

Details of Qualifications, Experience required for each posts along with Job-roles for Sr. Consultant/ Consultant

A. Qualification & Experience

Name of Post & No. of Post	Essential Qualification and Experience	Desirable	Age Limit	Pay Package (CTC) per month
Sr. Consultant (01)	B.Tech/B.E (Electronics/Electronics and Communications) or Equivalent + 10 yrs. Working experience. Private sector professionals and ex-government employees would be eligible to apply for the positions in PMU	MBA in Finance/ Masters in Economics. Desirable Experience in electronics / telecommunication, ICT and related areas including sound exposure and hands-on experience pertaining to project formulation, execution, management of techno-financial / economic analysis, feasibility studies, market surveys, analysis reports, WTO matters and international trade.	Max. 45 yrs. as on 31.12.2013	Starting from Rs. 72,000/-
Consultant (01)	B.Tech/B.E (Electronics/Electronics and Communications) or Equivalent + 5 yrs. Working experience. Private sector professionals and ex-government employees would be eligible to apply for the positions in PMU	MBA in Finance/ Masters in Economics. Desirable Experience in electronics / telecommunication, ICT and related areas including sound exposure and hands-on experience pertaining to project formulation, execution, management of techno-financial / economic analysis, feasibility studies, market surveys, analysis reports, WTO matters and international trade.		
Executive Assistant (02)	Graduation in any discipline	Diploma in Computer Applications/ Good typing/data entry skills. Aptitude to analyse problems and articulate solution as guided, high commitment and spirit to excel at the main requirements. Prior working experience would be added advantage.	Max. 35 yrs. as on 31.12.2013	Starting from Rs. 25000/-
Multi Tasking Staff (MTS) (02)	Higher Secondary/Matriculation (Minimum).	Positive attitude, excellent qualities to work in a team, perform as per the needs of the organization and ensuring healthy work culture. Prior experience and good track record will be an added advantage.	Max. 35 yrs. as on 31.12.2013	Starting from Rs.12000/-

Other Details:

Remuneration shall be based on qualification and experience. Professionals will be taken on an initial contract of 1 year which may be extendable as per requirements/ performance. The selected candidates are expected to join within a period of 30 days from the issue of offer of appointment. **Relaxation in deserving cases may be considered.** Candidate should have eligibility qualification degree complete in all respects on or before the date of Interview with minimum 60% marks in aggregate from a University/Institution established under either Central or State or UGC Act. The mere fulfillment of eligibility conditions will not entitle the person to claim the position.

Job Role of Sr. Consultant/ Consultant:

- To professionally manage and support the Department in implementation and monitoring of the scheme in the States/UTs
- To facilitate creation of awareness and mobilization of various stakeholders including general public at large through print and electronic media, workshops, seminars etc.
- To facilitate creation of an MIS for capturing various kinds of data from the implementing agencies, bring out periodic progress report, collect any other relevant data for monitoring of the scheme
- To facilitate carrying out an impact assessment of the scheme by a third party in the third year of the scheme so that the learnings/mid-course corrections, if any, could be carried out during the balance period of implementation of the scheme.
- To coordinate with all internal and external stakeholders.

Important Instructions & Terms and Conditions:

- The Qualification of the candidates must be from recognized University/Institution.
- Candidates having higher qualification in the above streams are also eligible for applying for any of the posts
- The candidates should bring copies of certificates/ mark sheets, Date of Birth certificate, passport size photograph, and experience certificates duly attested by a Gazette Officer along with the originals at the time of interview else they will not be allowed to appear in interview.
- The applicants are required to go through this advertisement carefully and ascertain themselves regarding their eligibility before applying
- The particulars furnished by the applicant in the application form will be taken as final.
- Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered of, fabricated and should not suppress any material information
- The name in the application form must be the same as mentioned in the certificate of class Xth. In case the candidate has changed his name subsequent to Xth the evidence to that effect should be submitted at the time of interview.
- The application forms will not be sent by post on request. Incomplete application forms and the application forms of the candidates who fail to fulfill the eligibility criteria will be summarily rejected and no further queries/ communication will be entertained in this regard.
- Mere appearing in written examination/ interview against a vacancy does not confer a right to selection.
- The offer of appointment is subject to verification of original certificates/testimonials at the time of interview and completeness of other formalities.
- The candidates may also be subjected to an aptitude/analytical test for the purpose of short listing (if required).
- No TA/DA will be provided to candidates for appearing in the interview.

Website www.nielit.gov.in ENQUIRY TELEPHONE: 011-24363936

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