

Government of Tripura
Tripura Institution For Transformation

F. No. 7(1)/GA(GG)/2023/

Dated, 17/11/2023

Vacancy Circular


Tripura Institution for Transformation (TIFT), a State Institution for Transformation has been set up under the Department of General Administration (Good Governance) with the objective to coordinate the efforts and initiatives of Good Governance in Tripura. The TIFT will maintain co-ordination with the NITI Aayog. Applications are now invited on behalf of the Chief Executive Officer, TIFT from eligible and dynamic individuals for various positions. The TIFT is committed to fostering positive change in Tripura and is looking for dedicated professionals to join the team in this endeavor. Interested candidates are invited to apply for the following contractual positions:

Sl. No.	Name of position	No. of posts
1	Team leader	1
2	Sector Expert- Agriculture and allied sectors (Plant based)	1
3	Sector Expert- Agriculture and allied sectors (Animal based)	1
4	Sector Expert - Social Sector (Education and Skill)	1
5	Sector Expert - Social Sector (Health)	1
6	Sector Expert - Infrastructure	1
7	Sector Expert - Industry & Trade	1
8	Sector Expert - Environment and Natural resource	1
9	Sector Expert - Good Governance and Public Administration	1
10	Monitoring and Evaluation Expert	1
11	Project Monitoring Engineer	1
12	IT Professional	1

For details relating to the post and requisite eligibility conditions one may visit <https://tripura.gov.in/>.

How to apply : Applications addressed to the Chief Executive Officer, TIFT with detailed resume in support of the candidature and copies of all supporting documents may be sent directly to the mail id gaggreruitment@gmail.com. The submission of applications shall start from 20th November, 2023 and the last date for the receipt of applications shall be 4th December, 2023.

Schedule of interviews shall be notified at a later date in the State portal (<https://tripura.gov.in/>) and through the local newspapers /email addresses of the respective candidates.

Sd/- 
US, General Administration
(Good Governance)

Human Resource for Programme Implementation Unit (PIU)

1. Name of the position – Team Leader for TIFT

1	Name of position	Team Lead
2	Number of positions	1 (One)
3	Method of recruitment	Contractual through Open Market
4	Age Limit	Candidates should be below 45 years of age as on the date of advertisement.
5	Period of Contract	For a period of 1(one) year, extendable as per the scheme guideline.
6	Location of Posting	Agartala, Tripura
7	Remuneration (per month)	Rs 1,50,000/- (Consolidated inclusive of all)
8	Education qualification	<p>Essential MBA in Finance or M.Tech or B.Tech or Masters in Economics from recognized institute.</p> <p>Desirable Persons with advanced diploma or degree in M&E, Project Appraisal & Risk Management, additional qualifications like research experience and published papers in the relevant field would be preferred.</p>
9	Experience	<p>Minimum 8 (Eight) years experience relevant to the job description.</p> <p>Preference will be given to persons with on- field experience, research background, work experience in project management, project appraisal, monitoring & evaluation, policy advocacy in the areas of governance, development-related projects, and programme implementation.</p> <p>Candidates should also have demonstrated experience relating to leading teams, managing projects, as well as conducting stakeholder engagement.</p> <p>The experience of internship/training will not be considered.</p>
10	Job description/ Duties & Responsibilities	<ul style="list-style-type: none"> • Maintain synergy between the GA(Good Governance) Dept., LKIs and NITI Aayog. • To assist TIFT in achieving its objectives in collaboration with NITI Aayog and the LKIs. • Preparation of development strategies, sectoral targets, socio economic goals and modification of State Vision@ 2047, as per the State's requirements and roadmap to achieve the same.

