



Advertisement for Engagement of IT Consultant

Research and Information System for Developing Countries (RIS), a policy research institute under the aegis of the Ministry of External Affairs, Government of India, invites applications for engagement of an **IT Consultant** on a contractual basis.

Key Responsibilities:

- Lead a IT team for the smooth functioning of office IT systems and digital platforms.
- Oversee maintenance and upgradation of IT infrastructure, including servers, LAN/Wi-Fi, printers, UPS and security systems.
- Manage RIS website, e-mail systems, cloud services, and ensure data security with regular backups and updates.
- Providing Data & Research Support to the Research Team(s)
- Coordinate with administration for procurement, AMC, and software licensing; maintain IT Asset Management.
- Provide IT support for webinars, hybrid meetings, and international conferences, including audio-visual setups.
- Ensuring data & cyber security, regular backup, and troubleshooting.
- Supporting e-office & new technological innovations and digital record management initiatives, including user training on digital tools and best IT practices.

Eligibility Criteria:

- Bachelor's/Master's degree in Computer Science/IT or equivalent.
- Minimum 4 years of experience in IT systems administration, website & Data management, and troubleshooting.
- Knowledge of Software Licensing, IT Networking, Cyber & Data security, cloud services, and open-source platforms.
- Experience in handling digital conferencing tools is preferred.

Remuneration:

A Consolidated fee will be commensurate with qualification and experience.

Tenure:

Initially for one year, extendable based on performance and requirement.

How to Apply:

Interested candidates are requested to submit their applications for the post, duly supported by self attested copies of the educational and other qualifications on the email ID : recruitment@ris.org.in latest by 5 January 2026.

Notes :

- i) RIS reserves the right to cancel/withdraw the advertisement at any stage without assigning any reason.
- ii) Incomplete applications or those received after the due date will not be considered.
- iii) Canvassing in any form will lead to disqualification.
- iv) Only shortlisted candidates will be called for interview/selection process.
- iv) Mere fulfilment of eligibility conditions does not guarantee shortlisting.
- v) No TA/DA will be paid for attending the interview unless otherwise specified.
- vi) The decision of RIS shall be final and binding.