



Jharkhand Agency for Promotion of Information Technology



Advertisement Reference No.: JAP-IT/WAMS/Recruitment/02/2017

WALK-IN-INTERVIEW FOR SELECTION OF TECHNICAL PROFESSIONAL (PROJECT BASED REQUIREMENT)

Jharkhand Agency for Promotion of Information Technology (JAP-IT) proposes for engagement of suitable candidates to various professional positions on purely contract basis initially for a period of one year. Names of the professional positions to be filled, remuneration, number of vacancies and the eligibility conditions are indicated in **Annexure – ‘A’**. General instruction & Selection process can be seen on **Annexure ‘B’**.

Interested and eligible candidates may register their candidature through on-line recruitment portal ‘<http://recruitment.jharkhand.gov.in>’ till 18.12.2017 by 05:30 pm. On-line scrutiny/document verification will be done as per criteria mentioned in **Annexure – ‘A’ and Annexure ‘B’**.

Candidates are advised to go through the eligibility conditions carefully and apply for the concern post. If they full-fill all essential qualifications & experience (post qualification) for the published professional position for which they intend to participate, they will be permitted to participate in the interview only after document verification. Candidates may kindly note that their experience as freelancer/teaching will not be taken into account while calculating their experience in the respective fields.

All Testimonials/certificates will be verified at the time of document verifications. Process of verification will be completed after verification of photocopies of the related certificates attached with application form with original documents of the candidates. No TA/DA will be paid for the document verification/interview. Interview will be conducted at the Office of JAP-IT, Ground Floor, Engineer’s Hostel No.: 1, Near Golchakkar, Dhurwa, Ranchi – 834 004.

Date of walk-in-interview is as follows –

| SN | Name of Position | Document verification and Interview Date |
|-----------|-------------------------|---|
| 1. | Trainer | 20.12.2017 |

Candidate has to report at office between 10:00 am to 11:00 am. Candidate arriving late may not be permitted to participate.

Sd/-
Officer on Special Duty,
JAP-IT, Ranchi

Annexure – ‘A’

| SN | Name of Position | Candidate's maximum age (at the time of registration) | No. of Position | Monthly Fixed Remuneration (in Rs.) |
|-----------|-------------------------|--|----------------------------|--|
| 1. | Trainer | 40 Years | 04 | Negotiable Rs. 30,000 – 40,000 p.m. |

Eligibility Criteria:

1. Trainer

| | |
|--|---|
| Qualification | 1. Graduate (B.Sc./B.Com/B.A) & Diploma in Computer or B.C.A. or above |
| Post Qualification Experience | at least three years' post-qualification experience. Desirable atleast one year experience as a software trainer. |
| Skills | 1. Good communication skills in Hindi & English 2. Good working knowledge of computer, common use application such as MS office, web applications etc.. 3. Should be well versed with accounting concept. Accounting experience will be an added advantage. |
| Job Description | Study the software. Software training to trainees. Preparation of User Manual/Presentation. Communicate to developers regarding issues raised by the trainees w.r.t. software. And any other assigned tasks. |

Annexure - 'B'

General Instructions:

1. Candidates are required to register their candidature on-line through '<http://recruitment.jharkhand.gov.in>' till 18.12.2017 by 05:30 pm. Candidates have to submit their resume/biodata along-with a set of xerox of all concerned testimonials.
2. All posts are co-terminus with project.
3. The place of posting will be at Ranchi. However, the incumbent is liable to be posted/sent anywhere in Jharkhand as and when required.
4. Casual Leaves are applicable as per rules and regulation of Jharkhand Govt. No other leaves are allowed.
5. The initial tenure of appointment will be of one year with a probation period of one month.
6. After successful completion of probation period the appointment will be confirmed for one year from the date of initial appointment. Next renewal will be on yearly basis subject to satisfactory performance and on requirement of the project.

7. During probation candidates will be removed/candidate may resign without giving any notice and reason. After successful completion of probation period candidate will be required to serve 01 month notice to resign. JAP-IT may also terminate the service of any employee giving 01 month notice. There will not be any buy out by candidate.
8. NoC will not be provided during the contract period if he/she wants re-employment in different project of JAP-IT. For such NoC will be provided only after resignation from the current position.
9. In case of conduct (misbehavior/integrity) immediate legal & termination action will be taken.
10. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and / or that he / she has furnished any incorrect / false information his / her candidature will stand rejected.
11. Only Monthly Remuneration will be paid and no other benefits like EPF, Group Medclaim etc. will be applicable.

Selection Process:

1. Candidates have to register themselves as per the schedule mentioned above. Candidates have to pay a fee of Rs. 100.00 on-line during submission of their candidature on <http://recruitment.jharkhand.gov.in>.
2. For scrutiny, candidates must come with copy of submitted application form on recruitment portal along with resume and self-attested xerox copies of the qualifications/ experiences/ proof of date of birth/ caste, last three months salary slip etc. in original, along with testimonials, mark sheets of all examinations and a recent photograph. In absence of the filled up application form and original certificates, the application may be rejected and candidates may not be allowed to attend the interview.
3. After scrutiny, Interview of the eligible candidates will be done.
4. At the time of joining candidates have to produce NOC from current employer within 15 days of joining.

Sd/-
Officer on Special Duty,
JAP-IT, Ranchi