



WALK-IN INTERVIEW FOR PROJECT OFFICER-IT

- Interested applicants have to remain present with Application form, passport size photograph and with original & one set of photocopy documents at the venue mentioned below:

Walk-in Interview Date: 10/05/2023, (Wednesday) 11:00 AM to 02:00 PM.

Address: GMDC, Khanij Bhawan, 7th Floor, Conference Room,

132 Feet Ring Road, Near University Ground, Vastrapur, Ahmedabad-380052

Detailed Job Descriptions:

1.) Project Officer- IT

Purpose of the post

Project Officer (IT), GMDC,GVT shall be recruited at Head Office of GMDC and shall work under the direct supervision and guidance of CEO. S/he shall be based at Ahmedabad. He/ She shall be responsible for coordinating and supervising the work related with computer systems/IT and ensuring users get maximum benefits from these facilities in GMDC.

Key Duties and Responsibilities:

- Regular updating of GMDC GVT website for ensuring Transparency and Governance to the related stakeholders
- Handling procurement of IT related work through various means (E-tendering, GeM portal etc.)
- Ensuring the management and maintenance of GIS integration system developed for GMDC Web portal
- Generating MIS reports for different government stakeholders (state and central government) as and when required
- Ensure updating and maintaining of the IT-based MIS portals developed for flagship projects being carried out at under GMDC CSR.
- Coordination and Follow-up with all Project GMDC Staff (Field staff (Nodal Officer) for the smooth functioning of GMDC Data as and when required and ensure that entered data into the system is correct and updated at the GMDC Website
- Provide training to the different stakeholders (Implementing Agencies etc.) for efficient data collection and usage of the portal.
- Coordinating with the IT vendor (empanelled with the GMDC-GVT) for regular updates/ changes/ new functional development at the web portal.

- Gathering the GMDC requirements on time to time basis and making the feasibility analysis of the requirements (including the project objectives, new innovations, IT framework, man-day requirements, timeline and financial analysis etc.)
- Carry out any other requirements as advised by the GMDC GVT

Skills

- Excellent IT skills
- Strong problem solving and interpersonal skills
- Logical and Reasoning skills
- Attention in details
- Team co-ordination skills
- Administrative capability

Required Educational Qualifications B. Tech./B.E. in IT/ MCA/BCA or equivalent and having 5 or more years of experience of the web portal management/ Data Management/ MIS handling of substantial sized programmes.