisor () after thorough scrutiny of the plan for ascertaining full compliance with the World Bank laid procedures of procurement and complete requirement of procurement process integrated under DFT system. vi) Conduct post-procurement audits of Institutions for ensuring full compliance with the World Bank procedures, vii) Ensure compliance with EMF requirements and quality guidelines for all civil works in Institutions, viii) Act as a support and reference unit to Institutions for all Project-related procurement tasks, and ix) Submit quarterly procurement progress reports to the SSC through . x) To organize Procurement Workshops to explain the World Bank Procedures and obtain Action Plans/targets xi) Scrutinize the Bid document/Evaluation Report prepared by the Institutions and facilitate approval by World Bank xii) Advise the Institutions on various Shopping methods as contained in PM xiii) Participate in Review by GOI, World Bank xiv) Visit to Institutions to monitor progress and provide on the sport guidance xv) Identify issues of institutions and take up with the NPIU for solutions. xvi) Prepare Progress Report as required xvii) Identify poorly performing Institutions and suggest steps for improvement xviii) Monitoring of institutional procurement plan & implementation xix) Monitor utilization of equipment's xx) Any other duties assigned by /NPIU.
Nodal Officer/Consultant (Finance) **Age criteria** Should not exceed 50 years as on last date of the advertisement	***Essentials***- Master's Degree in Commerce/Accounting/Business Administration or equivalent Professional Qualification in Accountancy / Auditing / Financial Management with experience to computerized accounting system alongwith a minimum of 06 years' experience in financial management in Central Govt./State Government, University/Institutions of Higher Education, Autonomous Bodies and Public Sector Undertaking. **Desirable**- A minimum of two years of experience in handling the projects of World Bank/National/State level preferably in education sector as a finance expert. Working experience in any of the software system related to Direct Fund Transfer Software System. ***Mode of engagement* –** On contractual basis for a project period (subject to review of performance on annual basis). ***Consolidated fee/ pay range-*** From Rs.75200-140900/- per month

	Duties & Responsibility	i. Provide guidance on financial, accounting and reporting aspects to the project institutions at the State level & assist on the same. 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. Prepare budget for project at State level and arrange timely flow of funds to institutions, iv. Monthly Statement of Expenditure, prepare and submit Budget Estimates for the projects, Collection and compilation of UCs and audited statements of the respective Institutions. v. 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 vi. Accept Quarterly Financial Monitoring Reports (FMRs) from the participating institutions and guide/monitor and provide support for adherence to the fiduciary guidelines, financial management issues, vii. Consolidate FMRs for the project and submission to the NPIU, so as to facilitate disbursement of funds within the required timeframe, viii. Hire Internal and External Auditors, ix. 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, x. 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, xi. Impart comprehensive and specialisation 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 xii. Other project aspects related to financial management, Follow up for compliance of legal covenants at SPFU level, Audit TEQIP accounts of State Institutions and physical verification of Assets, assist in reconciliation of TEQIP accounts and reporting information, follow up of Audit observations and required compliance, Create SPFU and State Institution-wise data base on various aspects of Financial Management	

Nodal Officer / Consultant- **(Monitoring & Evaluation) & IT** **Age criteria** Should not exceed 50 years as on last date of the advertisement	***Essentials***-Masters Degree in Engineering/Technology/Computers/IT along with diploma in management with 05 years' experience in design, planning, training, monitoring & evaluation of Project preferably in externally aided Projects. Implementation and handling of Management Information System (MIS) desirable. Familiarity with the use of MS Office is essential. **Desirable-** A minimum of two years of experience in handling the projects of World Bank/National/State level preferably in monitoring & evaluation field as a M&E expert. Also, Excellent Working knowledge & experience in any of the software system related to Direct Fund Transfer Software System. Minimum 05 years post qualification experience in database management and analysis. Knowledge of computers, with ability to collect and analyse databases. Exposure to handling of national level database in any social sector. First-hand experience in SRS (Software Requirement Specs) and FRS (Functional Requirements Specs) Documents Creation along with Webform Screen design so that Development Team can understand and deliver on the user requirements fast. ***Mode of engagement* –** On contractual basis for a project period (subject to review of performance on annual basis). ***Consolidated fee/ pay range-*** From Rs.75200-140900/- per month	

