Selection of candidates against vacant core posts in JAP-IT

JAP-IT proposes for engagement of suitable candidates against vacant core posts in JAP-IT on contract basis initially for a period of two year. Names of the 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 only through on-line process via http://recruitment.jharkhand.gov.in. Scrutiny will be done through on-line procedure 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 positions for which they intend to participate, candidates will be called for consequent written test and interview. Candidates may kindly note that their experience as freelancer/teaching/self-employed will not be taken into account while calculating their experience in the respective fields.

Copies of documents/certificates vis-à-vis educational qualifications, experience, etc. are also required to be attached through on-line process. All Testimonials/certificates will be verified with original Documents & Certificates. **Candidature will be rejected if candidates fail to produce original Documents & Certificates at the time of verification**.

No TA/DA will be paid for the Written Test/Interview. Date/Time/Venue for Written Test/Interview will be communicated.

Last Date of on-line registration & submission of application is **05-07-2017**. On-line application fee for each of the post is **Rs. 500.00** (for Gen. and BC - I) (Rs. Five hundred only) and **Rs. 250.00** (for ST and SC) which may be paid via on-line payment gateway.

Chief Executive Officer,
JAP-IT, Ranchi

Post:	**Additional Chief Executive Officer**
No. of Post:	01 (One)
Category:	Unreserved – 01
Max. Age:	50 Years
Monthly Remunerations:	Rs. 1,75,000.00 to Rs. 2,25,000.00
Qualification:	a. **Essential:** BE/B. Tech./B. Sc. Engineering (Computer Science/IT/ECE/EEE/Instrumentation/Math & Computing)/MCA/M. Sc. (IT) **OR**, ME/M. Tech./M.Sc. Engineering (Computer Science/IT/ECE/EEE/Instrumentation/Math & Computing)/ MBA-IT or equivalent obtained from any recognized university or AICTE with 1st class b. **Desirable:** Project management certification such as PMP/ Prince 2
Experience:	a. Minimum 15 years of post-qualification experience in IT field such as Software development/ Networking / data center etc. In case of ME/M. Tech./M.Sc. Engineering (Computer Science/IT/ECE/EEE/Instrumentation/Math & Computing)/ MBA-IT 13 years of post-qualification working experience in relevant field b. Minimum 08 years of experience in handling multiple IT projects or program. c. At least 03 years management experience in handling multiple e-governance projects, well versed with project management methodologies and tools such as Microsoft Project plan, JIRA etc. d. Exposure of latest IT tools & technologies a. Effective communication skills, both written & speaking.
Job Description:	**Technical:** • Define standards ,guidelines, policies for projects / organization • Drive Process Improvement Projects as part of Continual Service Improvement communicating with users and management to ensure awareness and adherence so as to deliver quality results • Review technical proposal/DPR/RFP for IT projects • Analyze the business /Infrastructure / Security requirement and contribute in proposing the effective solution • Define quality control parameters and metrics for assessment of projects • Review project related documents such as FRS/ SRS/ network/architecture/ design etc. • Mentor and guide team of project officers, Project managers, Hardware/software Engineers, leads, designers, project co-coordinators, system analyst etc. • Identify the issues/ gaps and advise corrective actions • Review Efforts and cost estimation of work/projects **Management:** • Define the project strategy, create project timelines with inputs from all stakeholders and monitor and control the progress of the project. • Prepare Project Plan including scope, deliverables and delivery commitments, Lead or support

- improvement initiatives identified as an outcome of customer (internal/external) feedback.
- Monitor the projects on regular basis and resolve conflicts and issues
- Ensure regular communication, change management and training as required for operational teams/users of different departments.
- Manage and communicate stakeholder's expectations with various functions and other project teams for completion of the project.
- Manage bidding process and selection of vendor, vendor management
- Define, create and disseminate reports that allow evaluation the corresponding project status and progress for project staff and management.
- Manage and control budget and expenditure
- Resource planning, recruitment and assignment of tasks
- Ensure resources remain focused and contribute in organization goal
- Performance appraisal of team members and set growth path for team
- Identify the project risk and mitigate the same with stakeholders consultation
- Collect and challenge the Business Requirements : relevancy, cost effective, complexity
- Self-driven and flexible attitude
- Other Financial management activities
- Manage the crisis situation and bring best out of the team

