

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 CONSULTANTS AND SUPPORT STAFF

Applications are invited for the following positions on contract basis for implementation of Project: "Technical Education Quality Improvement Programme Phase II" for the tenure of four years (renewable on year to year basis based on performance).

S. No.	Name of the Post/Number of post/remuneration/fee	Qualifications	Experience
1.	Senior Consultant (Academic) 02 post ₹ 49500-60500 PM	Masters degree in Engineering/ Technology OR PhD in Science.	Minimum 10 yrs in teaching / research, planning, training, monitoring preferably in externally aided Projects related to education. Familiarity with MS Office essential.
2.	Senior Consultant (Monitoring & Evaluation) 01 post ₹ 49500-60500 PM	Masters degree in Engineering/ Technology OR MBA.	Minimum 10 yrs in design, planning, training, monitoring & evaluation of Projects, preferably in externally aided Projects. Implementation and handling of Management Information System (MIS) desirable. Familiarity with the use of MS Office is essential.
3.	Senior Consultant (Procurement) 01 post ₹ 49500-60500 PM	Masters degree in Engineering/Technology (PG Diploma in Management/MBA as an additional qualification is preferred).	Minimum 10 yrs in the area of Procurement Management including goods, works and consultancy services etc. Experience in development sector procurement and externally assisted Projects like World Bank in the Technical Education Sector would be preferred. Procurement audit and advisory experience in highly decentralized procurement operations will be desirable. Familiarity with all aspects of Procurement in Projects and use of MS Office is essential. Familiarity with Automated Procurement System desirable.
4.	Senior Consultant (Fiduciary Capacity Building) 01 post ₹ 49500-60500 PM	MBA in Finance or ICWA/CA (with first class) from AICTE/UGC approved institute. Familiarity with the use of MS Office and Financial Management System will be essential.	Minimum 10 years of experience in Finance/Audit of preferably Externally Aided Projects or relevant work in the development sector or in the technical education sector.
5.	Consultant (Academic) 02 post ₹ 36300-54500 PM	Bachelors degree in Engineering/ Technology OR Masters degree in Science.	Minimum 05 yrs. in teaching/research, project planning, training, monitoring and implementation preferably in externally aided Projects related to Education. Familiarity with MS Office essential.
6.	Consultant (Finance) 01 post ₹ 36300-54500 PM	Masters degree in Commerce OR MBA in Finance OR ICWA OR CA.	Minimum 05 years in Finance/Audit in the projects /educational institutions preferably externally aided projects. Familiarity with the use of MS Office is essential and Financial Management System desirable.
7.	Consultant (Procurement) 01 Post ₹ 36300-54500 PM	Bachelors degree in Engineering/Technology PG Diploma in Management/MBA will be desirable.	Minimum 05 yrs in Procurement of stores/equipment and familiarity with DGS&D procedures. Preference would be given to those having experience and exposure in externally Aided projects/World Bank projects. Familiarity with all aspects of procurement in projects and use of MS office will be essential. Familiarity with Automated Procurement System desirable.
8.	Consultant (IT) 01 post ₹ 36300-54500 PM	Bachelors degree in Engineering/Technology (Information Technology/ Computer Science Engineering or equivalent) OR MCA/ MSc in Computer Science or equivalent.	Minimum 05 yrs in IT Management/Consulting including project management, software development and implementation.
9.	Associate Consultant (CS) 01 Post ₹ 24900-50500 PM	Bachelor Degree in Engineering/Technology (Information Technology/Computer Science Engineering or equivalent) OR MCA/ MSc in Computer Science or equivalent.	Minimum 03 years in development of software system preferably for web application and database development. Preference would be given to those having experience in computer networking also.
10.	Associate Consultant (Procurement) 01 post ₹ 24900-50500 PM	Bachelors Degree in Engineering/Technology.	Minimum 03 yrs in Procurement of Stores/Equipment. Familiarity with DGS&D procedures would be an added advantage. Degree or Diploma in Management is desirable. Preference would be given to those having experience and exposure in externally aided projects /World Bank projects. Familiarity with the use of MS Office is essential.
11.	Associate Consultant (Finance) 02 Post ₹ 24900-50500 PM	Bachelors degree in Commerce with PG Diploma in Accountancy/Financial Management OR Masters degree in Commerce.	Minimum 03 yrs in Finance/Audit in the Projects /Educational Institutions preferably in externally aided projects. Familiarity with the use of MS Office essential.
12.	Associate Consultant (Academic) 02 Post ₹ 24900-50500 PM	Bachelors degree in Engineering/Technology OR Masters degree in Science.	Minimum 03 yrs in teaching / research/project implementation preferably in externally aided projects related to education. Familiarity with MS Office essential.
13.	Personal Secretary 01 Post ₹ 14200-32800 PM	Bachelors degree with Diploma in Secretarial Practice with shorthand and word processing speed of 100/40 wpm respectively.	Minimum 05 years in handling correspondence independently, taking dictation and maintaining documentation. Candidates should be proficient in computer operation specially internet, MS office etc.
14.	Store Assistant (Finance) 01 Post ₹ 14200-32800 PM	Bachelors degree in Commerce.	Minimum 02 yrs experience in Finance/Accounts. Familiarity with use of MS Office and conversant with computerized accounting.
15.	Secretarial Assistant 01 Post ₹ 14200-32800 PM	Bachelors degree with Diploma in Secretarial Practice with shorthand and word processing speed of 80/40 wpm respectively.	Minimum 02 yrs in handling correspondence and taking dictation. Candidates should be proficient in computer operation specially internet, MS Office etc.
16.	Dispatcher 01 Post ₹ 8850-20400 PM	10th Pass.	Minimum 02 yrs in the receipt & dispatch of Dak and maintaining proper record.
17.	Messenger 01 Post ₹ 8850-20400 PM	8th Pass.	Minimum 02 yrs in carrying dak / files to different offices and willing to shoulder additional duties as and when assigned.

GENERAL INFORMATION

- Engagement of Consultants and Support Staff will be on full time basis and their place of work will be Noida.
- The envelope should be superscribed with the name of the position applied in block letters.
- The work of Consultants and Support Staff involves providing relevant technical support and assistance at National and State Levels with extensive travel, documentation and communication skills.
- Experience and qualification may be relaxed in case of candidates otherwise found possessing adequate work experience in the related fields/disciplines.
- SC/ST/OBC/PH candidates should enclose attested photocopy of the caste certificate issued by Competent Authority.
- Candidates working in Government organization/ PSE must route their applications through proper channel or produce NOC at the time of interview.
- The age limit: Minimum 18 years and Maximum 70 years.
- Only Indian Nationals are eligible for applying.
- Applications received after due date will outrightly be rejected.
- Merely fulfilling the eligibility criteria does not entitle candidate to be called for interview/ shortlisting.
- Applications which are incomplete, unsigned will be rejected summarily.
- The ranges of the Consultancy fee / Remuneration are on consolidated basis and are inclusive of all allowances etc.
- Applications in the format as given in the website www.edcilindia.co.in and www.npiu.nic.in along with attested copies of testimonials and one photograph should reach Project Manager (NPIU), EdCIL (India) Limited, EdCIL House, Plot no. 18A, Sector 16A, (Film City) Noida – 201 301 latest by **04-07-2011**.