

Application Form for the Post of District Manager

Name of the Candidate : _____

Father's Name : _____

Date of Birth : _____

Permanent Address : _____

Correspondence Address : _____

Aadhaar /EID No. : _____

Phone No. : _____

E-mail : _____

**Paste
Latest
Photograph
Here**

Attested Photocopies of certificates of qualifications (Matric, 10+2, Graduation/Post Graduation), Certificate of Computer Qualification, proof of Residential address should be attached

Last Date for Form
Submission
12-12-2016, 5.00 PM

Educational qualification (Attach attested photocopies):

S/N	Qualification	Board/University	Subjects	Year of Passing	Marks Obtaine	% of Marks
1.						
2.						
3.						
4.						
5.						
6.						
7.						

Skills Detail

-
-
-
-
-

Relevant Experience (Latest on top) (Attach attested photocopy):

S. No.	Employer	Period	Nature of Work	Monthly Emoluments

I _____ hereby certify that the details given above are true to the best of my knowledge & belief.

Date:
Place:

(Signature)

Applications are invited for the post of District Manager under District IT Society, Jhajjar on the contract basis for a period of 1 year on fixed remuneration of Rs. 20,000/- per month.

No. of Post : 02

Essential Qualification :-

- Graduate in any Discipline.
- Must have atleast CCC level proficiency in computer form NIELIT.
- Should be able to communicate in English and Hindi.
- Minimum of two years of relevant experience preferably in IT/ e-governance/ IT related project co-ordination and programme management in related fields.
- Should be aged between 24-35 years as on 01.11.2016.
- Should be the resident of same district.

Desired Skills :-

- Prior project management experience.
- Experience in domain of IT projects, IT Infrastructure deployment / Software development, Hardware, Security Management in IT Projects.
- Good people management and communication skills.
- Result oriented and self-motivated for working in rural areas and cross reporting structure.
- Experience in e-Governance related projects of organization / department/ NGO / Non-profit organization.
- Willingness to travel across the district at the Gram Panchayats.

Interested candidates may apply to the District Information Technology Society, Room No. 208, 2nd floor, Mini Secretariat, Jhajjar by 12-12-2016 upto 5:00 PM. A written test is scheduled to be held on 19-12-2016 at 11:00 AM at Mini Secretariat, Jhajjar. Detailed instructions/ Eligible criteria / Selection procedure and prescribed application form can be downloaded from the District website : www.jhajjar.nic.in.

Fees :- Rs. 500/-

- Form can be purchased from District Information Technology Society, Room No. 208, 2nd floor, Mini Secretariat, Jhajjar or if you download the form from website then submit the fees at the time of submission of form.