संख्या–441182/XXIV–5/26–3(3)/2026(108984)

प्रेषक,

आशुतोष शुक्ल
उप सचिव,
उत्तराखण्ड शासन।

सेवा में,

निदेशक,
माध्यमिक शिक्षा,
उत्तराखण्ड, देहरादून।

माध्यमिक शिक्षा अनुभाग–5 देहरादून:दिनांक 15 अक्टूबर, 2026

विषयः– सचिव, विद्यालयी शिक्षा विभाग के कार्यालय हेतु हेतु 01 विषय विशेषज्ञ की नियुक्ति विषयक।

महोदय,

कृपया उपर्युक्त विषयक नियोजन अनुभाग–1 के शा0सं0–116099, दिनांक 24 अप्रैल, 2023(छायाप्रति संलग्न) का संदर्भ ग्रहण करने का कष्ट करें, जिसके माध्यम से उत्तराखण्ड राज्य में राजकीय कार्यो की प्रकिया में पारदर्शिता, गुणवत्ता, प्रतिस्पर्धा को बढावा देने तथा गति प्रदान किये जाने के दृष्टिगत शासन स्तर पर कार्यरत् अपर मुख्य सचिव/प्रमुख सचिव/सचिव/सचिव (प्रभारी) हेतु प्रोजेक्ट फॉरमूलेशन, प्रोजेक्ट, मॉनीटरिंग एवं मार्केटिंग सम्बन्धी कार्यो को सम्पादित किये जाने के दृष्टिगत विषय विशेषज्ञों को रखे जाने का प्राविधान किया गया है।

2– इस सम्बन्ध में मुझे यह कहने का निदेश हुआ है कि कृपया नियोजन अनुभाग–1 के शासनादेश सं0–116099/XXVI/(12)/2021, दिनांक 24 अप्रैल, 2023 तथा कार्मिक एवं सतर्कता अनुभाग–2 के शासनादेश सं0–111/XXX(2)/2018-30(12)/2018, दिनांक 27 अप्रैल, 2018 एवं संशोधित शासनादेश सं0–379/XXX(2)/2018-30(12)/2018, दिनांक 29 अक्टूबर, 2021 में प्रदत्त निर्देशों के क्रम में शासन स्तर पर सचिव, विद्यालयी शिक्षा के कार्यालय हेतु 01 विषय विशेषज्ञ–Generative AI-Claude (योग्यता/Job Description संलग्न) का नियमानुसार एवं यथा–प्रकिया चयन कर शीघ्र अवगत कराने का कष्ट करें।

संलग्नक यथोक्त।

भवदीय,

Digitally signed by
Ashutosh Shukla
Date: 15-10-2026
11:15:55

(आशुतोष शुक्ल)
उप सचिव

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JOB DESCRIPTION

Consultant (Generative AI – Claude)

[Department of School Education], Government of Uttarakhand, Dehradun

Post details

Designation	Consultant
Area of work	Generative AI (Claude)
Department	[Department of School Education], Government of Uttarakhand
Location	Dehradun, Uttarakhand
Number of posts	1
Type of post	Contract for [1 year]. The Department can extend the contract after a performance review.
Salary	Negotiable
Age limit	[Government of Uttarakhand rules]
Reporting officer	[Director General, School Education]

1. Job summary

Claude is a set of artificial intelligence (AI) models and products from Anthropic. This post helps the Department use Claude safely and correctly in schools and offices. The Consultant is the main Claude expert in the Department. The Consultant designs, builds, and operates Claude systems for teachers, students, and officers.

2. Scope of work

The Consultant:

No.	Duty
2.1	Writes the Department plan for Claude.
2.2	Designs, builds, and deploys Claude tools for teachers, students, and officers.
2.3	Uses Claude to make class material in Hindi and English, for example lesson plans, worksheets, and question banks.
2.4	
2.5	Examines school data with Claude, for example data from the Unified District Information System for Education Plus (UDISE+).
2.6	Connects Claude to Department data and software with Model Context Protocol (MCP) servers.

