INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, ALLAHABAD
(A Centre of Excellence in Information Technology)
Deoghat Jhalwa, Allahabad-211012 (U.P.), India
Ph: 0532-2922025, 2922000 Fax:0532-2430006, Web: www.iiita.ac.in, E-mail: contact@iiita.ac.in

Advt. No.: Project Staff - 01/2013

<u>Employment Notice for Project Staff</u>

Applications are invited on prescribed Format along with self-attested copies of the certificates, testimonials for various positions for IIIT-A-Digitaliztion Project at High Court of Judicature at Allahabad.

The Qualifications/Experience/Honorarium, Format of Application and other details related to recruitment, Duration of engagement, Place of work etc. are available at Institute's **Website: www.iiita.ac.in** . The Applications be submitted to the undersigned on **Prescribed Format** with the **Demand Draft/Banker Cheque of Rs. 500 (Rs. 300 for SC/ST)** in favour of **"I.I.I.T., Allahabad" payable at Allahabad** for each post separately by **January 24, 2013.** Interviews/ Tests will be held on **January 28, 2013**.

Deputy Registrar (Establishment)

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Application for
IIIT-A Digitalization Project at Allahabad High Court

The Indian Institute of Information Technology, Allahabad has taken up the task of digitalization of records at High Court of Judicature at Allahabad. Institute is looking forward for project staff as given below:

IIIT-A-Digitalization Project at High Court of Judicature at Allahabad
(Duration 02 years)

S. No.	Category of Job	Job Description	Profile Required	No. of positions
1.	Sr. Technical Staff	• To handle a team. • Checking the daily, weekly reports. • To motivate employees. • Taking care of Internal Employees and handling Employee Grievance. • Building Relationship with the Clients. • Responsible of Outputs (Targets). • Training New Employees.	• Should have 8 to 10 years experience in handling various digitization and ITES projects. • Experience in handling multiple projects in various sizes and time frames • Must have Graduate Degree in Commerce. • Experienced in Project Planning, Scheduling and Managing Projects in geographically dispersed locations. • Ability to interact with major stake holders of the projects including customers, vendors and employer. • Should have MS-Office Experience and Computer Skills. • Good Communication Skills (English, Hindi). • Experience in interaction with various support departments including finance and administration.	01
2.	Jr. Technical Staff	• To handle a team. • Sending daily Tracker to Reporting Manager. • To motivate employees.	• Must have Graduate Degree (B.Com) Preferable. • Should have MS-Office Experience and	03

S. No.	Category of Job	Job Description	Profile Required	No. of positions
		• Taking care of Internal Employees and handling Employee Grievance • Building Relationship with the Clients. • Responsible of Outputs (Targets). • Should know how to do Installation. • Trouble Shooting. • Training New Employees.	Computer Skills. • Good Communication Skills (English, Hindi). • Database Knowledge will be Advantage. • Scanning Knowledge. • Experience to handle a team. • Knowledge of Image Processing will be advantage.	
3.	Digitalization Staff (Scanning Operator)	• Doing Scanning work • Doing Image Processing work • Achieving daily basis targets. • Data entry work. • Identifying Serial numbers of the documents	• Must have Graduate Degree (B.Com) Preferable. • Should have MS-Office Experience and Computer Skills. • Good Communication Skills (English ,Hindi) • Scanning Knowledge. • Knowledge of Image Processing will be advantage.	10
4.	Digitalization Staff (Image Processing Operator)	• Doing Scanning work • Doing Image Processing work • Achieving daily basis targets. • Data entry work. • Identifying Serial numbers of the documents	• Must have Graduate Degree (B.Com) Preferable. • Should have MS-Office Experience and Computer Skills. • Good Communication Skills (English ,Hindi) • Scanning Knowledge. • Knowledge of Image Processing will be advantage.	10
5.	Digitalization Staff (Meta Data Operator)	• Doing Scanning work • Doing Image Processing work • Achieving daily basis targets. • Data entry work. • Identifying Serial numbers of the documents	• Must have Graduate Degree (B.Com) Preferable. • Should have MS-Office Experience and Computer Skills. • Good Communication Skills (English ,Hindi) • Scanning Knowledge. • Knowledge of Image Processing will be advantage.	02

