



सत्यमेव जयते



Kandla SEZ Authority (KASEZA)

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No. KASEZ/EM/III/210/2016-17/

Dated: 03/11/2016.

Subject: Vacancy Circular/ Terms of Contract for appointment of Asstt. Manager (IT) at Kandla SEZ Authority.

Kandla SEZ Authority invites application from experienced candidate to work as **Asstt. Manager (IT)** on contract basis for a period of one year and may be extended for a further period of one year, if the performance is found good by Chairman of the Authority.

Eligibility Criteria:-
(Essential)

- (i) The applicant should be MCA or B.E. (Computer Science).
- (ii) He/she should be below the age of 35 years as on 01/10/2016.

Desirable:

- (i) Ability to read, write and speak Gujarati Language.
- (ii) Good command on English and Hindi languages.
- (iii) Experience of working/maintaining a multi site systems atleast for a period of one year.

Entitlements:

- (a) During the period of contract, the Asstt. Manager (IT) shall be entitled to a fixed monthly salary of Rs. 45,000/- (Rupees forty seven thousand six hundred only) from the date of joining the post.
- (b) The Asstt. Manager (IT) will be provided Govt. accommodation, if available, for the period of the contract. License fee/ Water charge/ Electricity bill shall be payable by the incumbent, as per the authority rules. In case of his/her not taking Govt. accommodation, no amount as House Rent Allowance in lieu thereof shall be payable.
- (c) The incumbent will be paid TA/DA at par with an officer having Grade Pay of Rs.4,800/- for outstation trips duly authorized.

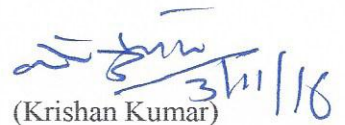
Primary Duties & Responsibilities:

- (a) The incumbent shall normally be required to work from 9.30 a.m. to 6.00 p.m. with half-an hour lunch break. Considering the urgency of the work, he may even be required to attend the office after normal working hours or on holidays without any extra allowance.
- (b) Perform task as directed by the Development Commissioner & Chairman, Kandla SEZ Authority and other senior officers of KASEZ.
- (c) Assist the Kandla SEZ/Kandla SEZ Authority in the deployment, monitoring, maintenance, development, upgradation and support of all IT systems, including servers, PCs, operating systems, telephones, software applications, the Bio-Metric equipments and peripherals.
- (d) Provide support during systems upgrades, installations, and file maintenance on computers.
- (e) Work with system Administrator/IT Manager (KASEZ) to develop strategies and plans to improve client services/improve user effectiveness.
- (f) Provide day-to-day technical support to KASEZ staff.
- (g) Assist with KASEZ's computer disaster & recovery plan.
- (h) Support KASEZ overall mission and KASEZ policies and procedures.
- (i) To attend to SEZ online issues in coordination with NSDL representative.
- (j) Coordination with officers/staff in KASEZ/other SEZs in Gujarat for resolving SEZ online related issues.
- (k) Periodic monitoring of KASEZ website, its updation & modification.
- (l) Miscellaneous information system (MIS) – preparation/compilation & updation of all MIS reports.
- (m) Software development as required in the office of DC, KASEZ/KASEZ Authority.
- (n) Any other works as may be entrusted by the officers of Kandla SEZ/Kandla SEZ Authority.

Other terms & conditions:

- (i) The officer will be allowed to join subject to his/her being declared medically fit (not suffering from any major illness) by a Civil Surgeon of a Government Hospital/the Doctor of the KASEZ Dispensary.
- (ii) The Officer will be entitled to avail 30 days paid leave. In case of exigencies of work, however, he/she can be denied leave.

- (iii) The Officer will have no right for permanent absorption in this post. This is purely a temporary job on contract for a period of one year, extendable by another one year if found satisfactory.
- (iv) The appointment is subject to termination at any time without assigning any reason what so ever after serving 1 month notice or 1 month pay. Alternatively, if the officer does not intend to continue, he/she may give one month notice or in lieu of notice period the amount of one month consolidated payment.
- (v) The Officer will discharge the duties & responsibilities of Asstt. Manager (IT), KASEZ Authority as per the directions of Development Commissioner, KASEZ & Chairman, KASEZ Authority or any other senior officials of Zone in his channel of reporting.
- (vi) Transfer Allowance (i.e. TTA) will not be admissible. However TA/DA, as per Govt. rules, will be admissible on tour if required, equivalent to the post having grade pay of Rs. 4,800/-.
- (vii) The contract of service will automatically stand terminated with the efflux of the contract period and no further notice of termination of the contract will be given; otherwise that in the case where the contract is terminated prematurely in terms of the terms/conditions No. (iv) of this contract above.
- (viii) For the period of contract, the officer shall not be entitled to any gratuity/pension etc.
- (ix) No medical expenses shall be paid/re-imbursed to the incumbent.
- (x) It is requested that those who are willing to be considered for appointment and fulfill the eligibility criteria may apply to the office in the prescribed Proforma, within 30 days from the date of publication in the Employment News.
- (xi) The envelope having application for the post should have subject as "appointment of "Asstt. Manager (IT)".
- (xii) For attending to the personal talk/interview, no Travelling allowance/Dearness Allowance or any other allowances shall be admissible.
- (xiii) Police verification may be got conducted.
- (xiv) On any dispute about eligibility criteria fulfillment, decision of Chairman, Kandla SEZ Authority shall be final.


(Krishan Kumar)

Jt. Development Commissioner,
Kandla Special Economic Zone &
Member, Kandla SEZ Authority.

**PROFORMA FOR SENDING THE APPLICATION FOR THE POST OF ASSTT.
MANAGER (IT), KANDLA SEZ AUTHORITY**

1. Name and address in block letters :
2. Date of birth (in Christian era) :
3. Educational qualifications :
(Enclose self-attested copies of certificate)
4. Other Qualification/ Training/ Experience etc. :

Affix your
Passport
size
Photograph
and sign it

6. Details of Employment/experience, in chronological order,
(Enclose a separate sheet duly authenticated under
your signature)

Office/ Institution/ Organization/ Govt.	Post held/ kind of experience gained	Period From To	Nature of duties performed/
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6. Please state clearly whether in the light of the entries
made by you above, you meet the requirement of the
Post: Yes/No

7. Any other information (like sports activities taken by you/ hobbies, etc.)

(Signature of Candidate)

Postal Address (R)

Telephone No.

E-mail :