

An Autonomous Scientific Society under the administrative control of  
Ministry of Electronics & Information Technology (MoE&IT), Government of India  
NIELIT Corporate Office, NBCC Office Complex, Ground Floor, Office Block-3, Plate-A,  
East Kidwai Nagar, New Delhi-110023

**Details of eligibility, qualification, experience required for each position**

S. No	Name of Post	Nos/Salary	Qualification	Role & Responsibilities
1	Senior Resource Person (Project Coordination)	One (01) Rs. 70,000/- per month	Essential: Any graduate with 8 years working experience  <b>Desirable:</b> Experience in handling government projects - their execution, monitoring and analysis. Well versed in use of Office Productivity Tools like Word, Excel and PowerPoint.	<ul style="list-style-type: none"> <li>Oversee project timelines and objectives</li> <li>Coordinate with project teams and stakeholders</li> <li>Develop project plans and reports</li> <li>Submission of Project Closure Report (PCR) to MeitY</li> <li>Monitoring the projects running in NIELIT Centers</li> <li>Preparation of various reports for further submission to MeitY</li> <li>Preparation of inputs/reply for parliamentary questions in each parliamentary session</li> <li>Formulation of new project proposal</li> <li>Other miscellaneous work assigned time to time</li> </ul>
2	Senior Resource	One (01)	<b>Essential:</b> B.E./B. Tech in Computer	<ul style="list-style-type: none"> <li>Oversee all the</li> </ul>

	Person (Information Technology)	Rs. 75,000/- per month	Science/Information Technology with 8 years of experience  <b>Desirable:</b> exposure of working in IT Industry/Government organizations and knowledge of security audits procedures and OWASP [Top 10] in government system.	portals currently running projects funded by MeitY  <ul style="list-style-type: none"> <li>• Resolving various issues related to data in MIS, dashboard and other project related portals</li> <li>• implementation of new features /utilities in portals</li> <li>• Preparation of software requirement specifications documents</li> <li>• Preparation of RFP document</li> <li>• MIS and dashboard development</li> <li>• Hardware/Software Procurement through GeM</li> <li>• Other miscellaneous work assigned time to time</li> </ul>
3.	Senior Resource Person (Marketing)	One (01)  Rs. 75,000/- per month	<b>Essential:</b> MBA in marketing with 8 years of experience  <b>Desirable:</b> Having exposure of dealing with Govt. Departments/Ministri es and Industry Partners, good communication and presentation skills	<ul style="list-style-type: none"> <li>• Prepare presentations for various project proposals</li> <li>• Presentations to various ministries</li> <li>• Continuous interaction and follow-up with ministries and departments for project proposal submitted/to be submitted</li> <li>• Generate new</li> </ul>

				<p>business opportunities for the project wing</p> <ul style="list-style-type: none"> <li>• Maintenance of placement data related to projects</li> <li>• Planning for conduct of placement for the students under various project</li> <li>• Coordination with various ministries and writing/sending communication for placement supports of the candidates under various projects</li> <li>• writing/sending communication to bring new projects</li> <li>• Planning and coordination for advertisement, publicity and marketing of various schemes/program under project section</li> <li>• Other miscellaneous work assigned time to time</li> </ul>
4.	Resource Person (Project Coordination )	One (01)  Rs.50,000/ - per month	<p><b>Essential:</b> Any graduate with at least 4 years working experience.</p> <p><b>Desirable:</b> Experience in overall coordination and management of projects activities. Well</p>	<ul style="list-style-type: none"> <li>• Maintain project documentation</li> <li>• Preparation of Monthly Progress Report (MPRs) of all projects</li> <li>• Data compilation and preparation of all pre and post PRSG activities for the projects</li> </ul>

			versed in use of Office Productivity Tools like Word, Excel and PowerPoint.	<ul style="list-style-type: none"> <li>• Updating of project related data in MIS portal</li> <li>• UC prepetition and settlement</li> <li>• Other miscellaneous work assigned time to time</li> </ul>
5.	Resource Person (Data Analytics)	One (01)  Rs.50,000/ - per month	<p><b>Essential:</b> B.E. /B. Tech in computer Science/IT with 4 years of experience</p> <p><b>Desirable:</b> Exposure of various data analytics tools such as excel, KMINE, Python libraries for data analytics</p>	<ul style="list-style-type: none"> <li>• Acquire data from primary and secondary sources.</li> <li>• Clean, organize, and maintain datasets to ensure data quality and integrity.</li> <li>• Integrate data from various sources to create comprehensive datasets.</li> <li>• Perform descriptive, diagnostic, predictive, and prescriptive analytics.</li> <li>• Apply statistical techniques and machine learning algorithms to analyze data.</li> <li>• Identify trends, patterns, and anomalies in data.</li> <li>• Develop and implement predictive models and machine learning algorithms.</li> <li>• Evaluate model performance and refine models to improve accuracy.</li> <li>• Create visualizations</li> </ul>

				<p>and dashboards to communicate insights effectively.</p> <ul style="list-style-type: none"> <li>• Generate regular and ad-hoc reports for various stakeholders.</li> <li>• Other miscellaneous work assigned time to time</li> </ul>
6.	Resource Person (Admin & Finance)	One (01) Rs.50,000/ - per month	<p><b>Essential:</b> MBA in finance with 4 years of experience</p> <p><b>Desirable:</b> Working experience in Government organization, Knowledge of UC settlement and Govt.'s administrative and financial rules like GFR and CCS.</p>	<ul style="list-style-type: none"> <li>• Release of GIA to the Centres under different Projects and</li> <li>• Preparation UCs for running projects</li> <li>• conduct of walking/recruitment for hiring of manpower on contract basis under various projects</li> <li>• maintenance of records of manpower working under various projects and their extension in contract period</li> <li>• Financial vetting of proposals</li> <li>• Other miscellaneous work assigned time to time</li> </ul>

**Note:**

- The Assignment shall be on contract initially for 1 year & extendable based on performance & requirement. However, the performance of the candidate will be reviewed in every six months, if found not satisfactory, candidate will be terminated.