

**No.1/2(57)/2022- Support Engg
National Commission for Women
Plot No.21, Jasola Institutional Area
New Delhi-110025**

Dated: 28th October, 2022

Vacancy Notice

Sub: Engagement of Support Engineer for implementation of e-office in National Commission for Women on contract basis regarding.

National Commission for Women proposes to engage Support Engineer (e-office) on contract basis who will be responsible for maintenance and to provide support to upkeep the functionality of e-office system applications such as e-File, KMS, e-Leave, CAMS , MIS-Reports, Records Management System , SPARROW etc. and any other related work.

2. Application form and other Eligibility Criteria may be downloaded from the website of National Commission for Women (<http://ncw.nic.in>). The eligible candidates in the prescribed format may please be forwarded within **15 days** from publication of this advt. in the Employment News to Joint Secretary, National Commission for Women, Plot No. 21, Jasola Institutional Area, New Delhi 110025. Applications may also be forwarded by e-mail to: jsncw-wcd@nic.in.

B. Shome
28-10-2022

(Barnali Shome)
Under Secretary
011-26944890

Email: barnali.shome@gov.in

ANNEXURE

Eligibility Criteria for position Support Engineer for implementation of e-office:

Age	Having age between 25 to 45 years
Number of Post	One
Educational qualification	B.E./B.Tech in Computer Science/BCA/MCA or equivalent from any recognized University/Institution.
Remuneration	Rs.40,000/- per month
Scope of Work	e-office management related work is as under: i) Patch Management ii) Performance Tuning iii) Application installation iv) User Fronted support v) Help to make new email ID vi) To maintain and to upkeep the functionality of e-office system applications such as e-File, KMS, e-Leave, CAMS , MIS-Reports, Records Management System , SPARROW etc. and any other related work independently. vii) Updation of system/applications from time to time
Working Experience	Minimum experience of 5 years in any Government Organization and have deep working knowledge of implementation of e-Office (version 7 and above), able to provide on demand desk-to-desk assistance and efficient of Management of its major modules like PIMS (Personnel Information Management System)- Handling of Admin Creator and Post Admin modules, Leave Management System etc.

BShome
28.10.2022

(Barnali Shome)

Under Secretary

011-26944890

Email: barnali.shome@gov.in

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- 1. Post applied for : _____
- 2. Name of the Candidate
(As per matriculation certificate) : _____
- 3. Father's Name : _____
- 4. Date of Birth
(As per matriculation certificate) : _____
- 5. Age as on the last date of receipt
of application : _____
- 6. Gender (Male/Female) : _____
- 7. Postal Address for correspondence : _____

_____ : _____ Pincode _____
- 8. Permanent Address : _____

_____ : _____ Pincode _____
- 9. Mobile No. : _____
- 10. Email-ID : _____

11. Educational/Professional qualifications (In case of insufficient space, please attach separate sheet duly signed by the applicant):

Sl. No.	Exam/Degree Passed	School/college/ University	Subject taken	Year of passing	Class/Division & %age

12. Experience (In case of insufficient space, please attach separate sheet duly signed by the applicant):

Name of the Employer/ Organisation	Post Held Start from the post last held	Period From	Period To	Nature of duties (in brief)

13. Last Pay drawn : _____

14. Any other information : _____

(Signature of the candidate)

DECLARATAION

- i. I hereby declare that I fulfil all the conditions of eligibility regarding age limits, educational qualifications and experience etc, prescribed to the post on contractual appointment.
- ii. I further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the interview, my candidature is able to be cancelled

Place:

Date:

(Signature of the candidate)
(unsigned application will be rejected)

Note:-

The application without any supporting documents pertaining to educational/professional qualification (s) shall liable to be rejected.