Position: IT Assistant	**Position Code: IT-04**

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:	Essential Qualification:
▪ Use standard system methods in the development, enhancement, and maintenance of information technology systems. ▪ Build efficient, testable, and reusable PHP modules and Solve complex performance problems and architectural challenges. ▪ Participate in the development of documents for service requests. ▪ Evaluate requests for information systems hardware, software, or services. ▪ Implementation and maintenance of computer software. ▪ Management of IT Inventory, procurement of new ITEM, providing technical support to the employees and website users. ▪ 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.	▪ Full Time B. Tech/B.E. (CS/IT)/MCA from a recognized and reputed institute. **Experience**: Post Qualification, Minimum 2 years of work experience in Core and Advanced PHP, HTML, CSS, Javascript, Mysql. **Age Limit -** 35 Years as on closing date of application.