

## NIELIT, CHANDIGARH

### Requirements for empanelment of manpower for the post of 'Finance Manager' and 'e-District Coordinator' on contract basis till 30/06/2014

1. Payment by Bank Draft of Rs 500/- (non-refundable) is to be drawn in favour of “**DIRECTOR, NIELIT CHANDIGARH**” and payable at Chandigarh only.
2. Applicants are required to submit attested copies of their testimonials/certificates with the application form.
3. Applicants sending applications through post must mention the name of the post on top of the envelope.
4. Applicants are required to fill a separate application form for each post and also pay Rs 500/- (in cash or through bank draft) for each post separately.
5. Applicants remitting application fee through bank draft must mention their name in CAPITAL LETTERS and Phone Number on the backside of the Bank Draft.
6. Selection for the post of 'Finance Manager' will be through interview, the date and time for which shall be announced later on, on the website of the Centre – [www.nielitchd.in](http://www.nielitchd.in).
7. Selection for the post of 'e-District Coordinator' will be through a written test (70% in Computer Science and 30% General Aptitude) followed by interview. Candidates whose applications are received by the due date will be called for a written test. The date and time of the written test will be announced later on, on this website of the Centre – [www.nielitchd.in](http://www.nielitchd.in).
8. No separate call letter will be sent for the written test or interview.
9. Eligibility of the candidates will be again checked with the original testimonials on the date of interview.
10. Applicants are advised to visit the website of the Centre regularly for the latest update regarding this advertisement/posts.

JOB TITLE	FINANCE MANAGER
<b>Purpose</b>	<ul style="list-style-type: none"><li>○ To assist the Member Secretary of the Society for financial matters</li><li>○ To manage finances of the Society</li><li>○ To liaison with all the stakeholders on account issues</li></ul>
<b>Educational Qualifications</b>	<ul style="list-style-type: none"><li>○ Graduate degree in Finance/Commerce from recognized university with CA/ICWA/CS-Inter</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>○ Atleast 8 years of experience</li><li>○ Minimum of five years of experience in government/ semi-government /autonomous organizations/public sector undertaking</li></ul>
<b>Salary</b>	Rs. 60,000 per month
<b>Period</b>	Upto 30/06/2014 initially

JOB TITLE	E-DISTRICT COORDINATOR
Educational Qualifications	<p><b>1. Eligibility criteria</b></p> <p><b>1.1. Essential Qualification</b></p> <p>The essential qualification for the candidate is as follows:</p> <ul style="list-style-type: none"> <li><b>i. Must be 21 – 35 years old as on 01<sup>st</sup> July, 2012</b></li> <li>ii. BE / B.Tech (preferably in Computer Science/IT/Electronics &amp; Communication) or MCA</li> <li>iii. Knowledge of English and Punjabi</li> <li>iv. Minimum of two (2) years of work experience preferably in IT / e-Governance related field</li> </ul>
Role & Responsibility	<p>The eDistrict Coordinator Roles and Responsibilities (include, but not limited to)</p> <ul style="list-style-type: none"> <li>i. Coordinate with State Project Management Unit (SPMU) for project reporting</li> <li>ii. Coordinate with System Integrator's (SI) personnel deployed in the district</li> <li>iii. Facilitate acceptance of supply, installation and commissioning of hardware &amp; peripherals deployed at all the designated offices in district level</li> <li>iv. Submission of weekly report as well as review on progress of eDistrict project or any officer designated for implementation of the eDistrict Project by the State at district level</li> <li>v. Preparation of agenda, operational support and help in drafting Minute of Meetings</li> <li>vi. Submit reports and update status in PMIS</li> <li>vii. Facilitate data digitization, networking, site preparation and training /workshop activities in the district</li> <li>viii. Synchronization with other e-Governance projects in the District.</li> </ul>

<b>Desired Skills</b>	<p>The other desired skills (some of these may be given more weightage, depending on the availability of candidates) are as follows:</p> <ol style="list-style-type: none"> <li>i. Prior project management experience</li> <li>ii. Should be computer literate</li> <li>iii. Experience in the domain of IT Projects, IT infrastructure deployment / software development, hardware, networking, security management in IT projects is preferred</li> <li>iv. Good people management and communication skills</li> <li>v. Result oriented and self-motivated</li> <li>vi. Candidate should have the local knowledge of the State/District</li> <li>vii. Experience in computerization of organizations / departments will be an added benefit</li> </ol>
<b>Salary</b>	Rs 23500/- per month
<b>Period</b>	Upto 30/06/2014 initially