

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

Dated: November, 2022


Corrigendum

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

National Commission for Women vide Notification dated 28<sup>th</sup> October, 2022 has proposed 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 other related work.

2. Application form and other Eligibility Criteria have been uploaded in the website of National Commission for Women (<http://ncw.nic.in>). As per the Notification, the minimum working experience of **five years** in any Government Organization was the requirement for applying to the post of Support Engineer which may be read as **Two years**.

Other contents of Notification dated 28<sup>th</sup> October, 2022 remain unchanged.

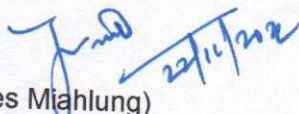
  
(James Miahlung)  
Deputy Secretary



## ANNEXURE

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

<b>Age</b>	Having age between 25 to 45 years
<b>Number of Post</b>	One
<b>Educational qualification</b>	B.E./B.Tech in Computer Science/BCA/MCA or equivalent from any recognized University/Institution.
<b>Remuneration</b>	Rs.40,000/- per month
<b>Scope of Work</b>	<p>e-office management related work is as under:</p> <ul style="list-style-type: none"> <li>i) Patch Management</li> <li>ii) Performance Tuning</li> <li>iii) Application installation</li> <li>iv) User Fronted support</li> <li>v) Help to make new email ID</li> <li>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 other related work independently.</li> <li>viii) Updation of system/applications from time to time</li> </ul>
<b>Working Experience</b>	Minimum experience of <b>2 years</b> 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.

  
 (James Miahlung)  
 Deputy Secretary