



राष्ट्रीयइलेक्ट्रॉनिकीएवंसूचनाप्रौद्योगिकीसंस्थान(रा.इ.सू.प्रौ.सं), राँची  
National Institute of Electronics and Information Technology (NIELIT), Ranchi

इलेक्ट्रॉनिकीएवंसूचना प्रौद्योगिकीमंत्रालय, भारतसरकार

Ministry of Electronics and Information Technology, Government of India

An Autonomous Scientific Society under the administrative control of Ministry of Electronics & Information Technology (MeitY), Government of India

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**Eligibility, Remuneration and Role & Responsibilities**

Sl. No.	Position	No(s) / Salary and Job Location	Minimum Eligibility	Age limit	Role	Job Description
1	Regional Co-ordinator	One (01) UptoRs. 55000 /- Per month	Essential: - BE/B. Tech. (IT/Electronics or equivalent) or MCA Experience: 3 Years Post Qualification Experience in the relevant field	Up to 45 Years	Overall coordination & Management of Project activities in Jharkhand and interface between PMU, MeitY and Project Stakeholders.	<ul style="list-style-type: none"><li>• Coordination with different stakeholders for implementation of assigned activities</li><li>• Assist in monitoring of technical &amp; financial progress</li><li>• Formulate guidelines, SOPs, etc.</li><li>• Prepare periodic progress reports &amp; document of assigned activities for monitoring/ review</li><li>• Coordinate collaborative activities and publicity of assigned activities with other Ministries/ Departments, other institutions.</li><li>• Maintaining file record of all the files under the project</li><li>• Preparation of agendas, Minutes of meetings, Drafts etc.</li></ul>

						Any other work related to the Scheme implementation
2	Resource Person (Office Assistant)	One (01) Rs. 34000 /- Per month	Essential: - Graduation in any field with 1 year computer certification. preferably NIELIT certification. Experience: 2 Years Post Qualification Experience in the relevant field Desirable: Knowledge of working in Tally Prime software.	Up to 45 Years	Assist in overall Assistance of project related activity.	<ul style="list-style-type: none"> <li>▪ General admin support to the PMU team</li> <li>▪ Managing the record of beneficiary candidates under the project</li> <li>▪ Diary, dispatch and carrying of files</li> <li>▪ Photocopying and handling fax machine</li> <li>▪ Data Entry Work if allotted</li> <li>▪ Any other work related to the Scheme implementation</li> </ul>

**Note:**

- The Assignment shall be on contract initially for 1 year & extendable based on performance & need upto the duration of the scheme. However, the performance of the candidate will be reviewed in every six months, if found not satisfactory, candidate will be terminated.
- Positive attitude, excellent qualities to work in a team, performs as per the needs of the organization, and ensures a healthy work culture. Prior experience and good track record will be added advantage.