

Job Chart for AP (Assistant Programmer)

- Provide technical support on the administration and operation of the Local Area Network, Wide Area Network and communications, including hardware/ software.
- Install, set up and assist in configuring new hardware and software for DoIT&C- supported projects in the respective office.
- To assist Programmer/reporting officer concerning in the design, writing, and testing of websites/portals/application software/mobile applications etc.
- Software development, maintenance and quality assurance.
- Documentation of IT and ITeS projects.
- To participate in on-the-job and formal training sessions organized by reporting officer/department.
- To assist users on software related issues/maintaining the HelpLine service.
- To assist in the implementation of software and hardware installation.
- Operates online terminals and related computing equipment as required.
- Coordinate with GoI/GoR departments/offices/Divisional offices for installation, set-up, implementation of applications and assist in training/workshop.
- The task of Feeding of data, Validation of Data/information and its backup as per local need.
- Will coordinate with engineers/team of FMS (Facility Management Services).
- Will perform any other necessary IT/ITeS/IT-administration/Coordination/Administrative-exigency related work in the department as assigned.
- Any other task delegated by the competent authority.

Job Chart for IA (Informatics Assistant)

- Provide technical support on the administration and operation of the Local Area Network, Wide Area Network and communications, including hardware/ software.
- Install, set up and assist in configuring new hardware and software for DoIT&C- supported projects in the respective office.
- To assist Assistant Programmer/reporting officer concerning in the design, writing, and testing of websites/portals/application software/mobile applications etc.
- Software development, maintenance and quality assurance.
- Documentation of IT and ITeS projects.
- To participate in on-the-job and formal training sessions organized by reporting officer/department.
- To assist users on software related issues/maintaining the HelpLine service.
- To assist in the implementation of software and hardware installation.
- Operates online terminals and related computing equipment as required.
- Coordinate with GoI/GoR departments/offices/Divisional offices for installation, set-up, implementation of applications and assist in training/workshop.
- The task of Feeding of data, Validation of Data/information and its backup as per local need.
- Will coordinate with engineers/team of FMS (Facility Management Services).
- Will perform any other necessary IT/ITeS/IT-administration/Coordination/Administrative-exigency related work in the department as assigned.
- Any other task delegated by the competent authority.

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