



# 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

Dr. B.R. Ambedkar Govt. Polytechnic Campus, Pahargaon, Port Blair – 744103.

Phone: 03192- 253801 Fax: 03192- 250587 E-Mail: [sovtech@and.nic.in](mailto:sovtech@and.nic.in)

## **Recruitment Notice (On Deputation)**

The Society for Promotion of Vocational and Technical Education (**SOVTECH**), Andaman & Nicobar Islands, Port Blair, a registered Society and the State designated Nodal Agency for implementation of the various project under National e-Governance Plan, invites applications for filling up the following posts under State e-Governance Mission Team on **Deputation basis** from amongst the Govt. servant serving under **Amalgamated Information Technology Cadre** of the A & N Administration.

1. **Name of the Post** : System Administrator (Software)  
**Number of Post** : 01 (One)  
**Educational Qualification** : B.E./B.Tech in Computer Science & Engg. /  
Electronics & Communication Engg. /  
Information Technology  
**OR**  
MCA  
**Age Limit** : 40 years  
(Relaxable for Govt. Servants up to 5 years)  
**Pay Band & Grade Pay** : PB-2 Rs 9300-34800 with GP Rs 4800  
(Pre-revised Rs 7500-250-12000)  
**Essential Experience** :
  - o 2 years regular Govt. Service in the Pay Band of PB-2 Rs 9300-34800 with GP Rs 4600 and experience in requisite field  
**OR**
  - o 4 years regular Govt. Service in the Pay Band of PB-2 Rs 9300-34800 with GP Rs 4200 and experience in requisite field  
**OR**
  - o 6 years regular Govt. Service in the Pay Band of PB-1 Rs 5200-20200 with GP Rs 2800 and experience in requisite field**Roles & Responsibilities**
  - o Job Responsibilities for Software projects under the supervision of the Senior Systems Administrator
  - o Managing IT projects in public/ government/ private sectors involving PPP/ Outsourcing/ project management
  - o Preparation of project plans, project milestone tracking /monitoring & closure
  - o Software project quality Assurance & control methodologies
2. **Name of the Post** : System Administrator (Hardware)  
**Number of Post** : 01 (One)  
**Educational Qualification** : B.E./B.Tech in Computer Science & Engg./  
Electronics & Communication Engg./  
Information Technology  
**OR**  
MCA  
**Age Limit** : 40 years  
(Relaxable for Govt. Servants up to 5 years)  
**Pay Band & Grade Pay** : PB-2 Rs 9300-34800 with GP Rs 4800  
(Pre-revised Rs 7500-250-12000)  
**Essential Experience** :
  - o 2 years regular Govt. Service in the Pay Band of PB-2 Rs 9300-34800 with GP Rs 4600 and experience in requisite field  
**OR**
  - o 4 years regular Govt. Service in the Pay Band of PB-2 Rs 9300-34800 with GP Rs 4200 and experience in requisite field  
**OR**
  - o 6 years regular Govt. Service in the Pay Band of PB-1 Rs 5200-20200 with GP Rs 2800 and experience in requisite field

### **Roles & Responsibilities**

- Job Responsibilities for Hardware projects under the supervision of the Senior Systems Administrator
- Managing IT projects in public/ government/ private sectors involving PPP/ Outsourcing/ project management
- Preparation of project plans, project milestone tracking /monitoring & closure
- Hardware project quality Assurance & control methodologies

3. **Name of the Post** : Programme Manager

**Number of Post** : 03 (Three)

**Educational Qualification** : BCA/MCA

**OR**

B.E./B.Tech in Computer Science & Engg./  
Electronics & Communication Engg./  
Information Technology

**OR**

MBA with Degree in Science/ Technology

**Age Limit** : 40 years  
(Relaxable for Govt. Servants up to 5 years)

**Pay Band & Grade Pay** : PB-2 Rs 9300-34800 with GP Rs 4600  
(Pre-revised Rs 7450-225-11500)

**Essential Experience** :

- 2 years regular Govt. Service in the Pay Band of PB-2 Rs 9300-34800 with GP Rs 4200 and experience in requisite field

**OR**

- 4 years regular Govt. Service in the Pay Band of PB-1 Rs 5200-20200 with GP Rs 2800 and experience in requisite field

**OR**

- 6 years regular Govt. Service in the Pay Band of PB-1 Rs 5200-20200 with GP Rs 2400 and experience in requisite field

### **Roles & Responsibilities**

- Need based
- Job Responsibilities as per above under supervision of the Systems Administrators
- Managing of various software/hardware related initiatives.
- Assisting in all functions of Sr. System Administrator/ System Administrators
- Implementation of core projects and mission mode projects.