		<ul style="list-style-type: none"> • Draft policy briefs, presentations and other documents. • Coordination with development partners and technical agency concerned • Support mechanisms for strengthening horizontal and vertical coordination within Government. • Assist State in strengthening the innovation ecosystem • Assist State in strengthening the monitoring & evaluation ecosystem • Create and facilitate cross learning platforms • Documentation of activities performed under TIFT. • Preparation of the State, regional and sectoral reports on regular basis • Regular update on progress in State using the dashboard/portal maintained by NITI Aayog • Plan and organise workshops and other events related to the TIFT, including preparation of inputs for the workshop • Perform such other functions as may be necessary and as directed by the authority in GA(Good Governance) Dept. • The person should be based in Agartala to carry out the job & responsibilities stated above.
11	Knowledge and Skills	<ul style="list-style-type: none"> • Knowledge in stakeholder management, Human Resource Management, IT enabled work systems. • Experience in drafting reports and reviewing detailed project reports (DPRs). • Prior experience with Government, UN agencies and other international organizations is desirable. • Knowledge and experience related to National/State planning • Excellent Analytical and Problem-solving skills
12	Language Requirements	<p>Excellent verbal and written English and preferably State-specific language skills and demonstrate ability to communicate effectively in a multi-cultural environment.</p>

13	Leave	Entitled to have State government enlisted holidays. Individuals will be entitled to leaves of 18 days in the entire year.
14	How to apply	Applications addressed to the Chief Executive Officer, TIFT with detailed resume in support of the candidature and copies of all supporting documents may be sent directly to the mail id gaggreruitment@gmail.com.

The terms and conditions of engagement of the professionals will be according to the State Government Guidelines as applicable and in force.

2. Sector Experts for TIFT

1	Name of position	Sector Experts <ol style="list-style-type: none"> 1. Agriculture & Allied Sectors (Plant based and Animal based) – 2 2. Social Sectors (Education & Skill and Health) - 2 3. Infrastructure expert -1 4. Industry & Trade expert -1 5. Environment & Natural Resources expert -1 6. Good Governance & Public Administration expert - 1
2	Number of positions	8 (Eight)
3	Method of recruitment	Contractual through Open Market
4	Age Limit	Candidates should be below 45 years of age as on the date of advertisement.
5	Period of Contract	For a period of 1(one) year, extendable as per the scheme guideline.
6	Location of Posting	Agartala , Tripura
7	Remuneration (per month)	Rs. 1,00,000/- (Consolidated inclusive of all)
8	Education qualification	<p>Essential: Degree from recognized institute in the specified sector with research and field experience post highest qualification.</p> <ol style="list-style-type: none"> 1. Agriculture & Allied sector: <ul style="list-style-type: none"> Plant based – B. Tech. or M.Sc in Horticulture or Agriculture. Animal based – Masters of Veterinary Science (M.Vsc). 2. Social Sectors: <ul style="list-style-type: none"> Education & Skill expert – Masters in Humanities with M.Ed/ PG Diploma in Skill Development Health expert – Masters or Post Graduate Diploma in Public Health or any equivalent degree from recognised institute 3. Infrastructure expert: Master Degree in Civil Engineering/ Structural Engineer or any equivalent degree from recognised institute 4. Industry & Trade expert: Masters in Commerce or MBA preferably specialized in trade and/or industry. 5. Environment & Natural Resources expert: Masters in Environment Science/Life Sciences with MBA/PD Environment Management or any equivalent degree from recognized institute. 6. Good Governance & Public Administration expert: Masters in Political Science/ Public Administration or any equivalent degree from recognized institute.