Post:	**Project Officer**
No. of Post:	02 (Two)
Category:	Unreserved – 01 and Scheduled Tribe – 01
Max. Age:	50 Years (05 years of relaxation for ST/SC)
Monthly Remunerations:	Rs. 1,20,000.00 to Rs. 1,60,000.00
Qualification:	a. **Essential:** BE/B. Tech./B. Sc. Engineering (Computer Science/IT/ECE/EEE/Instrumentation/Math & Computing)/MCA/M. Sc. (IT) **OR**, ME/M. Tech./M.Sc. Engineering (Computer Science/IT/ECE/EEE/Instrumentation/Math & Computing)/ MBA-IT or equivalent obtained from any recognized university or AICTE with 1st class b. In case of ST/SC relevant degree with 2nd class c. **Desirable:** Project management certification such as PMP/ Prince 2
Experience:	a. 12 years of post-qualification working experience in relevant field. In case of ME/M.Tech./M.Sc. Engineering 10 years of post-qualification working experience in relevant field such as Requirement analysis/Infrastructure analysis/SRS, FRS, Project proposal and document and review/project management experience etc. b. Minimum 05 years of experience in handling multiple IT projects or program. c. At least 2 years management experience in handling multiple e-governance projects, well versed with project management methodologies and tools such as Microsoft Project plan, JIRA etc. d. Exposure of latest IT tools & technologies.

	e. Effective communication skills, both written & speaking.
	f. In case of ST/SC 01 year of relaxation in relevant experience
Job Description:	**Technical:** • Analyze the business /Infrastructure / Security requirement and contribute in proposing the effective solution • Prepare / review technical proposal, DPR, project concept note for IT projects • Define project scope, project plan and other project management documents • Review project related documents such as FRS/ SRS/ network/architecture/ design etc. • Define standards and guidelines for projects • Mentor, lead and guide team of Hardware/software Engineers, leads, designers, system analyst, project co-coordinators etc. • Identify the issues/ gaps and take corrective actions to mitigate the same • Assist the team in resolving the issues (technical, projects etc.) as and when required • Efforts and cost estimation of work/projects **Management:** • Define the project strategy, create project timelines with inputs from all stakeholders and monitor and control the progress of the project. • Manage and communicate stakeholder's expectations with various functions and other project teams for completion of the project. • Define, create and disseminate reports that allow evaluation the corresponding project status and progress for project staff and management. • Manage and control budget • Resource planning for projects and assign tasks to resources • Performance appraisal of team member and set growth path for team • Self-driven and flexible attitude • Handle the crisis situation in projects effectively

Post:	**Administrative Officer**
No. of Post:	01 (One)
Category:	Unreserved – 01
Max. Age:	45 Years
Monthly Remunerations:	Rs. 70,000.00
Qualification:	**Post Graduate in any discipline obtained from any recognized university with 1st class OR, PG-DBM/ MBA with 1st class**
Experience:	g. Minimum 10years of experience with at-**least 06 years post qualification experience** in supervising capacity in Administrative matter. h. At-least 05years experience in automated office environment like ERP or any other software like office

	suite based solution with knowledge of computerized office working environment.
Note:	Candidates having knowledge of Administrative rules & functioning of Central Govt./GoJ will be preferred.
Job Description:	**a. To assist the CEO JAP-IT in administrative management of the office** **b. Supervise work relating to admin ,personnel and establishment matters** **c. Effective written communication skills including the ability to prepare reports and policies etc.** d. Statutory works/responsibilities e. Day to day administrative work f. Co-ordination with other Govt. Dept./Agency/Offices g. In-charge of projects assigned h. Any other work assigned by CEO

