



# Society for Promotion of Vocational & Technical Education [SOVTECH]

Andaman & Nicobar Islands

(Society under A & N Administration registered under the Societies Registration Act, 1860, Regn. No. 1257 dated 21.03.2006)

F.No. SOV/1-16/CSC/2014-15(V-III)/559

Port Blair, Dated 28/01/2016

## EMPLOYMENT NOTICE

Department of IT, A & N Administration proposes to hire a **State Project Manager** on contract basis on the consolidated pay of ₹ 51713/- per month respectively. The details of posts and their eligibility criteria are as detailed below: -

Particulars	No of Posts	Eligibility Criteria
<b><u>Essential Qualifications</u></b>	01	(i) Graduate in any discipline (ii) Must have at least CCC level proficiency in computer from NIELIT (iii) Minimum of four (4) year work experience preferably in IT/e-Governance /IT related project co-ordination and program management in related fields (iv) Should be proficient in verbal and written communication in English. (v) Should be able to communicate in Local Language. (vi) Should be aged between 24-35 years (vii) Should preferably be the resident of the same State.
<b><u>Desired skills</u></b>		Some of these skills may be given more weightage during the selection process. These could be – (i) Prior project management experience (ii) Experience in the domain of IT Projects, IT infrastructure deployment/ software development, hardware, networking, security management in IT projects/ IT enabled service project co-ordination (iii) Good people management and communication skills (iv) Result oriented and self-motivated for working in rural areas and cross reporting structure (v) Experience in e-Governance related projects of organisations/ departments/ NGO/ Non-Profit Organization (vi) Willingness to travel across the districts at the Gram Panchayats.
<b><u>Roles &amp; Responsibilities of State Project Manager:</u></b>		<b><u>Job description:</u></b> <ol style="list-style-type: none"><li>CSC Rollout Phase – Operations Phase</li><li>Post CSC Rollout Phase – Assessment and Improvement Phase</li><li>The nature of job would involve the person from rollout till successful running of the CSC outlets. The Manger at the state level would be assisted by Assistant Managers Specifically the Job description for both the phases is as follows:<ol style="list-style-type: none"><li>Assisting and supporting SDA in Project implementation and management of the Scheme in the State.</li><li>Coordinating with State Designated Agencies and NPMU for smooth implementation of the Scheme, including registration on online monitoring tool and Apna CSC Portal.</li><li>Collaborating with CSC SPV, DeGS and other stakeholders, to assist SDA in implementation of National level services and capacity building initiatives in the State.</li><li>Assist SDA to build mechanism for delivery of more and more G2C services in the state and enable integration of the same with Apna CSC Portal for seamless service delivery.</li><li>Assist SDA in regular monitoring of the service level parameters and help desk support for smooth resolution of VLEs concerns.</li><li>Supporting the District e-Governance societies (DeGS).</li></ol></li></ol>

The interested candidates may submit their application forms along with copies of their testimonials in the prescribed proforma to the Member Secretary, SOVTECH, BRAIT Campus, Pahargaon, Port Blair-744103 so as to reach latest by 20/02/2016 at 5.00 PM. The application received after the due dates shall not be entertained / considered.

**Executive Officer**  
SOVTECH

APPLICATION FOR THE POST OF .....

Affix a recent passport size photograph duly attested by the candidate

2	Name of the candidate <i>(in block letter)</i>	
3	Father's / Husband's Name	
4	Date of birth	
5	Age (as on 20/02/2016)	.....(Years) .....(Months) ..... (Days)
6	Educational qualification	
7	Other qualification	
8	Experience	
	a) Project Management experience details	
	b) Experience in the domain of IT Projects, IT infrastructure deployment/ software development, hardware, networking, security management in IT projects/ IT enabled service project co-ordination	
	c) Experience in e-Governance related projects of organisations/ departments/ NGO/ Non-Profit Organization	
	d) Willingness to travel across the districts at the Gram Panchayats	
	e) Any other	
9	Is able to communicate in local language ? (Yes / No)	
	Is the resident of A&N Islands ? ( Yes / No)	

9	Permanent address	
10	Address for communication / phone no. & mobile no. and email id.	

***Note: Candidate should enclose the relevant copy of the certificate as per information seek in the vacancy notice.***

I hereby declare that the information furnished above by me in this application are true and correct to the best of my knowledge and belief. I do understand that in the event of any information being found false or incorrect before or after the selection, my candidature is liable to be cancelled.

Place:

Signature of the candidate

Date:

To  
The Member Secretary  
SOVTECH  
Dr. B. R. Ambedkar Institute of Technology Campus  
Pahargaon  
Port Blair - 744103  
Email ID: [sovtech@and.nic.in](mailto:sovtech@and.nic.in)