

Dattopant Thengadi National Board for Workers Education & Development  
Ministry of Labour & Employment, Govt of India  
New Delhi

**Vacancy Circular**

**Subject : Appointment of Young Professionals on Contract basis in the DTNBWED, New Delhi**

1. Applications are invited from the eligible Indian citizens for filling up of one post of Young Professional- IT in Dattopant Thengadi National Board for Workers Education & Development (an autonomous body under Ministry of Labour & Employment, Govt of India, New Delhi on contract basis. The details regarding the period of engagement, educational qualifications, experience, age, nature of duties etc. in respect of the post are as under:

**Details for the post of “Young Professionals - Executive IT**

S. No.	Description	Particulars
1	Name of Position	<b>Young Professional – IT</b>
2	Number of Vacancies	01 (One)
3	Method of Recruitment	Contract Based through Open Market
4	Age	20 to 45 Years
5	Tenure	<b>11 Month Subject to Performance</b> The engagement would be purely on contractual basis However, being a contractual arrangement, the engagement could be terminated at any time by the competent authority without assigning any reason.
6	Essential Qualification & Skills	<ul style="list-style-type: none"> <li>• B.Tech/ M.Tech in Computer Science / Information Technology</li> <li>• MCA (Master of Computer Applications)</li> </ul> <b>Skills</b> <ul style="list-style-type: none"> <li>• <b>Strong knowledge of portal development and management</b></li> <li>• <b>Understanding of MIS systems and dashboard operations</b></li> <li>• <b>Knowledge of database handling and reporting tools</b></li> <li>• <b>Troubleshooting and issue resolution capabilities</b></li> <li>• <b>Good understanding of website maintenance and backend operations</b></li> <li>• <b>Ability to work independently and under deadlines</b></li> <li>• <b>Good communication and coordination skills</b></li> </ul>
7	Desirable & Experience	<b>Experience Required</b> <ul style="list-style-type: none"> <li>• <b>Relevant professional experience</b> in IT systems, portal management, software support, MIS handling, and automation processes.</li> </ul> Preference will be given to candidates having experience in: <ul style="list-style-type: none"> <li>• Government project portal management</li> <li>• MIS dashboard handling</li> <li>• Workflow automation</li> <li>• Web portal maintenance and development</li> <li>• User support and technical troubleshooting</li> <li>• Database servers – MYSQL Server, Postgres SQL</li> </ul>
8	Nature of duties	<b>1. Process Automation</b> <ul style="list-style-type: none"> <li>• Automate operational processes and workflows related to the Projects</li> </ul>

		<ul style="list-style-type: none"> <li>Identify areas for digital intervention and process optimization</li> <li>Improve efficiency through system-based solutions</li> </ul> <p><b>2. Portal Development and Maintenance</b></p> <ul style="list-style-type: none"> <li>Maintain, manage, and further develop portals related to the Projects</li> <li>Ensure smooth functioning of the portal and resolve technical issues promptly</li> <li>Coordinate with technical teams/vendors for upgrades and improvements</li> </ul> <p><b>3. MIS Dashboard Management</b></p> <ul style="list-style-type: none"> <li>Maintain and update MIS dashboards regularly</li> <li>Ensure accurate data flow, reporting, and dashboard functionality</li> <li>Support generation of reports and analytical outputs for management review</li> </ul> <p><b>4. Ticket Resolution and Technical Support</b></p> <ul style="list-style-type: none"> <li>Resolve tickets/issues related to the portal, MIS dashboard, and website operations</li> <li>Provide timely technical support to users and stakeholders</li> <li>Track issue resolution and ensure closure within timelines</li> </ul> <p><b>5. Website Maintenance</b></p> <ul style="list-style-type: none"> <li>Ensure regular maintenance and smooth functioning of the official project website</li> <li>Monitor performance, content updates, security, and system availability</li> </ul> <p><b>6. Day-to-Day Project IT Support</b></p> <ul style="list-style-type: none"> <li>Handle daily IT-related activities connected to the project</li> <li>Support data management, reporting systems, and operational requirements</li> </ul> <p><b>7. Additional Responsibilities</b> Perform any other tasks assigned by senior officers/management from time to time</p>
9	Remuneration (consolidated)	Rs. 30,000/- (Rupees Thirty Thousand only) per month
10	Place of Posting	DTNBWED HQ Pusa Road New Delhi.

2. **General Terms and Conditions of Engagement:** General Terms and Conditions regarding engagement of consultants viz. Remuneration, Allowances, Age Limit, Leave etc. will be governed by the Guidelines for engagement of consultants/Young Professionals. The Guidelines for engagement of consultants/Young Professionals are available on website of DTNBWED.

3. The above position will be on purely temporary basis till the completion of the Project which is approx. of 05 months. The competent authority also reserves the right to terminate the appointment at any time without assigning any reason/notice.

4. Applications from eligible candidates for the aforesaid position are invited in the enclosed Application Form. The application should reach the following address before the closing date of this vacancy circular; **the closing date of the Circular is 10.05.2026.**

**The Director General,  
Dattopant Thengadi National Board  
for Workers Education & Development,  
2<sup>nd</sup> Floor, Central Employment Exchange Building,  
Near Govt ITI,Pusa Road, New Delhi -110012**

6. Duly filled application form along with relevant documents may also be sent via e-mail on email: [director-general@cbwe.nic.in](mailto:director-general@cbwe.nic.in) followed by a hard copy.

7. Application received incomplete or after closing date will not be considered. **Only shortlisted candidates will be intimated and called for personal interaction or interview.**

8. DTNBWED reserves the right to reject any application without assigning any reason.

Encls.: As above

Copy to :

**Official website of DTNBWED**

**Education Officer**