Post:	**Accounts Officer**
No. of Post:	01 (One)
Category:	Unreserved – 01
Max. Age:	45 Years
Monthly Remunerations:	Rs. 70,000.00
Qualification:	Graduate/Post Graduate in commerce/economics **with specialization in Accountancy/Finance** obtained from any recognized university with 1st class **OR**,CA/ICWA from any recognized institute **OR**,**PG-DBM/MBA** in Finance Management from any recognized university
Desirable:	a. Certification in Computer Application like **PG-DCA** etc. obtained from any recognized university b. Experience in e-Governance/m-Governance Projects
Experience:	a. 10 years of experience in accountancy out of which **06 post qualification experience** years of accounting supervision in Accounts Management. b. At-least 05 years experience in automated office environment like accounting application/ERP with knowledge of computerized office working environment.
Note:	Candidates having knowledge of Accounting system& functioning of Central Govt./GoJ will be preferred.
Job Description:	a. Developing Budgets, Legal Compliance, Tracking Budget Expenses, Tax, Accounting, Managing Financial Processes, Reporting Research Results, Management Proficiency, Coordination etc b. Statutory works/responsibilities **c. Ensure timely submission of Accounts and Utilization Certificates** **d. Timely reconciliation of accounts and submission of financial progress** e. Day to day accounting work f. Co-ordination with other Govt. Dept./Agency/Offices for financial matter g. In-charge of projects assigned h. Any other work assigned by CEO

Post:	**System Analyst**

No. of Post:	01 (One)
Category:	Scheduled Tribe – 01
Max. Age:	45 Years (05 years of relaxation for ST/SC)
Monthly Remunerations:	Rs. 80,000.00
Qualification:	BE/B. Tech./B. Sc. Engineering (Computer Science/IT/ECE/EEE/Instrumentation/Math & Computing)/MCA/M. Sc. (IT) or, ME/M. Tech./M.Sc. Engineering (Computer Science/IT/ECE/EEE/Instrumentation/Math & Computing) or equivalent obtained from any recognized university or AICTE with 2nd class
Desirable:	a. **PG-DBM/MBA** in any stream obtained from any recognized university b. Experience of e-Governance/m-Governance projects. c. Should have knowledge of standard guidelines (issued by GoI) for development of website/web application.
Experience:	a. 08years of post-qualification working experience in relevant field **OR**, In case of ME/M. Tech./M.Sc. Engineering (Computer Science/IT/ECE/EEE/Instrumentation/Math & Computing) post qualification experience is relaxable by two years. b. Experience in relevant field such as Requirement analysis/Infrastructure analysis/SRS, FRS, Project proposal and document and review/project management experience etc. c. In case of ST/SC 01year of relaxation in relevant experience.
Job Description:	a. Drawing up plans for a modification or replacement of IT system, Interaction with programmers and software developers to understand software limitation, performing testing, deployment of complete software, carrying out feasibility studies of proposal and making recommendations. Co-ordination within various wings of department, understanding their needs and suggest action there on b. Sound knowledge of ICT emerging infrastructure including hardware, networking & software. c. Preparation of Concept Note/Paper. d. Sound knowledge of Technical Writing. e. Review and technical analysis of documents. f. Preparation of Business Continuity Plan (BCP)& Risk Mitigation Plan. g. Liaison with stakeholders and vendors for project purpose h. In-charge of projects assigned i. Any other work assigned by CEO

Post:	**Project Coordinator**
No. of Post:	02 (Two)
Category:	**Scheduled Tribe – 01 and BC I – 01**
Max. Age:	42 Years (05 years of relaxation for ST/SC and 03 years of relaxation for BC-I)
Monthly Remunerations:	Rs. 70,000.00
Qualification:	a. BE/B. Tech./B. Sc. Engineering (Computer Science/IT/ECE/EEE/Instrumentation/Math &

