# NATIONAL INSTRUCTIONAL MEDIA INSTITUTE



(AN AUTONOMOUS INSTITUTION)

Directorate General of Training

Government of India - Ministry of Skill Development and Entrepreneurship

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**Applications are invited for the following Consultants on purely contract basis:**

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| **I. Position : Consultant-HR& Travel** | | |
| **Number of position: HR (one)- Chennai, Travel - Two (One in Chennai – One in Delhi)** | | |
| **Essential** | | **Desirable** |
| **Educational and other qualifications** | 1. Passed in Matriculation or equivalent examinations  2. Degree in Business Administration/Commerce with PG Diploma in Management/ Finance/ Administration etc.  OR  Any degree with MBA/Master’s in Travel & Logistics management  3. Five (5) years’ experience in the area of administration from a reputed organisation | Working knowledge in Computer using MS-Office, Travel Help Desk Management and Accounting package |
| **Scope of Work** | * To provide assistance in active liaison with the Institutions and other stake-holders in the proposed area of work in skilling. * To perform such other work of HR nature as may be entrusted from time to time * Maintain records of important documents with version control, routine work, completion dates, etc., so that it is readily available at all times for retrieval to provide various reports and data * Monitor the status of various actions to ensure to meet deadlines * Liaison with other consultants and NIMI officers at all times to furnish information and data. | |
| **Period of Contract** | The appointment to the post will be purely on contract basis initially for a period of one year, further extendable subject to satisfactory performance and requirement of services for another year. The performance of the consultant will be reviewed every year and the contract shall be extended or discontinued (as the case may be) depending on the performance. The decision of NIMI shall be final in this regard. | |
| **Remuneration (per month)** | **Rs. 50,000/-** consolidated pay from which standard TDS will be deducted at source. Not entitled to any other allowance or benefits. | |
| **Selection Process** | Selection will be done on the basis of performance in the personal interview by a selection committee. Only shortlisted candidates will be called for the interview. No TA/DA will be paid for attending the interview. At the time of the interview, the candidates shall produce their original certificates for verification. | |
| **Attendance and leave policy** | The working hours will be the same as for NIMI. No extra remuneration shall be paid for working beyond office hours or on Saturdays/Sundays/gazetted holidays. Compulsory leave in such cases shall be at the discretion of the competent authority. | |
| **Confidentiality and secrecy** | The consultant maintain confidentiality and will not divulge any information gathered during the period of engagement with the NIMI to any person who is not authorised to know the same. | |

Interested candidates should fill the **application Proforma** in [www.nimi.gov.in](http://www.nimi.gov.in) and bring the following documents for attending the test and interview

