

# Government of Jharkhand

## Department of Information Technology

Project Bhawan, Dhurwa, Ranchi- 834004.

**Advert. No: India Post PMU-05/2014/Recruitment/06      Dated: 21-01-2014**

Department of Information Technology, Govt. of Jharkhand wishes to recruit bright, hard working and dynamic professional for the following post for managing, supervising and co-ordination for the maintenance of various India Post project on contract basis. The details of the posts are given below:-

S. No.	Details	Name of the Post
1.	<i>No. of Post</i>	<b>Project Manager- 01 UR</b>
2.	<i>Salary</i>	60,000/- per month
3.	<i>Age</i>	Maximum 45 years as on last date of application submission
4.	<i>Qualification</i>	B.Tech (Electronics and Telecommunication, IT, Computer Science, Systems) /B.E. (Electronics and Telecommunication, IT, Computer Science, Systems) /MCA or equivalent with minimum 60% marks. With Post Qualification experience: 8+years experience out of which <ul style="list-style-type: none"> <li>• 5 years of experience should be in process consulting / implementation / project management</li> <li>• 3 years experience should be in Business / Government process redesign / e- Governance / Vendor Management etc.</li> </ul>
7.	<i>Initial Contract Period</i>	The post will be filled on contract basis for an initial period of one year.
1.	<i>No. of Post</i>	<b>Application Developer - 02 (Two), 01 – UR, 01 - ST</b>
2.	<i>Salary</i>	40,000/- per month
3.	<i>Age</i>	Maximum 45 years as on last date of application submission
4.	<i>Qualification</i>	B.Tech (Electronics and Telecommunication, IT, Computer Science, Systems) /B.E. (Electronics and Telecommunication, IT, Computer Science, Systems) /MCA or equivalent with minimum 60% marks. With Post Qualification experience of 4+ years (greater than four years)
7.	<i>Initial Contract Period</i>	The post will be filled on contract basis for an initial period of one year.
1.	<i>No. of Post</i>	<b>Database Expert- 01 (One), 01 – UR</b>
2.	<i>Salary</i>	40,000/-
3.	<i>Age</i>	Maximum 45 years as on last date of application submission
4.	<i>Qualification</i>	B.Tech (Electronics and Telecommunication, IT, Computer Science, Systems) /B.E. (Electronics and Telecommunication, IT, Computer Science, Systems) /MCA or equivalent with minimum 60% marks. With Post Qualification experience of 4+ years (greater than four years)
7.	<i>Initial Contract Period</i>	The post will be filled on contract basis for an initial period of one year.
1.	<i>No. of Post</i>	<b>Networking and System Admin Expert- 01 (One), 01 – UR</b>
2.	<i>Salary</i>	40,000/-
3.	<i>Age</i>	Maximum 45 years as on last date of application submission
4.	<i>Qualification</i>	B.Tech (Electronics and Telecommunication, IT, Computer Science, Systems) /B.E. (Electronics and Telecommunication, IT, Computer Science, Systems) /MCA or equivalent with minimum 60% marks. With Post Qualification experience of 4+ years (greater than four years)
7.	<i>Initial Contract Period</i>	The post will be filled on contract basis for an initial period of one year.
1.	<i>No. of Post</i>	<b>Project Coordinator - 05 (Five), 03 – UR, 01 – ST, 01 – OBC</b>

2.	Salary	30,000/- per month
3.	Age	Maximum 45 years as on last date of application submission
4.	Qualification	B.Tech (Electronics and Telecommunication, IT, Computer Science, Systems) /B.E. (Electronics and Telecommunication, IT, Computer Science, Systems) or equivalent with minimum 60% marks. With Post Qualification experience of 3+ years (greater than three years)
7.	Initial Contract Period	The post will be filled on contract basis for an initial period of one year.
1.	No. of Post	<b>Help Desk Personnel- 04 (Four), 02 – UR, 01 – ST, 1 OBC</b>
2.	Salary	20,000/- per month
3.	Age	Maximum 45 years as on last date of application submission
4.	Qualification	BCA / Diploma in Computer Science Engineering Having 6 months post qualification experience in computer application using MS Word, Excel, Power Point and Internet usage. Good communication skills.
7.	Initial Contract Period	The post will be filled on contract basis for an initial period of one year.

