

**Detailed Advertisement**  
**To be hoisted at EdCIL and NPIU website.**



Transforming Education

**(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 various posts on contract basis under SPIU / NPIU for TEQIP-III  
Programme of MHRD**

EdCIL (India) Limited (EdCIL), a fast growing and continuously profit making “**Mini Ratna (Category-I)**” Central Public Sector Enterprise (CPSE) under Ministry of Human Resource Development undertaking end-to-end projects in ICT, infrastructure, consultancy and allied services in Education Sector across India and overseas.

EdCIL invites application for the post of Consultant (Admn), Associate Consultant (Computer System), Associate Consultant (Procurement), Nodal Officer/Consultant (Academic/Institutional Development Unit) and Nodal Officer/Consultant (Finance) on behalf of MHRD for its project “Technical Education Quality Improvement Programme (TEQIP-III)” under SPIU / NPIU Project. The details are as under:

Sl. No.	Post	Eligibility Criteria
1	<b>Consultant (Administration)</b>  01- Post	<p><b><u>Essentials Qualification-</u></b> 02 year full time MBA / PG diploma in Personnel Management/ HR</p> <p style="text-align: center;"><b>AND</b></p> <p>Minimum 10 years <b>post qualification</b> experience in the field of <b>HR/administration/</b> establishment in Central Govt./State Government/ State or Central University/ Institutions of Higher Education, Autonomous Bodies of Central/ State Government, and Public Sector Undertaking.</p> <p><b>Desirable-</b> 1) <b>Masters in human psychology</b> 2) A minimum of two years of experience in handling the projects of World Bank/ National/ State level preferably in education sector as an administrative expert.</p> <p><b>Age criteria</b> Should not exceed 50 years as on last date of the advertisement</p> <p><b><u>Mode of engagement –</u></b> On contractual basis for a project period (subject to review of performance on annual basis).</p> <p><b><u>Consolidated fee/ pay range-</u></b> From Rs.75200-140900/- per month.</p>

**Duties & Responsibility for the post of Consultant (Administration)**

- 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.

Sl. No.	Post	Eligibility Criteria
2	<b>Associate Consultant (Computer System)</b>  01- Post	<p><b><u>Essentials Qualification-</u></b> Full time BE/ BTech in Computer Science/ IT or full time MCA from recognized University/ institution.</p> <p style="text-align: center;"><b>AND</b></p> <p>At least 03 years' post qualification experience in Managing the computer Centre, <b>ERP/ MIS</b>, Development of software and data management in Central Govt./State Government, University/Institutions of Higher Education, Autonomous Bodies and Public Sector Undertaking.</p> <p><b>Desirable-</b> At least 01 year experience in World Bank aided projects. Preference would be given to experience in system management.</p> <p><b>Age criteria</b> Should not exceed 50 years as on last date of the advertisement</p> <p><b><u>Mode of engagement –</u></b> On contractual basis for a project period (subject to review of performance on annual basis).</p> <p><b><u>Consolidated fee/ pay range-</u></b> From Rs. 64400/- to Rs. 130500/- per month</p>

**Duties & Responsibility for the post of Associate Consultant (Computer System)**

<ul style="list-style-type: none"> <li>i) Managing the Computer Centre of NPIU</li> <li>ii) Developing Programme for Data base on Academic, Finance and Procurement activities.</li> <li>iii) Ensuring uninterrupted networking and internet connection</li> <li>iv) Ensuring functioning of computer hardware through AMC Vendor</li> <li>v) Analyzing and suggesting the latest software for modern office automation</li> <li>vi) Training of NPIU staff on Computer operation and latest software</li> <li>vii) Preparation of Presentation</li> <li>viii) Compilation of Review Report</li> <li>ix) Keeping back up of documents and data</li> <li>i) Any other work assigned by the CPA</li> </ul>
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Sl. No.	Post	Eligibility Criteria
3	<b>Associate Consultant (Procurement)</b>  01- Post	<p><b><u>Essentials Qualification-</u></b> 02-year full time PGDM/ MBA from recognized University/ Institution</p> <p style="text-align: center;"><b>OR</b></p> <p>B.E./ B. Tech. in Engineering/Technology from recognized University/ Institution along with Diploma in Materials Management/ Supply Chain Management</p> <p style="text-align: center;"><b>OR</b></p> <p>ICWA/ CA/ CS</p> <p style="text-align: center;"><b>AND</b></p> <p>Minimum 03 years' post qualification experience in procurement in Central Govt./State Government, University/Institutions of Higher Education, Autonomous Bodies and Public Sector Undertaking.</p>

**Desirable-** 1. At least 01 year experience in World Bank aided projects.  
2. A minimum of One year 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.

**Age criteria**

Should not exceed 50 years as on last date of the advertisement

**Mode of engagement –**

On contractual basis for a project period (subject to review of performance on annual basis).

**Consolidated fee/ pay range-** From Rs. 64400/- to Rs. 130500/- per month

**Duties & Responsibility for the post of Associate Consultant (Procurement)**

- 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.
- 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 spot 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
- ii) Any other duties assigned by NPIU.