	Computing)/MCA/M. Sc. (IT) or, ME/M. Tech./M.Sc. Engineering (Computer Science/IT/ECE/EEE/Instrumentation/Math & Computing) or equivalent obtained from any recognized university or AICTE with 1st class b. In case of ST/SC relevant degree with 2nd class c. **Certification in Programming/Networking/Database Administration**
Desirable:	a. **PG-DBM/MBA** in any stream obtained from any recognized university Experience in e-Governance/m-Governance projects.
Experience:	a. 08 years of post-qualification experience relevant field **OR,** In case of ME/M. Tech./M.Sc. Engineering(Computer Science/IT/ECE/EEE/Instrumentation/Math & Computing) post qualification experience is relaxable by two years. b. Relevant field: such as **Programming/Networking/Database Administration**/Project Monitoring/Review and apprise to the higher officials /Co-ordination with all stakeholder/preparation of project proposal/RFP/DPR and other related documents/ project status report etc. c. **At least 2 year working experience infield of Programming/Networking/Database Administration** d. In case of ST/SC 01 year of relaxation in relevant experience
Job Description:	a. Drawing up plans for a modification or replacement of IT system, Interaction with programmers and software developers to understand software limitation, performing testing, deployment of complete software, carrying out feasibility studies of proposal and making recommendations. Co-ordination within various wings of department, understanding their needs and suggest action there on b. Preparation of DPR and bid process management c. Co-ordination with other Govt. Dept./Agency/Offices d. Liaison with stakeholders and vendors for project purpose e. **Should be able to do work of Programming/Networking/Database Administration** f. In-charge of projects assigned g. Any other work assigned by CEO

Post:	**Hardware Specialist**
No. of Post:	02 (Two)
Category:	Unreserved – 01 and Scheduled Tribe – 01
Max. Age:	42 Years (05 years of relaxation for ST/SC)
Monthly Remunerations:	Rs. 70,000.00
Qualification:	a. BE/B. Tech./B. Sc. Engineering (Computer Science/IT/ECE/EEE/Instrumentation/Math & Computing)/MCA/M. Sc. (IT) or, ME/M. Tech./M.Sc. Engineering (Computer Science/IT/ECE/EEE/Instrumentation/Math & Computing) obtained from any recognized university or AICTE with 1st class b. In case of ST/SC relevant degree with 2nd class c. **Certification in A+/N+/Security or equivalent**
Desirable:	a. PG-DBM/MBA in any stream obtained from any recognized university

	b. CCNA/CCNP/ITIL/RHCE/MCITP or other relevant certifications. c. Experience in e-Governance / m-Governance projects.
Experience:	a. 08years of post-qualification working experience in relevant field **OR**, In case of ME/M. Tech./M.Sc. Engineering (Computer Science/IT/ECE/EEE/Instrumentation/Math & Computing) post qualification experience is relaxable by two years. b. Relevant field: such as System administration/Cyber Security/Installation and configuration of Hardware and Networking (LAN/WAN/Wi-Fi/Surveillance System /Inspection and verification of Hardware/Infrastructure analysis etc. c. In case of ST/SC 01 year of relaxation in relevant experience
Job Description:	a. Oversees the daily performance of computer systems and peripheral equipment. b. Observes system functionality and reports errors. c. Performs minor repairs to hardware, software, or peripheral equipment according to company standards. d. Maintains account and inventory records. e. Diagnose/investigate technology issues. f. Refers major hardware or software problems or defective products to vendors or managers for service. g. Trains users in the proper use of hardware or software. h. Demonstrates continuous effort to improve operations, decrease turnaround times and provide quality customer service. i. Periodic after-hour and weekend help desk functions. j. In-charge for HW projects h. Preparation of DPR and bid process management related to HW projects k. Any other work assigned by CEO