### Detailed Roles and Responsibilities

Sl. No.	Designation	Skill Set and Roles / Responsibilities
1.	Project Manager	<p><b>Essential Skill Set</b></p> <p>B.E./B.Tech. in Electronics &amp; Telecommunication / Computer Science Engineering / IT with first class or MCA with first class</p> <ul style="list-style-type: none"> <li>• 8+years experience out of which</li> <li>• 5 years of experience should be in process consulting / implementation / project management</li> <li>• 3 years experience should be in Business / Government process redesign / e- Governance / Vendor Management /</li> </ul> <p><b>Desirable Skills</b></p> <ul style="list-style-type: none"> <li>• Proven ability to identify business needs and translate into concise business requirements</li> <li>• Understanding of Government structures, procedures, rules and regulations</li> <li>• Experience in change management planning and capacity building</li> <li>• Requirement gathering, Understanding business processes and its reengineering, Web and e-Governance applications, documentation skills, development, configuration, deployment and support</li> <li>• Proficient in Project management tools such as MS Office, MS Project and Process design tools such as MS Visio</li> <li>• Strong Inter-personal skills</li> <li>• Strong Project Management Skills</li> <li>• Strong communication and presentation</li> <li>• Knowledge about Digital Signatures, Encryption-decryption</li> <li>• Maintaining Audit Trails</li> </ul> <p><b>Roles and Responsibilities;</b></p> <ul style="list-style-type: none"> <li>• Taking ownership of the project implementation</li> <li>• Maintaining stakeholder coordination with India Post</li> <li>• Coordinating with India Post SI selected for supporting POS and related application deployment and its management</li> </ul>

		<ul style="list-style-type: none"> <li>• Project Management</li> <li>• Risk Management and mitigation</li> <li>• Problem resolution and escalation at higher levels if not resolved at the PMU level</li> <li>• Responsible for monitoring Software Development and updates.</li> <li>• Also to provide guidance to the Govt. Officials, monitor implementation and provide proper MIS / report feedback on implementation at every stage</li> <li>• Ensure knowledge management are being maintained and up to date</li> <li>• Designs and maintain technical and project documentation.</li> <li>• Strong organizational, presentation, and customer service skills.</li> <li>• All other responsibilities as assigned</li> </ul>
2.	Application Developer	<p><b>Essential Skill Set</b></p> <p>B.E./B.Tech. in Electronics &amp; Telecommunication / Computer Science Engineering / IT with first class or MCA with first class</p> <ul style="list-style-type: none"> <li>• 4+years experience</li> <li>• Requirement gathering, Understanding business processes and its reengineering, Web and e-Governance applications, documentation skills, development, configuration, deployment and support</li> <li>• C, C++, Core Java and Java ;Web application development and deployment knowledge</li> <li>• Working knowledge of Eclipse, Netbeans, ADT, QT environment and POS devices</li> <li>• Knowledge about Digital Signatures, Encryption-decryption</li> <li>• Maintaining Audit Trails</li> </ul> <p><b>Roles and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Managing and maintaining the India Post POS applications.</li> <li>• Responsible for Software Development viz. the Functional Requirement, Software Requirement Study, Software Design &amp; Architecture.</li> <li>• Also Responsible for Configuration Management, Version management, testing, ensuring following of various e-Governance standards and software documentation etc</li> <li>• Ensure knowledge management are being maintained and up to date</li> <li>• Designs and maintain technical and project documentation.</li> <li>• Strong organizational, presentation, and customer service skills.</li> <li>• All other responsibilities as assigned</li> </ul>
3.	Database Expert	<p><b>Essential Skill Set</b></p> <ul style="list-style-type: none"> <li>• B.E./B.Tech. in Electronics &amp; Telecommunication / Computer Science Engineering / IT with first class or MCA with first class</li> <li>• With 4+ years experience (Proficient in handling of the MySQL, MS SQL related Database Administration activities including installation, performance tuning, clustering, migration etc.)</li> <li>• Proficient in Linux and Windows Server ecosystem.</li> </ul> <p><b>Roles and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Responsible for managing database related to India Post Servers in</li> </ul>

