

STATE PROJECT DIRECTORATE
RASTRIYA UCHCHATAR SHIKSHYA ABHIYAN
UNDER DIRECTORATE OF HIGHER EDUCATION
Old Secretariat Building
P.O: Agartala, Tripura West
PIN: 799001

Applications are invited in prescribed Application Forms from bonafide citizens of India for selection of candidates for the post of **Consultant (IT)**.

Date of Interview : 25th, February, 2017 at 11.00 AM

Venue : Conference Hall of Bir Chandra State Central Library, Agartala, Tripura West, 799001.

Type of engagement : On Contractual Basis for a period of 6 Months.

QUALIFICATION CRITERIA FOR THE CONSULTANT (IT).

Educational Qualification: PGDCA (Post Graduate Diploma in Computer Application)/ MSc in Computer Science/ MCA/B.TECH Computer Science.

Industry Experience: Minimum 3 years of industry experience in the area of MIS preparation, eLearning portal management and support.

Skill Set: Analytical Skill for Management Information System (MIS) Report preparation, Knowledge on Course Contents preparation, review, update, upload, maintenance, monitoring and tracking in online portal in the area of eLearning and Smart Class Management System, Basic knowledge on ERP, online technical support to the respective stakeholders of the portal.

Terms and Conditions

1. **Period of Contract:** The contract will be initially for a period of six months from the date of signing the agreement, which may be extended further with mutual consent.
2. The SPD, RUSA authority shall fix timing of the various duty shifts. A single duty shift will have a normal duration of 8(eight) hours excluding rest intervals. **The State Project Director, SPD, RUSA reserves the right to notify the working days and hours separately, if situation warrants.**
3. The fixed monthly wage against this post is **Rs. 30,000.00** (Rupees Thirty Thousand Only).
4. **The SPD, RUSA, Tripura shall not be responsible financially or otherwise for any injury death to the any person in the course of their performing the duties.**
5. The 2nd Party can avail maximum (6) days of casual leave during the period of contract.
6. The duration of this contract shall be for a period of **six months from the date of signing the agreement**. The terms shall be extendable for further period after judging the performance of the 2nd party, as per terms and conditions specified in this document. The contract shall automatically expire on **completion of 6 months** unless extended further by mutual consent of the parties.
7. The State Project Director, SPD, RUSA i.e., the Director, Higher Education, Tripura has absolute right to terminate the contract at any time before the due date of expiry specified in clause hereinabove, without assigning any reason but by giving one month's notice in advance to the employee.

8. In the event of desiring an earlier termination of the contract, he/she shall have to give one month advance notice to the State Project Director, SPD, RUSA.
9. It should be ensured that information and documents of any sort is not shared by the employee of the Service Provider to any third party.
10. In the event of any malpractice on the part employee, vis-à-vis any RUSA staff or otherwise, the contract shall be liable to be terminated.
11. The Selected individual will execute an agreement with Member State Project Director, SPD, RUSA on a non-judicial stamp paper worth Rs 20/- (Rupees Twenty only) which has to be born on his/her behalf .
12. The decision made by the Interview board will be considered as final and no obligations arising against will not be entertained.
13. The SPD, RUSA reserves the right to cancel the recruitment process without giving any prior notice to the applicants.

SCOPE AND SCHEDULE OF WORK.

The Employee have to report for duty at 1000 hrs on every day except on Sundays and second Saturdays and national holidays (with wages) before the concern officials of the RUSA authority or as directed. However, the State Project Director, SPD, RUSA reserves the right to notify the working days and time separately if situation warrants. The works include assisting the RUSA authorities machine works or as directed from time to time. All the principle of existing Labour Laws shall also equally apply in this contract.

SCOPE OF WORK.

Sl. No.	Nature of works	Manpower	Scope of Work
1.	Consultant (IT)	01	Management Information System (MIS) Report preparation, Course Contents preparation, review, update, upload, maintenance, monitoring and tracking in online portal in the area of eLearning and Smart Class Management System, Basic knowledge on ERP, online technical support to the respective stakeholders of the portal.
	Total manpower	01	

Process of recruitment

- 1) The applicants are requested to be present on 25th February, 2017, in Conference Hall of Bir Chandra State Central Library, Agartala, Tripura West, 799001.
- 2) Selection will be done through interview basis.
- 3) All applicants are required to submit self-attested photocopies of all qualifying documents and experience certificates along with the below prescribed application form before the commencement of the interview.

**APPLICATION FOR THE POST OF
CONSULTANT (IT)
(ALL ENTRIES ARE TO BE MADE IN BLOCK LETTERS)**

1. Name of the Candidate:.....

2. a) Father's Name :.....

b) Mother's Name:.....

3. Present Address of the Candidate:

C/o :

Vill :

Sub-Division: Dist.:

State: PIN:

4. Permanent Address of the Candidate:

C/o :

Vill :

Sub-Division: Dist.:

State: PIN:

5. Contact No: a) Land line.....

 b) Mobile.....

 b) Mail-id.....

6. Date of Birth:.....

7. Gender: Male / Female

8. Category: General / ST / SC

PASSPORT SIZE
RECENT
PHOTOGRAPH TO BE
PASTED WITH GUM
BUT NOT BE STAPPLED
& SHOULD NOT CROSS
THE LINE OF THE BOX

[Empty box for signature]

Signature of the Candidate

9. Whether Physically Challenged: Yes / No

10. Educational Qualification:

Sl No.	Examination	Board/ University	Year of Passing	Division/ Grade	Percentage of Marks
1.					
2.					
3.					
4.					
5.					

11. Professional Qualifications:

- a)
- b)
- c)

12. Certifications:

- a)
- b)
- c)

13. Experience (if any):

Sl No.	Name of Organization	Designation	Period	Scale of pay, basic other allowances to be shown separately.
1.				
2.				
3.				

14. Present Employment (If any):

i) Employer:

ii) Designation:

iii) Present basic pay with scale of pay Including Grade Pay:

I hereby declare that statements made and information furnished as above are true and Correct to the best of my knowledge and belief.

Place:

Date:

(Full Signature of the Candidate)

(END OF DOCUMENT)