		Desirable: Persons with advanced diploma or degree in (the specified sector), published papers in the relevant field would be preferred.
9	Experience	<p>Minimum 5 (five) years experience relevant to the job description.</p> <p>Preference will be given to persons with work experience in specified sector, implementation of programmes.</p> <p>Candidates should also have demonstrated experience relating to leading teams, managing projects, as well as conducting stakeholder engagement.</p> <p>The experience of internship/training will not be considered.</p>
10	Job description/Duties & Responsibilities	<ul style="list-style-type: none"> • Maintain synergy between the GA(Good Governance) Dept., LKIs and NITI Aayog. • To assist TIFT in achieving its objectives in collaboration with NITI Aayog and the LKIs. • Preparation of development strategies, sectoral targets, socio economic goals and modification of State Vision@ 2047, as per the State's requirements and roadmap to achieve the same. • Draft policy briefs, presentations and other documents. • Coordination with development partners and technical agency concerned • Support mechanisms for strengthening horizontal and vertical coordination within Government. • Assist State in strengthening the innovation ecosystem • Assist State in strengthening the monitoring & evaluation ecosystem • Create and facilitate cross learning platforms • Documentation of activities performed under TIFT. • Preparation of the State, regional and sectoral reports on regular basis • Regular update on progress in State using the dashboard/portal maintained by NITI Aayog • Plan and organise workshops and other events related to the TIFT, including preparation of inputs for the workshop under guidance of Team Leader and overall supervision of GA(Good Governance) Dept. • The person should be based in Agartala to carry out the job & responsibilities stated above. • Support in organizing workshops and other events related to the TIFT, including preparation of inputs for the workshops. • Any other tasks assigned by the supervisor (Team Leader) as may be necessary and as desired by the authority in GA (Good Governance) Dept. • The person should be based in Agartala to carry out the job & responsibilities stated above.

11	Knowledge and Skills	<ul style="list-style-type: none"> • Knowledge in stakeholder management, • Human Resource Management, IT enabled work systems. • Experience in drafting reports and reviewing detailed project reports (DPRs). • Prior experience with Government, UN agencies and other international organizations is desirable. • Knowledge and experience related to National/State planning • Excellent Analytical and Problem- solving skills
12	Language Requirements	Excellent verbal and written English and preferably State-specific language skills and demonstrate ability to communicate effectively in a multi-cultural environment.
13	Leave	Entitled to have State government enlisted holidays Individuals will be entitled to leaves of 18 days in the entire year.
14	How to apply	Applications addressed to the Chief Executive Officer, TIFT with detailed resume in support of the candidature and copies of all supporting documents may be sent directly to the mail id gaggreruitment@gmail.com.

The terms and conditions of engagement of the professionals will be according to the State Government Guidelines as applicable and in force.

Human Resource for Monitoring & Evaluation and Data Analytic Unit

1. M&E Expert for TIFT

1	Name of position	M&E Expert
2	Number of positions	1 (One)
3	Method of recruitment	Contractual through Open Market
4	Age Limit	Candidates should be below 45 years of age as on the date of advertisement.
5	Period of Contract	For a period of 1(one) year, extendable as per the scheme guideline.
6	Location of Posting	Agartala, Tripura
7	Remuneration (per month)	Rs 1,00,000/- (Consolidated inclusive of all)
8	Education qualification	<p>Essential: B.Tech or MBA or Master's in Economics/ Statistics/ Social Sciences/ Public Policy/ Project Management/ Public Administration from recognized institution.</p> <p>Desirable: Training or Certification in Project Monitoring and Evaluation methodologies, tools, and techniques. Research experience and Published papers in the relevant field would be preferred.</p>
9	Experience	<p>Minimum 8 (Eight) years experience relevant to the job description.</p> <p>Preference will be given to persons with on- field experience, research background, work experience in project management, project appraisal, monitoring & evaluation, policy advocacy in the areas of governance, development-related projects, and programme implementation.</p> <p>Candidates should also have demonstrated experience relating to leading teams, managing projects, as well as conducting stakeholder engagement.</p> <p>The experience of internship/training will not be considered.</p>
10	Job description/Duties & Responsibilities	<ul style="list-style-type: none">• Setting benchmarks, practice standards and guidelines for all topics related to evaluation.• Evaluation of DPRs/AAPs and Concept Notes of projects/Schemes as per the extant rules and guidelines.• Evaluation of development projects based on Output-Outcome framework.• Monitor ongoing projects and schemes of the Government through site visits and online monitoring dashboard.• Evidence based project planning and policy making• Assist State in strengthening the monitoring and evaluation ecosystem.• Preparation of evaluation report of the projects implemented by State on regular basis.

