

A-1_ToR_Sector Experts	
Number of Positions	2 (Two) One position per sector across two sectors
Sectors	• IT and Data Analytics • Human Resources and Capacity Building
Method of Recruitment	Contractual through Open Market
Age Limit	Candidates should be below 50 years of age as on the date of advertisement.
Period of Contract	For a period up to 30.09.2026, extendable further subject to satisfactory performance and continuation of the project.
Location of Posting	State Headquarters
Remuneration (Per Month per resource in Rs.)	100000
Education Qualification	Essential: Masters <Subject specialist>, MBA or Post Graduate Diploma in Management in the specified sector with considerable amount of field experience post highest qualification. Desirable: Persons with advanced diploma or degree in (the specified sector), published papers in the relevant field would be preferred.
Experience	Essential: • Minimum 8 (eight) years' experience relevant to the job description. • Preference will be given to persons with work experience in specified sector, implementation of programmes. • Candidates should also have demonstrated experience relating to leading teams, managing projects, as well as conducting stakeholder engagement. • The experience of internship/training will not be considered.

Job Description/ Duties & Responsibilities	• Maintain synergy between the State Planning Department, LKI and NITI Aayog • To assist SIT in achieving its objectives in collaboration with NITI Aayog and the LKI • Evaluation and assessment of existing strategies, methodologies, and systems to improve the socio-economic condition of the State • Preparation of development strategies, sectoral targets, socio-economic goals and State Vision@ 2047, as per the State's requirements and roadmap to achieve the same • Draft policy briefs, presentations and other documents. • Coordination with development partners and technical agency concerned • Support mechanisms for strengthening horizontal and vertical coordination within Government. • Coordinate with State/UT officials for preparation of project proposals to be taken up for implementation by the State Government. • Assist State in strengthening the innovation ecosystem • Assist State in strengthening the monitoring and evaluation ecosystem • Create and facilitate cross learning platforms • Documentation of activities and emerging good practices performed by the SIT • Support in preparation of State, regional and sectoral reports on regular basis. • Support regular updates on progress in State using the dashboard/portal maintained by NITI Aayog • Support in organizing workshops and other events related to the SIT, including preparation of inputs for the workshops • Any other tasks assigned by the supervisor (Team Leader) as may be necessary in the interest of the Mission
Knowledge and Skills	• Experience in stakeholder management • Experience in carrying out research and preparing policy briefs • Experience in drafting reports and reviewing detailed project reports • Prior experience with Government, UN agencies and other international organizations is desirable • Knowledge and experience related to National/State planning • Excellent Analytical & Problem-solving skills
Language Requirements	Excellent verbal and written English and State-specific language skills and demonstrate ability to communicate effectively in a multi-cultural environment.

A-2_ToR_Research Associates	
Number of Positions	2 (Two)
Method of Recruitment	Contractual through Open Market
Age Limit	Candidates should be below 50 years of age as on the date of advertisement.
Period of Contract	For a period up to 30.09.2026, extendable further subject to satisfactory performance and continuation of the project.
Location of Posting	State Headquarters
Remuneration (Per Month per resource in Rs.)	72300
Education Qualification	• Master's degree in Public Policy/ Economics/Business Economics/ Public Administration/ Public Finance/ Business Administration/ Management/ Commerce/ Public Health/ Social Science/ Nutrition/ or related discipline. • Minimum 55% in Master's Degree.
Experience	Essential: • Minimum 3 years of professional experience in research, policy analysis, or program evaluation. • Demonstrated ability in conducting qualitative and quantitative research, data collection, and analysis. • Experience in drafting reports, policy briefs, or academic publications. • Excellent knowledge of MS Office (Word/ Excel etc.) Desirable: • Prior experience with government projects, international organizations, or reputed research institutions. • Exposure to large scale surveys, impact assessments, or evidence based policy studies. • Track record of contributing to published research or policy documents. • Familiarity with statistical and analytical tools/software (STATA, SPSS, R, Python). Note: In case candidate has completed PH.D in the relevant discipline, experience gained while pursuing a Ph.D. shall also be considered.

Job Description/ Duties & Responsibilities	• Draft policy briefs, reports and academic papers for evidence based decision making • Support program evaluation, monitoring frameworks and impact assessments • Collaborate with government departments, institutions and stakeholders on research projects • Maintain research databases, ensure data accuracy and apply statistical tools • Present findings through reports, presentations and dissemination workshops • Stay updated with emerging policy issues, economic trends and social sector developments
Language Requirements	Excellent verbal and written English and State-specific language skills and demonstrate ability to communicate effectively in a multi-cultural environment.

A-3_ToR_Programmer

Number of Positions	1 (One)
Method of Recruitment	Contractual through Open Market
Age Limit	Candidates should be below 50 years of age as on the date of advertisement.
Period of Contract	For a period up to 30.09.2026, extendable further subject to satisfactory performance and continuation of the project.
Location of Posting	State Headquarters
Remuneration (Per Month in Rs.)	65000
Education Qualification	• Bachelor's degree in Computer Science, Information Technology, Software Engineering or a related discipline from a recognized University/ Institute.
Experience	Essential: • 1-3 years of professional experience in software solutions, programming and/or IT systems management. including paid internships.
Job Description/ Duties & Responsibilities	• Software Solutions & Application Management – Design, develop, maintain, test, and upgrade software applications and ensure system compatibility. • Portal & Dashboard Development – Develop interactive portals, dashboards, and reporting systems with real-time data integration. • Database & System Administration – Manage databases, optimize system performance, and support integration with other platforms/systems. • Technical Support & Documentation – Provide troubleshooting, user support, and maintain technical documentation and workflows. • Innovation, Security & Compliance – Ensure adherence to IT standards, data security, privacy regulations, and recommend technology-driven improvements.
Language Requirements	Excellent verbal and written English and State-specific language skills and demonstrate ability to communicate effectively in a multi-cultural environment.

