

Recruitment of Contractual Job Positions in NECTAR

North East Centre for Technology Application and Reach (NECTAR), an Autonomous Institute under Department of Science & Technology, Ministry of Science & Technology, Govt. of India intends to invite online applications for full time engagement of the following posts on **purely outsourced basis (co-terminus with the project)** to be engaged through a private agency.

Sl. No.	Job Position	Job definition & Responsibility	No. of Post(s)	Educational Qualification / Experience / Age	Monthly Remuneration (in Rupees)
1.	Project Officer	Job Summary The Project Officer will be responsible for overall coordination, implementation, monitoring, and reporting of the STEM Education Project being implemented in 50 selected schools across five North Eastern states. The officer will work closely with schools, State Education Departments, vendors, trainers, and project stakeholders to ensure smooth execution of project activities in accordance with approved guidelines and timelines. Key Roles and Responsibilities Project Coordination and Implementation - Coordinate implementation of STEM education activities in the selected schools. - Liaise with State Governments, School Education Departments, school	1	Essential Qualification: MTech/BTech/BE/BSc in Electronics/Communication/Electrical/Computer Science/Physics or equivalent from a recognized University/Institute Working experience: 2 years in relevant industry Desired Skills and Competencies - Strong project coordination and communication skills. - Ability to work with Government Departments, educational institutions, and multiple stakeholders. - Good knowledge of STEM education initiatives and school education systems. - Proficiency in report writing, documentation, and computer applications. - Willingness to travel extensively and work in field conditions across North Eastern Region. Upper Age Limit: 40 years	₹35,000/- (Consolidated)

		authorities, and other stakeholders for smooth project execution. 4. Ensure timely establishment and operationalization of STEM laboratories and related infrastructure. 5. Monitoring and Supervision 6. Monitor project progress across all participating schools and states. 7. Conduct regular field visits to schools for inspection, supervision, and assessment of implementation status. 8. Ensure adherence to project objectives, timelines, and quality standards. 9. Training and Capacity Building 10. Coordinate training programmes, workshops, and orientation sessions for teachers, students, and other stakeholders. 11. Facilitate engagement with technical experts, trainers, and implementation partners. 12. Documentation and Reporting 13. Prepare project reports, progress updates,			
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		presentations, utilization reports, meeting notes, and other official documents. 14. Maintain proper records of implementation activities, school-wise progress, and project deliverables. 15. Submit periodic reports to NECTAR, NEC, and other concerned authorities as required. 16. Financial and Administrative Support 17. Assist in procurement-related coordination and verification of project materials/equipment. 18. Support administrative and financial processes related to project implementation. 19. Maintain project-related files, correspondence, and documentation. 20. Stakeholder Engagement 21. Coordinate with schools, district/state officials, technical agencies, and community stakeholders. 22. Address operational issues arising during implementation and facilitate timely resolution. 23. Travel Requirements 24. The position requires extensive			
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		travel as per project requirements to all participating states, namely Meghalaya, Assam, Arunachal Pradesh, Mizoram, and Tripura, for field inspections, coordination meetings, monitoring visits, training programmes, and implementation activities. Job Location: Shillong with frequent visit to project sites			
2.	Finance Manager	Finance Manager will be responsible for all payments, budgeting, filing and preparing monthly account statements related to this project. He/ She will be responsible for Efficient and Effective Stakeholders management involved with the payment activity, handling team members and monitoring their performances or any other works assigned from time to time. Location: Shillong	1	Essential qualification: M. Com or MBA (Finance) from any Govt. recognized university/institution. Essential Experience: Minimum 5 years work experience in in handling payment and accounting aspects. Desirable experience: Preference will be given to candidates having experience in PSU/ Govt organizations with experience in GST and TDS filing. Upper age limit: 40 years	₹45,000 (Consolidated)
3.	Finance & Admin Assistant	Finance Assistant will assist the finance manager in execution of the project, all payments, budgeting, filing and preparing monthly account statements	1	Essential qualification: Graduate from any Govt. recognized university/institution	₹ 25,000/- (Consolidated)

		and any other works assigned from time to time. Location: Shillong		Essential Experience: Minimum 2-year work experience in in handling Accounts / Administrative Work. Desirable experience: Preference will be given to candidates having experience in PSU/ Govt organizations. Upper age limit: 30 years	
4.	Laboratory Assistants	The Laboratory Assistants will support laboratory operations by preparing and maintaining lab equipment, assisting in sample collection and testing and ensuring compliance with safety and quality standards. Job Location: Shillong	1	Essential Qualification: Graduate in any discipline Desirable Experience: Similar experience in handling a lab/ scientific equipment/ record keeping/ inventory management will be preferred Upper Age Limit: 30 years	₹22,000/- (Consolidated)
5.	Technical Assistant	The Technical Assistant will be responsible for providing technical guidance to farmers on growing, monitoring, and pest management of selected crops for targeted output achievement as per the project objectives for organic agriculture, issue advisories from time to time in coordination with the Technical Officer and other key stakeholders, any other	4	Essential qualification: B. Sc. in any discipline / B. Sc Biotechnology or equivalent from a recognized University. Desirable Experience: Minimum 1 year of working experience in the sector of agriculture and allied in Northeast India. Candidates with experience in monitoring, evaluation, and implementation in the field of Agriculture/ Organic Agriculture or related fields will be preferred. Upper age limit: 35 years	₹25,000/- (Consolidated)

		works assigned from time to time. The person shall coordinate with stakeholders, people, and processes, responsible for delivering qualitative & quantitative outputs and results in time, as per the need of the project objectives to deliver project on time with the desired outcomes Location: • Assam – 2 • Meghalaya – 1 • Nagaland – 1			
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Terms & Conditions:

1. Last date of submission of application is 02.08.2026
2. Applicant must send soft copy of their resume to **recruitment@nectar.org.in**
3. NECTAR will not be responsible for non-receipt of their applications or any delay in receipt thereof on any account whatsoever.
4. Only Indian nationals are eligible to apply.
5. The crucial date for determining eligibility in terms of age, qualification and experience will be the last date of receipt of application.
6. The selection will be based on academic qualification, experience, and performance in personal interviews. Eligible candidates will have to appear for Skill Test / Personal Interview.
7. Applicants are required to attach all Copies of self-attested certificates in support of educational qualifications, date of birth, experience, and any other relevant information, if any should be attached to the application. Applications without the supporting documents will be summarily rejected.
8. Candidates will have to produce the original certificates at the time of interview / joining for verification.
9. Although age, qualification and experience against each post are prescribed, Director General, NECTAR may relax age, qualification and experience in case of the candidate otherwise found suitable.
10. In case of false or insufficient information / lack of proof to ascertain the eligibility of the applicant, their candidature may be summarily rejected at any stage of the selection process.
11. The prescribed essential qualifications are minimum and the mere possession of the same does not entitle candidates to be called for interview. No further communication in this regard will be entertained.

12. Call letters and intimations relating to this recruitment will be sent to the shortlisted candidates by email only. Applicants should ensure that the email ID given in the online application is maintained active. Candidates may require relevant skill tests and interview via Offline / Online platform and date and time as decided by NECTAR.
13. The engagement of the above job positions will be purely on a temporary basis initially for a period of six months. The contract may further be extended as per requirement and based on the performance of the candidate with suitable remuneration.
14. The monthly remuneration payable for contractual positions shall be determined based on the applicant's expertise, experience, and professional standing.
15. NECTAR reserves the right to cancel /withdraw /postpone this recruitment notice at any point in time.
16. The engagement will not be conferring any claim for regular appointments in NECTAR.

Sr. Administrative Officer
NECTAR