



Jharkhand Agency for Promotion of Information Technology
Department of Information Technology, Govt. of Jharkhand
Reference No. : 18-02/2014-15



ADVERTISEMENT FOR CONTRACTUAL VACANCY NOTICE

Applications are invited from eligible candidates for engagement of Project Coordinator on purely contractual basis under Law Department and AG office Computerization. Applicants should be below 40 years old as on last date of application submission.

Name of Position	No. of vacancies	Period of Engagement	Stipend (Lump sum / Fixed Remuneration)	Essential Qualification & Experience
Project Coordinator	1	This contract would be initially for one year and this may be reviewed for further period of one years, subject to satisfactory performance.	30,000/-	1. B.E or B.Tech (Computer Science/Information Technology/Electronics & Telecommunication) / MCA 2. Knowledge of Hindi and English is mandatory. 3. Minimum of three years of Post qualification work experience in IT / e-Governance related field.

* The percentage increment will depend on the performance evaluation and can vary. Please refer to terms and condition of engagement for more details.

Desired skills of the candidates:

1. Essential Qualification & Experience

- B.E or B.Tech (Computer Science/Information Technology/Electronics & Telecommunication) /MCA
- Knowledge of Hindi and English is mandatory.
- Minimum of three years of post qualification work experience in IT / e-Governance related field.
 - Prior project management experience
 - Experience in infrastructure deployment(IT), software development, IT networking and IT security management is preferred
 - Good people management and communication skills
 - Result oriented and self-motivated
 - Experience in computerization of organizations / departments will be an added benefit

2. Job description:

- Coordinate with all the stack holders of the Project
- Facilitate acceptance of supply, installation and commissioning of hardware & peripherals deployed at Law Department and AG Office
- Submission of weekly report to the Law Department / AG Office / IT department on progress of the Project.
- Facilitate data digitization, networking, site preparation and training / workshop activities in the department.
- Training to other stakeholders, as and when required
- Be the first point of escalations for any failure in the performance of the service
- Carry-out root-cause analysis for any service level failures
- Ensure the technical infrastructure is working as per the service levels of the SI
- Co-ordinate with SI for resolution of any technical failure
- Training to other stakeholders, as and when required
- Any other project related activities.

The documents required in support of the eligibility criteria are as detailed below (However these documents will be required to be submitted only at the time of interview for the shortlisted candidate):

Age Proof	10th or 12th standard mark sheet or school leaving certificate or birth certificate.
Educational Qualification	For Graduation/Post Graduation i. All semester wise or year wise individual mark sheets. ii. All mark sheets pertaining to improvement in the marks [i.e. if the applicants has made more than one attempt to obtain pass or improve marks of any subject in any of the semester(s) or year(s)] iii. Degree or provisional pass certificate. For 10th & Intermediate iv. High School (Class 10th) and Intermediate (Class 12th) Certificate
Work Experience	i. Experience certificate, offer letters, relieving letters, last drawn salary slips from the past employers ii. Offer letter and last three month's salary slip from current employer iii. These documents should clearly indicate the date of joining and date of relieving for each of the previous and current employer(s). iv. The experience certificate or testimonials produced by the applicants should indicate the date of joining and relieving, designation at the time of joining, date of promotion with designation, if any
Identity Proof	College ID, PAN card, Driving License, Passport, voters ID card or any other ID card attested by a gazette officer
Documentary Proof as to Home District	Residence Certificate from the competent authority
Caste Proof (if applicable)	Relevant Caste Certificate from the competent authority

HOW TO APPLY:

Candidates will be required to register themselves online through recruitment portal <http://recruitment.jharkhand.gov.in>. After registration candidates are required to upload all the required documents. Online registration of the application will be available till **10/03/2015**.

In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and / or that he / she has furnished any incorrect / false information his / her candidature will stand cancelled. Application should be submitted through online portal only and will not be accepted by post or in person at the office.

SELECTION PROCESS:

The selection process will be as follows:

- i. Depending on the number of eligible applications received, selection committee may choose to shortlist the candidates based on academic qualifications and work experience or the State may conduct a written test for the same.
- ii. Shortlisted candidates will be called for an interview by the selection committee. The date and venue will be intimated to the shortlisted candidates through email/SMS, based on the information provided in the application form by them.
- iii. The date of interview fixed by the State will be final and no request will be entertained for rescheduling of these dates.
- iv. Other instructions, if any, in this regard would also be displayed on the websites. Applicants are, therefore, advised to visit the website at regular intervals.
- v. Final selection would be made based on the academic qualifications, work experience and interview.
- vi. Applicant must carry his / her original documents of educational qualifications, work experience and other relevant certificates along with the photo ID for the interview.
- vii. Inability to produce any of the documents (both original and attested copy) at the time of interview will render the applicants ineligible for the selection and would not be allowed to appear for interview.
- viii. Final result will be published on the website and a separate notification will be sent to selected candidates over the email.

TERMS & CONDITIONS

The terms and conditions for the engagement is as follows:

- i. The engagement will be purely on contractual basis, contracted by JAP-IT.
- ii. Annual increments will be subject to the performance evaluation by relevant authority.
- iii. Incomplete or wrongly filled applications will be rejected.
- iv. No correspondence shall be entertained with the candidates not selected for the interview or thereafter.
- v. Canvassing in any form will result in disqualification.
- vi. Candidate found to have suppressed any material/information or furnished false information/documents, his/her case shall not be considered for the engagement even after selection.
- vii. The undersigned reserves the right to cancel any or all the applications without assigning any reason thereof.

Sd/-

**Dy. Director IT –cum- Project In-charge JAP-IT
Jharkhand Agency for Promotion of Information Technology**