

## Educational Qualification and Roles & Responsibilities:

Sl. No.	Role	Proposed Minimum Qualifications and Experience Requirements	Vacancies
1	Project Manager	<p><b>Qualification:</b>                      Essential - B. Tech./MCA/B.E                      Desirable-M. B. A. / M. Tech. / Professional Certification (PMP/ Prince 2 / SCM / ITIL Certification / others)</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>▪ Minimum 5years as Project Manager and 10 years overall, 5 years in software development and knowledge in Systems Architecture, Virtualization, IT Management, IT Security and Infrastructure, Cloud Computing, 3 years in Software Project Management, software development, and in an e-Governance project with knowledge in SRS preparation, managing projects involving the rollout of COTS or customized ERP application at the state level.</li> <li>▪ Program management methodologies, Technology Landscape, Government landscape, best practices in software development.</li> <li>▪ Should have experience with open-source technologies and proficiency with micro services and Dockers</li> </ul> <p><b><u>Responsibilities</u></b></p> <ol style="list-style-type: none"> <li>1. Managing software development team</li> <li>2. Planning for development of new software and accommodating enhancements/changes in existing software.</li> <li>3. Assigning work with time schedule to software development team</li> <li>4. Scheduling of software releases in co-ordination with administration team and business analyst team.</li> <li>5. Co-ordination with other departments for integration of application/ sharing of data.</li> <li>6. Provide suggestion to administration team on increasing the productivity of software development.</li> <li>7. Submission of progress reports as per the frequency set by administration team.</li> <li>8. Assisting software development team in overcoming any technical issues faced during development of software.</li> <li>9. Suggest on use of appropriate open source technologies for development of software.</li> <li>10. Co-ordinate with hardware team for sizing of resources required to host software.</li> </ol>	1
2	Asst. Network Manager	<p><b>Qualification:</b>                      Essential- BCA / B.IT / BSc (Computers) with certification/specialization in domain Area</p> <p><b>Experience:</b>                      Minimum 3 to 5 years of experience</p> <ul style="list-style-type: none"> <li>• Windows/Linux/Unix Server Administration.</li> </ul>	1

		<ul style="list-style-type: none"> <li>• Router Configuration.</li> <li>• Resolving issues reported in operating system by users.</li> <li>• Configuring email server.</li> <li>• Frontline of support for all internal calls to our help desk.</li> <li>• Establishment of LAN connectivity's using TCP/IP and DHCP.</li> <li>• Performing backups, applying operating system updates, patches and configuration changes.</li> <li>• Troubleshoot LAN/WAN connectivity.</li> <li>• Installing and troubleshooting of workstations, laptops and peripherals.</li> <li>• System performance tuning. Insuring that the network infrastructure is up and running.</li> <li>• Corporate Anti-virus: Deploying, definition updates, Spy ware and Malware detection and removals.</li> <li>• Project documentation &amp; System inventory.</li> <li>• Maintaining hardware, software &amp; related inventories.</li> <li>• Coordination with team managing data centre.</li> <li>• Preparation of Request for Proposal document.</li> <li>• Trouble shooting issue reported by end users in biometric device and DSE key.</li> <li>• Managing Non-IT equipment (AC, UPS, Batteries, Building Management System, Fire alarm etc.)</li> <li>• Coordination with building management team for electrical &amp; other activities.</li> <li>• Coordinate with all stakeholders for Preventive maintenance activities.</li> </ul>	
3	Asst. Programmer	<p><b>Qualification:</b> Essential- M CA / B.Tech. / B. E.</p> <p><b>Experience:</b> Fresher - experience in the following:</p> <ol style="list-style-type: none"> <li>1. Spring Boot, Micro services &amp; JPA/Hibernate, React JS</li> <li>2. Experience in developing software using Java8.</li> <li>3. Familiarity with any one RDBMS (Oracle, PostgreSQL, MySQL)</li> <li>4. Familiarity with any of No SQL databases</li> <li>5. Knowledge of mobile application development is preferred.</li> </ol> <p><b><u>Responsibilities</u></b></p> <ol style="list-style-type: none"> <li>1. Development of software as per the assignment and time schedule provided by Team Leader.</li> <li>2. Co-ordinate with team for understanding of design and develop code in adherence with the industry standards.</li> <li>3. Deployment of application in test environment and co-ordinate with Team Leader.</li> <li>4. Analyse and develop enhancements and change request in software as informed by Team Leader</li> <li>5. Provide regular reports to Team Leader.</li> <li>6. Prepare software design document.</li> <li>7. To carry out any other assignments as assigned by Team Leader.</li> </ol>	2

4	<b>Software Developer</b>	<p><b>Qualification:</b> Essential- MCA / B.Tech / B. E. with certification/specialization in domain Area Desirable- M. Tech</p> <p><b>Experience:</b> Minimum 3 to 5 years of experience in the following:</p> <ol style="list-style-type: none"> <li>1. Spring Boot, Micro services &amp; JP A/Hibernat, React JS</li> <li>2. Skills in Java8 features like Streams, Lambda</li> <li>3. Expressions, enhanced for loops, Parallel processing, etc.</li> <li>4. Familiarity with Swagger, Git, Jenkins &amp; Maven.</li> <li>5. Familiarity with any of No SQL databases</li> <li>6. Development of mobile applications.</li> </ol> <p><b>Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Requirement analysis of the software in co-ordination with stake holders.</li> <li>2. Development of software as per the assignment and time schedule provided.</li> <li>3. Co-ordinate with team for understanding of design and develop code in adherence with the industry standards.</li> <li>4. Deployment of application in test environment and co-ordinate with business analyst and testing team.</li> <li>5. Analyze and develop enhancements and change request in software as informed by project manager.</li> <li>6. Provide regular reports to project manager.</li> <li>7. Prepare software design document.</li> </ol>	10
5	<b>Executive Assistant</b>	<p><b>Qualification:</b> Bachelor Degree in any stream – from recognized university or institute</p> <p><b>Experience:</b> Experience 3 to 5 years in correspondence, issue of enquires/RFQs and compiling the quotations, knowledge of record keeping, particularly maps, files, registers etc. Drafting letters, memos, enquires/RFQs etc. Looking after day to day office requirement/maintenance, attendance, bio-metric, leave records and raise bills of the department staff. Liason with government offices and other departments/organizations for approval of files.</p>	1