		<ul style="list-style-type: none"> • Support regular updates on progress in State using the dashboard/portal maintained by NITI Aayog. • Formulating and adapting best practices in M&E from States/UTs • To lead analytical work to provide evidence-based insights and inform decision-making to improve the performance and outcomes of development initiatives. • To design and conduct field survey and studies on the state economy in collaboration with organizations of national and international repute. • Any other tasks assigned by the Team Leader of PIU and as desired by authority in the GA(Good Governance) Dept.
11	Knowledge and Skills	<ul style="list-style-type: none"> • Knowledge of evaluating and monitoring of schemes/ projects • Experience in drafting reports and reviewing detailed project reports • Prior experience with Government, UN agencies and other international organizations is desirable • Excellent Analytical & Problem-solving skills
12	Language Requirements	Excellent verbal and written English and preferably State-specific language skills and demonstrate ability to communicate effectively in a multi-cultural environment.
13	Leave	Entitled to have State government enlisted holidays Individuals will be entitled to leaves of 18 days in the entire year.
14	How to apply	Applications addressed to the Chief Executive Officer, TIFT with detailed resume in support of the candidature and copies of all supporting documents may be sent directly to the mail id gaggreruitment@gmail.com.

The terms and conditions of engagement of the professionals will be according to the State Government Guidelines as applicable and in force.

2. Project Monitoring Engineer for TIFT

1	Name of position	Project Monitoring Engineer
2	Number of positions	1(one)
3	Method of recruitment	Contractual through Open Market
4	Age Limit	Candidates should be below 40 years of age as on the date of advertisement.
5	Period of Contract	For a period of 1(one) year, extendable as per the scheme guideline.
6	Location of Posting	Agartala, Tripura
7	Remuneration (per month)	Rs 60,000/- (Consolidated inclusive of all) or any equivalent degree from
8	Education qualification	Essential: B.E/B.Tech(Civil Engineering) Desirable: Persons with advanced diploma or degree in (the specified sector), published papers in the relevant field would be preferred.
9	Experience	Minimum 3 (three) years' experience relevant to the job description. Preference will be given to persons with work experience in specified sector, implementation of programmes. Strong data analysis skills, including proficiency in statistical software and data visualization tools.
10	Job description/Duties & Responsibilities	<ul style="list-style-type: none"> • Evaluation of DPRs/AAPs and Concept Notes of projects/Schemes as per the extant rules and guidelines. • Evaluation of development projects based on Output-Outcome framework. • Monitor ongoing projects and schemes of the Government through site visits and online monitoring dashboard. • To put in place robust monitoring & evaluation mechanism. • Evaluation and assessment of existing strategies, methodologies, and systems of Project Implementation. • Coordination with development partners and technical agency concerned. • Support in preparation of State projects and Schemes reports on regular basis.
11	Knowledge and Skills	<ul style="list-style-type: none"> • Knowledge of evaluating and monitoring of schemes/ projects • Experience in drafting reports and reviewing detailed project reports • Prior experience with Government, UN agencies and other international organizations is desirable <p>Excellent Analytical & Problem-solving skills</p>

12	Language Requirements	Excellent verbal and written English and preferably State-specific language skills and demonstrate ability to communicate effectively in a multi-cultural environment.
13	Leave	Entitled to have State government enlisted holidays Individuals will be entitled to leaves of 18 days in the entire year.
14	How to apply	Applications addressed to the Chief Executive Officer, TIFT with detailed resume in support of the candidature and copies of all supporting documents may be sent directly to the mail id gaggreruitment@gmail.com .

