



**Government of India
Ministry of Textiles**

OFFICE OF THE JUTE COMMISSIONER

CGO Complex, 3rd MSO Building, E & F Wings, DF BLOCK,
4th Floor, Sector-I, Salt Lake City, Kolkata – 700064

No. Jute (Mktg)/26/2004

Dated: 12-05-2017

NOTICE

The office of the Jute Commissioner, Kolkata requires the services of one System Administrator and one Assistant System Administrator on contractual basis. The job description and eligibility criteria along with other details are given in Annexure – I and Annexure – II.

Eligible candidates having the above requirements may apply (within 7 days from the date of notice) to The Jute Commissioner, Office of the Jute Commissioner, CGO Complex, 3rd MSO Building, E & F Wings, DF BLOCK, 4th Floor, Sector-I, Salt Lake City, Kolkata – 700064 in sealed cover superscribing “Engagement of System Administrator / Assistant System Administrator”.

(Dipankar Mahto)
Deputy Jute Commissioner

Annexure - I

1	Name of the Post	System Administrator
2	Number of Post	1 (One)
3	Pay	Negotiable
4	Period of posting	One Year (subject to extension)
5	Educational qualification	Post graduate / Graduate in Science with Diploma/Degree in computer.
6	Experience	12 years of experience in handling Oracle application (Development & Support) with knowledge of Apex, Java Script, Project Management. Maximum age : 45 years
7	Job description	Application support, Handling & guiding users, providing demo to users, training the users, understanding client requirements, doing development to meet the requirements, testing application.
8	Place of posting and place of duty	Kolkata

Annexure - II

1	Name of the Post	Assistant System Administrator
2	Number of Post	1 (One)
3	Pay	Negotiable
4	Period of posting	One Year (subject to extension)
5	Educational qualification	Graduate in Science with Diploma/Degree in computer.
6	Experience	Minimum six (6) years experience in handling Oracle application with knowledge of apex, Java Script & PL/SQL. Maximum age : 45
7	Job description	Application support, handling & guiding users, doing development and testing application.
8	Place of posting and place of duty	Kolkata

BIO-DATA

APPLICATION FOR THE POST OF SYSTEM ADMINISTRATOR / ASSISTANT SYSTEM ADMINISTRATOR ON CONTRACT BASIS IN THE OFFICE OF THE JUTE COMMISSIONER, GOVT. OF INDIA, MINISTRY OF TEXTILES, KOLKATA.

Recent colour
passport size
photograph of
candidate duly
self attested.

Name of the post being applied for :

1	Candidate's name in block letters		
2	Date of birth (in Christian Era) (Attach self attested copy of Birth Certificate)		
3	Educational Qualifications (Attached educational certificates – self attested)		
4	Experience: (Attach copy of experience certificate from employer specifying exact period of employment – self attested)		
5	Father's Name		
6	Gender		
7	Nationality		
8	Address :		
	i.Address for communication: ii. Permanent Address:		
9	Phone No. Mobile No. and email address		
10	Language Known		
11	Additional information, if any, which you would like to mention in support of your candidature:		