



National Institute of Electronics and Information Technology, Kohima, Nagaland
Ministry of Electronics and Information Technology, Government of India
Meriema, New High Court Road, Kohima, Nagaland - 797001

Website: <https://nielit.gov.in/kohima/index.php>

Advt. No.: NIELIT/KMA/01/02/04-ADMN Dated 31-10-2025

Sl. No	Post	No.	Essential Qualification	Essential Experience	Desirable	Max Age (as on closing date)	Monthly Remuneration
1	Assistant Project Coordinator (APC)	2	Bachelor's in Engg/Tech (CSE/IT/ECE/EEE/Robotics) or MSc/PG in CS/IT/Data/AI or MBA/PGDM	2+ yrs in state/district-level coordination; data consolidation & QC; MPR preparation with tables/charts; PPT packs for reviews; evidence/folder hygiene; vendor/dispatch follow-ups	Advanced Excel/Sheets (pivots, data validation, XLOOKUP), basic Power BI/Looker; LMS report exports; experience coordinating with schools/colleges etc; local language	40	₹ 40000/- - ₹ 45000/-
2	Executive Assistant (EA)	1	10+2 with 10 years experience in Administrative support, Inventory Management, Office equipment handling, data entry & record keeping, excellent Office Application usage Or	10 years for 10+2 And 3 years for Graduates	Excel/Sheets power-user (pivot, lookup, conditional formatting), mail-merge, template creation; Tally/ERP basics; strong drafting and email etiquette	45	₹ 35000/- - ₹ 40000/-

			Any Graduate (preferably BCA/BSc-IT/BBA/BA with IT skills) with advanced MS Office/Google Workspace with 3 years of experience in administrative support, Inventory Management, Office equipment handling, data entry & record keeping, excellent Office Application usage				
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Detailed role descriptions

1) Assistant Project Coordinator (APC)

Role purpose: State/region cluster execution—timetable, trainer oversight, school onboarding, MPR/QPR data, events.

Key responsibilities

- **Regional Coordination & Scheduling:** Prepare regional activity calendars; align venues, permissions, logistics, and resources; track dependencies and closures.
- **Operational Data Management:** Collect, clean, and merge datasets from field teams; apply lookups/pivots/queries; maintain a single source of truth.
- **Status & Management Packs:** Produce **weekly snapshots** and **monthly annexures** (tables/charts) for leadership; highlight variances and proposed actions.
- **Issue/Risk Tracking:** Maintain a live register with owners, priorities, and ETAs; drive resolutions and record evidence of closure.
- **Stakeholder Communication:** Draft reminders, meeting requests, acknowledgements, and minutes; maintain updated contact directories.
- **Process Discipline:** Enforce file/folder taxonomy, naming conventions, version control, and evidence (photo/document) cataloguing per SOP.

2) Executive Assistant (EA)

Role purpose: Administrative backbone—docs, logistics, data, filing, reimbursements, correspondence.

Key responsibilities

- **Document Control & Correspondence:** Convert notes/MoMs into **official letters/DO notes** with proper subject lines, references, and enclosures; manage inward/outward registers.
- **Data & Reporting Support:** Prepare import templates with validation; perform de-duplication, lookups, and pivots; generate clean PDF summaries and annexures.
- **Records & Evidence Management:** Maintain orderly digital repositories with consistent naming; track receipts, acknowledgements, and inventory logs.
- **Scheduling & Logistics:** Coordinate meetings, travel, and event logistics; compile expense and vendor bill packets with checklists.
- **Presentation Production:** Create polished slide decks using master templates; link charts from spreadsheets; ensure formatting and accuracy.

Common eligibility & compliance

- **Contract period:** 3 years (co-terminus with project)
- **Place of posting:** Kohima/Dimapur **plus** extensive travel across NE States & PAN India.
- **Work hours:** As per institutional norms; field schedules may include weekends/holidays.