



GOVT. OF INDIA  
LAKSHADWEEP ADMINISTRATION  
(Department of Information Technology)  
(Lakshadweep Information Technology Services Society)  
Kavaratti – 682 555

F.No.1/4/2013-LITSS

Dated: 19 .08.2016

**NOTIFICATION**

The Director, Lakshadweep information Technology Services Society, Department of Information Technology, Kavaratti invites applications from the qualified candidates for the engagement of following positions on contract basis initially for one year.

- i) Project Manager
- ii) Finance Manager
- iii) Project Manager (CSC)

The eligibility criteria, remuneration, selection procedures etc. are in **Annexure I, II&III.**

The applications in plain paper with self-attested copies of Certificates & other documents should be addressed to the Director, Lakshadweep Information Technology Services Society, Department of Information Technology, 1<sup>st</sup> floor secretariat, U.T of Lakshadweep, Kavaratti-682555 so as reach on or before 30 days on publication of this notice. Application received without proper certificates & documents and applications submitted after due date will be rejected without further notice.

  
(Jatin Goyal)  
DIRECTOR (IT)

To,

1. The Editor, Lakshadweep Times with request to publish in next issue of Lakshadweep Times.
2. The DCs/SDOs at various islands with request to publicise locally.
3. Lakshadweep portal.

**Annexure-I****Project Manager**

Job Description	<ul style="list-style-type: none"><li>• Experience in IT- Infrastructure Projects. Infrastructure domain knowledge is essential.</li><li>• Knowledge in preparing / developing project schedules, estimation, establishing measures and milestones, definition, scoping, tracking etc.</li><li>• Exposure to data center migration/consolidation, transition, infrastructure deployment and management.</li><li>• Experience in managing projects through use of processes like risk management, quality management, Issue/problem management &amp; Scope change management.</li><li>• Exposure to MS Project, PMP, PRINCE2, CAPM, ITIL &amp; Six Sigma certified candidates will get preference.</li><li>• Good communication, presentation &amp; leadership skills.</li></ul> <p><i>A person with multiple technical work experience in Unix, CISCO, End-user desk top environment and networking would be preferred.</i></p> <p><i>Proficient in Project management tools &amp; processes</i></p>
Desired Profile	<ul style="list-style-type: none"><li>• Responsible for requirements gathering &amp; high-level scoping of project.</li><li>• Responsible for requisition for resources with right skill set for the project.</li><li>• Responsible for estimating, planning and scheduling the project.</li><li>• Responsible for submitting a clear statement of work along with project plan including cost &amp; schedule estimates for approval from customer.</li><li>• Monitoring and tracking project schedule and budget</li><li>• Updating project schedules and budgets.</li><li>• Project reporting and updating the database.</li><li>• Responsible for managing stakeholder management and updating them on project progress.</li></ul>
Industry Type	IT-Software / Software Services
Role	Project Manager-IT/Software
Functional Area	IT Software - Network Administration, Security
Education (Compulsory)	<i>UG – B.Sc./BE/B.Tech in IT or Computer Science from UGC recognised university.</i> <i>PG – MBA from UGC recognised university.</i> <i>Doctorate - Doctorate Not Required</i> <i>Certifications – Prefer PMP or PRINCE2 or ITIL or 6σ</i>
Experience	Minimum 8 yrs with 2 yrs as Project Manager.
Category	Unreserved and open to all Indians only
Selection Procedure	Interview
Consolidated Remuneration per month	₹ 55,000/-

*Jatin A*  
**DIRECTOR**  
**LAKSHADWEEP INFORMATION**  
**TECHNOLOGY SERVICES SOCIETY**  
( Reg. No. SR 0000 )  
KAVARATTI, KL



**Annexure-II****Finance Manager**


Job Description	<ul style="list-style-type: none"><li>• Timely generation and analysis of all monthly MIS reports including monthly Balance Sheets, profitability statement and Work-In-Progress calculation</li><li>• Project budgeting, Cash Flow, Controlling and Analysis of Projects Performance</li><li>• Monitoring of vendor accounts and interaction with client departments and project managers for the same</li><li>• Accounting of Invoices</li><li>• Accounts Reconciliation (both Receivable &amp; Payables)</li><li>• TDS certificates follow-up and reconciliation</li><li>• Involvement in Audits (Statutory and Internal) and related compliances</li><li>• Managing Banking, credit rating agencies, insurance companies etc.</li><li>• Capability to manage work pressure and meet the timelines.</li></ul>
Desired Profile	<ul style="list-style-type: none"><li>• Responsible for R2R (Record to Report, i.e. voucher to balance sheet) accounts</li><li>• Responsible for statutory records and meeting statutory obligations</li><li>• Responsible for validating &amp;/or preparing estimation, budget &amp; projection, including cost &amp; schedule estimates for approval from vendor &amp; client department</li><li>• Responsible for budget compliance &amp; BV (budget variance) reporting</li><li>• Monitoring and tracking project expenses</li><li>• Updating project fund status &amp; preparing of usage certificate.</li></ul>
Industry Type	Finance & accounts
Role	Finance Manager
Functional Area	Accounting, auditing, taxation & finance control
Education (compulsory)	<i>UG</i> – B.Com from UGC recognised university. <i>PG</i> – M.Com or MBA (Finance) from UGC recognised university. <i>Doctorate</i> - Doctorate Not Required Certifications – CA/ICWA preferred
Experience	Minimum 8 yrs with 2 yrs as Finance/Accounts Manager.
Selection Procedure	Interview
Category	Unreserved and open to all Indians only
Consolidated Remuneration per month	₹ 55,000/-

  
DIRECTOR  
LAKSHADWEEP INFORMATION  
TECHNOLOGY SERVICES SOCIETY  
(Reg. No. SR CCCCXLIII)  
KAVARATTI-682 555

**Annexure-III**

**Project Manager (CSC)**

<b>Name of Post</b>	<b>No. of Post</b>	<b>Essential Qualification</b>	<b>Desired Skills</b>	<b>Monthly Remuneration</b>
Project Manager (CSC)	1	<p>i) Graduate in any Discipline ii) Must have at least CCC level proficiency in computer from NIELIT iii) Minimum of 4 year of work experience preferably in IT/e-Governance/IT related project co-ordination &amp; progame management in related fields iv) Should be proficient in verbal and communication in English. v) Should be able to communicate in Local Language. vi) Should be aged between 24-35 years. vii) Should preferably be the resident of the same State.</p>	<p>i) Prior project management experience. ii) Experience in the domain of IT projects, IT infrastructure deployment/Software development, hardware, networking, security management in IT projects/ IT enabled service project co-ordination. iii) Good people management and communication skills. iv) Result oriented and self-motivated for working in rural areas and cross reporting structure. v) Experience in e-Governance related projects of organizations/ departments/ NGO/ Non-profit Organization. vi) Willingness to travel across the districts at the Gram Panchayats.</p>	<p>₹51,713/- (yr1) ₹56,884/- (yr2) ₹62,573/- (yr3) ₹68,830/- (yr4)</p>

  
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