Post:	**Programmer**
No. of Post:	02 (Two)
Category:	Scheduled Tribe – 01 and BC I – 01
Max. Age:	42 Years(05 years of relaxation for ST/SC and 03 Years of relaxation for BC I)
Monthly Remunerations:	Rs. 70,000.00
Qualification:	a. BE/B. Tech./B. Sc. Engineering (Computer Science/IT/ECE/EEE/Instrumentation/Math & Computing)/MCA/M. Sc. (IT) or ME/M. Tech./M.Sc. Engineering (Computer Science/IT/ECE/EEE/Instrumentation/Math & Computing) obtained from any recognized university or AICTE with 1st class b. In case of ST/SC relevant degree with 2nd class **c. Certification in Programming Language (.Net/JAVA/Open Source)**
Desirable:	a. PG-DBM/MBA in any stream obtained from any recognized university b. Should have knowledge of standard guidelines (issued by GoI) for development of website/web application.

	c. Experience in e-Governance/m-Governance projects.
Experience:	a. 08 years of post-qualification working experience in relevant field **OR**, In case of ME/M. Tech./M.Sc. Engineering (Computer Science/IT/ECE/EEE/Instrumentation/Math & Computing) post qualification experience is relaxable by two years b. Experience in relevant field such as.Net Framework/Java Technologies/PHP/Web Service/WCF/Open Source /Other Latest Technologies/Scripting /MVC/Database structure and programming/Version Control/Mobile Apps and Code review/Technical documentation etc. d. Hands – on experience in Java/.NET/ Python/JSP or any other similar technologies e. Knowledge of Scripting Languages, web languages f. Hands on experience in Analysis, design, development, automation testing and deployment. g. Experience in GAP Analysis with respect to customization of project requirements. h. Guide and able to handle 2-3 junior resource i. Able to maintain and manage build management and code repository. j. Need have played a role or independent contributor in IT implementation, configuration and customization. k. In case of ST/SC 01 year of relaxation in relevant experience
Job Description:	a. Development of web/desktop/Mobile applications b. Designing of rich websites using HTML/CSS/JQuery etc. c. Designing of databases using/MySQL/MSSQL/Oracle/PostGre SQL etc. d. Assist department in conducting UAT, OAT and manual testing of applications. e. Manage and maintain various websites and troubleshooting f. Preparation of Technical documents g. Any other work assigned by CEO

Post:	**Assistant Programmer**
No. of Post:	06 (Six)
Category:	Unreserved – 03, Scheduled Tribe – 01, BC I – 01 and Schedule Caste – 01
Max. Age:	40 Years (05 years of relaxation for ST/SC and 03 Years of relaxation for BC I)
Monthly Remunerations:	Rs. 60,000.00
Qualification:	a. BE/B. Tech./B. Sc. Engineering (Computer Science/IT/ECE/EEE/Instrumentation/Math & Computing)/MCA/M. Sc. (IT) or ME/M. Tech./M.Sc. Engineering (Computer Science/IT/ECE/EEE/Instrumentation/Math & Computing) obtained from any recognized university or AICTE with 1st class b. In case of ST/SC relevant degree with 2nd class c. **Certification in Programming Language (.Net/JAVA/Open Source)**
Desirable:	a. PG-DBM/MBA in any stream obtained from any recognized university b. Should have knowledge of standard guidelines (issued by GoI) for development of website/web application.

