

GOVERNMENT OF TRIPURA

TRIPURA INSTITUTION FOR TRANSFORMATION (TIFT)

Ref No. 7(5)/GA(GG)/2026/

Date: 29/09/2026

NOTIFICATION FOR CONTRACTUAL ENGAGEMENT

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 NITI Aayog in Tripura. Applications are now invited on behalf of the Chief Executive Officer, TIFT from eligible and dynamic individuals for various positions. 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:

Vacancy details

Sl.	Position	No. of Posts
1	Senior Consultant – Governance Strategy & Public Affairs	1
2	Consultant – Governance Monitoring & Coordination	1
3	Governance Research Associate	1
4	Policy Research Associate	1
5	Executive Program Coordination Associate	1
6	Field Program Coordination Associate	1
7	Data & Documentation Program Coordination Associate	1
8	Digital Communications Manager	1
9	Senior Content & Public Information Associate	1
10	Communications Associate	1
11	Multimedia Communications Associate	1
12	Creative Communications Associate	1

For detailed advertisement relating to the posts and requisite eligibility conditions one may visit <https://tripura.gov.in/> or <https://recruitment.tift.org.in/>

How to apply: The applicants are requested to visit the website <https://recruitment.tift.org.in/> for filling-up the online application form. The submission of applications shall start from 01.10.2026 and the last date for the receipt of applications shall be 15.10.2026 till 6.00 PM. In case of technical issues, please attach screenshot of the issue and email it to gaggrecruitment@gmail.com.

N.B : Please refer the website <https://recruitment.tift.org.in/> for updates and announcements.

Sd/-

Chief Executive Officer, TIFT

1. Invitation of applications

Tripura Institution for Transformation (TIFT), the State Institution for Transformation of the Government of Tripura set up under guidance of NITI Aayog, invites applications from eligible Indian citizens for contractual / consultant / project-linked engagement.

The engagements are temporary and do not confer any right to regular appointments under the Government of Tripura or TIFT.

2. Vacancy and compensation details

Sl.	Position	Posts	Indicative monthly compensation
1	Senior Consultant – Governance Strategy & Public Affairs	1	₹1,50,000/-
2	Consultant – Governance Monitoring & Coordination	1	₹1,10,000/-
3	Governance Research Associate	1	₹60,000/-
4	Policy Research Associate	1	₹60,000/-
5	Executive Program Coordination Associate	1	₹40,000/-
6	Field Program Coordination Associate	1	₹40,000/-
7	Data & Documentation Program Coordination Associate	1	₹40,000/-
8	Digital Communications Manager	1	₹1,00,000/-
9	Senior Content & Public Information Associate	1	₹50,000/-
10	Communications Associate	1	₹30,000/-
11	Multimedia Communications Associate	1	₹30,000/-
12	Creative Communications Associate	1	₹30,000/-
Compensation note: The amounts are indicative consolidated monthly engagement amounts, inclusive of all applicable components. No additional regular-establishment entitlements shall accrue.			

3. Nature, tenure and place of engagement

- Nature of engagement: Contractual / consultant / project-linked, as decided by the Competent Authority.
- Initial tenure: 11 (eleven) months, renewable for further period subject to satisfactory performance, continuing institutional requirement and approval of the Competent Authority.
- Place of engagement: TIFT, Agartala, Tripura, with field travel within or outside the State as required.
- The engaged personnel shall work under the supervision and direction of the CEO, TIFT, or an officer authorized by the CEO, TIFT.

4. Role-wise eligibility and responsibilities

4.1. Senior Consultant – Governance Strategy & Public Affairs

Number of posts: 01

Functional domain

- Governance coordination and strategic public affairs
- Governance analytics and executive decision-support
- Programme monitoring oversight
- Strategic communication and outreach supervision

Key responsibilities

- Provide strategic governance coordination and implementation-review support at the apex institutional level.
- Facilitate interdepartmental coordination across priority and flagship initiatives.
- Supervise monitoring frameworks, dashboards and analytical review systems.
- Oversee structured analytical notes, summarized briefs and review material for executive decision-support.
- Coordinate public information, governance communication and strategic outreach mechanisms.
- Provide supervisory oversight to the Monitoring, Research and Digital Public Information teams.

Essential qualification

- Master's degree in Public Policy, Political Science, Governance, Economics, Law, Public Administration, International Relations, Management or a related discipline from a recognized institution.

Desirable qualification

- Post-graduation qualification from a reputed national / international institution of public policy, governance or management.
- Certification in monitoring & evaluation, governance analytics or public affairs.

