



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)

VACANCY NOTICE

Society for Promotion of Vocational & Technical Education (SOVTECH), Dr. BRAIT Campus, Pahargaon, Port Blair invites online application from eligible local candidates in the prescribed form for recruitment of following posts on contract basis.

SN	Name of the Post	No. of Post	Consolidated Monthly Remuneration	Educational qualification and other criteria
1.	Programmer	01	Rs 40000/-	<p>Essential Qualifications: BE/B.Tech (Computer Science) with 03 years experience in programming language and development of web based application (OR) B.Sc (Computer Science)/BCA with 05 years experience in programming language and development of web based application (OR) MCA with 03 years experience in programming language and development of web based application Age: Not exceeding 40 years Desirable: Experience in IT Organization/ Govt Depts/ PSUs/ Autonomous Organizations implementing e-Governance Projects. Duties and responsibilities:</p> <ul style="list-style-type: none">Responsible for analysis, design, development, testing, maintenance and documentation of applications.Development of web based application as per requirement.
2.	Administrative Assistant	01	Rs 35000/-	<p>Essential:</p> <ul style="list-style-type: none">Graduate in any disciplineOne year Diploma in Computer Application from recognized institution.03 years experience in Administrative /Establishment works in Govt. department/ PSUs/other autonomous bodies. <p>Age: Not exceeding 40 years Desirable: Work Experience in IT Organization/ Govt Depts/ PSUs/ Autonomous Organization implementing e-Governance Projects. Duties and responsibilities:</p> <ul style="list-style-type: none">Procurement as per government procedures through GeM Portal and e-Procurement portal.Preparation of Tender documents.Maintenance of personal files, leave records of all employees.Preparation of proposals for recruitments /renewal of Contracts.Other Administrative works.
3.	Attendant	01	Rs 25000/-	<p>Essential:</p> <ul style="list-style-type: none">12th Pass with atleast One year Diploma in Computer Application from recognized institution.03 years experience in office management in Govt. Departments /PSUs/other autonomous bodies. <p>Age: Not exceeding 40 years</p>

				<p>Desirable: Work Experience in IT Organization/ Govt. Depts/ PSUs/ Autonomous Organization Implementing e-Governance Projects.</p> <p>Duties and responsibilities:</p> <ul style="list-style-type: none"> • Helpdesk Management/ Complain logs from CSCs and Departments • Diary & Despatch • File Tracking System • Assist in maintenance of Stock Records/Assets. • Assist in day to day office work.
--	--	--	--	--

The details of selection criteria are as under:

Name of the Post	Method of Selection	Max. Marks	Syllabus
Programmer	1. Programming Test	75	Trade Test – Programming on Dot Net/PHP/Java.
	2. Experience	25	
Administrative Assistant	1. Written Test	75	General English, General Awareness, Office Procedure, Bid Process Management, e-Tendering, Procurement through GeM, Establishment & Personnel matters.
	2. Experience	25	
Attendant	1. Written Test	75	General English, General Awareness, Reasoning, Office Management, Computer Basics.
	2. Experience	25	

Weightage on Experience:

Based on the experience of the candidates in IT Organizations/ Government departments / PSUs/ Autonomous Organization, allotment of marks would be 05 marks per year of experience with a maximum ceiling of 25 marks. Marking shall be done on pro-rata basis of the experience.

General information for all candidates:

The detailed information regarding eligibility criteria, mode of selection and other details can be obtained from A & N website www.andaman.gov.in. The candidates needs to apply online by visiting the url <https://erecruitment.andaman.gov.in> or may also apply through eDweep Kendra (CSC) by paying usual charges for scanning and uploading the documents. All relevant documents in support to the essential qualification, desirable qualification like Pass Certificate, Mark Sheets, Local Certificate, Age Proof and Experience Certificate should be uploaded along with the applications. The last date of submission of application (online) is 08/03/2018 (Thursday) by 4.00 PM. Applications received after the due date shall not be entertained / considered.

Member Secretary, SOVTECH
A&N Islands