

**Advertisement No: JAP-IT/Scholarship PMU Project/Recruitment/01/2015**

Jharkhand Agency for Promotion of Information Technology (JAP-IT) is an autonomous society under the Department of Information Technology Government of Jharkhand. JAP-IT is intending for managing Project Monitoring Unit of ePASS (e-Kalyan Scholarship Online Application). This Portal is developed in active coordination with Government of India, State Departments and Centre for Good Governance (CGG) to cater to all the services through paperless online system. Portal will provide a convergent platform for Students, Institutes, Department Offices, Banks, Treasuries, etc.

For this, JAP-IT invites eligible candidates to apply online on <http://recruitment.jharkhand.gov.in> to recruit some bright, hardworking and dynamic professionals for managing the Portal for Scholarship activities –

S.N.	Name of the Post	No. of Post(s)
1.	Project Manager	01
2.	Master Trainer	01
3.	Project Coordinator [Banking& Treasury]	01
4.	Project Coordinator [IT & MIS]	01
5.	Help Desk [Support Voice & Text - Students]	01
6.	Help Desk [Support Voice & Text – Pre-matric applications]	01
7.	Help Desk [Support Voice & Text – Post-matric applications within state]	01
8.	Help Desk [Support Voice & Text – Post-matric applications outside state]	01
9.	Help Desk [Support Voice & Text-Department]	01

**1. Project Manager (No of Post-01)**

<b>Monthly Pay</b>	:	Negotiable up to a maximum limit of Rs. 45,000/- p.m.
<b>Qualification</b>	:	MBA IT, BE, B. Tech, MCA or equivalent.
<b>Age</b>	:	Maximum 45 years as on last date of application submission.
<b>Experience</b>	:	Minimum 5 Years of experience of working with any organisation handling public dealing process / Government process
<b>Job Description</b>	:	To be responsible for successful implementation of and manage project, PMU personnel & Call centre (SPoC). Be Single point of contact for the above with Deptt. of Welfare, JAPIT, CGG and other stakeholders

		& to represent them at various fora. To arrange for documentation of implementation experiences, successes, issues and development of various training manuals, guidelines, PPTs and videos. To visualise and forecast challenges and to strategize. Any other work entrusted by competent authority.
<b>Contract period</b>	:	The post will be filled on contract basis for an initial period of <b>Two</b> years.

## 2. Master Trainer (No of Post-01)

<b>Monthly Pay</b>	:	Negotiable up to a maximum limit of Rs. 30,000/- p.m.
<b>Qualification</b>	:	BIT, BCA, BE, B.Tech, MCA or equivalent
<b>Age</b>	:	Maximum 45 years as on last date of application submission.
<b>Experience</b>	:	Minimum 2 years of experience of working with Government process training/Corporate trainer.
<b>Job Description</b>	:	To provide training to various stakeholders including personnel of welfare offices, college and school representatives etc. on eKalyan processes; to collaborate in development of training materials and manuals; to document in various formats project related experiences, challenges and successes. To assist in management of helpdesk; any other work entrusted by Project Manager or any other competent authority.
<b>Contract period</b>	:	The post will be filled on contract basis for an initial period of <b>Two</b> years.

## 3. Project Coordinator [Banking& Treasury] (No of Post-01)

<b>Monthly Pay</b>	:	Negotiable up to a maximum limit of Rs. 35,000/- p.m.
<b>Qualification</b>	:	MBA IT, BE, B. Tech, MCA or equivalent

<b>Age</b>	:	Maximum 45 years as on last date of application submission.
<b>Experience</b>	:	Minimum 3 Years of experience of working with any organisation handling financial process / Government DBT process will be preferred.
<b>Job Description</b>	:	To coordinate with Banks, BCs, Treasury, Deptts of Finance and Welfare and their offices for DBT processes both for payment and disbursement. Also to manage and guide helpdesk personnel. Any other task entrusted by Project Manager or other competent authority.
<b>Contract period</b>	:	The post will be filled on contract basis for an initial period of <b>Two</b> years.

#### 4. Project Coordinator[IT & MIS] (No of Post-01)

<b>Monthly Pay</b>	:	Negotiable up to a maximum limit of Rs. 35,000/- p.m.
<b>Qualification</b>	:	MBA IT, BE, B. Tech, MCA or equivalent
<b>Age</b>	:	Maximum 45 years as on last date of application submission.
<b>Experience</b>	:	Minimum 3 Years of experience of working with any organisation handling IT processes & report preparation and monitoring / Government process MIS & Dashboard monitoring.
<b>Job Description</b>	:	To coordinate with Deptt. of Welfare and their offices, JAPIT, CGG and other IT Providers for eKalyan solutions for resolution of IT related tickets, including those of application, network, system, client devices; articulate change requests and follow-up for implementation; integration with new applications; to arrange for user customisable MIS, Dashboard, Analysis and specific reports as per need; train helpdesk and other personnel and prepare training material on eKalyan. Also to manage and guide helpdesk personnel. Any other task entrusted by Project Manager or other competent authority.
<b>Contract period</b>	:	The post will be filled on contract basis for an initial period of <b>Two</b> years.

### 5. Help Desk Support Voice & Text - Students (No of Post-01)

<b>Monthly Pay</b>	:	Negotiable up to a maximum limit of Rs. 14,250/- p.m.
<b>Qualification</b>	:	Intermediate/ 10+2 / Graduation or equivalent.
<b>Age</b>	:	Maximum 45 years as on last date of application submission.
<b>Experience</b>	:	Good communication skill, fair knowledge of using Office package (like excel, word, PowerPoint, Access), minimum typing speed to be 20 Words per Minute (English), Eager to learn new technology and application utility.
<b>Job Description</b>	:	Voice, Mail, Chat, SMS, etc. communication channel support system updating based on call response [Students, Institutes etc.]
<b>Contract period</b>	:	The post will be filled on contract basis for an initial period of <b>Two</b> years.

