

**National Skill Development Fund (NSDF)**  
**Ministry of Skill Development and Entrepreneurship**

**About NIMI**

National Instructional Media Institute (NIMI) is an autonomous Institute under the Govt. of India, Ministry of Skill Development & Entrepreneurship (MSDE), Directorate General of Training (DGT), New Delhi.

NIMI has been functioning as a Nodal Agency to develop Instructional Materials, e-content, Question Banks, Train media developers and trainers, enable translation of books into Hindi and other regional languages, network with other vocational stakeholders, create resource centres for vocational courses, promote research in the field of development of instructional materials and offer consultancy services. NIMI is an implementation partner for NSDF

**Job Description**

Applications are invited for the following Consultant on contract basis (fixed duration)

<b>Position I –Consultant (General) No of position – 2</b>		
<b>Minimum Qualification Criteria</b>		<b>Desirable</b>
<b>Education, Skills and Previous Experience</b>	<p><b>Essential:</b></p> <p>I. B.E./B.Tech or Graduate in any discipline from recognized university with sound computer and interpersonal skills.</p> <p>II. Strong analytical, interpersonal and computer skills.</p> <p><b>Desirable:</b></p> <p>I. Full time MBA from recognized University/ Institute.</p> <p>II. Proficiency in writing and fluency in speaking in English.</p>	Working knowledge in Computer using MS-Office and fluency in other regional languages.
<b>Remuneration</b>	<p><b>Post Qualification Experience</b></p> <p>1-3 years</p> <p>3-5 years</p> <p>5+ years</p>	<p><b>Remuneration (Consolidated)</b></p> <p>Rs. 35,000/-</p> <p>Rs. 40,000/-</p> <p>Rs. 50,000/-</p>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Reporting and Assisting Senior officials in various projects.</li> <li>• Development of interactive presentations for Blended learning project in NIMI</li> <li>• Development and coordination of Trade books for NIMI</li> <li>• Translation Process of NIMI books.</li> <li>• Question Bank Management</li> </ul>	

### **Important Terms:**

1. The above-mentioned posts of “**Consultant**” will be on contract basis initially for a period of one year which may be extendable as per requirement of NIMI and performance of the consultant.
2. Will be paid a monthly compensation as stated above. No further allowances are payable on this amount.
3. The place of posting will be at New Delhi.
4. Applications in the prescribed proforma will be accepted up to 31-01-2021 through email to [nimirecruitment@gmail.com](mailto:nimirecruitment@gmail.com) or post to reach by the last date.
5. Candidates selected for recruitment shall be able to join on short-notice as per requirement of NIMI.
6. Applicant shall be considered for selection basis meeting the minimum eligibility criteria mentioned in the invitation for application.
7. Application for afore mentioned position of “**Consultant**” here does not insure selection of candidate. The application and election criteria mentioned are only for the purpose of shortlisting, and NIMI reserves the right to select or reject any candidate applying for the position at any stage of the process.
8. NIMI reserves the right to cancel this recruitment process at any time without providing any prior notice to the applicants. Employment under this application shall be contractual in nature and terms of the same shall be governed by offer extended and contract signed thereof between NIMI and selected applicant.

Dated: 21-01-2021