Information for Applicants

Introduction

The Odisha Computer Application Centre or OCAC is a Designated Technical Directorate of Information Technology Department Public Sector Undertaking (PSU) of Government of Odisha registered under Society Registration Act, 1860 on dated 21 March 1985 redesignated as Technical Directorate of Information Technology Department, Government of Odisha.

It has been entrusted with the responsibility of implementation and monitoring of e-Governance Project in the state. As per above mandate of Government, the ICT (both software & infrastructure) Projects of all Departments is being undertaken by OCAC. Besides, OCAC is managing state level key infrastructures like State Data Center, State Wide Area Network, Secretariat Network, a mini data center at Secretariat and Cyber Security Operation Center etc.

On behalf of OCAC, IIIT Bhubaneswar is conducting recruitment for the post of Project Associates (For Infrastructure Projects).

Position:

Project Associates (For Infrastructure Projects)

Number of Positions:

01

Detail requirement :

Criteria for the post are as follows:

Scale of Pay	
Level10, Cell-1: Rs.44900.00+ applicable D.A	
Essentials qualification	
BCA/BSC(CS/Electronics)/MCA/B-Level	
Certification	
CCNA/CCNP/ITIL	
Experience	
Minimum 7 years in maintaining Medium Scale Network Infrastructure & hardware Infrastructure Preferably in Government & PSU Sector.	
Desirable	
- Must have good Interpersonal Skills. - Ready to work in hard conditions - Proven Experience as computer technician or similar role - Experience with LAN/WAN networks - Thorough knowledge of computer systems and IT components - Good Knowledge of internet security and data privacy principle - Should be able to prepare the technical specifications of various hardware and networking equipment. - Excellent Troubleshooting Skills. - Exceptional Organizing and time management Skills.	
Skill Requirements	
- Set up hardware and install and configure software and drivers including O/S like windows and Linux. - Maintain and repair technological equipment (e.g. routers, servers etc) or peripheral devices. - Install well-functioning LAN/WAN and other networks and manage components (Server, IPs etc) - Manage security options and software in computers and networks to maintain privacy and protection from attacks. - Perform regular upgrades to ensure systems remain updated. - Troubleshoot system failures and provide solutions to restore functionality. - Conduct periodic maintenance. - Should have strong knowledge on trouble shooting problems of server hardware, desktop/laptop, printer, scanners, UPS. - Should be able to prepare and maintain reports and logs - Should be to impart practical training on hardware troubleshooting.	
Age Limit	
Below 45 years (as on 31st August-2021)	

General Conditions

1. The prescribed qualifications are minimum and the mere fact that a candidate possesses the same will not entitle him / her to be called for interview.

2. The Institute reserves the right to restrict the number of candidates for interview to a reasonable limit, based on qualifications and experience, higher than those prescribed in the advertisement.

3. The Institute reserves the right to reject any or all the applications without assigning any reasons therefor.

4. Applicants have to pay a non-refundable application fee of Rs. 500 in the form of DD favouring "IIIT Bhubaneswar ". Persons from the SC, ST, PH, Ex-Servicemen, Women and EWS categories are not required to pay an application fee

5. Persons serving in Government Departments. Autonomous Organizations, Corporations, Boards etc, may also apply **through proper channel**, the completed application form along with all relevant supporting documents and fee receipt in original, failing which such persons shall be required to produce NOC before appearing for the Interview, provided they have sent an Advance Copy of the complete application form along with fee receipt in original.

6. The complete postal address (including Telephone Number, Fax Number, Mobile Number and e-Mail address) of the present employer mentioning the name of the organization is a Government, Semi-Government, Autonomous, Public Sector Enterprises or Private Sector, should be indicated in the Application Form.

7. No TA/DA shall be paid to the candidates attending the Certificate Verification/ Interview except PwD candidates who may avail the reimbursement as per the Government / Institute norms.

8. Incomplete application form, without the attachment of self-attested copies of all relevant Certificates (both experience and professional), or application without requisite fee, will be rejected. The responsibility of entries in the application form lies with the Applicant.

9. Canvasing in any form or bringing in any influence political or otherwise, will be a disqualification for the post.

   INTERIM ENQUIRIES WILL NOT BE ENTERTAINED.

10. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the Institute reserves the right to modify, withdraw or cancel any communication made to the Applicant.

11. The Institute reserve the right to verify the antecedents or documents submitted by a person at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake, or the person has a clandestine antecedents or background and has suppressed the said information, then his/her services shall be terminated forthwith.

How to apply

1. *Application should be submitted in the format enclosed.*

2. *Self – Attested Certificates in proof of educational qualification and experience as also self attested copies of copies of Caste Certificate if applicable should be attached to the application.*

3. *Application should be sent in a cover/envelop superscribed with the words "Application for the Post of Project Associates (for Infrastructure Project)"*

4. *Filled in Application Form along with supporting documents, passport size photograph and Demand Draft may be submitted to the following address on or before 24th December 2021 up to5 P.M.*

The Director
IIIT Bhubaneswar - 751003.

1	Name		Recent Passport size Photograph
2	Sex	M ☐ F ☐	
3	Father's Name/Husband's Name		
4	Date of Birth		
5	Community to which belong (Make a √ in the appropriate box)	SC ☐ ST ☐ OBC ☐ UR ☐	
6	Address for Communication		
7	Permanent Address		
8	Phone Number : Mobile No : eMail-id :		

9. DD Details

Bank Name	
Number	
Date	

10. **Academic qualifications:**

Sl	Level	Examination (With Specialization if any)	Name of Board / University/ Examination Authority	Year	%
1	High School/ HSC/10+				
2	Intermediate/ H.S./ +2				
3	BCA/B.Sc. (CS/Electronics)				
4	MCA				
5	B-Level				
6	M.Sc. (IT/CS)				
7	Professional Course				
8	Any otherf (not mentioned above)				

11. Infrastructure Skills

LAN/WAN Networks skill	
Troubleshooting Skill	
Internet security & Data privacy Principle	
Windows & Linux	
Any other	

12. Certification Course:

CCNA	
CCNP	
ITIL	
Any other	

13. Experience (Reverse wise, Current first)

Organization/ Institute	Type of Organization (*Government, Semi-Government, Autonomous, Public Sector Enterprises or Private Sector*)	Designation	From	To	Main Responsibility

14   Any other Information which the applicant may like to furnish

(Signature of applicant with date)

15   Referees: Name addresses, contact numbers and Email ID :(Referees should not be related to the candidate)

1	2
Name:………………………………. Address:………………………………… PIN code:………………………………… Phone:…………………………………….. Email: ………………………………………..	Name:……………………………………… Address:………………………………… PIN code:…… ………………………….. Phone:…………………………………… Email: ………………………………………..

List of Enclosures :

1.   .
2.   .
3.   .
4.   .
5.   .
6.   .
7.   .
8.   .
9.   .
10.

<u>Declaration</u>

I hereby declare that information furnished above is true to the best of my knowledge and belief. If at any time I am found to have concealed any material information or given any incorrect data, my candidature may be cancelled and appointment, if made, may be terminated without notice and compensation.

(Signature of applicant with date)

Address for sending the Application:

The Director
IIIT Bhubaneswar
Gothapatna, PO- Malipada
Bhubaneswar – 751 003.