

Setting up of PMU for Electronics and ICT Academies

Name of Posts	Number of Vacancies	Qualifications and Experiences	Age Limit	Consolidated Remunerations	Expected Work Profile
Sr. Consultant (Techno – Commercial)	01	<p>Essential: 1st Class B.Tech/B.E (Electronics and Communications/IT/CS). 10 years post qualification working experience</p> <p>Desirable: Retired Scientist/ Academician from the field of Electronics / IT, Experience in Project formulation, handling Government projects – their monitoring and analysis, knowledge of MIS creation and maintenance, Impact Analysis</p>	Max 45 yrs. (For retired Govt. employees 62 yrs as on 31-12-2014	Rs. 80,000/-	<ul style="list-style-type: none"> • To create awareness and mobilization of various stakeholders • Coordinate the Scheme in the identified States/UTs • Organise Workshops and seminars • Creation and maintenance of MIS for capturing Data related to the Scheme • Coordinating with 3rd Party for Impact Assessment • Any other work related to the Scheme implementation
Executive Assistant	02	<p>Essential: Second class graduate in any discipline with knowledge of Computer operation, handling finance, Govt. rules & regulations and procedures. Minimum of 5 years of post-qualification experience.</p> <p>Desirable: Experience in Government projects and various roles like overall administrative duties Management of files and knowledge of Govt. rules. Well versed in use of Office Productivity Tools like Word, Excel and PowerPoint.</p>	Max 35 yrs. (For retired Govt. employees 62 yrs as on 31-12-2014	Rs. 30,000/- per month	<ul style="list-style-type: none"> • Maintaining file record of all the files under the scheme • Preparation of agendas, Minutes of meetings, Drafts etc. • Preparation of reports related to the implementation of the scheme • Maintaining of accounts related data, generating UC in r/o GIA received • Maintenance of Correspondence with the sponsoring department

		Candidates with valid CCC certificates might be given preferences.			
Office Attendant (MTS)	01	<p>Essential: Second Class 10+2 from a recognised board. Prior Work experience</p> <p>Desirable: Minimum work experience of 2 years. Well versed in use of Office Productivity Tools like Word, Excel and PowerPoint. Candidates with valid CCC certificates might be given preferences.</p>	Max 33 yrs. as on 31-12-2014	Rs. 15,000/-	<ul style="list-style-type: none"> • Diary, dispatch and carrying of files • Photocopying and handling fax machine • Data Entry Work if allotted • Any other work related to the Scheme implementation.