

Expression of Interest (EoI) for Manager Administration - Cluster, to be engaged under the project “Digital Intervention on Handloom and Handicraft Sector for Livelihood enhancement of artisans of NE States”

National Institute of Electronics & Information Technology (NIELIT), Kohima, invites applications from individual to be appointed as **Manager Administration - Cluster**, having relevant experience in assisting the Implementing Agency (NIELIT) in conceptualization, commissioning and monitoring of the training programmes under the project entitled “**Digital Intervention on Handloom and Handicraft Sector for Livelihood enhancement of artisans of NE States**”.

Scope of work

The **Manager Administration - Cluster** is expected to functions for assisting in implementation and smooth running of the project.

- i) Assist in setting up of CFC, and selection of resources as per the need of the projects.
- ii) Assist in preparation of various training manuals/documents
- iii) Assist in updating centralized Web based Management Information System as is what is basis
- iv) Designing formats for MoUs / Agreements / Notices/ Reports / Communications /Training Feedback wherever required, for any activity relating to implementation of the project.
- v) Assist in the process of identifying and empanelling of suppliers, agencies under the project and to frame a road map to achieve target.
- vi) Maintaining records of Training Partners/Trainers to allocate training targets.
- vii) Evaluation and Analysis of the training feedback
- viii) Assist in close monitoring of head wise fund utilization visà-vis progress of training programme and other deliverables under the project.
- ix) Preparation / drafting of Reports/ Power Point Presentation and generating data of various forms/kinds as per the requirement of the Ministry from time to time.
- x) Coordinating with Training Partners/Trainers for curriculum development.
- xi) Coordination of the MIS activities of concerns, if any, from.
- xii) Data analysis for assessing the progress and quality of the project.
- xiii) Weekly generation of MIS reports on Physical and Financial progress.
- xiv) Maintaining and monitor the report of marketing activities, if any
- xv) Assist in the audit and monitoring mechanism for success of the projects.
- xvi) Any other task/assignments in connection with implementation of the project.

Terms & Conditions for appointment to Manager Administration - Cluster on short term contract basis with consolidated remuneration

1. **Name of position:** Manager Administration - Cluster
2. **Essential Qualification:** The applicant should have passed MBA /Master in Human Resource.

3. **Experience:** 8 years of experience in General Administration and facility management, Office administration and preferably working knowledge of cluster/ NGO/ MSME organisation
4. **Maximum age limit:** Upto 40 years. Age relaxation as per govt. rule for ST/SC & OBC
5. **Consolidated remuneration:** Rs. 50,000 to 60,000 per month
6. **Place of posting:** NIELIT Kohima/Delhi
7. **Contract Period:** Initially for a period of 6 months which may be extended based on performance and requirement of the centre
8. **Mode of Interview:** Interview to the advertised position shall be held only in **Online mode through ZOOM App**. Applicants shall ensure availability of Desktop PC with Camera & speakers/Laptop/Mobile devices, network connectivity with proper bandwidth, **Request to conduct interview other than Online mode shall not be entertained and such request shall be summarily rejected. NIELIT Kohima shall not be responsible for any disconnection during the interview or the candidate unable to join the Online Interview.**
9. Applicants can register at <http://nielit.gov.in/kohima/recruitments> **on or before 5th August 2021, 1:00 PM**. Applicants are required to go through the Eligibility criteria carefully and ascertain themselves regarding their eligibility. Date of Interview along with the meeting link will be intimated through email/SMS only to the Candidates. **Candidates will be required to appear in an Online Interview using ZOOM app. Candidates are required to download the apps and shall be ready to attend the interview as per the time slot given.**
10. Name of the Applicant in application form must be the same as mentioned in the certificate of class 10th. In case the candidate has changed his name subsequent to class 10th, the evidence to this effect will be furnished by the candidate at the time of interview. Verification of documents of educational qualification, experience etc. will be done before interview.
11. Candidates are required to attach the following documents/certificates with the Application form-
 - a) Resume
 - b) Caste certificate (SC/ST/OBC), if applicable.
 - c) Matriculation/10th Class certificate showing Date of Birth.
 - d) Degree/Certificates of essential qualification which makes him/her eligible for applying for the position applied for.
 - e) Degree certificate of higher educational qualification, if any.
 - f) Requisite experience certificate(s) clearly mentioning the starting and ending dates of employment, which makes him/her eligible for applying for the post.
12. Canvassing/trying to influence NIELIT employees to secure the job in any manner shall disqualify the candidate.

13. NIELIT Kohima has the right to cancel the interview, accept or reject the application without assigning any reason thereof.
14. A few selected candidates, as per merit, may also be kept in panel for future requirement, however, it will not entitle them to claim as right to engagement.
15. Applicants are advised to visit the website of NIELIT Kohima <http://nielit.gov.in/kohima/recruitments> for any updates. No separate communication shall be made in any other form.
16. For any query: Contact **9856071961 / 9436215243** from 9:30 Am to 4:00 PM