		<p>JAP-IT and India Post Head Post Offices.</p> <ul style="list-style-type: none"> <li>• Responsible for managing and implementation of the deployment of database infrastructure including OS, application server, application, backup scheduling etc. in-line with Business Continuity Plan</li> <li>• External Master Data Management</li> <li>• India Post server integration</li> <li>• Availability and performance of the databases that support the system.</li> <li>• The associated hardware resources allocated to the databases</li> <li>• Providing trend analysis to management team to enable them to make informed decisions regarding resource management.</li> <li>• Should be proficient in query developing, executing and debugging</li> <li>• Co-ordinate/own all the Database Administration and Audit activities</li> <li>• Responsible for liaison with India Post and JAP-IT for database related issues.</li> <li>• Ability to provide guidance to the Govt. Officials, monitor implementation and provide proper MIS / report feedback on implementation at every stage</li> <li>• Ensure knowledge management are being maintained and up to date</li> <li>• Designs and maintain technical and project documentation.</li> <li>• Strong organizational, presentation, and customer service skills.</li> <li>• All other responsibilities as assigned</li> </ul>
4.	Hardware cum Network Support	<p><b>Essential Skill Set</b></p> <ul style="list-style-type: none"> <li>• B.E./B.Tech. in Electronics &amp; Telecommunication / Computers Science Engineering / IT with first class</li> <li>• Should have experience of 4+ years</li> <li>• Should have CCNA / CCNP and RHCE / MCSE Certification</li> <li>• Should have knowledge of ISO / IEC 27001 / ISO 20000 standards</li> <li>• Should have experience in maintaining POS devices</li> <li>• Proficient in network setup, LAN, VLAN, Proxy, Firewall, MPLS VPN, Leased Line</li> <li>• Proficient in Linux and Windows Administration</li> <li>• Single Point of Contact for supervision of the Network security and Server Administration activities of India Post servers installed at JAP-IT and India Post locations</li> </ul> <p><b>Roles and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Supervision of JAP-IT - India Post server portal management</li> <li>• Data Management with respect to Infra and hardware</li> <li>• Installation, support, maintenance and smooth running of Servers.</li> <li>• Assist in Security management for network and assist in operations</li> <li>• Maintenance of an updated knowledge base of all the published security vulnerabilities and virus threats for related software and microcode, including, but not limited to, operating systems, application servers, web servers, databases, security solutions, messaging solutions, etc.</li> <li>• Responsible for monitoring potential and actual security incidents avoidance of server downtime through scheduled maintenance, ensuring server security, and backing up server data</li> <li>• Consulting on problems too complex for technical support</li> <li>• Ensure SLA Management (including Application Performance Management) -Monitoring of SLAs Monitoring of incident reporting and resolution</li> </ul>

		<ul style="list-style-type: none"> <li>• Other vendors / stakeholders Management with respect to hardware, code and frontend application</li> <li>• Enrolment Server integration</li> <li>• Providing trend analysis to higher Authority to enable them to make informed decisions regarding resource management.</li> <li>• Co-ordinate/own all the Server Administration Audit activities</li> <li>• Participate in Compute sizing requirements</li> <li>• Ensure knowledge management being maintained and up-to date</li> <li>• Designs and maintain technical and project documentation.</li> <li>• Strong organizational, presentation, and customer service skills.</li> <li>• All other responsibilities as assigned</li> </ul>
5.	Project Coordinators	<p><b>Essential Skill Set:</b></p> <ul style="list-style-type: none"> <li>• B.E. / B.Tech. with specialization in Computer Science Engineering / IT with first class</li> <li>• 3+years(in Requirement gathering, Understanding business processes and its reengineering, Web and e-Governance applications, documentation skills, development, configuration, deployment and support)</li> <li>• Ability to provide guidance to the India Post and Departmental Officials, monitor implementation and provide proper MIS / report feedback on implementation at every stage</li> </ul> <p><b>Roles and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• To coordinate with the assigned Head Post Offices and their down-line including Sub Post Offices and the POS machine deployed in the Branch Post Offices for the smooth functioning of the machines</li> <li>• To coordinate with the India Post implementation System Integrator (SI) and JAP-IT</li> <li>• To coordinate with Call Centre HelpDesk for problem resolution</li> <li>• Any other task as assigned from time to time</li> </ul>
6.	Helpdesk Personnel	<p><b>Essential Skill Set:</b></p> <ul style="list-style-type: none"> <li>• BCA / Diploma in Computer Science Engineering</li> <li>• Having 6 months experience in computer application using MS Word, Excel, Power Point and Internet usage.</li> <li>• Good communication skills</li> </ul> <p><b>Role and Responsibility:</b></p> <ul style="list-style-type: none"> <li>• Able to handle proper escalation for problems reported to them from India Post offices and escalate them to JAP-IT core team</li> </ul>

