

TERMS OF REFERENCE (TOR)

JOB TITLE	:	IT Officer
PAY SCALE	:	Contractual - (Rs. 40,000.00 -70,000.00)
LOCATION	:	Dehradun, Uttarakhand
SERVICE TERM	:	Contract
START DATE	:	After issuance of appointment letter
REPORTING TO	:	Program Director, SPMG, Namami Gange, Uttarakhand.

BACKGROUND:

State Project Management Group, State Ganga Committee, Namami Gange Uttarakhand is a registered Society under Society Registration Act 1860 and working under the aegis of Drinking Water Department, Govt. of Uttarakhand. The mandate of the society includes implementation of World Bank assisted 'National Mission for Clean Ganga (NMCG)' in 'Uttarakhand State under the Ministry of Water Resources, River Development & Ganga Rejuvenation, Govt. of India.

REQUIRED SKILLS AND EXPERTISE:

- Ensure proper functioning of all IT systems at SPMG.
- Development and Management of MIS and databases, Project Monitoring system and GIS related works.
- Management of SPMG Website and social media platforms.
- Development and Management of Web application and interactive web portals, as and when required
- Develop crowd sourced content and encourage discussion on topics on Social media (via blogs, etc.)
- Facilitation (including appropriate training of Executive Agencies and other senior staff on IT systems developed by SPMG.
- Experience of working in Centrally Sponsored/Externally Aided Projects/Namami Gange Program is an advantage

QUALIFICATION AND EXPERIENCE:

- B.Tech/MCA with 6 years of experience in IT management networking, website management and Database management. Experience in Government/PSU/M.N.C or working in Namami Gange project would be preferred, should Knowledge of IT software and hardware would be a plus.
- The maximum age of candidate should not exceed 50 years from the date of this advertisement

SHORT LISTING OF ELIGIBLE CANDIDATES FOR FINAL INTERVIEW:

Only the shortlisted shall be called for an interview.

FINAL SELECTION FOR THE POST OF IT OFFICER

Final merit list of candidates shall be made by interview marks as secured by the candidates.

TERMS AND CONDITION:

1. Candidates will be selected, based on evaluation criteria for short listing and then interview for one year and services may continue as per further requirements.
2. Candidate should be physically fit to travel in hilly terrain.
3. Applicants working in Govt. sector or undertakings shall not require prior NOC from their employer for interview. The candidate will have to be relieved from parent department within 15 days time of issuance of appointment letter and if not relieved his/her candidature will be cancelled.
4. Only those candidates, whose applications are found suitable as per the prescribed qualifications and experience shall only be called for interviews, for which no TA/DA etc. shall be permissible.
5. The mode of selection is sole discretion of the employer and no query of any candidate will be entertained after selection of the candidate.
6. Applicant should mention only relevant experience desired in qualification and experience to assess the experience required for post mentioned in Qualification and Experience.
7. After the selection, the candidate will have to sign an agreement before joining his duty.
8. The engagement under above does not confer any right/claim whatsoever either explicitly or implicitly for any regular appointment in SPMG.
9. The competent authority reserves right to withdraw the previously mentioned advertisement/posts without issuing any prior notice.
10. Incomplete applications will not be considered.
11. Any relevant information pertaining to recruitment will be sent on candidate's e-mail id mentioned in the application form.
12. The completed application form in prescribed format with self attested copies of all certificates with two latest and self attested passport size photographs should be submitted personally or by registered post by super scribing the words "APPLICATION FOR THE POST OF IT Officer to the **Program Director, State Project Management Group, Namami Gange, Uttarakhand, 117 Indira Nagar, Dehradun 248006, Uttarakhand** latest by 04.09.2021 signed application after scanning may also be sent by e-mail at spmghr@gmail.com