	c. Experience in e-Governance/m-Governance projects.
Experience:	a. 06 years of post-qualification working experience in relevant field **OR**,In case of ME/M. Tech./M.Sc. Engineering(Computer Science/IT/ECE/EEE/Instrumentation/Math & Computing)post qualification experience is relaxable by two years b. Experience in relevant field such as.Net Framework/Java Technologies/PHP/Web Service/WCF/Open Source /Other Latest Technologies/Scripting /MVC/Database structure and programming/Version Control/Mobile Apps etc. c. Hands – on experience in Java/.NET/ Python/JSP or any other similar technologies d. Knowledge of Scripting Languages, web languages e. Hands on experience in Analysis, design, development, automation testing and deployment. f. Experience in GAP Analysis with respect to customization of project requirements. g. Able to maintain and manage build management and code repository. h. Need have played a role or independent contributor in IT implementation, configuration and customization. i. In case of ST/SC 01 year of relaxation in relevant experience
Job Description:	a. Development of web/desktop/Mobile applications b. Designing of rich websites using HTML/CSS/JQuery etc. c. Designing of databases using/MySQL/MSSQL/Oracle/PostGre SQL etc. d. Assist department in conducting UAT, VPT, and manual testing of applications. e. Manage and maintain various websites and troubleshooting f. Preparation of Technical documents g. Any other work assigned by CEO

Post:	**PA to CEO**
No. of Post:	01 (One)
Category:	Unreserved – 01
Max. Age:	45 Years
Monthly Remunerations:	Rs. 50,000.00
Qualification:	a. Graduate/Post Graduate in any discipline obtained from any university with 1st class b. Certification in Computer Application like DCA/PG-DCA etc. obtained from any university c. Certificate of passing typewriting and shorthand awarded by the recognized central / state technical – education board (candidates will be given one dictation for 10 minutes in Hindi or English at the speed of 80 words per minute. The given matter will have to be transcribed on computer within 50 minutes for English or 65 minutes for Hindi). d. Short hand and typing skills in Hindi &English e. Knowledge and proficiency in Office suite software both in Hindi & English
Experience:	a. 07 Years of working experience in any organization as typist out of which at-least 03 years as Stenographer (Bi-lingual).

Note:	Candidates having knowledge of Administrative rules & functioning of Central Govt./GoJ will be preferred.
Job Description:	a. Devising and maintaining office systems, including data management and filing; b. Arranging travel, visas and accommodation and, occasionally, travelling with the manager to take notes or dictation at meetings or to provide general assistance during presentations; c. Screening phone calls, enquiries and requests, and handling them when appropriate; d. Meeting and greeting visitors at all levels of seniority; e. Organizing and maintaining diaries and making appointments; f. Dealing with incoming email, faxes and post, often corresponding on behalf of the manager; g. Carrying out background research and presenting findings; h. Producing documents, briefing papers, reports and presentations; i. Organizing and attending meetings and ensuring the manager is well prepared for meetings; j. Liaising with clients, suppliers and other staff k. Any other work assigned by CEO

Post:	**Stenographer**
No. of Post:	01 (One)(one for Bi-lingual)
Category:	Unreserved – 01
Max. Age:	45 Years
Monthly Remunerations:	Rs. 50,000.00
Qualification:	a. Graduate/Post Graduate in any discipline obtained from any recognized university with 1st class b. Certification in Computer Application like DCA/PG-DCA etc. obtained from any recognized university c. Certificate of passing typewriting and shorthand awarded by the recognized central / state technical – education board (candidates will be given one dictation for 10 minutes in Hindi or English at the speed of 100 words per minute. The given matter will have to be transcribed on computer within 40 minutes for English or 55 minutes for Hindi). d. Short hand and typing skills in Hindi & English e. Knowledge and proficiency in Office suite software both in Hindi & English
Experience:	07 Years of working experience in any organization as typist out of which at-least 03 years as Stenographer (Hindi or English).
Note:	Candidates having knowledge of Administrative rules & functioning of Central Govt./GoJ will be preferred.
Job Description:	a. Speech Writing b. Press Conference Briefings c. Assisting the CEO in taking other notes d. Helping department in Public Relation e. Day to day administrative work f. Coordination with other Govt. Dept./Agency/Offices g. Any other work assigned by CEO