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| **2. Name of the Position: Consultant- General** | | |
| **Number of position: 1 (One) Delhi** | | |
| **Essential** | | **Desirable** |
| **Educational and other qualifications** | 1. Master’s Degree in relevant subject or technical qualifications like BE/B.Tech, MBA or equivalent. 2. Objective thinker and good documentation Skills. 3. Strong analytical and interpersonal skills in **English** and **Hindi** language 4. Minimum of 1-2 years of work experience relevant to the job description. The broad work experience related to the functional areas assigned .   Desirable  Preference will be given to persons with good work experience in the relevant field supported by published work/policy papers/monitoring of projects & schemes etc. | Candidate should have good knowledge on working on computer (MS-Office and other applications) |
| **Scope of Work** | * Assist in conducting the examination activities of TT Cell * Liaising with state officials, other stakeholders dealing with examination and NIMI Office at Chennai and Kolkata * Compile records/data received from states and other stakeholders for examination purpose * Document work on a daily basis. * Assist in scheduling the examination of various schemes from time to time * To communicate feedback and suggestions and to prepare report/data accordingly * Able to work independently in a self guided mode and solve problems * Preparing, updating and maintaining records/data pertaining to all examination activities * Sending mails/informations etc. to state directorates and other stakeholders. * Any other works assigned by superior/competent authority | |
| **Period of Contract** | The appointment to the post will be purely on contract basis initially for a period of one year, further extendable subject to satisfactory performance and requirement of services for another year. The performance of the consultant will be reviewed every year and the contract shall be extended or discontinued (as the case may be) depending on the performance. The decision of NIMI shall be final in this regard. | |
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| **3. Name of the Position: Consultant-Accounts** | | |
| **Number of position: 1 (One) Chennai** | | |
| **Essential** | | **Desirable** |
| **Educational and other qualifications** | 1. Passed in Matriculation or equivalent examinations  2. Master’s degree in Commerce or equivalent  3. Five (5) years’ experience in maintaining records relating to accounts etc. | Working knowledge in Computer using MS-Office and Accounting packages, PFMS |
| **Scope of Work** | * To provide assistance in active liaison with the Institutions and other stake-holders in the proposed area of work in skilling. * To liaise with the stake-holders, manage logistics like travel plan, stipends, etc. * Meet timelines for disbursements and ensure that the accounts are maintained in a systematic manner. * Maintain accounts data, etc., so that it is readily available at all times for retrieval to report utilisation of funds. * Liaison with other consultants and NIMI officers at all times to furnish information and data. | |
| **Period of Contract** | The appointment to the post will be purely on contract basis initially for a period of one year, further extendable subject to satisfactory performance and requirement of services for another year. The performance of the consultant will be reviewed every year and the contract shall be extended or discontinued (as the case may be) depending on the performance. The decision of NIMI shall be final in this regard. | |
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| **4. Consultants: FULL STACK DEVELOPERS 4+ yrs** | |
| **Salary – 50,000/month** | |
| **Number of positions: Two (Chennai)** | |
| **Qualification & Experience** | **Skills & Responsibilities** |
| **Qualification & Experience:** Bachelor's degree in Computer Science or Information Systems or equivalent. Minimum 4 years of system development experience.  **Preferred:**  - Experience designing and implementing software systems in JavaScript, NodeJS, AngularJS, including experience designing SaaS solutions and services.  - Full Stack development experience preferred.  - Hands on experience in Core PHP, Laravel.  **Technologies:**  Node.JS, Angular.JS, React.JS, Express.JS.  Web Development: HTML5, CSS3, JavaScript, SASS/LESS, jQuery, Bootstrap  Web Services: REST, SOAP  Application Design: Model-View-Controller (MVC/MVC2), Object OrientedProgramming.  Database: MySQL, Mongo DB.  Strong in C++, JavaScript, Python.  Experience working with agile methodologies.  Writing testable object-oriented software using best development practices. | **Responsibilities**   * Developing front end website architecture. * Designing user interactions on web pages. * Developing back end website applications. * Creating servers and databases for functionality. * Ensuring cross-platform optimization for mobile phones. * Ensuring responsiveness of applications. * Designing and developing APIs. * Staying abreast of developments in web applications and programming languages. * Build web-based and mobile-first front-end GUIs to support workflows. * Integrate with REST APIs and relational databases. * Design and implement low-latency, high-availability and performance applications. * Help define architectures and design patterns.   **Skills& Requirements**   * Hands on experience in Core PHP, Laravel. * Familiarity with node.js server environment. * Familiarity with JavaScript frameworks such as Angular JS, React and Vue. * Familiarity with database technology such as MySQL and MongoDB.   + Experience with HTML5 CSS3 frameworks such as bootstrap.   + Experience with web services API integration (Rest, JSON, XML). * Solid & deep understanding of the full web technology stack (e.g. HTTP, cookies, headers, caching, asset pipelines) * Solid understanding of version control systems such as Git and bitbucket * Experience using different development methodologies including Scrum, and/or Agile, and test-driven development * Disciplined approach to software engineering best practices (e.g. unit testing, code reviews, design documentation, quality assurance) * Must be experienced with Payment Gateway integrations. |

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| **5. Consultants: JUNIOR DEVELOPERS (PHP) 1+ yrs** | |
| **Salary – 35,000/month** | |
| **Number of positions: Two (Chennai)** | |
| **Qualification & Experience** | **Skills & Responsibilities** |
| **Qualification & Experience:**Bachelor’s Degree in computer science, with Minimum 1+ years of experience in a web development field.  **Preferred:**  - Experience designing and implementing software systems in JavaScript, PHP, Laravel, including experience designing SaaS solutions and services.  - Full Stack development experience.  **Technologies:**  PHP, React.JS, Express.JS, Angular.JS  Web Development: HTML5, CSS3, JavaScript, SASS/LESS, jQuery, Bootstrap  Web Services: REST, SOAP  Application Design: Model-View-Controller (MVC/MVC2), Object Oriented  Programming, RESTful web services  Working Unix experience  Database: MySQL, Mongo DB  Experience working with agile methodologies. | **Responsibilities**   * Deliver clean, attractive, and permanent website/ web app / mobile app solutions that match or exceed user expectations * Perform a mix of maintenance, enhancements, and new development as required * Work in a data analyst role and with business intelligence applications * Document features, technical specifications & infrastructure responsibilities * Work cross-functionally to convert business needs into technical specifications   **Skills& Requirements**   * 1+ years of PHP, CodeIgniter, Laravel and MySQL. * In-depth experience of PHP7 and PHP build tools, core PHP, JavaScript, JQuery, MVC Based coding, MySQL, HTML5, CSS3, XML * PHP micro frameworks experience (Lumen / Laravel). * Must be experienced with Payment Gateway integrations * Familiarity with React JS, Angular is a plus. * MySQL profiling and query optimization * Object-oriented application building experience in a professional Agile/Scrum environment * Experience with Sass and/or Less * Understanding of User Interface workflows * Excellent communication skills and being able to work independently or in a full team * Experience in test automation and test-driven development * Experience with AWS/EC2, or other cloud services * Experience of micro-service architecture and design best practices is essential * Excellent Restful API authoring and design skills * Good knowledge of development tools including Git, Composer and Jira * Experience in database design and data modelling |

