



राष्ट्रीय इलेक्ट्रॉनिक्स एवं सूचना प्रौद्योगिकी संस्थान, कोलकाता
NATIONAL INSTITUTE OF ELECTRONICS & INFORMATION TECHNOLOGY (NIELIT) KOLKATA
[इलेक्ट्रॉनिक्स एवं सूचना प्रौद्योगिकी मंत्रालय के अंतर्गत भारत सरकार की एक स्वायत्त वैज्ञानिक संस्था]
[An Autonomous Scientific Society under the Ministry of Electronics & Information Technology (MeitY), Govt. of India]



NIELIT Kolkata is currently seeking an enthusiastic, organized, and professional individual to join as a Receptionist.

Minimum Qualification includes: Bachelor's Degree in any stream. Candidates with English medium background at 10th/10+2 level will be preferred.

Technical Proficiency: Comfortable in using office equipment such as computers, printers, and phone systems. Familiarity with office software (e.g., MS Office, email management) and/or student management systems is an advantage.

Applications are also invited for

1. Project Assistant through having knowledge on AI,MI,IoT, Web Designing, Hardware.
2. Guest faculties for Financial Accounting using Tally Prime, AutoCAD, Cyber Security, C/C++, JAVA.

Above candidates will be recruited under an agency and will posted at NIELIT Kolkata

How to Apply: Interested candidates are invited to submit their resume within 14th February, 2025 with application to kolkata@nielit.gov.in

NIELIT Kolkata also offers several trainings under

- ➔ *Skill Development and Livelihood projects across districts of West Bengal.*
- ➔ *Courses on emerging technologies.*

For more details, please refer in Annexure- I

यूनिट I/Unit I:

यादवपुर विश्वविद्यालय परिसर, कोलकाता 700032
Jadavpur University Campus, Kolkata - 700032
दुरभाष/Ph : (033) - 2414 - 6054/6081

यूनिट II/Unit II:

साल्ट लेक कैम्पस, बीएफ-267, सेक्टर-1, साल्ट लेक, कोलकाता - 700064
Salt Lake Campus, Block-BF-267, Sector-1, Kolkata - 700064
दुरभाष/Ph : (033) - 4602 - 0938

Qualification Criteria for Receptionist**1. Education and Experience:**

- **Minimum Qualification:** Bachelor's degree in any stream. Candidates with English medium background at 10th/10+2 level will be preferred .
- **Experience:** Prior experience in a customer service role or front desk position is preferred, ideally in an educational or academic counsellor.

2. Skills:

- **Communication Skills:** Excellent verbal and written communication skills, with the ability to engage effectively with students, staff, and visitors.
- **Interpersonal Skills:** Friendly, approachable, and professional demeanour. Ability to interact with people of various backgrounds.
- **Multitasking:** Capable of handling multiple tasks at once, including answering phones, managing appointments, and addressing visitor inquiries.
- **Organization:** Strong organizational and time management skills to handle various administrative tasks efficiently.
- **Technical Proficiency:** Comfortable using office equipment such as computers, printers, and phone systems. Familiarity with office software (e.g., MS Office, email management) and/or student management systems is an advantage.

3. Knowledge:

- **Basic Administrative Skills:** Understanding of office procedures, record-keeping, and file management.
- **Knowledge of the Institution:** Basic understanding of the institute's programs, services, and operational structure to guide inquiries effectively.

4. Personal Attributes:

- **Attention to Detail:** Ability to handle tasks with accuracy and precision.
- **Problem-Solving:** Able to resolve issues quickly and efficiently, while maintaining a positive and professional attitude.
- **Confidentiality:** Ability to maintain confidentiality of sensitive information and adhere to institutional privacy policies.

5. Language Proficiency: Fluency in [English, Bengali and Hindi], both written and spoken. Proficiency in additional languages is a plus.

Qualification Criteria for a Project Assistant with knowledge in AI, ML, IoT, Web Designing, and Computer Hardware**1. Educational Qualifications:**

- **Bachelor's degree in relevant fields** such as:
 - Computer Science/Information Technology/Electronics and Communication Engineering
 - Data Science/Artificial Intelligence or similar fields
- **Master's degree (optional but preferable)** in a related field

2. Technical Skills & Knowledge:

- **AI & Machine Learning:**
 - Strong understanding and foundation in machine learning algorithms (supervised, unsupervised, reinforcement learning).
 - Experience with popular ML libraries such as TensorFlow, PyTorch, or Scikit-learn.
 - Understanding of data preprocessing, model evaluation, and performance metrics.
 - Experience in developing and deploying machine learning models.
- **Internet of Things (IoT):**
 - Required Knowledge of IoT architecture, protocols (MQTT, HTTP, etc.), and IoT security.
 - Required Experience with microcontrollers and platforms like Arduino, Raspberry Pi, or similar.
 - Required Knowledge of sensor integration, data transmission, and cloud-based IoT solutions.
- **Web Designing & Development:**
 - Proficiency in front-end technologies preferably (HTML, CSS, JavaScript, React, Angular).
 - Required understanding of back-end technologies (Node.js, Python, PHP, etc.) and databases (MySQL, MongoDB).
 - Familiarity with responsive web design principles and frameworks.
- **Computer Hardware:**
 - Basic understanding of computer hardware components (CPU, RAM, storage devices, etc.) with familiarity with hardware troubleshooting and repairs and knowledge of embedded systems and circuit design (optional).

