

**Sanctioned Designation: Consultant IT**

Eligibility Criteria		
Sl. No.	Qualifications	Remuneration
1	a. Post Graduate Degree in IT/Computer Science such as M.Tech/MBA(IT)/MCA/M.SC(CS/IT) with four years' post qualification experience in Project planning and Implementation of information Technology. OR b. Graduate in IT/Computer Science such as B.E/B.Tech/BIT/BCA with minimum six years' post qualification experience in Project planning and Implementation of Information Technology.	Rs. 75000/- per month consolidated

**Additional**

- Excellent analytical, oral and written communication skills and willing to travel within India
- Proficient in computer applications (MS Word, Excel, Power Point), email and internet etc.

**Age:** Below 50 years, in case of retired Govt. servant as per DOPT guidelines (Induction age should be up to 62 Years).

Number of Sanctioned Positions: Three (3)

**Consolidated Remuneration Offered:** This will be applicable as per eligibility criteria and post qualification experience while recruitment and initial remuneration will be offered as per slabs below which will not be treated for increment purposes:

Sl. No.	Category	Post Qualification Experience (As per Eligibility Criteria "a")	Post Qualification Experience (As per Eligibility Criteria "b")	Remuneration in Rupees
1	Level 1	≥ 4 Years	≥ 6 Years	75000
2	Level 2	≥ 8 Years	≥ 10 Years	90000
3	Level 3	≥ 12 Years	≥ 14 Years	110000

**Job Description (Terms of Reference):**

1. Implementation of activities for IT operations in Coordination with the BSNL, NIC & other agencies selected for various tasks related to IT operations components of the project, including network connectivity, videoconferencing, and web portal infra-structure.
2. Management of network and web site portal, assuring necessary work plan, consultation with interested stakeholders, resources and capacity.
3. Providing training, and preparation of SOP's etc. to support them (e.g. State and District Data Managers).
4. Preparation of specification for IT equipment and assisting in procurement of as such as and when required for IDSP/NCDC
5. Web content Management for IDSP/NCDC, i.e., "Knowledge Management";
6. In consultation with Director NCDC, planning and implementation of upgradation of available IT infrastructure for NCDC upgradation.
7. Performing other duties as required in the interest of the programme and any other work/activity assigned from time to time.
8. Monthly Performance appraisal to be prepared
9. Provide technical support and assist in development of the strategic approach for IT support to IDSP/NCDC by reviewing available information on the existing system of reporting disease surveillance information in the country, including:
  - i. Hardware for use of portal, videoconferencing (needed, available at CSU);
  - ii. Softwares for data collection, database management; data analysis; routine surveillance data; outbreak reporting system; systems to track performance e.g. completeness of reporting etc.