

Position : Officer : IT

[Position Code : IT-01]

Level : E1

No. of Positions : 1[One] **Reserved for Physically Challenged [General] –**

(Relaxation applicable as per Government Rules)

Scale of Pay: Rs. 40,000/- 1,20,000/- plus 35% Perquisites and 27% HRA.

Job Description: To work and assist in the IT Department of the Organization.

Key Responsibilities :

i. Assist in fast development/Implementation of IT applications by gathering information.

ii. HRMS development, building/debugging the code as per guidelines, upgradation of existing system, incorporation of new IT techniques, system testing with patching. Debug existing source code and polish feature sets.

iii. Contribute in online user support, technical design documentation, application rollout, optimized and documented source code.

iv. Handling IT inventory, content updation, installation and modification of system configuration, system testing, hardware, software, systems, networks, printers and scanners and implementation of system enhancements/upgrades and debugging.

v. Integration of existing modules and implementation of e-office/ERP.

Essential Qualifications :

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

Experience : 2 years

Age Limit : Maximum 30 years