A-4_ToR_SME

Number of Positions	1 (One)
Method of Recruitment	Contractual through Open Market
Age Limit	Candidates should be below 50 years of age as on the date of advertisement.
Period of Contract	For a period up to 30.09.2026, extendable further subject to satisfactory performance and continuation of the project.
Location of Posting	State Headquarters
Remuneration (Per Month in Rs.)	50000
Education Qualification	• Bachelor's degree in journalism, Mass Communication, Public Relations, Digital Media, Marketing, Communication Studies or any related discipline from a recognized University/ Institute.
Experience	Essential: • 1-3 years of professional experience in social media management, digital communication or public relations, including paid internships. • Demonstrated ability in content creation, branding and campaign execution across platforms such as Twitter, Facebook, Instagram, LinkedIn, YouTube etc. Desirable: • Experience in government communication campaigns, public outreach, or institutional branding. • Proficiency in digital tools (e.g., Canva, Photoshop, video editing software, analytics dashboards). • Track record of developing and implementing social media strategies that increased engagement or visibility.

Job Description/ Duties & Responsibilities	• Develop and execute social media campaigns aligned with departmental objectives. • Create engaging digital content including posts, graphics, videos and infographics. • Draft press notes, social media updates and promotional content on government initiatives. • Manage and monitor official social media accounts across multiple platforms. • Ensure timely posting and consistency in branding and messaging. • Track social media performance metrics and prepare analytical reports. • Use analytics tools to assess campaign effectiveness and audience engagement. • Respond to public queries and feedback in a professional manner. • Coordinate with media, PR teams and stakeholders for effective outreach. • Stay updated with emerging digital communication trends and best practices. • Ensure compliance with government communication policies, data privacy and ethical standards. • Suggest innovative strategies to enhance digital reach and public engagement.
Language Requirements	Excellent verbal and written English and State-specific language skills and demonstrate ability to communicate effectively in a multi-cultural environment.

A-5_ToR_Project Assistant	
Number of Positions	1 (One)
Method of Recruitment	Contractual through Open Market
Age Limit	Candidates should be below 50 years of age as on the date of advertisement.
Period of Contract	For a period up to 30.09.2026, extendable further subject to satisfactory performance and continuation of the project.
Location of Posting	State Headquarters
Remuneration (Per Month in Rs.)	40000
Education Qualification	• Bachelor's Degree in any discipline from a recognized University/ Institute with minimum 55% marks.
Experience	Essential: • 1-3 years of professional experience in office administration, clerical work or data entry in government/semi-government/recognized institutions. • Excellent knowledge of MS Office (Word/ Excel etc.). Desirable: • Desirable: Prior exposure to handling official correspondence, record management and use of office automation tools.
Job Description/ Duties & Responsibilities	• Assist in day-to-day office administration, file management and record keeping. • Draft, type and maintain official correspondence, reports and minutes of meeting. • Handle data entry, documentation and maintenance of registers. • Coordinate with departments for scheduling meetings, preparing notes and follow-ups. • Support in organizing official events, workshops and training sessions. • Ensure confidentiality and proper handling of government records.
Language Requirements	Excellent verbal and written English and State-specific language skills and demonstrate ability to communicate effectively in a multi-cultural environment.

A-6_ToR_DEO

Number of Positions	1 (One)
Method of Recruitment	Contractual through Open Market
Age Limit	Candidates should be below 50 years of age as on the date of advertisement.
Period of Contract	For a period up to 30.09.2026, extendable further subject to satisfactory performance and continuation of the project.
Location of Posting	State Headquarters
Remuneration (Per Month in Rs.)	30000
Education Qualification	• Bachelor's Degree in any discipline from a recognized University/ Institute.
Experience	Essential: • 1–2 years of experience in data entry, documentation or office automation in government/semi-government/recognized institutions. • Knowledge of MS Office (Word/ Excel etc.) Desirable: • Experience in handling large datasets, MIS reporting and use of government portals/e-filing systems..
Job Description/ Duties & Responsibilities	• Enter, verify and update data into official databases, spreadsheets and government portals. • Maintain accuracy and integrity of records, ensuring timely updates. • Assist in preparation of reports, statements and MIS dashboards. • Support departments in digitization of records and retrieval of information. • Ensure confidentiality and secure handling of sensitive government data. • Coordinate with supervisors for error-checking, validation and submission of data.

Knowledge and Skills	• Technical Skills: Proficiency in MS Office (Excel, Word, Access), typing speed of 35–40 w.p.m., and familiarity with database management systems. • Analytical Skills: Accuracy in data entry, error detection and validation. • Communication Skills: Ability to coordinate with departments and prepare clear reports. • Organizational Skills: Time management, prioritization of tasks and meeting deadlines. • Professional Attributes: Confidentiality, precision and adherence to government data protocols.
Language Requirements	Excellent verbal and written English and State-specific language skills and demonstrate ability to communicate effectively in a multi-cultural environment.