

File No.17/22/2011-eOffice (SD)
Indira Gandhi National Centre for the Arts
(An Autonomous Trust under the Ministry of Culture, Govt. of India)
Central Vista Mess, Janpath, New Delhi – 110 001

Indira Gandhi National Centre for the Arts, an autonomous Trust under the Ministry of Culture, Govt. of India intends to engage a personnel on one position of 'Technical Assistant' on contract basis for eOffice (eGovernance Project) implementation, for a period of one year.

Brief Description:

The Government of India has included eOffice as a core mission mode project (MMP) under the National eGovernance Plan (NeGP). The eOffice product pioneered by National Informatics Centre (NIC) aims to support governance by using more effective and transparent inter and intra-government processes for transforming conventional government offices into more efficient and transparent eOffices, eliminating huge amounts of paperwork. The IGNCA has already implemented some of the modules of eOffice in 1st phase and the 2nd phase is under process.

Work Profile :

- Co-ordination and providing Support and Training to Officers and Staff for effective implementation of eOffice at the Centre.
- Resolving various issues arising with users in various division/wings/sections during eFile, eLeave, KMS Appointment/Events management etc.
- Creation of new eOffice Accounts for new users and to manage Master Database/Reference Database/Directory Management.
- Assigning Roles for eFile/eLeave/KMS from Application Management System.
- Configuration of Calendar Data in master details of eOffice Calendar timely.
- Other related work required as per the requirement of the IGNCA.

Educational Qualification:

B.Tech OR BCA having atleast 1 years of experience of working with any eGovernance application OR Equivalent.

Age Limit: Not exceeding 40 years as on date of walk-in-interview

Note: Eligibility criteria may be relaxed in case of deserving candidates.

Time Period: One year

Monthly emoluments: Rs.20,000/- P.M.

Leave: He/she will be entitled for leave @ two and half days for each completed calendar month of service. The leave of one calendar year will not be carried forward for next calendar year. No other kind of leave shall be admissible under any circumstances.

Mode of Selection: Screening of eligibility followed by walk-in-interview.

Place of Posting: New Delhi

Walk-in-interview will be held on 30.01.2018 at 11.00 a.m. in the office of Sr. Reprography Officer at 2nd Floor, Kalanidhi, 11, Mansingh Road, IGNC, New Delhi-110001. Candidates are requested to report at 10.00 a.m. for verification of certificates and only eligible candidates will be allowed to appear for interview. Candidates will not be eligible for any travel/conveyance expenditure.

The IGNC reserves the right to reject any or all applications without assigning any reason. The decision of the IGNC regarding selection of applicants for interview and/or engagement shall be final and binding.
