Details of Age, Qualifications &Experience required for the Manpower to be engaged in PMU for the project "Development of NE region by enhancing Training/Education Capacity in IECT Area"

NIELIT is a premier organization with Department of Electronics and Information Technology (DeitY) for Capacity Building and Skill Development in Electronics, Information Technology and allied areas. It has PAN INDIA presence with 31 own Centres, around 900 Accreditation Centres and more than 6000 Facilitation Centres.

NIELIT is in process of setting up of a Project Monitoring Unit (PMU) for the project titled "Development of NE Region by enhancing Training/Education Capacity in IECT Area" on behalf of Department of Electronics and Information Technology (DeitY). For this PMU, and its own operations, NIELIT invites applications in ONLINE mode for the following positions:

Sl. no.	Name of the Post/ Number of vacancies	Educational / Professional Qualification and Experience	Age Limit (Max) As on 31.7.15	Consolidated Monthly Salary (in Rs.)	Job Roles (Indicative)
A	B	C	D	E	F
1	**Project Coordinator (01 nos.)**	**Essential**: B.E/B.Tech in (Electronics/Computer Science) from recognized University /Institution with at least eight years post qualification working experience **Desirable:** Working knowledge of computers and experience in planning, execution and monitoring of large projects MBA/PG Diploma in Management in addition to the essential qualification shall be an added advantage.	Max 45 yrs.	75,000	Overall monitoring and coordination of the project. Evaluation Studies and Reports.
2	**Engineer/ Project Officer (Civil) (01 nos.)**	**Essential:** B.E./B.Tech in Civil Engineering or equivalent from recognized University /Institution with at least four years post qualification working experience **Desirable:** Working knowledge of computers and experience in project management, preparation of estimates, site supervision etc.	Max 40 yrs.	60,000	Coordination of building construction projects. Monitoring progress of the Executing Agencies with respect to Physical & Financial Milestones

3	**Engineer/ Project Officer (MIS) (01 nos.)**	**Essential:** B.E. /B.Tech (Computer Science) from recognized University /Institution with at least four years post qualification working experience **Desirable:** Working Knowledge of Computers & experience in project management, Development and Handling of MIS	Max 40 yrs.		**60,000**	Development of MIS and generation of reports.
4	**Jr. Engineer/Asst. Project Coordinator (Civil) (01 nos.)**	**Essential:** B.E./B.Tech(one Year post qualification experience)/ Diploma in Civil Engineering (Two years post qualification Experience) from recognized University /Institution **Desirable:** Working knowledge of computers, AutoCAD & experience in Drafting, preparation of estimates, Site supervision, BOQ preparation etc.	Max 40 yrs.		**40,000**	Assistance in Coordination activities specially related to building construction activities, examining estimates and architectural drawings of the buildings
5	**Assistant Project Coordinator (MIS) (01 nos.)**	**Essential:** B.E./ B.Tech (Computer Science) from recognized University /Institution with at least two years post qualification working experience **Desirable:** Working Knowledge of Computers & experience in project management, Handling MIS, Compiling Reports etc.	Max 40 yrs.		**40,000**	Development of MIS. Data collection from Centres on regular basis and generation of MIS reports.
6	**Assistant Project Coordinator (Administration) (01 no.)**	**Essential:** Graduate in any discipline from recognized University /Institution with at least five years post qualification working experience **Desirable:** Working Knowledge of Computers & experience in project management.	Max 40 yrs.		**40,000**	Provide overall administrative support for monitoring of the project
7	**Assistant Project Coordinator (Technical) (01 no.)**	**Essential:** B.E. /B.Tech(one Year post qualification experience)/ Diploma in Engineering (five years post qualification experience) from recognized University /Institution **Desirable:** Working Knowledge of Computers & experience in project management, Handling MIS, Compiling Reports etc.	Max 40 yrs.		**40,000**	Provide overall technical support for monitoring of the project
8	**Assistant Project Coordinator (Finance)**	**Essential:** Graduate in Commerce from a recognized University /Institution with a	Max 40 yrs.		**40,000**	Overall monitoring of financial activities/

	(01 nos.)	Diploma in Finance with at least five years post qualification working experience. **Desirable**: Post qualification Experience in the area of commercial Finance and accounts management ICWA/CA or MBA (Finance) from a recognized university/ Institution will be an added advantage			transactions, fund utilization of the project
9	**Executive Assistant (Technical) (1 nos.)**	**Essential**: MSc.(IT)/(Computer Science) from recognized University /Institution (one year post qualification experience)/ BSc. (IT/CS) (two years post qualification experience) **Desirable:** Working Knowledge of Computers. Preference would be given to the candidates having experience in management and coordination of Govt. projects	Max 40 yrs.	**20,000**	Assistance in providing overall technical support for monitoring of the project
10	**Executive Assistant (Finance) (01 nos.)**	**Essential:** M.Com (one year post qualification experience)/ B.Com(two year post qualification experience) from a recognized University /Institution **Desirable:** Working knowledge of computers along with typing/data-entry skills.	Max 40 yrs.	**20,000**	Assistance in monitoring of financial activities/ transactions, fund utilization of the project
11	**Executive Assistant (Civil) (01 nos.)**	**Essential:** Diploma in Civil Engineering from recognised University/Institution with at least one year post qualification working experience. **Desirable**: Working knowledge of computers along with typing/data-entry skills.	Max 40 yrs.	**20,000**	Assistance in Coordination activities specially related to building construction activities, examining estimates and architectural drawings of the buildings
12	**Executive Assistant (MIS) (1 nos.)**	**Essential:** MSc.(IT)/Computer Science (one year post qualification experience)/ B.Sc.(IT)/ Computer Science (two years post qualification experience) from recognized University /Institution **Desirable:** Working Knowledge of Computers & experience in Development of MIS	Max 40 yrs.	**20,000**	Assistance in development of MIS. Data collection from Centres on regular basis and generation of MIS reports.

