



Jharkhand Agency for Promotion of Information Technology
(An Autonomous body under Department of Information Technology, Govt. of Jharkhand)
Ground Floor, Engineer's Hostel – I, Near Golchakkar, Dhurwa, Ranchi, Jharkhand
Phone. 0651-2401040, 2401067 Fax.- 0651-2401040

WALK-IN-INTERVIEW NOTICE FOR CONTRACTUAL APPOINTMENT

Advertisement No. : JAP-IT/WAMS/Recruitment/01/2017

JAP-IT proposes for engagement of suitable candidates to various professional positions on purely contract basis initially for a period of one year.

Eligible candidates are invited to attend walk-in-interview as per following schedule for filling up various posts under “Web Based Account Management System (WAMS)” project on contractual basis –

SN	Name of Position	Interview Date
1.	Trainer	29.08.2017

Advertisement in detail with eligibility criteria and application format could be downloaded from -

<http://www.jharkhand.gov.in/>

or

<http://recruitment.jharkhand.gov.in>

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

In absence of the filled up application form or certificates, the application may be rejected and candidates may not be permitted to attend the interview.

You are advised to go through the requirements of educational qualification, age etc. carefully and satisfy yourself that you are eligible before appearing for the interview.

The undersigned reserves the right to cancel any or all the applications without assigning any reason thereof.

Sd/-
Officer on Special Duty
JAP-IT



सेवा और सूचना का खजाना,
अपने गाँव के प्रज्ञा केन्द्र पर है पाना

प्रज्ञा केन्द्र



Jharkhand Agency for Promotion of Information Technology



Under Department of Information Technology & e-Governance, Govt. of Jharkhand

Advertisement Reference No.: JAP-IT/WAMS/Recruitment/01/2017

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

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 at JAP-IT between 10:00 am to 11:00 a.m. Scrutiny 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. In case of large no. of applicants (after completion of scrutiny process) shortlisted for interview than written test will be conducted before interview. Candidates may kindly note that their experience as freelancer will not be taken into account while calculating their experience in the respective fields.

All Testimonials/certificates will be verified at the time of interview. 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 written test/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	Interview Date
1.	Trainer	29.08.2017

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

Annexure – ‘A’

SN	Name of Position	Candidate's maximum age (at the time of on-line 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 with submission of filled application form as per Annexure-'C' along with a set of Xerox of all 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. Leaves are applicable as per rules and regulation of Jharkhand Govt. No other leaves are allowed, as per JAP-IT 'offer of appointment'.
5. The initial tenure of appointment will be of one year with a probation period of three months.
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.
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 03 months notice to resign. JAP-IT may also terminate the service of any employee giving 03 months 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. In case request monthly remuneration is more than the minimum, max. of 30% hike will be considered on last drawn salary with a cap of maximum monthly remuneration as mentioned above. **Salary Slip** is to be submitted at the time of interview.
12. Annual increment (maximum of 08% of last drawn monthly remuneration/emoluments) will be subject to performance evaluation by relevant authorities and in case of extension of service for another year.
13. Only Monthly Remuneration will be paid and no other benefits like EPF, Group Mediclaim etc. will be applicable.

Selection Process:

1. Candidates has to register themselves as per the schedule.
2. For scrutiny, candidates must come with filled up application form as per format given 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 or certificates, the application may be rejected and candidates may not be permitted to attend the interview. Original Certificates must be brought.
3. After scrutiny, Interview of the eligibile candidates will be done.

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

Annexure - 'C'

APPLICATION FORM

Paste recent
passport size
photograph

Advt. No. :

Post Applied for :

Name of the Candidate :

Fathers/Husbands Name :

Correspondence Address :

Distt.- _____

State- _____

PIN- _____

Contact No. :

e-mail ID :

Aadhaar No. :

S. No.	Criteria	Details	Details of Doc. Attached as proof	As per reqd. elig. criteria (Y/N)	Remarks (to be filled by verifying authority of JAP-IT)
1.	Age				
1.a.	Date of birth				
1.b	Age as on interview date				

S. No.	Criteria	Details	Details of Doc. Attached as proof	As per reqd. elig. criteria (Y/N)	Remarks (to be filled by verifying authority of JAP-IT)
2.	Education Qualification				
2.a	Post Qualification Degree				
2.b	% of marks				
2.c	Passing Year				
2.d	College/Univ.				
3.	Experience				
3.a	Total post Qualification Experience Year				
3.b	Post Qualification Experience Detail				

S. No.	Criteria		Details				Details of Doc. Attached as proof	As per reqd. elig. criteria (Y/N)	Remarks (to be filled by verifying authority of JAP-IT)
	S.No.	Employer Name/ Place	Desg.	From	To	Duration (in months)			
	i.								
	ii.								
	iii.								
	iv.								
	v.								
	vi.								
	vii.								
	viii.								
	ix.								
	x.								
		Total duration (in months)							
3.b	Total Post Specific Experience Year								

S. No.	Criteria	Details					Details of Doc. Attached as proof	As per reqd. elig. criteria (Y/N)	Remarks (to be filled by verifying authority of JAP-IT)
3.c	Post Specific Experience Details								
		S.No.	Employer Name/ Place	Desg.	From	To	Duration (in months)		
4.	Certification Details								
a									
b									

S. No.	Criteria	Details	Details of Doc. Attached as proof	As per reqd. elig. criteria (Y/N)	Remarks (to be filled by verifying authority of JAP-IT)
c					
5.	Technical skill Details				
6.	Any other details				

Declaration:-

I hereby declare that all the information's mentioned in the application are true to the best of my knowledge. I agree that if it is found at any stage that myself does not fulfill the eligibility norms and / or that I have furnished any incorrect / false information my candidature will stand rejected.

Note:

1. Use separate sheet (if required) for any.
2. Sign at each page of application.
3. Attach self attested documents with application in the order as per application form with resume at last.

Date :

Signature of the Candidate :

Final Remarks (to be filled by verifying authority of JAP-IT along with signature)