

1. Project Officer

- **Qualifications:** Any Graduate
- **Experience:** Minimum 10 years post qualification experience, out of which 7 years of experience especially in government funded projects, Govt. rules & regulations and procedures.
- **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.

2. Multitasking Staff (MTS)

- **Qualifications:** Higher Secondary. Positive attitude, excellent qualities to work in a team, perform as per the needs of the organization and ensuring healthy work culture. Prior experience and good track record will be added advantages.

Role & Responsibilities

SI. No.	Position	No(s)/Salary	Role	Job Description
1	Project Officer	Two (02) Rs.75,000/- per month	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. ▪ Any other work related to the Scheme implementation
2	Multi-Tasking Staff (MTS)	Two (02) Rs. 25,000/- per month	Administrative support staff	▪ General admin support to the PMU team ▪ Diary, dispatch and carrying of files ▪ Photocopying and handling fax machine ▪ Data Entry Work if allotted ▪ Any other work related to the Scheme implementation.

Note:

- The Assignment shall be on contract initially for 2 years & 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.