Post:	**Accountant**
No. of Post:	02 (Two)
Category:	Unreserved – 01 and Scheduled Tribe – 01
Max. Age:	45 Years (05 years of relaxation for ST/SC)
Monthly Remunerations:	Rs. 45,000.00
Qualification:	a. Graduate/Post Graduate in commerce /Economics obtained from any recognized university with 1st class **OR**,MBA in Finance/PG-DBM in Finance obtained from any recognized university with 1st class **OR**, CA/ICWA from any recognized institute b. In case of ST/SC relevant degree with 2nd class
Preferable :	a. Certification in Computer Application like DCA/PG-DCA etc. obtained from any recognized university. b. Experience in e-Governance/m-Governance projects.
Experience:	a. 05 years of post-qualification experience in Accountancy. b. At-least 02 years experience in automated office environment like accounting application/ERP with knowledge of computerized office working environment c. In case of ST/SC 01 year of relaxation in relevant experience.
Job Description:	a. Developing Budgets, Legal Compliance, Tracking Budget Expenses, Tax, Accounting, Managing Financial Processes, Reporting Research Results, Management Proficiency, Coordination etc. b. Statutory works/responsibilities c. Day to day accounting work d. Co-ordination with other Govt. Dept./Agency/Offices for financial matters e. Any other work assigned by CEO

Post:	**Technical Assistant**
No. of Post:	02 (Two)
Category:	Unreserved – 01 and BC – 01
Max. Age:	45 Years(03 Years of relaxation for BC I)
Monthly Remunerations:	Rs. 40,000.00
Qualification:	a. BE/B,Tech/BSC Engineering MCA/Computer/Electronics)/M.Sc(IT/Computer/Electronics) from any recognized university or AICTE with 1st classor, b. Graduate/Post Graduate in any discipline from any recognized university with 1st class and Certification in Computer Application like PG-DCA etc. obtained from any recognized university
Desirable:	a. Experience in e-Governance/ m-Governance projects. b. Knowledge of Networking (LAN/WAN etc.)
Experience:	c. 05 years of post-qualification working experience in office routine job / establishment matters / accounts / purchase / stores etc. d. Configuring hardware & software , setting-up of peripherals

	e. Day to day support for network users and IT assistance.
Job Description:	a. Installing and configuring computer hardware operating systems and applications; b. Supporting the roll-out of new applications; c. Setting up new users' accounts and profiles and dealing with password issues; d. Conducting electrical safety checks on computer equipment. e. Proficiency in Office Suite f. Processing of project and other office files g. Any other work assigned by CEO

Annexure - 'B'

General Instructions:

1. Candidates are required to apply only through on-line process via http://recruitment.jharkhand.gov.in.
2. Detailed Advertisement of recruitment (Advertisement Reference No.: JAP-IT/Recruitment-Core/2017/01) may be downloaded via http://japit.jharkhand.gov.in or http://jharkhand.gov.in.
3. Advertisement of recruitment may also be seen on prominent national/state newspaper and employment news/Rojgar Samachar Patra.
4. Applications which are illegible or do not confirm to general instructions and Annexure - 'A' are liable to be rejected. Incomplete applications shall be summarily rejected.
5. Copies of documents/certificates vis-à-vis educational qualifications, experience, etc. are also required to be attached through on-line process.
6. Date of written test will be announced after scrutiny of online applications submitted by candidates.
7. Selection Process:
    A. Selection for the post of Additional Chief Executive Officer and Project Officer will be through interview.
    B. Selection for other posts will be through written test and interview.
       Written Test: Written test will be conducted for each post separately. In written test questions will be asked from the relevant area and specific to the job requirement, qualification and desirables. This examination will be of 03 hours and will not be based on multiple choices questions. Maximum marks of this examination will be of 100 marks and will have 80% weight-age in final Merit List. Category wise minimum qualifying marks to qualify written test are as under:

