

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	<p>Essential: Any graduate with 8 years working experience</p> <p>Desirable: Experience in handling government projects – their execution, monitoring and analysis. Well versed in use of Office Productivity Tools like Word, Excel and PowerPoint.</p>	<ul style="list-style-type: none"> Oversee project timelines and objectives Coordinate with project teams and stakeholders Develop project plans and reports Submission of Project Closure Report (PCR) to MeitY Monitoring the projects running in NIELIT Centers Preparation of various reports for further submission to MeitY Preparation of inputs/reply for parliamentary questions in each parliamentary session Formulation of new project proposal Other miscellaneous work assigned time to time
2	Senior Resource	One (01)	Essential: B.E./B. Tech in Computer	<ul style="list-style-type: none"> Oversee all the portals currently

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

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

				to time
5.	Resource Person (Data Analytics)	One (01) Rs.50,000 /- per month	<p>Essential: B.E. /B. Tech in computer Science/IT with 4 years of experience</p> <p>Desirable: Exposure of various data analytics tools such as excel, KMINE, Python libraries for data analytics</p>	<ul style="list-style-type: none"> • Acquire data from primary and secondary sources. • Clean, organize, and maintain datasets to ensure data quality and integrity. • Integrate data from various sources to create comprehensive datasets. • Perform descriptive, diagnostic, predictive, and prescriptive analytics. • Apply statistical techniques and machine learning algorithms to analyze data. • Identify trends, patterns, and anomalies in data. • Develop and implement predictive models and machine learning algorithms. • Evaluate model performance and refine models to improve accuracy. • Create visualizations and dashboards to communicate insights effectively. • Generate regular and ad-hoc reports for various stakeholders.

				<ul style="list-style-type: none"> • Other miscellaneous work assigned time to time
6.	Resource Person (Admin & finance)	One (01) Rs.50,000 /- per month	<p>Essential: MBA in finance with 4 years of experience</p> <p>Desirable: 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"> • Release of GIA to the Centres under different Projects and • Preparation UCs for running projects • conduct of walking/recruitment for hiring of manpower on contract basis under various projects • maintenance of records of manpower working under various projects and their extension in contract period • Financial vetting of proposals • Other miscellaneous work assigned time to time

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.