Duties & Responsibility	▪ Assist the & Monitoring and Evaluation Specialist in the NPIU, ▪ To provide training & conduct workshops on Direct Fund Transfer Software System & its component to the personnel of all state project institutions. ▪ Ensure periodical updating of the MIS data at the Institutional and State levels, data capture, analysis, management reporting and performance monitoring, Management of MIS under NPIU for concerned States/Union Territories, Monitoring of the MIS activities and suggest measures for continual improvement. ▪ Co-ordinate with the verifying agencies regarding DLIs. ▪ Provide technical assistance in respect of Direct Fund Transfer Software system & its integral components such as Academic/Finance & Procurement with concerned agency for implementation of National Project Implementation goals at States. ▪ Development of Web based monitoring tool, management of data base and implementation of data base application, if any ▪ Monitor progress in implementation of various Project elements on a day-to-day basis, ▪ Implement and oversee procedures for the regular monitoring of performance of project institutions, ▪ Undertake regular field visits to Institutions and develop a simple monitoring checklist, and consolidate quarterly monitoring reports based on the monitoring checklists, and ▪ Propose corrective actions (if any) that need to be taken. These will be acted upon by the / State Government. The NPIU Monitoring and Evaluation Unit will be responsible for collating these monitoring reports, and preparing semi-annual monitoring reports ▪ Monitor and evaluate the internal operations of the Project at the state level, ▪ Guide the operations of M&E specialists in the institutions/ATUs through providing advice and operating as a clearing house for issues (problems and solutions) raised by Institutions, ▪ Monitor status of monitoring indicators ▪ Incorporate data on the performance of Institutions into the MIS, ▪ Develop procedures for regular monitoring of performance of project institutions, ▪ Conduct/commission surveys, audits and studies envisaged under Sub-component 1.1, 1.2 and 1.3, ▪ Publish on its website results of all state level selections and such other information as required under Disclosure Management Framework. ▪ Implement and maintain the DFT system & its integrated components viz. Academic, Finance, Procurement etc under Project Management, ▪ Coordinate web based surveys, if any ▪ Publish results of all State level selections and such other information as required under Disclosure Management Framework on SPIU website. ▪ Coordinate trainings for web based application software and Surveys etc., if any ▪ Responsible for managing backups, Diagnose and resolve technical issues, Provide desktop and server support, Support and maintain MS Server/Desktops, Setting up and configuring new laptops and desktops, Install authorised software to laptops and desktops, Ensuring security and upgrades are applied and kept up to date on desktops and laptops. ▪ Knowledge of Networking, Window Installation and Other IT Equipments, Ensure all logs for equipment and users are maintained & patches and upgrades are applied to core servers & etc.	

Nodal Officer/Consultant (Admin)/Administrative Officer **Age criteria** Should not exceed 50 years as on last date of the advertisement	***Essentials***- Masters in Arts/ Management along with Diploma in Marketing or Management. with minimum 10 years' experience in administration in Central Govt./State Government, University/Institutions of Higher Education, Autonomous Bodies and Public Sector Undertaking.. **Desirable-** A minimum of two years of experience in handling the projects of World Bank/National/State level preferably in education sector as a administrative expert. ***Mode of engagement*** **–** On contractual basis for a project period (subject to review of performance on annual basis). ***Consolidated fee/ pay range-*** From Rs.75200-140900/- per month
Duties & Responsibility	i) Looking after general administration of SPIU. ii) Coordinating National/State level meeting chaired by the NPD/CPA/. iii) Monitoring of expenditure, audit and internal checks and accounting controls etc. iv) Follow up with NPIU for release of Additional Central Assistance. v) Monitoring monthly Financial Progress. vi) Preparation of Quarterly Financial Management Reports. vii) To prepare replies to parliament questions attending to the project. viii) Procurement of office stationery, equipment's, consumable articles. ix) Organizing Training / Workshops. x) Organizing meetings with State authorities/NPIUs/, World Bank officials etc. xi) Travel and Transport arrangement. xii) Any other specific job/assignment/instructions as given by /OSD.
Office Assistant **Age criteria** Should not exceed 50 years as on last date of the advertisement	***Essentials***-Graduate in any discipline from government recognized institutes/universities or equivalent. Minimum 08 years working experience in any government organization/PSU's/ Educational Institutes in HR Sector, Knowledge of office general administration procedures, rules, GFR, computer applications and secretarial practices. Knowledge of English/Hindi typewriting. **Desirable-** Experience in one or more of the following areas: audit, purchase and import, establishment matter, legal, recruitment, academic matter, estate management, hospitality, administrative matters including legal, labour law, project management, intellectual property rights, contracts & MoUs relevant to research etc, materials management, procurement of materials, stores, stock verification etc. Practical experience of using relevant software in related areas. ***Mode of engagement*** **–** On contractual basis for a project period (subject to review of performance on annual basis). ***Consolidated fee/ pay range-*** Rs. 35000/- per month

