राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान

रा.इ.सू.प्रौ.सं NIELIT | National Institute of Electronics & Information Technology

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

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Details of eligibility, qualification, experience required for each position

S. No.	Name of Post	No. of Post /Salary	Qualification	Roles & Responsibilities
1	Senior Resource Person (Information Technology)	One (01) Rs. 75,000/- per month	**Essential:** B.E./B. Tech in Computer Science/Information Technology with 8 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.	• Oversee all the portals currently running projects funded by MeitY • 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

2.	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	- 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 placement data related to projects - 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
3.	Resource Person (Data Analytics)	One (01) Rs.50,000/- per month	**Essential:** B.E. /B. Tech in computer Science/IT with 4 years of experience **Desirable:** Exposure of various data analytics tools such as excel, KMINE, Python libraries for data analytics	• 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 analyse 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. • Other miscellaneous work assigned time to time
4.	Resource Person (Admin & finance)	One (01) Rs.50,000/- per month	**Essential:** MBA in finance with 4 years of experience **Desirable:** Working experience in Government organization, Knowledge of UC settlement and Govt.'s administrative and financial rules like GFR and CCS.	• 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.