MADHYA PRADESH ECOTOURISM DEVELOPMENT BOARD

Recruitment to the Post of Managers- Manager IT in MPEDB.

The Madhya Pradesh Ecotourism Development Board (MPEDB) Bhopal requires qualified specialists for a period of three years on contract basis as per the details mentioned below:

1. **Number of vacancies:**

   Manager- IT   - 01

2. **Age: Not less than 21 years but not exceeding 40 years,** as on 01.12.2024.

3. **Essential Education Qualifications, Desired Experiences and Job Descriptions:**

Particulars	Details
Position	**Manager- IT [on Contract]**
Educational Qualification	**Graduation - B.E./B.Tech/ B.Sc./BCA** **Post- Graduation - M.Tech (CS/IT)/ M.C.A / M.Sc. (C.S./IT) / MBA (IT)**
Desired Experience	Minimum 4 years of experience in IT Projects, Software development, Hardware, Networking in IT projects Minimum 2 years experience of managing a complete life cycle of IT / e-Governance projects.
Job Description	**Design & Architecture** 1. Assist the Board in defining the standards for application architecture, database design, development and infrastructure deployment. 2. Study the status of IT Infrastructure of Board and assist them in coming up with a robust IT infrastructure to support the roll out of e – governance projects. 3. Analyze the existing/ proposed projects in regard to strategic control, security, disaster recovery and business continuity. 4. Ensure that project level initiatives are interoperable, standardized, scalable and secure across various areas of software, hardware and infrastructure. 5. Help the department in adhering to technical standards/ architecture/ product and strategic control, specifications for the e – governance projects. 6. Ensure utilization of the common infrastructure for projects implementation. 7. Maintain and update Board website as per requirement. 8. Design and maintain dash board on the Board website. 9. Integrate financial platform on the Board website. 10. Conceptualization of software applications to meet user requirements vis-à-vis appropriate technologies & tools. **Project Management Support & Documentation** 1. Coordination for requirement gathering, impact analysis, user acceptance testing and demonstration of new developments, modifications and feature enhancements. 2. Coordination with stakeholders/users/vendor on functional requirements. 3. Preparation of project documents including Concept Notes, DPRs. FRS, EoI, RFPs etc. 4. Project Management Support in development and maintenance of software applications.

Particulars	Details
Job Description	5. Understanding the functional requirements and ensuring that it has been translated into technical requirements. **Miscellaneous** 1. Assist in technical evaluation of external agency proposal related to implementation of various e-governance initiatives. 2. Support in monitoring/help establish suitable network/IT infrastructure-monitoring system at MPEDB. 3. In addition to above, Primary Responsibilities the incumbent may be assigned any other task from time to time by CEO, MPEDB. 4. Regularly update Board activities on various social media platforms. 5. Coral DRAW and Canva designing.

4. **Monthly Emoluments– (i) Rs. 40,000/- per month.**

        (ii) TA/DA for field visit as per contractual conditions of the Board

5. **Other Conditions:**

1. The contract period is one year from the date of appointment. The first three months shall be probation period. The appointment is subjected to condition that candidate's performance will be assessed after probation. Continuation after probation period will be purely based on performance. If the performance is found satisfactory then services will be continued and in case of non- satisfactory performance service shall be terminated. The decision of the CEO MPEDB will be final.

2. Services after one year can be extended only if there is further requirement of professional services to the MPEDB. CEO, MPEDB will assess the requirement and can extend services one year at a time.

3. The services of contractual manager will be governed by conditions of agreement of MPEDB

4. Out of total applicants, eligible candidates will be shortlisted and will be ranked as per criteria set by the board based on their educational qualifications and desired experience. Shortlisted candidates will be called for interview before selection committee and person adjudged best may be offered contractual appointment.

5. MPEDB reserves rights to cancel whole process at any point of time.

6. Canvassing for selection in any form shall be considered as disqualification.

6. **Important Dates:**

Details	Date	Time
Last date of submitting the application	26.12.2024	17:00 hrs
Date of Interview	will be notified later	will be notified later

7. **Procedure for Application:**

Interested Candidates may submit their application in prescribed Proforma as per **Annexure-1** along with self-attested copies of documents by post to the Office of the board at Madhya Pradesh Ecotourism Development Board, A Wing, Urja Bhawan, Link Road No.2, Shivaji Nagar, Bhopal 462016 on or before last date of submitting of the application or completed application can be sent along with requisite document through E-mail on address mpecotourism@gmail.com.

Chief Executive Officer   4/12/24
MP Ecotourism Development Board &
Principal Chief Conservator of Forests

APPLICATION FORM THE POST OF MANAGER IT ON CONTRACT BASIS IN THE OFFICE OF MADHYA PRADESH ECOTOURISM DEVELOPMENT BOARD, BHOPAL

1. Name of Post (Applying for): **MANAGER IT**

2. Name of Candidate ....

....

3. Gender: Male ( ) Female ( )

4. Father/ Husband's Name: - ....

....

Attach a self-attested photograph

5. Date of Birth: - [Attach proof of birth]

D	D	M	M	Y	Y	Y	Y

Complete age as on 01.11.2024:..........years............Months

6. Mobile Number: -..

7. Email Address: -

8. Postal Address:-

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9. Educational Qualification: -[Attach proof of Educational qualifications]

S.No	Degree/ Diploma / certificate	Name of course	University/ Board	Main Subjects	Month & year of Passing	%age of Marks
i)	10th					
ii)	12th					
iii)	Graduation					
iv)	Post Graduation					
v)	Others......					

(Add rows if required)

10. Desired Work Experience: - [Attach documents]

Name of organisation	Posting held	Nature of Job along with task performed	From (Date)	To (Date)	Period

Note: - *Only those experiences will be counted which are of desired work experienceand whose enclosures as a proof are attached.*

Attachments

1. ....
2. ....
3. ....
4. ....
5. ....

DECLARATION:

I hereby declare that all the statements made in this application herein above are true and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, incorrect or incomplete or if I am found ineligible due to non-fulfilment of eligibility criteria, my candidature for the applied post is liable to be cancelled/rejected at any stage.

Date...............

Signature of the Applicant

Place............