       General   :   60 %
       BC I & II   :   50%
       SC & ST   :   40%

       Based on written test a Merit List of candidates qualifying written test will be prepared category wise. Candidate up-to 05 times (approx) of vacant post category wise will be called for interview on the basis of merit (marks scored in written test).
    a. **Interview:** Interview will be conducted by a committee. Interview will be of 100 marks and will have 20% weight-age in final Merit List.
    b. **Merit List:** Final Merit List will be prepared adding weighted marks obtained in Written Test and Interview category wise. Merit List will be valid for one year. Candidates will be offered job against vacant posts in order of merit category wise.
       Note: Candidates of reserved category who will not take benefit of reservation either in eligibility criteria or, selection process will not be adjusted against reserved category.
    c. Applicant must carry his/her original documents of educational qualifications, work experience, last (03 months) drawn salary certificate/proof and other relevant certificates along with valid ID proof including PAN during the document verification process i.e. before interview.

d. Inability to produce any of the documents (original copy) at the time of document verification will render the applicants ineligible for the selection and would not be allowed to appear for interview.

e. Final result will be published on the website and a separate notification will be sent to selected candidates.

8. Benefits of reservation:

a. Benefit of reservation will not be applicable, if the applicant has not claimed reservation under relevant column in the online application.

b. Benefit of reservation will be applicable only to resident of Jharkhand State. All other candidates except resident of Jharkhand state will be treated under unreserved category.

c. Rules and instructions related to implementation of reservation of Govt. Of Jharkhand enforced till the date of publication of advertisement will be applicable. resident of Jharkhand claiming a reservation has to submit following certificate for verification:

   i. Caste Certificate: latest certificate issued by Deputy Commissioner / Sub Divisional Officer in prescribed format. (format may be downloaded from website http://japit.jharkhand.gov.in).

   ii. Caste Certificate should be in a prescribed format (format under Annexure – II) and issued after 31.03.2015 for Backward Class Annexure – 1

   iii. Residential Certificate: Issued as per latter no.: 9650 dated: 02.06.2016 of Dept. of Personnel, Administrative Reforms & Rajbhasha, Govt. of Jharkhand in a prescribed format (format under Annexure – III) issued bySub Divisional Officer. Certificate no. and date must be written on the certificate.

d. Format of residential & caste certificate are available on website http://japit.jharkhand.gov.in. Candidates should apply on-line after obtaining required certificate from competent authority. In on-line application form candidates must enter no. and date of issues of residential & caste certificate.

e. Certificate issued in any format other than the format mentioned above will not be acceptable and applications submitted with such format may be rejected at any level during the process of recruitment. The candidates himself/herself will be responsible for the same.

9. Candidates applying for multiple posts need to submit separate online application with required fees and documents.

10. Any misrepresentation or concealment of fact or submission of false information on the part of any applicant shall render him/her ineligible/disqualified. In those cases appropriate legal actions may be taken.

11. No interim queries in respect of the written test / interviews shall be entertained.

12. Candidates appearing for written test or interviews shall not be entitled for payment of any TA/DA.

13. Candidates are advised against canvassing in any form or manner. Any canvassing for or on behalf of any candidate shall render him/her ineligible/disqualified.

14. JAP-IT reserves the right to cancel the recruitment process at any stage without any notice and without assigning any reason(s) therefore.

15. The initial tenure of appointment will be of two years with a probation period of six months. After successful completion of probation period the appointment will be confirmed for two years from the date of initial appointment. Next renewal will be for three years on successful completion of initial two year contract.

16. 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.

17. After successful completion of probation period candidate will be required to take 'No Objection Certificate' from JAP-IT to apply to a new post.

18. Annual increments (maximum of 05% of last drawn monthly remuneration/emoluments) will be subject to performance evaluation by relevant authorities and in case, service may be extended for another contract period.

19. Leaves as applicable to core employees of JAP-IT.

20. Other benefits like EPF, Group Mediclaim, Mobile/Internet bill reimbursement etc. are applicable as per approval of JAP-IT Board of Directors.

Chief Executive Officer,
JAP-IT, Ranchi