

Position : Officer : IT [Position Code : IT-02] Level : E1	
No. of Positions: 1[One] Reserved for Physically Challenged [General]	
(Relaxation applicable as per Government Rules)	
Scale of Pay: Rs. 40,000/- 1,20,000/- plus 35% Perquisites and 27% HRA.	
Job Description: To work and assist in the IT Department of the Organization.	
Key Responsibilities :	Essential Qualifications :
i. Assist in fast development/Implementation of IT applications by gathering information.	B.Tech (CS/IT) or B.E. (CS/IT) or MCA from a recognized University / Institute.
ii. HRMS development, building/debugging the code as per guidelines, upgradation of existing system, incorporation of new IT techniques, system testing with patching. Debug existing source code and polish feature sets.	Experience : 2 years
iii. Contribute in online user support, technical design documentation, application rollout, optimized and documented source code.	Age Limit : Maximum 30 years
iv. Handling IT inventory, content updation, installation and modification of system configuration, system testing, hardware, software, systems, networks, printers and scanners and implementation of system enhancements/upgrades and debugging.	
v. Integration of existing modules and implementation of e-office/ERP.	