

# Intellectap Advisory Service Pvt. Ltd.

## Recruitment for IT Executive – New Delhi

### Terms of Reference

Position Title	IT Executive
Reports To	Supervising Officers/Team Lead (Intellectap)
Location	New Delhi
Duration	Till 4 <sup>th</sup> July 2025
Project Implementation	Intellectap Advisory Services Pvt. Ltd : HRMA for National Rural Livelihoods Promotion Society (NRLPS)

#### **1. Background**

The Government of India has launched Deen Dayal Antodaya Yojana -National Rural Livelihoods Mission (DAY-NRLM) under the Ministry of Rural Development (MoRD). The mission aims at creating efficient and effective institutional platforms of the rural poor enabling them to increase household income through sustainable livelihoods and improved access to financial and public services. To implement the mission, Gol has constituted National Rural Livelihood Promotion Society (NRLPS) to provide Technical Assistance to all states. A multidisciplinary professional team, has been constituted in NRLPS. This team consists of senior professionals, experienced consultants and young professionals among others. One of the mandates is to have strong and robust Management team, thus application for the post of IT Executive is hereby invited.

**Remuneration** - Minimum Rs. 40,000/- to 48,000/- per month.

**Educational qualifications and desired skillset required are provided below.**

<b>Position/Level</b>	<b>Educational Qualification</b>	<b>Key Competencies:</b>
IT	Bachelors of Information Technology or related field from reputed academic Institution	<p><b>Work Experience:</b> Atleast 5 years experience IT Network administration &amp; troubleshooting and maintenance of IT infrastructure</p> <p><b>Skills and Competencies:</b></p> <ul style="list-style-type: none"><li>• Hands-on experience with Windows/Linux/Mac OS environments.</li><li>• Proficiency in software such as Microsoft Office, including Word, Excel, and PowerPoint.</li></ul>

		<p>Should have experience in operating, managing large scale multilocation IT systems/Video Conferencing.</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience of working in large scale projects;</li> <li>• Excellent analytical and presentation skills.</li> <li>• S/he should also have program management Skill with experience counted in terms of vendor management/ IT agency.</li> </ul>
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**Roles and Responsibilities:-**

- Installing, configuring, and maintaining desktop computers, peripheral equipment, and software within established standards and guidelines.
- Troubleshooting and repairing hardware and network connectivity issues.
- Providing end-user support, resolving technical issues, and providing technical assistance for all Operating System and workstation applications.
- Performing system upgrades including the installation of new hardware and software.
- Documenting incidents, problems, and resolutions for future reference and for the knowledge base.
- Training and guiding staff on the use of hardware and software.
- Participating in hardware and software reviews and recommending purchases.
- Maintaining an inventory of installed software, managing software licensing, and creating policies and procedures for upgrades.
- Troubleshooting hardware and software issues on desktops, laptops, and peripherals
- Guide users with simple, step-by-step instructions / remote troubleshooting
- Assisting with the setup and configuration of new systems and user accounts
- Installing and updating software applications
- Documenting issues and resolutions in the support knowledge base
- Participating in IT inventory management and asset tracking
- Diagnosing and resolving complex hardware and software problems
- Managing user expectations and communication during the resolution process

- Contributing to IT projects, such as software rollouts or hardware upgrades
- Assisting with network troubleshooting and support
- Collaborating with IT management to align IT infrastructure with business objectives
- Coordinating with vendors and managing third-party / NIC, support relationships.
- Any other important work assigned by TL or designated authority.

Please note the Professional hired by Intellectcap will be on contract based on satisfactory performance and requirement of NRLPS, the contract may further be extended further. Interested candidates, who are meeting the desired qualification and skillset, may please apply by sending filled application in the prescribed format along with an updated Curriculum Vitae. The applications should be emailed to [nrmc.hrdesk@gmail.com](mailto:nrmc.hrdesk@gmail.com). **The last date of submission of filled application along with the CVs is 20<sup>th</sup> September, 2024, 05.00 PM hrs (IST).**

**Please note that the application submitted without information in the prescribed format will not be considered. Format can be downloaded [aajeevika.gov.in/join-us](http://aajeevika.gov.in/join-us)**

**Application form**  
**National Rural Livelihood Mission**

**Position Applied For:** \_\_\_\_\_

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1. Name : \_\_\_\_\_
2. Father's Name: \_\_\_\_\_
3. Date Of Birth: \_\_\_\_\_
4. Permanent Address: \_\_\_\_\_
5. Address For Correspondence: \_\_\_\_\_
6. E-Mail : \_\_\_\_\_
7. Tel/Mobile No.: \_\_\_\_\_
8. Educational Qualification: Start from Highest Degree

Degree/Diploma Certificate	Year	College/Institute	Board/University/Institution	Subjects	Division/Marks

9. Experience:

S.No	Name Of Organization	Designation	Tenure in months	Responsibility/Assignment	Achievements
Total Experience in years					

10. Language

Language	Read	Write	Understand

11. Computer Proficiency:

12. Any Other Relevant Information that Applicant may like to add :

13. References :

Name	Address
	Tel No/Mobile: E-Mail Address:
	Tel No/Mobile: E-Mail Address:

Date:

Name:

Place:

Signature: