

<b>Position</b>	Junior Officer – IT Operations
<b>Essential Qualifications</b>	<p><b>Essential:</b></p> <p>MCA / Engineering Graduate (Computer Science / IT / Electronics) from Government recognized Institute / University.</p> <p><b>Desirable:</b></p> <p>MBA/ PG Diploma in Management from an Institute of repute ( additional specialization in IT / Telecom/ Systems)</p>
<b>Experience</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Minimum 7+ years’ post qualification experience in the field of IT</li> <li>• Experience in administering &amp; programming of Microsoft ERP Package.</li> <li>• Experience in managing IT Operations of any large Company.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience in the business processes of any Central / State PSU.</li> <li>• Experience in operating e-office Govt. of West Bengal) or equivalent online office communication system.</li> <li>• Experience in managing IT Operations of any Central / State PSU.</li> <li>• Experience in projects involving current and emerging IT trends in areas like Cloud computing.</li> <li>• Experience of networking.</li> </ul>
<b>Age</b>	Up to 35 years
<b>Salary (CTC PA)</b>	Rs. 8.50 lakhs (Approx)
<b>Reporting relationship</b>	General Manager (Chief Information Officer) / Manager
<b>Engagement Type</b>	The appointment is contractual with a period of 5(Five) years under Direct Payroll with the option of renewal
<b>Job Roles and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Management of IT operations of WBEIDC</li> <li>• Preparation of IT Budget for the organization</li> <li>• Procurement of IT Assets and consumables.</li> <li>• Ensuring serviceability as well as maintenance of IT assets.</li> <li>• The incumbent will play a critical role on AS-IS &amp; TO-BE Business process study and successful implementation of Microsoft ERP Solution.</li> <li>• Management of data backup solution, sever security, end point security, e-mail server etc.</li> </ul>