



An Autonomous Scientific Society under the administrative control of
Ministry of Electronics & Information Technology (MoE&IT), Government of India
NIELIT Bhawan, Plot No. 3, PSP Pocket, Sector-8, Dwarka, New Delhi-110077.

Sl. No.	Name of the Position & Number of Position	Minimum Educational Qualification	Experience	Desirable Skills/Experience	Maximum Age Limit	Emoluments (Monthly) (inclusive of statutory compliances, if any) [CTC]	Contract Period
1.	Senior Resource Person (Senior Executive-Academics) Number of Positions: 01 (One)	Regular BE/ B. Tech in Computer Science or Computer Engg./Information Technology/ Electrical and Electronics Engg./Electronics & Instrumentation/ Electronics / Electronics & Communications from a recognized University / Institution or Equivalent. M.Sc. (Electronics/ Applied Electronics/ Physics with first class from a recognized university/ institution) MCA / M.Sc. (IT / Electronics / CS) with first class from a recognized university/ institution) BCA / B.Sc. (IT/Electronics/CS) with first class from a recognized university/ institution) Acquired NSQF Level-6 or higher in IT-ITeS/ Electronics or Relevant Sector	Minimum 5 Years of Post Qualification Experience in academic or skilling-related planning and Management Minimum 5 Years of Post Qualification Experience in academic or skilling-related planning and Management Minimum 5 Years of Post Qualification Experience in academic or skilling-related planning and Management Minimum 6 Years of Post Qualification Experience in academic or skilling-related planning and Management Minimum 6 Years of Post Qualification Experience in academic or skilling-related planning and management	1.Knowledge about current trends in Electronics and IT Technologies. 2.Adequate knowledge of MS Office 3.Understanding of NCrF and NEP 2020. 4.Reading and grasping reports prepared by Government entities and report preparation. 5.Good Communication Skills. 6.Team management	Up to 42 Years	Up to Rs. 50,000/-	Initially for a period of one year. Extendable based on performance /requirement.
2.	Resource Person (Executive Assistant-Academics) Number of Positions: 01 (One)	Graduation in any discipline 3 Years Diploma after class 10th /12th in Engineering discipline Acquired NSQF Level-5 or higher in IT-ITeS/ Electronics/ relevant Sector	Minimum 3 Years of Post Qualification experience in academic or skilling-related planning and management Minimum 5 Years of Post Qualification experience in academic or skilling-related planning and management Minimum 5 Years of Post Qualification experience in academic or skilling-related planning and management	1. Good Analytical skills 2. Analysis of Data 3. Preparation of Reports 4. Good knowledge of MS Office	Up to 35 Years	Up to Rs.40,000/-	Initially for a period of one year. Extendable based on performance /requirement.
3	Junior Resource Person (Assistant-Academics) Number of Positions: 01 (One)	Graduation in any discipline 12th Grade Pass Acquired NSQF Level-4 or higher in IT-ITeS/ Electronics/ relevant Sector	Minimum 1 Year of Post Qualification Experience in Data Entry and Management Minimum 4 Years of Post Qualification Experience in Data Entry and Management Minimum 4 Years of Post Qualification Experience in Data Entry and Management	1. Management of Data over Spreadsheet/ MS-Excel 2. Reading and grasping reports prepared by Government entities.	Up to 28 Years	Up to Rs. 30,000/-	Initially for a period of one year. Extendable based on performance /requirement.