



राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं), भुवनेश्वर
National Institute of Electronics and Information Technology (NIELIT), Bhubaneswar

इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार

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

Office: 3rd Floor, North Side, OCAC Tower, Acharya Vihar, Bhubaneswar, Odisha-751013

<https://nielit.gov.in/bhubaneswar/index.php>, Email ID: dir-bbsr@nielit.gov.in

Eligibility, Remuneration and Role & Responsibilities

Sl. No.	Position	No(s) / Salary and Job Location	Minimum Eligibility	Age limit	Role	Job Description
1	Project coordinator	Total One (01) Upto Rs. 80,000/- Per month Location: Bhubaneswar	Essential: B. Tech (IT/CSE/Electronics or equivalent) /MCA and MBA/M. Tech. (IT/CSE/Electronics or equivalent) with Experience: 8 Years Post Qualification Experience in the relevant field Preferable: The candidates holding PhD along with M. Tech shall be preferred.	Up to 45 Years	Assist in overall coordination & Management of Project activities and interface between MeitY, Project Stakeholders and PMU.	<ul style="list-style-type: none">• Coordination with different stakeholders for implementation of assigned activities• Assist in monitoring of technical & financial progress• Formulate guidelines, SOPs, etc.• Prepare periodic progress reports & document of assigned activities for monitoring/review• Coordinate collaborative activities and publicity of assigned activities with other Ministries/ Departments, other institutions.• Maintaining file record of all the files under the project• Preparation of agendas, Minutes of meetings, Drafts etc.

						<ul style="list-style-type: none"> • Any other work related to the Scheme implementation • he /she shall be able to communicate with all stakeholders under the project/scheme, candidate shall also be well versed with government procedures, noting & drafting, minutes of meetings, record of discussion, writing letters, good at financial calculations, UC settlement, project closer report, data management and reporting through Dashboard and MIS, data analytics and report preparation.
2	Resource Person Level-3	One (01) Upto Rs. 50000 /- Per month Location: New Delhi	Qualification: Any Graduate with First class from a recognized university/Institution with minimum 5 years of experience, out of which 2 years of experience especially in government funded projects, Govt. rules & regulations and	Up to 45 Years	Assist in overall coordination & Management of Project activities and interface between MeitY, Project Stakeholders and RPCU	<ul style="list-style-type: none"> ▪ Coordination with different stakeholders for implementation of assigned activities ▪ Assist in monitoring of project progress ▪ Prepare periodic progress reports & document of assigned activities for monitoring/review ▪ Maintaining file record of all the files under the project ▪ Preparation of agendas, Minutes of meetings, Drafts etc. <p>Any other work related to the</p>

			<p>procedures.</p> <p>Desirable: Experience in Government projects and various roles like overall administrative duties Management of files and knowledge of Govt. rules. Well versed in use of Office Productivity Tools like Word, Excel and PowerPoint.</p>			project implementation
3	<p>Resource Person (Office Assistant)</p> <p>Level-2</p>	<p>One (01)</p> <p>Upto Rs. 44000 /- Per month</p> <p>Location: Bhubaneswar</p>	<p>Essential Qualification: Any Graduate with First class from a recognized university/Institution with minimum 3 years of experience, out of which 2 years of experience especially in government funded projects, Govt. rules & regulations and procedures.</p> <p>Desirable: Experience in Government projects and various roles like overall administrative duties Management of files and</p>	Up to 45 Years	Assist in overall Assistance of project related activity.	<ul style="list-style-type: none"> ▪ General admin support to the PMU team ▪ Diary, dispatch and carrying of files ▪ Photocopying and handling fax machine ▪ Data Entry Work if allotted <p>Any other work related to the Scheme implementation.</p>

			knowledge of Govt. rules. Well versed in use of Office Productivity Tools like Word, Excel and PowerPoint			
--	--	--	---	--	--	--

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.