### 6. Help Desk Support Voice & Text – Pre-matric applications (No of Post-01)

<b>Monthly Pay</b>	:	Negotiable up to a maximum limit of Rs. 14,250/- p.m.
<b>Qualification</b>	:	Intermediate/ 10+2 / Graduation or equivalent.
<b>Age</b>	:	Maximum 45 years as on last date of application submission.
<b>Experience</b>	:	Good communication skill, fair knowledge of using Office package (like excel, word, PowerPoint, Access), minimum typing speed to be 20 Words per Minute (English), Eager to learn new technology and application utility.
<b>Job Description</b>	:	Voice, Mail, Chat, SMS, etc. communication channel support system updating based on call response [Students, Institutes etc.]
<b>Contract period</b>	:	The post will be filled on contract basis for an initial period of <b>Two</b> years.

**7. Help Desk Support Voice & Text – Postmatric applications within state (No of Post-01)**

<b>Monthly Pay</b>	:	Negotiable up to a maximum limit of Rs. 14,250/- p.m.
<b>Qualification</b>	:	Intermediate/ 10+2 / Graduation or equivalent.
<b>Age</b>	:	Maximum 45 years as on last date of application submission.
<b>Experience</b>	:	Good communication skill, fair knowledge of using Office package (like excel, word, PowerPoint, Access), minimum typing speed to be 20 Words per Minute (English), Eager to learn new technology and application utility.
<b>Job Description</b>	:	Voice, Mail, Chat, SMS, etc. communication channel support system updating based on call response [Students, Institutes etc.]
<b>Contract period</b>	:	The post will be filled on contract basis for an initial period of <b>Two</b> years.

**8. Help Desk Support Voice & Text – Postmatric applications outside state (No of Post-01)**

<b>Monthly Pay</b>	:	Negotiable up to a maximum limit of Rs. 14,250/- p.m.
<b>Qualification</b>	:	Intermediate/ 10+2 / Graduation or equivalent.
<b>Age</b>	:	Maximum 45 years as on last date of application submission.
<b>Experience</b>	:	Good communication skill, fair knowledge of using Office package (like excel, word, PowerPoint, Access), minimum typing speed to be 20 Words per Minute (English), Eager to learn new technology and application utility.
<b>Job Description</b>	:	Voice, Mail, Chat, SMS, etc. communication channel support system updating based on call response [Students, Institutes etc.]
<b>Contract period</b>	:	The post will be filled on contract basis for an initial period of <b>Two</b> years.

## 9. Help Desk Support Voice & Text- Department (No of Post-01)

<b>Monthly Pay</b>	:	Negotiable up to a maximum limit of Rs. 14,250/- p.m.
<b>Qualification</b>	:	Intermediate/ 10+2 / Graduation or equivalent.
<b>Age</b>	:	Maximum 45 years as on last date of application submission.
<b>Experience</b>	:	Good communication skill, fair knowledge of using Office package (like excel, word, PowerPoint, Access), minimum typing speed to be 20 Words per Minute (English), Eager to learn new technology and application utility.
<b>Job Description</b>	:	Support to Government Officials, Institutes, Banks, Treasury, etc. Master entry and work assigned by Process trainer & Project Manager.
<b>Contract period</b>	:	The post will be filled on contract basis for an initial period of <b>Two</b> years.

### GENERAL CONDITIONS:-

- The posts will be filled on contract basis notified above for the respective posts, on satisfactory performance thereof contract may be extended.
- Persons working in Government/ Public Sector Undertakings/ Autonomous Organization should apply through proper channel. Candidates will have to produce the proof of the details furnished in their application in original at the time of interview.
- Preference will be given to candidates having experience of working for / in Central Govt. / State Govt. / PSU Projects.
- A Candidate may apply for more than one post. However he / she will have to select options for multiple applications, while applying online.
- Applications should be accompanied with scanned copies of the qualifications/ experiences/ proof of date of birth/ caste etc. in original, along with testimonials, mark sheets of all examinations and a recent photograph. In absence of the certificates the application may be rejected. Original Certificates must be brought at the time of Written test/ Interview.
- Mere fulfilment of the qualitative requirements of the post will not entitle a candidate to be called for interview.



**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, 2401040, 2401041 Fax.- 0651-2401040

- Jharkhand Agency for Promotion of Information Technology (JAP-IT) reserves the right in all respect regarding filling up the post. Its decision will be final and binding.
- The place of posting will be at Ranchi. However, the incumbent is liable to be posted/sent anywhere in Jharkhand as and when required.
- All required information & documents must be uploaded in the online recruitment portal. At the time of interview, the candidate must come with all documents in original & should submit a self attested Xerox copy of the same certificates/testimonials.
- For interview and other information kindly check the website regularly.

**HOW TO APPLY: -**

Candidates will be required to register themselves online through recruitment portal **<http://recruitment.jharkhand.gov.in>**. After registration candidates are expected to fill the online application form & upload scanned copy of all the original documents. Last date for Online submission of the application is 19th February 2015. No offline application will be accepted.

In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and / or that he / she has furnished any incorrect / false information his / her candidature will stand rejected. Application should be submitted through online portal only and will not be accepted by post or in person at the office.

For any assistance, the candidates can contact Mr. Aniruddha Banerjee, Principal Consultant SeMT, JAPIT at e-mail id: aniruddha.b@semt.gov.in or Mobile no: +91-7033092222.

Sd/-

Principal Secretary, DoIT -  
cum-CEO, JAP-IT