13	**Executive Assistant (Stenographer) (1 nos.)**	**Essential:** Graduation in any discipline from recognized University /Institution with Stenography skills with at least one year post qualification working experience along with typing speed of minimum 40 words per minute and short hand speed of 80/100 words per minute **Desirable**: Working knowledge of computer	Max 40 yrs.		**20,000**	Assistance in various coordination activities. Making Notings, Letters, reports etc.
14	**Office Attendant (05 nos.)**	**Essential:** 10th pass (3 years post qualification experience)/ 12th pass(one year post qualification experience) **Desirable:** Experience in handling office equipments, e.g. Fax, Photostat etc.	Max 30 yrs.		**10,000**	Receipt/ despatch/ delivery of letters Dak/files, photocopy and other office support

Note:

1. CITIZENSHIP: A Candidate must be either: (a) a citizen of India, or (b) a subject of Nepal, or (c) a subject of Bhutan, or (d) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India. NOTE: The application of a candidate in whose case a certificate of eligibility is necessary, may be considered by the Commission and, if recommended for appointment, the candidate may also be provisionally appointed subject to the necessary certificate being issued in his favour by the Government of India .

2. Interested candidates are requested to submit the applications online only, as per the details given on the website **http://onlineapply.nielit.in** starting from 24.8.2015. The last date for receipt of application is 8.9.2015 (Tuesday).

3. Retired Government officials (age not above 62 years as on 31.7.2015) having requisite qualifications and experience in relevant domain as mentioned against the post(s) are also eligible to apply. In such cases, the consolidated amount payable shall be calculated based on Last Pay drawn minus Pension and DA at applicable rates, and in no case, it will be higher than the consolidated amount indicated against each post.

4. All the above posts are on contract basis initially for a period of one year, extendable upto project period depending upon the performance and requirement. The project

is expected to complete by 31st March 2018 and all the posts will be co-terminus with the project. These posts do not carry any entitlement for regularization in future.

5. In case, contract period is extended beyond one year, the candidate may be entitled for annual increment max. upto 10% or as decided by NIELIT depending upon the performance.

6. The number of vacancies are tentative and liable to change as per the requirement of the project.

7. Selected candidates will not be paid any other financial benefits like Medical, HRA, Transport etc. except the consolidated salary.

8. The Amount payable is indicative and may increase/decrease depending upon experience/qualification/performance.

9. Appointments to various categories of posts shall be subject to such reservations and other concessions including relaxation of age limit, for the Scheduled Castes, Scheduled Tribes, Other Backward Classes, Ex-servicemen, Physically handicapped persons or any other category of persons as may be specified by the Central Government from time to time in this regard.

10. The application fees of Rs. 500/- shall be charged for general and all others candidates and Rs.250/- for SC/ST/PWD/Women candidates.

11. The fee will be collected through online payment mode via application software only. Any processing charges towards the same plus service tax, if any, will have to be borne by the candidate. Fee through any other mode like Demand Draft, Pay Order, Cheque or Challan will not be accepted.

12. Application fee once paid is non-refundable. Applicants, in their own interest, should check their eligibility for specific post before remitting the application fee.

13. Applicants applying for more than one post should submit separate applications and remit the application fee for each post separately.

14. Final selection of candidates for appointment to the above mentioned positions will be based on the performance of the candidates in the interview and as found eligible as per prescribed criteria. NIELIT reserves right to conduct written test or skill test for screening the candidate before interview, if felt necessary.

15. All candidates appearing for interview will be required to bring all original documents along with at least one self attested Photostat copy of each document with regard to Educational Qualifications and Experience including Caste/Category Certificate (if applicable) and proof of Date of Birth etc., which may be verified by NIELIT representatives immediately before interview.

16. All correspondence will be made through e-mails only and as such the candidates must regularly check their e-mail ids and the website **http://onlineapply.nielit.in**.

17. For any problems related to online submission please mail to **ne.pmu@nielit.gov.in**. The particulars furnished by the applicant in the online application form will be taken as final.

18. Before uploading/submitting application form, the candidates should carefully ensure his/her eligibility for the post applied for. No relevant column of the application form should be left blank, otherwise application form is liable for rejection.

19. Incomplete applications or applications received after due date will be summarily rejected and no communication in this regard shall be entertained.

20. Withdrawal of candidature on account of non furnishing of any information will not confer any right to carry forward or retain the candidature for future recruitment.

21. The offer of appointment is subject to verification of original certificates/testimonials at the time of interview and completeness of other formalities otherwise the candidature shall be rejected.

22. Degrees obtained through Open Universities/Distance Education mode that are approved by DEC and wherever necessary, by AICTE, are recognized for the purpose of employment under Central Government vide Gazetted Notification No.44 dated 1st march, 1995.

23. NIELIT will not be responsible in case of broken transaction during the online payment process. It is the sole responsibility of candidate to ensure that the payment has been made successfully.

24. Canvassing/trying to influence NIELIT employees to secure the job in any manner shall disqualify the candidate.