

Information Technology Development Agency, Dehradun under the Department of IT, Government of Uttarakhand, is responsible for implementing various IT and e-Governance projects in Uttarakhand. ITDA invites applications for the following positions on a deputation. The Last Date & Time for submitting applications is **October 09, 2023, 5:00PM**. Further details, including pay scale, type of engagement, and other terms and conditions, are provided below:

The application submission mode is **ONLINE ONLY** through <https://itda.uk.gov.in/career>; physical submission of applications is not allowed.

Sr. N	Name of post	No. of posts	Source/ mode of recruitment	Proposed Pay Scale/ Emoluments	Qualification and Experience
(1)	(2)	(3)	(4)	(5)	(6)
1.	Manager – Procurement & Contract Management	01	Deputation / Contractual / Outsource	Existing Pay scale of the Applicant officer in case deputation Or Rs. 1,15,000/- (Fix Per Month)	<ul style="list-style-type: none"> • Graduate & MBA in Finance from UGC approved University in regular mode • Having Experience of Procurement & Store Management • Contract Management & Contract Legal • Having knowledge of Word, Power Point, Excel • Minimum 05 Years' experience in Procurement & Contract Management • Having work experience on Green Note sheet/ Noting writing <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • State Government officer/ Central Government officer having at least 10 years' experience in procurement & contract management or similar work of experience
2.	Office Superintendent	01	Contractual / Outsource	45,000/- or in case retired officer as per state government rules.	<ul style="list-style-type: none"> • Graduation +Two Year diploma in Secretarial Practice & Office Management from UBTER or MBA in HR & Office Management OR Retired Officer from State /Central /PSU government office. Having good track of job record. • Minimum Work Experience at least 10 years in Office Management • Minimum 10 Years Work Experience in government such as - Office Management & Record Management, Court Case, Legal, RTI, Recruitment, General Office Communication

					<ul style="list-style-type: none"> • Minimum Work Experience at least 10 years in similar work. • Typing speed must be 25 words per minute in Hindi and 30 words per minute in English. • Having work experience on Green Note sheet/ Noting writing
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Note –

- 1- For any change or amendment to above vacancy, circular will be posted on the ITDA website only
- 2- Incomplete applications shall be summarily rejected.
- 3- The initial period of contract shall be three (03) years, which can be extended for another two years, with the approval of the competent authority.
- 4- The terms & conditions and pay / remuneration of the selected candidate for appointment on contract will be governed as per state government rules, as amended from time to time.

Sd/-
Director