

## Job Description : Manager IT

**Position :** Manager [IT]

**Position Code :** M-03

**Level :** E3

**No. of Positions:** One [1] Reserved for OBC

**Scale of Pay :** Rs. 60,000/- Rs.1,70,000/- plus 35% Perquisites and 24% HRA

**Job Description:** Manager- IT shall be responsible to design, develop and implement the organizational information systems, software applications and IT support infrastructure. Direct and manage IT plans, schedules, policies and programs for BIRAC and its Program Management Units, data processing, network communications, business operations, computer services and management information systems, according to established goals and objectives.

### Key Responsibilities:

Responsibilities of the position include but are not limited to:

- Development and management of BIRAC web portals i.e. 3i Portal & other microsites.
- Regular maintenance of BIRAC portal for Content Management, launch of webinars, new programmes, events, design changes, security checks etc.
- Performing regular updates and patches on NICSI Linux Server.
- Review, Quality and Security auditing of source code to avoid breach in confidentiality, integrity, and data consistency.
- Ensuring implementation of security guidelines given by NIC/Cert-In on BIRAC portals and hosting server.
- Online guidance and technical support to all stakeholders in case of queries and issues.
- Development & Upgradation of Human Resource Management System (HRMS) along with its multiple functionalities & modules.
- Maintain the entire IT infrastructure of organization which covers management of Hardware & Software, Network System, Telephone system, Video Conference system, IT inventory management & their AMCs, procurement of IT Items, IT Policies, LAN management, Internal server management etc.
- To interact & coordinate with external vendors for keeping the IT infrastructure up to date and functional.
- Implementation of NICSI eOffice Lite for digitization of file management system.
- ERP implementation and hands-on.

### Essential Qualifications:

B. Tech (CS/IT) or B.E. (CS/IT) or MCA from a recognized University / Institute.

### Desirable qualifications:

M. Tech from a recognized University / Institute

**Experience:** 6 yrs.

5+ years of working experience required on technologies like PHP, HTML, CSS, JavaScript, jQuery and MySQL Database.

Minimum 2 years of experience in a Senior position having the same work profile in a recognized organization.

**Age Limit:** Maximum 38 years

The upper age is relaxable by 03 years for Other Backward Class (Non-Creamy Layer) candidates.