

जाहिर सूचना

जिल्हाधिकारी कार्यालय पुणे

डॉ.बाबासाहेब आंबेडकर रोड, कॅम्प, पुणे - 411001

जिल्हाधिकारी कार्यालय पुणे येथे ई - गव्हर्नन्स प्रकल्पांतर्गत विविध शाखांच्या संगणक प्रणाली तयार करण्याचे प्रस्तावित आहे. त्यामध्ये प्रामुख्याने केआरए/आरएफडी डॅशबोर्ड प्रणाली, पुनर्संवन प्रकल्प प्रणाली तसेच बिंदुनामावली, झिरो पेन्डसी, ई-टॅडरींग प्रक्रिया. Social Media वेळोवेळी आवश्यक ते App व Software Develop करणे आवश्यकतेनुसार अन्य शाखांच्या संगणक प्रणालीचे विकासन करावयाचे आहे. त्याकरीता तांत्रिक मनुष्यबळाची आवश्यकता आहे. त्याअनुषंगाने जिल्हाधिकारी कार्यालय पुणे येथे ई गव्हर्नन्स प्रकल्पांच्या अंमलबजावणीसाठी 1 Technical Secretary ची नियुक्ती करणेची आहे.

इच्छुक उमेदवारांनी त्यांचा अर्ज संबंधीत कागदपत्रांसहित दिनांक 16/01/2019 रोजी दुपारी ठिक 05.00 वाजे पर्यंत rdcpune1@gmail.com या जिल्हाधिकारी कार्यालयाच्या ई-मेल आयडीवर पाठवावीत. सदर अर्जाचा नमुना pune.nic.in या वेबसाईटवर उपलब्ध करण्यात आलेला आहे. उक्त वेळोंतर प्राप्त झालेल्या अर्जांचा विचार केला जाणार नाही याची कृपया नोंद घ्यावी. प्राप्त अर्जाची छाननी करून जिल्हास्तरीय समितीद्वारे मुलाखत घेतली जाईल. कोणताही अर्ज मान्य अथवा अमान्य करणेचे सर्व अधिकार जिल्हाधिकारी, पुणे यांचे राहतील.

Applications are invited from eligible candidates for following position is purely on contractual basis for 11 months

Job Description

Position Title : Technical Secretary (On Purely Contractual / Temporary Basis)

Contract Period : 11 Months

Number of Positions : 01

Consolidated Honorarium (Per Month) (Negotiable)- Rs. 25,000/-

General Description

- 1) Network Engineer is solely responsible for implementing, Maintaining, Supporting, Developing networks within organization. Network Engineer has to provide first level hardware & Technical Support to the Organizational user.

Job Responsibilities

- 1) Handling all Network related activities of District Collector Office Pune
- 2) To provide first Level Diagnostics of IT Infrastructure & Network related issues of Collector Office Pune
- 3) To attend all Technical Calls of Collector Office (IT infrastructure, Hardware & Network related calls) and provide solution to the user on immediate basis.
- 4) To keep all IT assets 100 % Up and Functional.
- 5) Also to assist to District IT Facilitation Cell Pune Team in their various Government It & eGovernance Projects like Aadhaar, NLRMP, eDisnic, Aple Sarkar etc)
- 6) To receive guidance and directions from NIC officials (DIO, NIC), District IT Facilitation Cell Pune Team
- 7) To perform other work related duties assigned by District Administration, NIC Officials as and when District Administration required.
- 8) To perform periodic inspection of various IT Assets.
- 9) Also monitor the health of different IT Assets (Desktop Computers, Printers, Scanners, and Fax Machines) which

is deployed at Collector Office.

10) Handling all meeting presentations, Solving Printer-Computers technical problems.

Educational Qualification

1) B.E/MCA/MCS/BCS/BCA/MCM/IT Computer stream/BSC(Electronics)/Electronic Computer Diploma

Work Experience

- 1) Hands on Experience on all IT infrastructure device & Networking equipments working and diagnostics.
- 2) Familiarity with basic office software tools. like MS Office, Outlook email etc.
- 3) Minimum 5+ years work experience in relevant field.
- 4) Marathi, English Typing speed 40 wpm.

Expectations

Good oral and written communication skill, Good understanding of Marathi & English language.

Knowledge of below Technical things.

- 1) Ethernet networking systems.
- 2) Knowledge of Fiber Optic Commissioning and Testing.
- 3) Knowledge of TCP/IP Protocol, CISCO IP Phones.
- 4) Knowledge of BSNL and other Services providers link testing.
- 5) Knowledge of LAN, WAN, Internet, Modems.

- Highly logical, Technically proficient.
- Candidates those who have hands on work experience on eGovernance Projects & Government projects will get added advantage.
- Analytic - Work is non standardized and widely varied requiring the interpretation and application of substantial variety of procedures, policies and or precedents used in combination. Frequently the application of multiple, technical activities is employed therefore, analytical ability and inductive thinking are required.
- Varied - Supervision is present on and as need basis to establish general objectives to identify potential resources for assistance. Independent judgement is required to select and apply the most appropriate of available guidelines and procedure to achieve desired result.
- Require regular contact within the Government Department and Other Department also. and Knowledge of e-Governance

सही / -xxx

(नवल किशोर राम)

जिल्हाधिकारी पुणे