**Further terms and conditions:**

(i) The above mentioned posts of Consultants will be on contract basis initially for a period of one year which may be extendable for one more year depending on the performance of the candidate and no further.

(ii) Will be paid a monthly compensation of **Rs.50,000/-.** No further allowances are payable on this amount.

(iii) The place of posting will be at Chennai only. On occasions, the job may involve touring.

(iv) Applications in the prescribed proforma will be accepted up to 20-03-2020. Applications received after this date will be rejected.

(v) Candidates selected for recruitment shall be prepared to join on short-notice.

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| **6. Position: CONSULTANT** (Question bank) | | |
| **Number of position: 4(Four) in Chennai** | | |
| **Essential** | | **Desirable** |
| **Educational and other qualifications** | B.E/B.Tech Degree in any discipline from recognized University with sound computer and interpersonal skills  OR  Graduate in any discipline with strong analytical, interpersonal and computer skills  **Desirable:** -   1. Aptitude in analyzing Questions 2. Communication in multiple languages | 0-3 yrs. post qualification experience in industry /academics/training. Working knowledge in Computers  Desirable – Knowledge of pedagogy and instructional material/Question bank development |
| **Experience** | 0-3 yrs. post qualification experience in industry /academics/training. Working knowledge in Computers  Desirable – Knowledge of pedagogy and instructional material/Question bank development | |
| **Scope of Work** | * Full time job from 9:15 AM to 5:45 PM of 6 (six) days in a week * Assist in conducting the question bank orientation to the experts/instructors * Liaising with experts across the country and NIMI Office at Delhi and Kolkata * Assist in scrutiny of the test Profile/item * Document work on a daily basis. * Able to work independently in a self guided mode and solve problems * Checking the translated Question Bank in Hindi and other regional languages * Assist on finalizing the bank and paper for the respective trades in English, Hindi and other regional languages * Preparing, updating and maintaining records/data pertaining to all the activities of question bank * Sending mails/informations etc. to experts from time to time * Preparing report pertaining to missing translation to be send to state directorates/translators * Any other assigned by superior/competent authority | |
| **Period of Contract** | The appointment to the post will be purely on contract basis initially for a period of one year, further extendable subject to satisfactory performance and requirement of services for another year. The performance of the consultant will be reviewed every year and the contract shall be extended or discontinued (as the case may be) depending on the performance. The decision of NIMI shall be final in this regard. | |
| **Remuneration (per month)** | **Rs. 35,000/-** consolidated pay from which standard TDS will be deducted at source. Not entitled to any other allowance or benefits. | |
| **Selection Process** | Selection will be done on the basis of performance in the test and personal interview by a selection committee. Only shortlisted candidates will be called for for Computer test on MS Word, and Excel followed by Interview. No TA/DA will be paid for attending the interview. At the time of the interview, the candidates shall produce their original certificates for verification. | |
| **Attendance and leave policy** | The working hours will be the same as for NIMI. No extra remuneration shall be paid for working beyond office hours or on Sundays/gazetted holidays. Compulsory leave in such cases shall be at the discretion of the competent authority. | |
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| **7. Position: CONSULTANT** (Question bank IT/Translation) | | |
| **Number of position: 1(one) in Chennai** | | |
| **Essential** | | **Desirable** |
| **Educational and other qualifications** | 1. B.E/B.Tech Degree in any discipline from recognized University with sound computer knowledge and interpersonal skills   OR  Graduate in any discipline with strong analytical, interpersonal and computer skills   1. Capable of handling different mail platforms, MS Office and IT Tools. | 1. Full time **MBA** from recognized University/ Institute. 2. Aptitude in analyzing Questions 3. Communication in multiple languages |
| **Experience** | 0-3 yrs. post qualification experience in industry /academics/training. Working knowledge in Computers  **Desirable –** Knowledge of pedagogy and instructional material/Question bank development | |
| **Scope of Work** | * Full time job from 9:15 AM to 5:45 PM of 6 (six) days in a week * Assist in conducting the question bank orientation to the experts/instructors * Liaising with experts across the country and NIMI Office at Delhi and Kolkata * Assist in scrutiny of the test Profile/item * Document work on a daily basis. * Checking the translated Question Bank in Hindi and other regional languages * Assist on finalizing the bank and paper for the respective trades in English, Hindi and other regional languages * To communicate user feedback and suggestions on question bank development to the IT team. * Able to work independently in a self guided mode and solve problems * Preparing, updating and maintaining records/data pertaining to all the activities of question bank * Sending mails/informations etc. to experts from time to time * Preparing report pertaining to missing translation to be send to state directorates/translators * Any carryout all assigned IT related and other works assigned by superior/competent authority | |