Essential experience

- Minimum 5 years of professional experience in governance consulting, PMUs, executive governance-support systems, transformation missions, public affairs, governance communications or programme-coordination environments.

Desirable experience

- Engagement with State / Central Government departments, NITI Aayog-aligned institutions, State Transformation Missions or reputed public-policy / development-consulting organizations.
- Demonstrated experience of interfacing with senior government leadership and institutional executives.

Age: Maximum 50 years (as on the date of the publication of this advertisement)

4.2. Consultant – Governance Monitoring & Coordination

Number of posts: 01

Functional domain

- Programme monitoring and implementation tracking
- Governance coordination
- Dashboard and analytics support

- Monitoring & Evaluation assistance

Key responsibilities

- Monitor governance priorities and flagship programmes.
- Maintain dashboards, trackers and structured review systems.
- Coordinate departmental follow-up and implementation-review mechanisms.
- Support governance reporting, summarization and analytical assessment of programme data.
- Prepare implementation-status notes, structured analytical notes and review briefs.

Essential qualification

- Master's degree in Public Policy, Business Administration, Political Science, Governance, Economics, Law, Public Administration, International Relations, Management or a related discipline from a recognized institution.

Desirable qualification

- Specialization or certification in monitoring & evaluation, data analytics, project management or governance studies.

Essential experience

- Minimum 5 years of experience in governance consulting, PMUs, monitoring & evaluation systems, programme implementation, or strategy and operations environments.

Desirable experience

- Government programme monitoring or dashboard-based review experience.
- Exposure to governance / policy research, development-sector data management or policy operations.

Age: Maximum 50 years (as on the date of the publication of this advertisement)

4.3. Governance Research Associate

Number of posts: 01

Functional domain

- Governance data analysis
- Programme monitoring and dashboard support
- Structured briefing and drafting support
- Stakeholder and field-input synthesis
- Monitoring/data orientation

Key responsibilities

- Prepare research notes, policy briefs, comparative assessments and executive summaries.
- Review legislation, schemes, guidelines and good practices relevant to State priorities.
- Synthesize departmental, stakeholder and field inputs into evidence-based briefing material.
- Support presentations, consultation papers and governance-review documentation.

Essential qualification

- Master's degree in Public Policy, Political Science, Economics, Sociology, Governance, Development Studies, Journalism, Public Administration or a related discipline.

Desirable qualification

- Post-graduate degree in public policy, governance or social sciences.
- Coursework or certification in data analysis, policy research or strategic communications.

Essential experience

- Minimum 1 year of experience in governance or public-policy research, policy consulting, legislative / regulatory research, development-sector research, social-sector studies, or preparation of analytical briefs and reports.

Desirable experience

- Experience with a government department, governance advisory / consulting organization, think tank, university research centre or development-sector institution.
- Exposure to comparative policy analysis, primary / secondary research, stakeholder consultations or preparation of policy notes for senior decision-makers.

Age: Maximum 50 years (as on the date of the publication of this advertisement)

4.4. Policy Research Associate

Number of posts: 01

Functional domain

- Public-policy research
- Comparative policy and institutional analysis
- Structured briefing and drafting support
- Stakeholder and field-input synthesis
- Social-science research orientation

Key responsibilities

- Conduct policy, programme and institutional research on priority governance themes.
- Maintain dashboards, MIS, trackers, indicator frameworks and implementation-status databases.
- Prepare data tables, visual summaries, exception reports and analytical inputs for review meetings.
- Support monitoring of outputs, outcomes, milestones and departmental follow-up actions.
- Assist in consolidation of field data and identification of gaps, delays and emerging trends.

Essential qualification

- Master's degree in Public Policy, Political Science, Economics, Sociology, Governance, Development Studies, Journalism, Public Administration or a related discipline.

Desirable qualification

- Post-graduate degree in public policy, governance or social sciences.
- Coursework or certification in data analysis, policy research or strategic communications.

Essential experience

- Minimum 1 year of experience in governance or public-policy research, policy consulting, legislative / regulatory research, development-sector research, social-sector studies, or preparation of analytical briefs and reports.

Desirable experience

- Experience with government programme data, PMUs, monitoring & evaluation assignments, survey datasets or dashboard-based review systems.
- Working knowledge of advanced spreadsheets and exposure to data-visualization / business-intelligence tools is desirable.