Accounts Assistant **Age criteria** Should not exceed 50 years as on last date of the advertisement	***Essentials***- B.Com from any government recognized institutes/universities with minimum 50% of marks or equivalent. Minimum 08 years working accountancy experience in any government organization/PSU/ Educational Institutes. Knowledge of accounting procedures. **Desirable-** Experience in preparation of final accounts, book auditing, internal controls & internal check system, internal & statutory auditing, setting the audit observations, budgeting. Knowledge of Tally & other latest accounting software, government accounting rules, computer applications. ***Mode of engagement*** **–** On contractual basis for a project period (subject to review of performance on annual basis). ***Consolidated fee/ pay range-*** Rs. 35000/- per month		
Messenger cum Driver **Age criteria** Should not exceed 50 years as on last date of the advertisement	***Essentials Qualification*** - Intermediate from any government recognized institutes or equivalent . Should be in possession of valid driving license (commercial) issued by government authorities. Minimum 05 years of working experience in the relevant field Latest character certificate by government authority. ***Mode of engagement*** **–** On contractual basis for a project period (subject to review of performance on annual basis). ***Consolidated fee/ pay range-*** Rs. 25000/- per month		
Dispatcher **Age criteria** Should not exceed 50 years as on last date of the advertisement	***Essentials***- Intermediate from any government recognized institutes or equivalent. Minimum 05 years of working experience in the relevant field in any organization. Latest character certificate by government authority. ***Mode of engagement*** **–** On contractual basis for a project period (subject to review of performance on annual basis). ***Consolidated fee/ pay range-*** Rs. 20000/- per month		

GENERAL TERMS & CONDITIONS

1. Only online applications will be accepted.
2. If candidate wishes to apply for more than one post, separate application should be submitted.
3. The candidates are advised to have a valid e-mail ID and Mobile no. on which all the communication shall be forwarded to them.
4. Only Indian Nationals are eligible to apply for the above positions.
5. The candidates have to submit the scanned copies of their educational / experience/ eligibility criteria alongwith the Online Application in order to support their claims for the post he/she has applied for.
6. 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
7. The relaxation in the experience criteria and fixation/re-fixation of Pay/Ranges for the post/(s) shall be as per the applicable govt. rules & regulations and any other instructions issued in this regard from time to time.
8. The place of Interview will be Delhi/ NCR offices of the Corporation OR as advised by the Client.
9. Candidates working in Government organization / PSE must route their application through proper channel, if their department rules require.
10. Engagement of Consultants 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. For 8 North Eastern States, the SPIU will be constituted in Guwahati.

11. The prescribed eligibility qualification and experience should have been acquired as on ***28th February 2017***. Qualifications should be from approved recognized institutions.
12. 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.
13. 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.
14. 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 and letter. Applicants should ensure that the "e-mail id" given in the online application is maintained active.
15. The Advertisement Number and Online Application Number may be noted for future reference.
16. 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.
17. The above ranges of the consultancy fees mentioned on the table are on consolidated basis and are inclusive of all allowances, etc.
18. **It is to be clearly noted that all the above appointments are is purely on contractual basis. The engagement does not confer any claim on the candidate to see any other temporary/permanent employment with EdCIL/MHRD.**
19. **The engagement shall be for project period subject to review of performance on annual basis which is also mentioned in the post advertisement column.**
20. The following is the travel entitlement for attending interviews if shortlisted:

Category of applicant	Entitlement for reimbursement
State Project Administrator	Flight charges or 1st AC or IInd Tier AC or III Tier AC train or Chair Car fare
Consultant/Nodal Officer	II Tier AC train fare or III Tier AC train or Chair Car in any train
Support staffs	II Tier AC train fare or III Tier AC train or Chair Car in any train

21. Ed CIL based on client MHRD'S feedback reserves the right to discontinue the contractual engagement with one month's prior notice.
22. The last date of receipt of application is ***19.03.2017*** (***12.00 Clock- Mid Night***).
23. For further details please visit www.edcilindia.co.in, www.mhrd.gov.in, www.npiu.nic.in and for Online filling up the application please visit www.edcilindia.co.in **(careers)**

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