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3. IT Professional for TIFT

1	Name of position	IT Professional
2	Number of positions	1(one)
3	Method of recruitment	Contractual through Open Market
4	Age Limit	Candidates should be below 40 years of age as on the date of advertisement.
5	Period of Contract	For a period of 1(one) year, extendable as per the scheme guideline.
6	Location of Posting	Agartala, Tripura
7	Remuneration (per month)	Rs 60,000/- (Consolidated inclusive of all) or any equivalent degree from
8	Education qualification	<p>Essential: Bachelor's degree in IT/ Computer Science or any equivalent qualification from recognized institute.</p> <p>Desirable: Persons with advanced diploma or degree in (the specified sector), published papers in the relevant field would be preferred. Strong data analysis skills, including proficiency in statistical software and data visualization tools.</p>
9	Experience	<p>Minimum 3 (three) years' experience relevant to the job description.</p> <p>Preference will be given to persons with work experience in specified sector, implementation of programmes.</p>
10	Job description/Duties & Responsibilities	<ul style="list-style-type: none"> • Real-time online based monitoring mechanism for development works. • Assist State in strengthening the monitoring and evaluation ecosystem. • Support regular updates on progress in State using the dashboard/portal maintained by NITI Aayog. • Data upload and management of monitoring dashboard/software • Maintenance of data systems • Data analytics
11	Knowledge and Skills	<ul style="list-style-type: none"> • Knowledge and Experience in data entry and analysis. • Experience in IT enabled work system. • Excellent Analytical & Problem-solving IT related skills

12	Language Requirements	Excellent verbal and written English and preferably State-specific language skills and demonstrate ability to communicate effectively in a multi-cultural environment.
13	Leave	Entitled to have State government enlisted holidays Individuals will be entitled to leaves of 18 days in the entire year.
14	How to apply	Applications addressed to the Chief Executive Officer, TIFT with detailed resume in support of the candidature and copies of all supporting documents may be sent directly to the mail id gaggreruitment@gmail.com..

The terms and conditions of engagement of the professionals will be according to the State Government Guidelines as applicable and in force.

To
 The Chief Executive Officer,
 Tripura Institution For Transformation (TIFT)

Subject : Application for the post of

1	Name (in BLOCK LETTERS)				
2	Name of Mother				
3	Name of Father				
4	Date of Birth				
5	Gender				
6	Marital Status				
7	Permanent Address				
8	Contact Number				
9	Alternate Number, if any				
10	Email id				
11	Educational Qualification from Class X onwards indicating name of the Board/University, year of passing and percentage of marks obtained				
	Qualification	Board/University	Year of Passing	Subjects offered	% of marks
11.1	Class X				
11.2	Class -XII				
11.3	Graduation				
11.4	Post Graduation				
11.5	Any other degree				
12	Additional qualification and skill sets, if any (details to be shared)				
13	Details of work experience relevant to the post applied for				
14	Proficiency in language(s)	Name of language(s)	Read (Yes/No)	Write (Yes/No)	Speak (Yes/No)
15	Computer proficiency and knowledge of software tools, if any (Please specify)				
16	Previous convictions by Court of Law (if any)				

Declaration :

I hereby, declare that the information as shared above is true to the best of my knowledge and if any information furnished above is found to be false will lead to disqualification of my candidature.

Dated :

(Full signature of the applicant)

N.B : The duly filled-in application with all supporting documents may be sent via email to gaggreruitment@gmail.com

To
 The Chief Executive Officer,
 Tripura Institution For Transformation (TIFT)

Subject : Application for the post of

1	Name (in BLOCK LETTERS)				
2	Name of Mother				
3	Name of Father				
4	Date of Birth				
5	Gender				
6	Marital Status				
7	Permanent Address				
8	Contact Number				
9	Alternate Number, if any				
10	Email id				
11	Educational Qualification from Class X onwards indicating name of the Board/University, year of passing and percentage of marks obtained				
	Qualification	Board/University	Year of Passing	Subjects offered	% of marks
11.1	Class X				
11.2	Class -XII				
11.3	Graduation				
11.4	Post Graduation				
11.5	Any other degree				
12	Additional qualification and skill sets, if any (details to be shared)				
13	Details of work experience relevant to the post applied for				
14	Proficiency in language(s)	Name of language(s)	Read (Yes/No)	Write (Yes/No)	Speak (Yes/No)
15	Computer proficiency and knowledge of software tools, if any (Please specify)				
16	Previous convictions by Court of Law (if any)				

Declaration :

I hereby, declare that the information as shared above is true to the best of my knowledge and if any information furnished above is found to be false will lead to disqualification of my candidature.

Dated :

(Full signature of the applicant)

N.B : The duly filled-in application with all supporting documents may be sent via email to gaggreruitment@gmail.com