Age: Maximum 50 years (as on the date of the publication of this advertisement)

4.5. Executive Program Coordination Associate

Number of posts: 01

Functional domain

- Executive office and secretariat coordination
- Meeting and schedule management
- Workflow and follow-up management
- Confidential documentation support

Key responsibilities

- Coordinate executive schedules, review meetings, agendas and meeting logistics.
- Prepare meeting folders, records of discussion, action points and follow-up trackers.
- Coordinate time-sensitive communication with departments and institutional stakeholders.
- Maintain confidential records, correspondence and executive workflow documentation.
- Support protocol, visitor coordination and other secretariat requirements.

Essential qualification

- Graduate in any discipline from a recognized university; OR Higher Secondary with a relevant diploma (such as Computer Application) together with demonstrable relevant work experience.

Desirable qualification

- Graduate / Post-graduate degree in Administration, Management, Political Science, Governance or Public Administration.
- Proficiency in office-productivity and data-management tools.

Essential experience

- Minimum 1 year of experience in an executive office, secretariat, administrative coordination unit, senior-management support role, government office, institutional PMU, or meeting and workflow coordination environment.

Desirable experience

- Experience supporting senior government officers / institutional leadership, maintaining confidential records, coordinating high-level meetings or tracking executive decisions.
- Demonstrated ability to manage schedules, correspondence and multiple time-sensitive follow-ups.

Essential eligibility conditions

- Sound communication, organization and office-productivity skills.
- Ability to handle confidential information with discretion.
- Ability to coordinate senior-level meetings and follow-up actions under tight timelines.

Age: Maximum 50 years (as on the date of the publication of this advertisement)

4.6. Field Program Coordination Associate

Number of posts: 01

Functional domain

- Field implementation and programme coordination
- Departmental and district-level liaison
- Stakeholder mobilization and outreach support
- Field reporting and logistics

Key responsibilities

- Coordinate field visits, consultations, awareness activities and programme events.
- Liaise with departments, district administration, field functionaries, local bodies and community stakeholders.
- Collect and consolidate field-level information, progress updates and implementation feedback.
- Support participant mobilization, logistics, documentation and follow-up for outreach activities.
- Undertake field travel and assist in resolving operational coordination issues.

Essential qualification

- Graduate in any discipline from a recognized university; OR Higher Secondary with a relevant diploma (such as Computer Application) together with demonstrable relevant work experience.

Desirable qualification

- Graduate / Post-graduate degree in Administration, Management, Political Science, Governance or Public Administration.
- Proficiency in office-productivity and data-management tools.

Essential experience

- Minimum 1 year of experience in field programme implementation, community / stakeholder mobilization, public outreach, government or development-sector campaigns, district-level coordination, survey / field operations, or event and logistics coordination.

Desirable experience

- Experience working with government departments, local bodies, civil-society organizations, field teams or community institutions.
- Working knowledge of Bengali / Hindi / Kokborok and familiarity with Tripura's districts and local administrative systems.

Age: Maximum 50 years (as on the date of the publication of this advertisement)

4.7. Data & Documentation Program Coordination Associate

Number of posts: 01

Functional domain

- Programme data and records management
- Documentation and data-entry support
- Tracker and reporting coordination
- Administrative workflow support

Key responsibilities

- Maintain programme databases, registers, document repositories and action-taken trackers.
- Undertake accurate data entry, compilation, validation and periodic updating of records.
- Organize official correspondence, reports, meeting documents and digital / physical files.
- Generate routine status statements and support consolidation of departmental information.
- Assist administrative workflows, document retrieval and record-management requirements.

Essential qualification

- Graduate in any discipline from a recognized university; OR Higher Secondary with a relevant diploma (such as Computer Application) together with demonstrable relevant work experience.

Desirable qualification

- Graduate / Post-graduate degree in Administration, Management, Political Science, Governance or Public Administration.
- Proficiency in office-productivity and data-management tools.

Essential experience

- Minimum 1 year of experience in data entry, MIS support, records / document management, office administration, report compilation, back-office operations, programme documentation, or computer-based information management.

Desirable experience

- Experience maintaining government / institutional records, programme databases, spreadsheets, digital document repositories or monitoring trackers.
- Proficiency in word processing, spreadsheets, presentations, email and file-management systems.

Age: Maximum 50 years (as on the date of the publication of this advertisement)

4.8. Digital Communications Manager

Number of posts: 01

Functional domain

- Digital outreach coordination
- Citizen-engagement systems
- Public-information dissemination
- Digital communications management

Key responsibilities

- Supervise digital communication and public-outreach systems.
- Coordinate dissemination of governance information and public-awareness initiatives.
- Maintain content calendars, dissemination workflows and digital-publishing systems.
- Coordinate citizen-engagement activities and outreach campaigns.
- Monitor engagement trends and support communication planning.
- Coordinate with governance, research and monitoring teams.

