

Position: IT Assistant

Position Code: IT-03

No of Position: 01 [One]

Consolidated Remuneration: Between Rs.38,500/- to Rs.1,05,000/- Lump sum per month depending on qualifications and experience.

Job Description: Reporting to the Head (PMU), the IT Assistant will be responsible for all IT related matters both Hardware and Software and the website. Should also have software programming skills for development of the online applications.

Tenure: The appointment shall be under 'Contract for Service' initially for a period of three (03) years or Co-terminus with the project, whichever is earlier. The present duration of the project is till June'2024. Renewal of the contract shall depend on the extension of the Project or need for continuance of service, based on satisfactory performance.

Key Responsibilities:

- Use standard system methods in the development, enhancement, and maintenance of information technology systems.
- Provide solution and work to resolve of software related problems.
- Participate in the development of documents for service requests.
- Evaluate requests for information systems hardware, software, or services.
- Implementation and maintenance of computer software.
- Investigation and analysis of computer equipment and related software; supplies management with documentation of advantages and disadvantages.
- Disseminate detailed descriptions of new or modified hardware/software systems and instructions for their use.
- Assist with the creation and modification of application development, system configuration, system testing, installation, and implementation of system enhancements/upgrades and bug fixes.

Essential Qualification:

- B Tech (IT) from a recognized and reputed institute.
- MBA (Information Management) / MCA from a recognized and reputed institute will be preferred.

Experience: Minimum 2 years of work experience in Core and Advanced PHP programming.

Age Limit - 35 Years as on closing date of application.