

Details of essential qualification and experience etc. for the posts advertised in the “HINDUSTAN TIMES ” (Chandigarh Edition) and “Punjabi Tribune “ Dated 27-07-2016 for the post of District Manager & Help Desk Executive

SN	Name of the post	No. of posts	Place of posting	Monthly Consolidated Remuneration per month (CTC)	Duration	Minimum Essential Qualification	Post qualification Work Experience	Age Limit
1	District Manager		1 Jalandhar, 2- Fatehgarh Sahib, 1-Mansa, 2-Fazilka, 1-Barnala, 2-Faridkot, 1- Ferozepur, 1- Kapurthala, 2-Ludhiana, 2-Moga, 1-SBS Nagar, 1-Pathankot, 2-Rupnagar, 2-Taran Tarn, 1-Muktsar 1-Mohali	Rs20,500 (Rs 16,500 + Rs 500- mobile phone, Rs 500- internet data card, Rs 3,000- TA/DA)	Initially for 1 year. May be extended on yearly basis based on performance.	<ul style="list-style-type: none"> • Graduate in any discipline • Must be atleast CCC level proficiency in computer from NIELIT, or have passed Diploma course on Computer Application from any recognized Institution • Experience in sales/ marketing and field work • Willingness to travel across the district at the Gram Panchayats and Common Services centers. • Prior project management experience • Applicant should be from the same district. • Good people management and communication skills. • Result oriented and self-motivated for working in rural areas and across reporting structure. • Experience in e-Governance related projects of organisations/ departments/ NGO/ Non-Profit Organization. • Should be able to communicate in local language and have proficiency in verbal and written communication in English. • Should be resident of the same district 	Minimum of 2 yrs of work experience in e-Governance / Sales &Marketing/ field job	24 to 35 years (as on the last date of the registration of applications)
2	CSC Punjab Helpdesk Executive	3	Mohali	Rs 13,285/-per month (CTC)	Initially for 1 year. May be extended on yearly basis based on performance.	<ul style="list-style-type: none"> • Graduate in any discipline • Must be atleast CCC level proficiency in computer from NIELIT, or have passed Diploma course on Computer Application from any recognized Institution • Should be able to communicate in English and Punjabi • Should be resident of Punjab 	-	Should be aged between 20-35 years as on 01.07.2016