S. No.	Category of Job	Job Description	Profile Required	No. of positions
6.	Digitalization Staff (Quality Assurance Specialist)	• To handle a team. • Sending daily Tracker to Reporting Manager. • To motivate employees. • Taking care of Internal Employees and handling Employee Grievance • Building Relationship with the Clients. • Responsible of Outputs (Targets). • Should know how to do Installation. • Trouble Shooting. • Training New Employees.	• Must have Graduate Degree (B.Com) Preferable. • Should have MS-Office Experience and Computer Skills. • Good Communication Skills (English, Hindi). • Operational Experience in digitization projects • Define quality parameters and metrics required for the job • Verify and approve/reject scanning, image processing and packaging of deliverables • Provide daily/weekly and event-driven Quality Assurance and Quality Check reports • Should have Database experience. • Should have Scanning experience. • Experience to handle a team. • Must have Image Processing experience.	03

Note: Honorarium is subject to negotiation based on the capability of the candidate.

General Information:

[1] The Institute reserves the right to restrict the number of applicants to be called for personal discussions to a reasonable limit on the basis of qualifications and experiences higher than the minimum prescribed in the advertisement.

[2] Minimum requirements of qualifications and or experience can be relaxed in respect of exceptionally outstanding applicants.

[3] Applicants interviewed for a particular position in any area of specialization but not found suitable may be considered for the lower post in the same area of specialization. Depending upon the qualification and experience, higher honorarium may be offered in deserving cases.

[4] Incomplete applications may summarily be rejected.

[5] Candidates have to produce original documents before appearing in Test/Interview.

[6] Applicants desirous to apply for more than one post should submit separate application for each post.

[7] The position is purely temporary and for 1 year initially. After the first year the tenure could be extended subject to satisfactory performance till duration of project.

[8] Stringent criteria may be applied for short listing the candidate for being called for interview.

[9] No T.A., D.A. will be provided for candidates appearing for the interview.

[10] The Institute reserves the right to withdraw advertised posts at any time without assigning any reason.

[11] The Applications be submitted to the undersigned on Prescribed Format with the **Demand Draft/Banker Cheque of Rs. 500 (Rs. 300 for SC/ST) in favour of "I.I.I.T., Allahabad" payable at Allahabad for each post separately by January 24, 2013**. Institute will follow reservation policy of Govt. of India. **The interview/ Test will be held on January 28, 2012.**

Deputy Registrar (Establishment)
Indian Institute of Information Technology, Allahabad
Deoghat, Jhalwa, Allahabad-211 012

Format of Application

Application for Post of …………………………………………. IIIT-Allahabad

Draft /Banker Cheque No.…………………… date………………… Bank……….

1. Name of Candidate   :………………………………………………………
2. Father's/Husband Name:…………………………………………………….
3. Date of Birth   :………………………………………………………
4. Permanent Address   :………………………………………………………
                          …………………………………………………………
5. Correspondence Address : …………………………………………………
   with Telephone No. & …………………………………………………………
   E-Mail ID   : …..………………………………………………………..

6. Category : SC/ST/OBC/General   : ………………………………………….
7. Qualifications : (Highest Qualification First)

SI. No.	Qualification	Year of Passing	Board/University	Division

8. Experience (Current Occupation first)

SI. No.	Name of Organisation	Designation	Scale of pay & basic pay drawn	Period From-To	Nature of Duties

9. Any other detail relevant to the post applied : ……………………………….

10. Name & Address of two referees :

    1. ………………………..   2. ……………………….
       ………………………..   ………………………

Declaration:

        I do hereby solemnly declare that the details stated herein above are true to the best of my knowledge & belief. In the event of anything found false/concealed at any stage my candidature shall stand cancelled.

 Date: …………………….   **Place: …………………………. Signature of Applicant**