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No.	Duty
2.7	Measures the quality of each Claude tool in Hindi and English with evals (automated quality tests).
2.8	Selects the correct Claude model for each task to control cost, speed, and quality.

3. Data protection and child safety

The Consultant must:

No.	Rule
3.1	Keep the personal data of students out of Claude systems until the Department gives legal approval.
3.2	Make sure that each student tool has the safeguards that Anthropic sets for products that serve minors.
3.3	Make sure that an officer examines and approves each Claude output before official use.
3.4	Use only the Claude platforms and data locations that the Department approves.
3.5	Make sure that each Claude system obeys the Digital Personal Data Protection (DPDP) Act, 2023, and the DPDP Rules, 2025.
3.6	Obey the security directions of the Indian Computer Emergency Response Team (CERT-In).
3.7	Follow the India AI Governance Guidelines of the Ministry of Electronics and Information Technology (MeitY).

4. Claude skills

The candidate must have the Claude skills in three tiers. The selection process has a separate check for each tier (Section 9).

4.1 Tier 1: Expert level

The candidate has built and operated these skills in production. Each skill links to a duty in Section 2 or a rule in Section 3.

No.	Skill	Linked duty or rule
T1.1	Claude API functions on the approved platform, where that platform supports them: tool use, structured outputs, citations, prompt caching, token counting, and batch jobs.	2.2, 2.3, 2.5
T1.2	Model and effort selection for the models that the approved platform offers.	2.8, 3.4
T1.3	Prompt engineering, context engineering, and evals in Hindi and English, with test sets that SCERT subject experts check.	2.3, 2.7

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No.	Skill	Linked duty or rule
T1.4	Safeguards for minors, personal-data redaction, prompt-injection controls, and officer approval steps.	3.1, 3.2, 3.3
T1.5	DPDP duties, data retention, audit logs, and the Anthropic Usage Policy.	3.4, 3.5
T1.6	MCP servers with read-only access first, and Claude Code.	2.2, 2.6
T1.7	Expert use of the Claude apps for staff, on the plan and for the data that the Department approves: Projects, Artifacts, Research, and Office files.	2.4, 2.9
T1.8	Simple designs that Department staff can operate, and designs for weak connectivity.	2.2, 2.10
T1.9	Cost control: a cost estimate before each launch, usage limits, and a monthly cost report for each tool.	2.8

4.2 Tier 2: Working level

The candidate can configure these and explain the trade-offs.

No.	Skill
T2.1	Data location, data terms, and function gaps of each platform: Claude API, Claude Platform on AWS, Amazon Bedrock, Google Cloud Vertex AI, and Microsoft Foundry.
T2.2	Claude Enterprise settings, Claude Console, and connectors.
T2.3	Agent Skills and the Claude Agent SDK.

4.3 Tier 3: Risk level

The candidate knows the risks and limits of these tools.

No.	Tools
T3.1	Cowork, Claude in Chrome, computer use, and Claude Managed Agents.

5. Necessary qualifications

The candidate must have:

- A B.E., B.Tech, M.Tech, MCA, or M.Sc. degree in computer science, information technology, AI, or data science from a recognised university.
- A minimum of 8 years of work in software engineering.
- A minimum of 2 years of work with Claude in production systems.
- A portfolio of Claude work, for example code, MCP servers, Agent Skills, or articles.

The candidate must be able to:

- Read, write, and speak Hindi and English at a professional level.

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- Write production code in Python and TypeScript.
- Design secure systems on AWS, Google Cloud, or Microsoft Azure.
- Explain AI to teachers and officers in clear, simple words.

6. Optional qualifications

- Work on education or e-governance projects in India.
- Knowledge of the National Education Policy (NEP) 2020.
- Knowledge of Garhwali, Kumaoni, or Jaunsari.
- Claude Academy certificates or a Claude certification. These are optional evidence only.

7. Deliverables

- A Claude plan for the Department in the first 3 months.
- A monthly progress report and a monthly cost report for each Claude tool.
- Claude tools that operate correctly, with evals, documents, and user guides.
- Workshop reports for all 13 districts.

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