

U.T. ADMINISTRATION OF
DADRA & NAGAR HAVELI AND DAMAN & DIU
DEPARTMENT OF HIGHER & TECHNICAL EDUCATION
VIDYUT BHAWAN, KACHIGAM
NANI DAMAN-396215

No. DIR(H&T)/DNHDD/RUSA/PROJ/2023/24

Date: 06 /01/2024
02

ADVERTISEMENT

Application are invited for position of Consultant and MIS Manager cum Data Operator (contractual) for the State Project Directorate, Rashtriya Uchatar Shiksha Abhiyan (RUSA/PM-USHA), Dadra and Nagar Haveli and Daman and Diu(UT)

Rashtriya Uchchar Shiksha Abhiyan (RUSA/PM-USHA) is a centrally sponsored scheme by the Ministry of Education, Government of India to support the State Higher Education Systems. It provides a fresh approach to address concerns of access, equity and excellence through a reform-based approach.

A Technical Support Group RUSA to assist the State Project Directorate (SPD) is created to provide technical, strategic, and other support to the implementing bodies and assist in capacity building of all stakeholders for the successful implementation of the scheme.

The Directorate of Higher and Technical Education, U.T Administration of Dadra and Nagar Haveli and Daman and Diu /State Project Directorate, Rashtriya Uchatar Shiksha Abhiyan (RUSA), DNH & DD invites applications from the eligible candidates to engage for consultant (RUSA) and MIS Manager cum Data Operator on Short Term Contract of 06 month (renewable need base) or as per RUSA guideline from Ministry of Education, Govt. of India whichever is earlier. The eligibility criteria, number of position, consolidated remuneration and educational qualification, experience are given below: -

1) Post: Consultant

No of Post: 01

Consolidated Salary Rs.50,000/-

Skills:

- Knowledge of prevailing cyber security guidelines
- Excellent Administrative skills
- Knowledge of data analytics tools of usage, traffic of website etc
- Knowledge about IT hardware operation, installation, inspection etc.

Job Description: -

- Baseline survey with communication with all stakeholders
- Various data collection with a view to expand and improve RUSA footprint and outreach in teaching community and in student's community.
- To maintain RUSA website and other related website, update content from time to time etc.
- Organize meeting, consultation, workshop and training etc.
- Data collection and compilation
- Preparation of State Perspective Plans /strategy reports.
- Design teachers training program
- Enhancing skill delivery, continuous skill up-gradation.
- To work for good NAAC accreditation by Institution
- Any other task as assigned from time to time.

Essential Qualification: -

- Masters' Degree and /or M. Phil /PhD in social Sciences/Sciences/Engineering and Technology /Management /Law/Statistic /Mathematics.
- Minimum 05 years post qualification experience in Social Development Sector

Desirable qualification: -

Experience of work in Govt. Sector especially related to RUSA works

2) Post: MIS Manager cum Data Operator

No of Post: 01

Consolidated Salary Rs 45,000/-

Skills:

- Understanding, analyzing & interpreting of latest trends in website designing and different technological platform
- Uploading of software at development stages, coding, testing and validation
- Knowledge of data analytics tools of usage, traffic of website etc.
- Knowledge about networking fundamental, communication technologies, Board bend Fiber-optic, router, optical Network Terminal Operation.

Job Description: -

Monitoring fund flow, project implementation and managing MIS interface, Data compilation, aggregation of Institutional Development Plan at State level.

Minimum Qualification and work experience: -

- Master Degree in Computer Application or M.Sc. (Computer Science/Information technology) from recognized university /Institute.
- Minimum post qualification work experience 05 years out of which at least 02 year of relevant experience of data handling in any government office/ PSU/ Autonomous Body or in any recognized institute.

Interested Candidate are invited to submit an Application/ CV with photo dully signed along with copy of all relevant documents should reach to the Office of the Department of Higher & Technical Education, Vidyut Bhavan, Kachigam, Nani Daman-396215 ,DNH&DD by registered post and scanned copy to Email ID : dept-htedu-dd@daman.nic.in. on or before 29/02/2024, 5:00PM. Any application received after this date will be rejected. Interview scheduled will be sent by email and SMS.

General information for Applicants: -

- The appointment for the advertised posts in TSG is purely on contractual basis.
- Only Indian national are eligible to apply for the above positions
- Candidate working in Government organization /PSU must route their application through proper channel.
- In case of false or insufficient information/lack of proof to ascertain the eligibility of the application, their candidature will be summarily rejected at the stage of the selection process and action may be taken anytime as deemed fit.
- T.A. & D.A or any expenses for attending interview is not allowed

The employer reserves the right to upgrade the eligibility criteria in case a large number of application are received and also increase or decrease the number of posts, as per its discretion without assigning any reason thereof.



(Shivam Teotia)

Director of Higher & Technical Education
DNH&DD / State Project Director (RUSA)

Copy to

- 1) P.A. to Advisor to the Hon'ble Administrator, DNH&DD/Chairman(SHEC), DNH&DD
- 2) P.A. to the Secretary (Higher & Technical Education), DNH&DD
- 3) Circulate for publishing in Govt. Website of DNH&DD
- 4) Guard file