



EdCIL (India) Limited

(A Government of India Enterprise)

Ed.CIL House, 18A, Sector-16A, NOIDA-201301(UP)

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Advertisement No. 16/PRU/HR&A/2015

EdCIL requires Sr. Principal Private Secretary (PPS), Section Officer, Private Secretary, Personal Assistant, Data Entry Operator (DEO) & Upper Division Clerk (UDC)/Reader on contractual basis for one its project. The project office is located in Delhi. The details are as follows:-

	Name of post/Code and Consolidated Remuneration	No of Post	Eligibility criteria
1.	Sr. Principal Private Secretary (PPS) Post Code 12 Rs. 30,000/- pm	01	Essential: Bachelor's degree from a Recognized University. Dictation: Speed of 120 w.p.m in Stenography (English) Transcription: 40 w.p.m (Eng) or 55 w.p.m (Hindi) on computer. Computer Proficiency: Knowledge in computer application (MS- Excel, Power point, email communication, word process etc. Desirable: Diploma in Office Management & Secretarial Practice. Experience: Worked as Sr. PPS or PPS/PS for 10 years in Central Government or Autonomous body with experience of court work. Retired personnel from Govt. Sector with requisite qualification for the post can apply.
2.	Section Officer Post Code 13 Rs. 25,000/- pm	01	Essential: Bachelor's degree from a Recognized University. Computer Proficiency: Knowledge in computer application (MS- Excel, Power point, email communication, word process etc. Desirable: Degree in Law. Experience: Worked as Section Officer or Assistant for 5 years in Central Government or Autonomous body and having experience in noting/ drafting. Retired personnel from Govt. Sector with requisite qualification for the post can apply.
3.	Private Secretary Post Code 14 Rs. 25,000/- pm	01	Essential: Bachelor's degree from a Recognized University. Dictation: Speed of 100 w.p.m in Stenography (English) Transcription: 40 w.p.m (Eng) or 55 w.p.m (Hindi) on

			<p>computer.</p> <p>Computer Proficiency: Knowledge in computer application (MS- Excel, Power point, email communication, word process etc.</p> <p>Desirable: Diploma in Office Management & Secretarial Practice.</p> <p>Experience: Worked as PS or Personal Assistant/ Steno Gr. 'C' for 5 years in Central Government or Autonomous body with experience of court work.</p> <p>Retired personnel from Govt. Sector with requisite qualification for the post can apply.</p>
4.	<p>Personal Assistant</p> <p>Post Code 15</p> <p>Rs. 20,000/- pm</p>	01	<p>Essential: Bachelor's degree from a Recognized University.</p> <p>Dictation: Speed of 80 w.p.m in Stenography (English)</p> <p>Transcription: 40 w.p.m (Eng) or 55 w.p.m (Hindi) on computer.</p> <p>Computer Proficiency: Knowledge in computer application (MS- Excel, Power point, email communication, word process etc.</p> <p>Desirable: Diploma in Office Management & Secretarial Practice.</p> <p>Experience: Worked as PA or Stenographer Grade 'D' for 5 years in Central Government or Autonomous body with experience of court work.</p> <p>Retired personnel from Govt. Sector with requisite qualification for the post can apply.</p>
5.	<p>Data Entry Operator (DEO)</p> <p>Post Code 16</p> <p>Rs. 15,000/- pm</p>	02	<p>Essential: Bachelor's degree from a Recognized University.</p> <p>Experience: 2 years experience as Data Entry Operator. Knowledge in handling computer applications possessing speed of 8000 key depressions per hour on the EDP/Computer</p> <p>Computer Proficiency: Knowledge in computer application (MS- Excel, Power point, email communication, word process etc.</p> <p>Retired personnel from Govt. Sector with requisite qualification for the post can apply.</p>
6.	<p>Upper Division Clerk (UDC)/Reader</p> <p>Post Code 17</p> <p>Rs. 15,000/- pm</p>	01	<p>Essential: Bachelor's degree from a Recognized University.</p> <p>Computer Proficiency: Knowledge in computer application (MS- Excel, Power point, email communication, word process etc.</p> <p>Experience: Worked as LDC for 5 years in Central Government or Autonomous body and having experience in noting/ drafting.</p> <p>Retired personnel from Govt. Sector with requisite qualification for the post can apply.</p>

General information

1. **Only online applications will be accepted.** Candidates applying for more than one post should submit separate application for each post.
2. Only Indian Nationals are eligible for applying.
3. The prescribed qualification and experience should be acquired on or before the last date stipulated for the receipt of the application. Qualifications should be from approved institutions.
4. The selection process will be based on academic qualifications and experience and will also include skill test and/ or interview as may be decided depending on the total number of eligible applicants.
5. The candidates shortlisted for the response of post will be put to skill test followed by interview of qualified candidates.
6. Candidate should be not above 65 years as on 01.06.2015. Upper age limit indicated above is relax-able upto 5 years for SC/ST and 3 years for OBC candidates & 10 years for PH candidates with disability not less than 40% . SC/ST/OBC/PH candidates should produce caste certificate issued by Competent Authority in original as and when called for group discussion and/or interview.
7. Candidates working in Government organization/ PSE must route their application through proper channel, if there department rule requires.
8. Documents to prove Qualification, Experience, Age etc have to be produced in original as and when called for skill test and/or interview.
9. In case of false or insufficient information/lack of proof to ascertain the eligibility of the applicant, their candidature will summarily be rejected at any stage of the selection process.
10. Candidates are informed that mere submission of applications shall not give them any right to be called for skill test and/interview/selection. Call letters and intimations connected with this recruitment will be sent to shortlisted candidates by email only. Applicants should ensure that the e-mail id given in the online application is maintained active.
11. The Advertisement Number and Online Application Number may be noted for future reference.

12. The candidature of the candidate to the Skill Test is provisional and mere appearance in the Skill Test does not entitle him/her to any claim for the post. The candidature will be treated as void ab-intio in case he/she does not fulfill the eligibility criteria. Candidate should satisfy himself/herself regarding possession of the required qualifications, age, caste etc. as stipulated for the post he/she has applied for before appearing in the Skill Test.
13. Merely fulfilling the eligibility criteria does not entitle candidate to be called for skill test and/ or Interview. No TA/DA will be paid for appearing in the skill test and / or Interview.
14. EdCIL reserves the right to modify/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 applications received **other than online mode shall not be accepted** under any circumstances.
16. The period of contract shall be co-terminus with the expiry of project and further extension of contract shall depend upon the requirement of manpower and continuance of project.
17. The last date of receipt of application is **20.07.2015**

[Please Click Here For Online Application](#)