National Institute of Electronics and Information Technology

NIELIT Bhawan, Plot No. 3, PSP Pocket, Institutional Area Sector-8, Dwarka, New Delhi 110077

Empanelment of resources on contract basis for NIELIT

Advt. No.: I-313/2021-Academics

Details of eligibility qualification, experience required for each position

Sl. No.	Name of the Post	No. of Vacancies	Essential Qualification	Age Limit	Role/Responsibility	Monthly Remuneration Consolidated (in ₹)
1.	**Project Coordinator**	1 No.	**Essential**: B.E/B.Tech in Any discipline from recognized University /Institution with at least 10 years post qualification working experience. **Desirable:** M.E/M.Tech in (Electronics/Computer Science). Experience in project formulation, handling government projects- their execution, monitoring and analysis	Max 45 yrs.	• To lead the PMU. • To ensure effective and timely implementation of the project. • Support MeitY for coordination amongst State Governments, Academia and Industries for effective utilization of Project outcomes/deliverables • Support MeitY for compilation of training courseware details/syllabus and training programmes of individual project of NIELIT centres under the project • Support MeitY for conducting Seminars, Conferences & Workshops. • Review the progress of the project. Critically analyse the achievements with respect to the targets both financial & physical and decide on remedial measures. • Any other work related to the project implementation	₹ 95,000/- Per month
2.	**Associate Project Coordinator**	1 No.	Essential: B.E/ B.Tech from recognized University /Institution with at least 05 years post qualification working experience. Desirable: Experience in project formulation, handling government projects- their execution, monitoring and analysis	Max 45 yrs.	• To create awareness and mobilization of various stakeholders. • Administrative coordination of project in 08 NER States. • Provide overall technical support for monitoring of the project. • Compilation of achieved Project Outcome details • Any other work related to the project implementation	₹ 50,000/- Per month

4.	**Executive Assistant**	4 No.s	**Essential:** Graduate in any discipline. Knowledge of computer operation. 4 Years post Qualification Experience. **Desirable**: Experience in government projects and various roles like overall administrative duties, Knowledge of Govt. rules.	Max 45 yrs.	• Assistance in providing overall technical support for monitoring of the project. • Assistance in monitoring of financial activities/ transactions, fund utilization of the project. • Maintaining file record of all the files under the project. • Preparation of Monthly Progress report, Minutes of Meeting, Noting -Drafting, ATR etc. • Any other work related to the project implementation.	₹ 35,000/- Per month
5.	**MTS**	3 No,s	**Essential:** 10+2 from recognized board. 02 Years prior work experience. Desirable Experience in handling office equipment's, e.g. Xerox etc.	Max 30 yrs.	• Receipt/ despatch/ delivery of letters Dak/files, photocopy and other office support. • Any other work related to the project implementation.	₹ 20,000/- Per month