Essential qualification

- Graduate/Post Graduate degree in Mass Communication, Journalism, Digital Media, Public Relations, Communication, Marketing or a related discipline.

Desirable qualification

- Post-graduate degree / diploma in digital media or communications.
- Certification in social-media management or digital-campaign analytics.

Essential experience

- Minimum 5 years in digital communications, public outreach, social-media operations, governance communications, public-information systems or digital-campaign management.

Desirable experience

- Government digital communication / public-information campaign experience.
- Large-scale citizen-engagement or outreach experience.

Age: Maximum 40 years (as on the date of the publication of this advertisement)

4.9. Senior Content & Public Information Associate

Number of posts: 01

Functional domain

- Public-information support
- Content development
- Governance-communication assistance
- Messaging support

Key responsibilities

- Draft governance-communication material, public-information notes and dissemination content.
- Prepare speech inputs, communication briefs and awareness material.
- Support thematic campaigns and governance-outreach initiatives.
- Coordinate with digital and governance teams.

Essential qualification

- Bachelor's / Master's degree in Journalism, Mass Communication, English, Public Relations or a related discipline.

Desirable qualification

- Graduate qualification in communications or media with governance-communication exposure.

Essential experience

- Minimum 3 years in content development, governance communications, public affairs, public-information systems, media ecosystems or communication-support environments.

Age: Maximum 40 years (as on the date of the publication of this advertisement)

4.10. Communications Associate

Number of posts: 01

Functional domain

- Communication support
- Content operations
- Digital publishing support
- Outreach assistance

Key responsibilities

- Support communication material, digital posts and dissemination content.
- Assist publishing workflows and outreach coordination.
- Maintain communication trackers and dissemination schedules.
- Support citizen engagement and public-awareness initiatives.

Essential qualification

- Graduate degree in Journalism, Communications, Media Studies, Political Science, English or a related discipline.

Desirable qualification

- Certification in digital communication, content or media production.

Essential experience

- Minimum 1 year in digital communications, content support, outreach operations, public-information systems or media-support environments.

Desirable experience and skills

- Exposure to government / governance digital-outreach environments.
- Sound drafting and communication capability.
- Understanding of digital-communication systems and publishing workflows.
- Ability to operate in fast-paced execution environments.

Age: Maximum 40 years (as on the date of the publication of this advertisement)

4.11. Multimedia Communications Associate

Number of posts: 01

Portfolio requirement: A work portfolio / showreel must be submitted with the application.

Functional domain

- Multimedia production
- Video editing
- Digital-media support
- Multimedia dissemination

Key responsibilities

- Produce and edit short-form and long-form communication videos.
- Support multimedia dissemination for governance outreach.
- Format and optimize multimedia for digital platforms.
- Support rapid-turnaround production requirements.

Essential qualification

- Graduate degree / diploma in Multimedia, Film & Video Editing, Animation, Digital Media or a related discipline.

Desirable qualification

- Certification or demonstrated proficiency in industry-standard multimedia and video-editing tools.

Essential experience

- Minimum 1 year in video editing, multimedia production, digital campaigns, social-media video operations or multimedia-dissemination systems.
- Social-media video operations or public-awareness multimedia campaign experience.

Desirable experience and skills

- Demonstrated video-editing and multimedia-production capability.
- Working knowledge of multimedia-editing tools and digital-dissemination systems.
- Ability to independently manage production timelines and delivery requirements.

Age: Maximum 40 years (as on the date of the publication of this advertisement)

4.12. Creative Communications Associate

Number of posts: 01

Portfolio requirement: A design portfolio must be submitted with the application.

Functional domain

- Graphic design
- Visual communication
- Digital-branding support
- Creative dissemination support

Key responsibilities

- Design creatives, outreach material and visual-communication assets.
- Develop graphics for governance outreach and awareness initiatives.
- Coordinate campaign support with communication and multimedia teams.
- Support digital dissemination and public-information design requirements.

Essential qualification

- Graduate degree / diploma in Graphic Design, Visual Communication, Multimedia Design, Fine Arts or a related discipline.

Desirable qualification

- Certification or demonstrated proficiency in standard design and digital-publishing tools.

Essential experience

- Minimum 1 year in graphic design, digital-communication design, public-awareness campaigns, social-media creatives or visual-communication systems.

Desirable skills:

- Strong portfolio demonstrating digital-communication and graphic-design capability.
- Experience in high-volume creative-production environments.
- Working knowledge of standard design tools and digital-publishing formats.

Age: Maximum 40 years (as on the date of the publication of this advertisement)

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