

F. No. 17020/09/2015/SCD-VI/DAIC(Pt.)
Dr. Ambedkar International Centre
Ministry of Social Justice & Empowerment
15, Janpath, New Delhi- 110001

Dated: 22.08.2019

Subject: Regarding application for the post of Consultant (Administration) and Consultant (IT) for DAIC.

Dr. Ambedkar International Centre (DAIC) has been established as a government think tank engaged in research, advocacy and capacity development on socio-economic issues.

DAIC invites applications for two contractual appointments of Consultant (Administration) and Consultant (IT) on immediate basis.

Specifications are as follows:

Consultant (Administration):

- i. Responsible for supervising and control of the works at DAIC/DANM.
- ii. In-charge of booking related matters for DAIC conference facilities.
- iii. Responsible for handling administrative files and documents.
- iv. Supervision of all administrative work pertaining of Dr. Ambedkar National Memorial (DANM).
- v. Coordination work of DANM.
- vi. Responsible for smooth conduct of DAIC / DANM events.
- vii. In-charge of security within DAIC premises.
- viii. Coordination with concerned officials of Ministry of Social Justice & Empowerment.

Qualification:

- i. Applicant should have served in the similar capacity in any Government Ministry / Department.
- ii. Person who had retired after March, 2017 may apply for the post as per details given in the _____.

The last date for receiving application is 29.08.2019, 5:00 pm. All applications should be addressed to the Director, DAIC, 2nd Floor, Dr. Ambedkar International Centre, M/o Social Justice & Empowerment, 15, Janpath, New Delhi-110001, also e-mail to dir-daic-mosje@gov.in. The CV as per format may also please be sent within the due date.

Consultant (IT):

- i. Regular maintenance of DAIC and DANM website.
- ii. Oversee the maintenance and stock of IT equipments.
- iii. Ensure design related changes in DAIC and DANM website including uploading of documents and visuals etc.
- iv. Facilitate material relating to online data base.
- v. Support making of DAIC & DANM presentations.
- vi. Support to automation and digitization at DAIC/ DANM.

Qualification:

- i. B. Tech/BE/MCA with specialization in Computers or equivalent.
- ii. Applicant should have served in Senior Programmer Level 2 or equivalent.
- iii. Apply for the post as per details given in the _____.

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