1. **Terms of Engagement:** The appointment of professionals will be purely on contract basis for a period of one year. The service may be renewed annually solely based on performance, output and desired conducts.
2. The successful candidates will have to sign a contractual agreement in the prescribed format.
3. The contract shall not confer any right or claim of extension/absorption in the department at any point of time whatsoever.
4. **Last Date for Receipt of Application: 05-02-2014 till 5.00 PM.**

5. The application format and other details may be obtained and downloaded from the website- [www.jharkhand.gov.in](http://www.jharkhand.gov.in)
6. **How to apply:** Duly filled application form (*workable email ID is a must*) along with the attested copy of the proof of age, caste certificates/ qualification and experience should be sent through registered post/speed post/courier to the **Principal Secretary, Department of Information Technology, 3<sup>rd</sup> Floor , Project Building, Dhurwa, Ranchi - 834004**. The application made available by hand shall not be entertained. Post applied for should be clearly mentioned on the envelope.
7. The list of shortlisted candidates will be uploaded on the website - [www.jharkhand.gov.in](http://www.jharkhand.gov.in), who will be required to appear before the interview board for final selection. Written examination will be conducted before appearing the interview. Date of interview will be informed via email to the short listed candidates only. The department reserves the right to cancel/postpone the appointment if so required.
8. No TA, DA or expenses of any kind will be paid for attending the interview.
9. Applicant must carry a copy of the filled up application form which they had submitted while applying for the positions mentioned in this advertisement.
10. Inability to produce any of the required documents (both original and attested copy) at the time of interview will render the application ineligible for the selection and would strictly not be allowed to appear for the interview.
11. Canvassing in any form will result in disqualification and legal action.

**Sd/-**

Principal Secretary to the Government  
Department of Information Technology, Govt. of Jharkhand

**Government of Jharkhand**  
Department of Information Technology  
Project Bhawan, Dhurwa, Ranchi- 834004.

**(Application form)**

Application for the post of: .....

1. Full Name (in block letters):

2. Father's Name:

3. Address for correspondence:

PIN:

Mobile:

Email:

4. Permanent address:

PIN:

5. Category (ST/SC/BC/OBC/GEN):

6. Gender (Male/Female):

7. Nationality:

8. Date of Birth:

9. Languages known:

10. Aadhaar Number:



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11. Educational Qualification:

Examination passed	Name of the Institute/University	Subject Studied	Month & Year of passing	% of aggregate marks

12. Professional Qualification:

Examination passed	Name of the Institute/University	Subject Studied	Month & Year of passing	% of aggregate marks

13. Work experience

Name of the department served	Designation	Period of service		Experience		Nature of duties performed
		From	To	Years	Months	
Total Experience						



Name, Designation, Contact information & Employer's full address.			
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**NOTE- Enclose Attested Copies of:**

- a) Proof of Age
- b) Educational & Professional Qualifications Certificates.
- c) Experience Certificates.
- d) No Objection Certificate
- e) Caste Certificates from competent authority
- f) Other certificates

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirement my application may be summarily rejected. I am physically sound to discharge the duty to be assigned & undertake to abide by all the terms & conditions of the recruitment as decided by the competent authority.

Place:

Date:

Signature of the Candidate