4. Experience:

- **Work Experience (Optional but desirable):**
 - Prior experience or internships in projects related to AI, ML, IoT, Web Design, or Computer Hardware.

Qualification Criteria for engaging Guest Faculties for courses on Financial Accounting using Tally Prime, AutoCAD, Cyber Security, and C/C++/JAVA.

Financial Accounting using Tally Prime

Educational Qualifications:

- **Bachelor's degree** in Commerce (B.Com), Accounting, Finance, or a related field.
- **Master's degree (optional but preferable)** in Accounting, Finance, or Business Administration (M.Com, MBA).

Experience:

- **Hands-on experience** with Tally Prime for financial accounting, inventory management, GST, payroll, and reporting.
- Practical exposure to **financial accounting principles** such as bookkeeping, balance sheets, profit and loss statements, and taxation. With minimum **2–3 years of professional experience** using Tally for accounting in a corporate environment or as a practitioner.

Skills:

- Expertise in **Tally Prime** (installation, configuration, report generation, GST integration).
- Good understanding of **accounting principles** and **financial statements**.
- Good communication skills for explaining concepts to students.
- Experience in **teaching** or delivering training (preferred).

2. AutoCAD

Educational Qualifications:

- **Bachelor's degree** in Civil Engineering, Architecture, Mechanical Engineering, or a related field.
- **Diploma/Certification** in AutoCAD or related CAD tools (e.g., Architecture, Design Engineering).

Experience:

- Extensive **hands-on experience** with AutoCAD for drafting and designing 2D/3D models.
- Minimum **2–3 years of professional experience** in architecture, engineering, or design, utilizing AutoCAD software.
- Familiarity with industry-standard practices and technical documentation related to AutoCAD.

Skills:

- Proficiency in **AutoCAD** (creating, editing, and managing drawings).
- Knowledge of **3D modeling** and **rendering** in AutoCAD.
- Familiarity with **AutoCAD updates and features**
- **Teaching experience** or ability to deliver technical content to students.

3. Cyber Security

Educational Qualifications:

- **Bachelor's degree** in Computer Science, Information Technology, Network Security, or a related field.
- **Master's degree** (optional) in Cyber Security, Information Security, or related disciplines.

Experience:

- **Hands-on experience** in Cyber Security concepts such as network security, encryption, firewalls, intrusion detection systems, and security protocols.
- Minimum **3–4 years of experience** in the Cyber Security industry (e.g., security audits, ethical hacking, vulnerability assessment).
- Experience with **Cyber Security tools** such as Wireshark, Kali Linux, Metasploit, and others.
- Experience in **teaching or training** students or professionals in Cyber Security is a plus.

Skills:

- Deep understanding of **network security protocols**, ethical hacking, penetration testing, and cyber attack prevention.
- Familiarity with **security frameworks** (NIST, ISO 27001, etc.).
- Ability to develop hands-on **labs** or practical demonstrations for students.

- **Certifications** such as **CEH (Certified Ethical Hacker)**, **CISSP (Certified Information Systems Security Professional)**, **CompTIA Security+** are highly desirable.
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4. C/C++ Programming

Educational Qualifications:

- **Bachelor's degree** in Computer Science, Software Engineering, or a related field.
- **Master's degree** in a related discipline (optional but preferred).

Experience:

- **In-depth experience** in C/C++ programming with a solid understanding of algorithms, data structures, memory management, and system-level programming.
- Minimum **3–5 years of professional experience** working with C/C++ in software development or embedded systems.
- Experience with **object-oriented programming** in C++ and **multi-threading** or **real-time systems**.
- Experience in **teaching** or delivering programming courses/workshops.

Skills:

- Proficiency in **C/C++ programming**, including tools like **GCC**, **Visual Studio**
- Understanding of advanced topics like **STL (Standard Template Library)**, **pointers**, and **dynamic memory allocation**.
- Ability to **develop hands-on programming assignments**, projects, and explain complex concepts to students.

5. JAVA Programming

Educational Qualifications:

- **Bachelor's degree** in Computer Science, Software Engineering, or related fields.
- **Master's degree** in Computer Science or related fields (optional but preferable).

Experience:

- **In-depth experience** in Java programming, including knowledge of Java SE (Standard Edition), Java EE (Enterprise Edition), and frameworks like **Spring**, **Hibernate**, or **JavaFX**.
- Minimum **3–5 years of hands-on experience** in Java application development, including web development, enterprise applications, or mobile apps (using Android).
- Experience with **JVM internals**, **garbage collection**, and **multithreading** in Java.
- Experience with **teaching** or conducting training sessions in Java programming.

Skills:

- Good understanding of **object-oriented principles**, design patterns, and Java frameworks.
 - Familiarity with **Java IDEs** (e.g., Eclipse, IntelliJ IDEA) and tools like **Maven** and **JUnit**.
 - Knowledge of **Java-based web technologies** (e.g., JSP, servlets, RESTful APIs).
 - Experience in developing **hands-on exercises**, assignments, and projects for students.
 - Experience in **teaching or training** Java is highly desirable.
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