### **Note:**

**The initial period of appointment will be for one year but likely to be extended up to 3 years.** Mere fulfillment of the eligibility does not vest any right in the candidate for being called for interview. Age limit restriction for each post will be calculated as on 5<sup>th</sup> February, 2010.

### **How to Apply :**

Filled in Application Form (Separate Application for each post) in prescribed proforma given below along with the attested recent passport size color photograph, attested copies of the certificates with respect to date of birth, educational qualification, experience, Vigilance Clearance Certificate, Integrity Certificate, Undertaking of the applicant not to withdraw his/her candidature in the event of selection to the post and ACRs for the last 2/4/6 years as per the service experience required for the post in the respective Pay Scale, may be sent through the respective forwarding authority to the Member Secretary, SOVTECH, Dr. B.R. Ambedkar Govt. Polytechnic Campus, Pahargaon, Port Blair – 744013 latest by 22<sup>nd</sup> February, 2010.

*Note: Recruitment Notice published in the Vacancies Section on. 05<sup>th</sup> January, 2010 may be treated as withdrawn.*

**Member Secretary  
(SOVTECH)**  
Andaman & Nicobar Islands  
Port Blair

**Application Form for Deputation Posts**  
**(SOVTECH, A&N Islands, Port Blair)**

Affix Attested Passport size Color photograph
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**No. SOV/1-12/SeMT/2010**

1	Name of the Post Applied for													
2	Name in Block Letters													
3	Father's/Husband's Name													
4	Gender (Male/Female)													
5	Date of Birth	<table border="1"> <tr> <td>DD</td> <td>MM</td> <td>YYYY</td> </tr> </table>	DD	MM	YYYY									
DD	MM	YYYY												
6	Age as on 05/02/2010	<table border="1"> <tr> <td>Years</td> <td>Month</td> <td>Days</td> </tr> </table>	Years	Month	Days									
Years	Month	Days												
7	Marital Status													
8	Post presently held under Amalgamated Information Technology Cadre of the A & N Administration													
9	Present Scale of Pay & Basic Pay/Pay Band, Pay in the Pay Band and Grade Pay													
10	Post presently held on Regular/Adhoc/Deputation Basis													
11	Postal Address for Correspondence	Address        Pin No.												
12	Contact No	<table border="1"> <tr> <td></td> <td>STD Code</td> <td>Ph No.</td> </tr> <tr> <td>Off.</td> <td></td> <td></td> </tr> <tr> <td>Res.</td> <td></td> <td></td> </tr> <tr> <td>Mobile</td> <td></td> <td></td> </tr> </table>		STD Code	Ph No.	Off.			Res.			Mobile		
	STD Code	Ph No.												
Off.														
Res.														
Mobile														
13	Email Id													
14	<b>Educational Qualification (From XII standard onwards)</b>													
	Examination Passed	Year of Passing												
	Name of the Board/College/ University	Duration of Study												
	Subjects/ Specialization	Aggregate %age of Marks/ Grade												
		Class/ Division												

<b>15</b>	<b>Experience in Government Service including experience in the present post (till date)</b>					
Name of the Department/Organizations	Designation	Regular/ Deputation / Contract/ Adhoc/	Nature of Duties	Period (Start-to-End)	Scale of Pay & Basic Pay/Pay Band, Pay in the Pay Band & Grade Pay	Major Achievements during the period
<b>16</b>	<b>Brief description of your experience in handling major IT projects, if any</b>					
<b>17</b>	<b>Enclosures (Please (✓) mark your enclosures)</b>					
<input type="checkbox"/> Proof of Date of Birth <input type="checkbox"/> Proof of Educational Qualifications <input type="checkbox"/> Proof of Experience <input type="checkbox"/> Vigilance Clearance Certificate <input type="checkbox"/> Integrity Certificate <input type="checkbox"/> Undertaking of the Applicant not to withdraw his/her candidature in the event of selection to the post. <input type="checkbox"/> ACR for the last 2/4/6 years as per the service experience required for the post in the respective Pay Scale.						
<b>18</b>	<b>Additional information, if any, which you would like to mention in support of your suitability for the post.</b>					

**Declaration**

I hereby declare that I fulfill the eligibility conditions as per the advertisement and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirements mentioned in the advertisement, my candidature/appointment is liable to be cancelled/terminated.

Date:

Place:

**Name and Signature of the Candidate**

Date:

Place:

**Signature of the Forwarding Authority  
Name:  
Designation:**