Sl. No.	Post	Eligibility Criteria
4	<p><b>Nodal Officer/Consultant</b> (Academic/Institutional Development Unit)</p> <p><b>04- Posts</b> (Himachal Pradesh-01, Jharkhand-01, Odisha-01 and Chhattisgarh-01)</p>	<p><b><u>Essentials Qualification-</u></b> <b><u>Essential:</u></b> Ph.D. in Engineering/Technology 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 ,</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree in Engineering /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</p> <p><b>Desirable-</b> A minimum of five years of experience in handling the projects of national/state level preferably in education sector as an academic expert.</p> <p><b>Age criteria</b> Should not exceed 50 years as on last date of the advertisement</p> <p><b><u>Mode of engagement –</u></b> On contractual basis for a project period (subject to review of performance on annual basis).</p> <p><b><u>Consolidated fee/ pay range-</u></b> From Rs.75200-140900/- per month.</p>

**Duties & Responsibility for the post of Associate Consultant (Procurement)**

- i) Consultant would work in close association with SPA. Consultant will coordinate the work of State institutions & institutions/agencies of the Project.
- ii) To organize training workshops, review funding requirements & monitor fund utilization 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) Organize pedagogical trainings
- vii) Monitor progress in faculty & staff development for each institution.
- 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

Sl. No.	Post	Eligibility Criteria
5	<p><b>Nodal Officer/Consultant (Finance)</b></p> <p><b>05- Posts</b></p> <p>(NE States - 01, Jharkhand 01, Uttar Pradesh - 01, Madhya Pradesh - 01 and Rajasthan - 01)</p>	<p><b><u>Essentials Qualification-</u></b></p> <p><b><u>Essential:</u></b> Full time Master's Degree in Commerce (Accounting/Finance/Auditing) or full time MBA Finance or CA or ICWA 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.</p> <p><b><u>Desirable-</u></b> 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. <u>Working experience in any of the software system related to Direct Fund Transfer Software System.</u></p> <p><b><u>Age criteria</u></b> Should not exceed 50 years as on last date of the advertisement</p> <p><b><u>Mode of engagement –</u></b> On contractual basis for a project period (subject to review of performance on annual basis).</p> <p><b><u>Consolidated fee/ pay range-</u></b> From Rs.75200-140900/- per month.</p>
<b>Duties &amp; Responsibility for the post of Associate Consultant (Procurement)</b>		
		<ul style="list-style-type: none"> <li>i) Would be responsible for all Procurement of Goods and Civil works activity as per World Bank Norms and Guidelines for TEQIP Project</li> <li>ii) Guide Institutions in preparation of their Procurement Plans,</li> <li>iii) Manage the procurement of works, goods and consultancies required for State level activities under the Project and manage the procurement of International Consultancies,</li> <li>iv) Verify the justification of procurement of items and its link with objectives and the listed activities of the project,</li> <li>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.</li> <li>vi) Conduct post-procurement audits of Institutions for ensuring full compliance with the World Bank procedures,</li> <li>vii) Ensure compliance with EMF requirements and quality guidelines for all civil works in Institutions,</li> <li>viii) Act as a support and reference unit to Institutions for all Project-related procurement tasks, and</li> <li>ix) Submit quarterly procurement progress reports to the SSC.</li> <li>x) To organize Procurement Workshops to explain the World Bank Procedures and obtain Action Plans/targets</li> <li>xi) Scrutinize the Bid document/Evaluation Report prepared by the Institutions and facilitate approval by World Bank</li> <li>xii) Advise the Institutions on various Shopping methods as contained in PM</li> <li>xiii) Participate in Review by GOI, World Bank</li> <li>xiv) Visit to Institutions to monitor progress and provide on the spot guidance</li> <li>xv) Identify issues of institutions and take up with the NPIU for solutions.</li> <li>xvi) Prepare Progress Report as required</li> <li>xvii) Identify poorly performing Institutions and suggest steps for improvement</li> <li>xviii) Monitoring of institutional procurement plan &amp; implementation</li> <li>xix) Monitor utilization of equipment's</li> <li>xx) Any other duties assigned by NPIU.</li> </ul>

## GENERAL INFORMATION

1. Only on-line applications will be accepted.
2. Only Indian Nationals are eligible to apply for the above positions.
3. If candidate wishes to apply for more than one post, separate application should be submitted.
4. The candidates are advised to have a valid e-mail ID and Mobile no on which all the communication shall be forwarded to them.
5. 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
6. The place of Interview will be Delhi/ NCR offices of the Corporation OR as advised by the Client.
7. Candidates working in Government organization / PSE must route their application through proper channel, if their department rules require.
8. Engagement of Nodal Officer / 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 NE States, the SPIU may be constituted in any of the 08 States.
9. The prescribed eligibility qualification and experience should have been acquired as on **30.11.2017**. Qualifications should be from approved recognized institutions.
10. 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.
11. 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.
12. 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 / letter. Applicants should ensure that the "e-mail id" given in the online application is maintained active.
13. The Advertisement Number and Online Application Number may be noted for future reference.
14. 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.
15. The above ranges of the consultancy fees mentioned on the table are on consolidated basis and are inclusive of all allowances, etc.
16. **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.**
17. **The engagement shall be for project period subject to review of performance on annual basis which is also mentioned in the post advertisement column.**
18. The following is the travel entitlement for attending interviews if shortlisted:

Category of applicant	Entitlement for reimbursement
Consultant / Associate Consultant / Nodal \officer / Consultant	II Tier AC train fare in any train (other than Satabadi \ Rajdhani)

19. EdCIL based on client MHRD'S feedback reserves the right to discontinue the contractual engagement with one month's prior notice.
20. For further details please visit [www.edcilindia.co.in](http://www.edcilindia.co.in), [www.mhrd.gov.in](http://www.mhrd.gov.in), [www.npiu.nic.in](http://www.npiu.nic.in) and for Online filling up the application please visit [www.edcilindia.co.in](http://www.edcilindia.co.in) (careers).
21. All amendments, time extension, clarifications etc will be uploaded in the website only & will not be published in newspaper. Candidates should regularly visit EdCIL/NPIU's website to keep themselves updated.
22. **Interested candidates/professionals may APPLY ONLINE from 1st November to 30th November 2017. The link shall be disabled after the stipulated time line.**

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