| **Period of Contract** | The appointment to the post will be purely on contract basis initially for a period of one year, further extendable subject to satisfactory performance and requirement of services for another year. The performance of the consultant will be reviewed every year and the contract shall be extended or discontinued (as the case may be) depending on the performance. The decision of NIMI shall be final in this regard. | |
| **Remuneration (per month)** | **Rs. 40,000/-** consolidated pay from which standard TDS will be deducted at source. Not entitled to any other allowance or benefits. | |
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| **8. Position: JUNIOR CONSULTANT** (Public Relations) | | |
| **Number of position:** 03 (Three) at New Delhi, 03 (Three) at Chennai | | |
| **Essential** | | **Desirable** |
| **Educational and other qualifications** | 1. Graduate in any discipline with strong analytical and interpersonal skills in **English** and **Hindi** language 2. Good Computer skills in handling different mail platform and MS-Office. 3. Objective thinker and good documentation Skills.   **Desirable:** -   1. Full time **MBA** from recognized University/ Institute. 2. Communication in multiple languages | 1. Full time **MBA** from recognized University/ Institute. 2. Aptitude in analyzing Questions 3. Communication in multiple languages |
| **Experience** | 0-3 yrs. post qualification experience in industry /academics/ training dealt with liaising, documentation and mail related works. Working knowledge in Computers | |
| **Scope of Work** | * Full time job from 9:00 AM to 5:30 PM of 6 (six) days in a week * To mange diversified calls/e-mails pertaining to Affiliation, schemes, admission etc. across the country. * To send reply of calls/e-mails etc. on a routine basis * Document work on a daily basis. * To develop analytical/non analytical reports periodically * Liaising with different people for different activities across the country * Able to work independently in a self guided mode and solve problems * Preparing, updating and maintaining records/data pertaining to call/e-mails etc for affiliation, schemes etc. * Any other work assigned by superior/competent authority | |
| **Period of Contract** | The appointment to the post will be purely on contract basis initially for a period of one year, further extendable subject to satisfactory performance and requirement of services for another year. The performance of the consultant will be reviewed every year and the contract shall be extended or discontinued (as the case may be) depending on the performance. The decision of NIMI shall be final in this regard. | |
| **Remuneration (per month)** | **Rs. 30,000/-** consolidated pay from which standard TDS will be deducted at source. Not entitled to any other allowance or benefits. | |
| **Selection Process** | Selection will be done on the basis of performance in the test and personal interview by a selection committee. Only shortlisted candidates will be called for test followed by Interview. No TA/DA will be paid for attending the interview. At the time of the interview, the candidates shall produce their original certificates for verification. | |
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| **9. Position: CONSULTANT** (IT & Public Relations) | | |
| **Number of position:** 02 (Two) at Chennai | | |
| **Essential** | | **Desirable** |
| **Educational and other qualifications** | 1. Any Graduate in Computer/IT discipline with strong analytical and interpersonal skills in **English** and **Hindi** language 2. Basic Programming skills with knowledge of handling web pages and databases. 3. Capable of handling different mail platforms, MS Office and IT Tools. 4. Knowledge in handling Social Media accounts 5. Objective thinker and good documentation Skills. | 1. Full time **MBA** from recognized University/ Institute. 2. Communication in multiple languages |
| **Experience** | 0-3 yrs. post qualification experience in software industry /academics/training dealt with liaising, documentation email, software end user support. Working and basic programming knowledge in Computers | |
| **Scope of Work** | * Full time job from 9:00 AM to 5:30 PM of 6 (six) days in a week * To mange diversified calls/e-mails pertaining to Affiliation, schemes, admission etc. across the country. * To periodically update websites and social media sites * To communicate user feedback and suggestions on all developed portals and websites to the IT team. * To send reply of calls/e-mails etc. on aroutine basis * Document work on a daily basis. * To develop analytical/non analytical reports periodically * Liaising with different people for different activities across the country * Able to work independently in a self guided mode and solve problems * Preparing, updating and maintaining records/data pertaining to call/e-mailsetc for affiliation, schemes etc. * Any carryout all assigned IT related and other works assigned by superior/competent authority | |
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