

**JMD Service Pvt. Ltd** invites job opportunities for eligible candidates for one of our client "**Jharkhand Education Project Council**".

Venue for Exam/Interview: - JMD Service Pvt. Ltd, 5<sup>th</sup> Floor, Shri Durga Tower, Old H.B. Road, Ranchi.

Date: - 03<sup>rd</sup> Dec. 2021 Onwards, Timing: - 10:00 A.M. to 06:00 P.M.

### **Details of Post and Candidate Eligibility Criteria**

#### **1. Resource Teacher/ Therapist**

<i>Minimum Qualification</i>	Intermediate and <u>Diploma/B.Ed in Special Education</u> (from Rehabilitation Council of India – New Delhi) or BPT/BOT/Bachelor in Speech Language Pathology.
<i>Minimum Experience</i>	Preference will be given to trained candidates in relevant filled.
<i>Technical Skills</i>	A Special Education Teacher/Therapist educates and provides therapy to children who face physical, mental, emotional, and learning disabilities. These teachers work in various settings, such as schools, BRC and Home-Based Education.
<i>Job Description</i>	-Assess the CwSNs to plan educational and therapeutic rehabilitation -Assessing children's skills, therapy and learning requirements -Designing Individualized Educational Plans (IEPs) -Collaborating with parents and school staff to track students' progress -Assess students' abilities and craft teaching plans
<i>Monthly Emoluments</i>	Rs. 15,730/-

#### **2. Block MIS Coordinator**

<i>Minimum Qualification</i>	BCA/ MCA/ B.Tech/ B.Sc (IT)
<i>Minimum Experience</i>	Preference will be given to trained candidates in relevant filled.
<i>Technical Skills</i>	Proficient in computer operations with knowledge MS Word, Ms Power Point, Ms Excel, Google forms, internet etc. The candidates must possess minimum typing speed of 25 words per minute in Hindi and 30 words per minute in English. Handling of computers/Tab/Smartphone, Data entry, handling of different software and any other similar jobs as assigned from time to time and open to site/field visit.
<i>Job Description</i>	<ul style="list-style-type: none"> <li>• Collect required data from all types of schools located in a block and validate those figures</li> <li>• Compile data at block level through DISE</li> <li>• Ensuring the maintenance of records of children at the school level</li> <li>• Take necessary action for household survey</li> </ul>

	<ul style="list-style-type: none"> <li>Recording necessary data regarding financial and tangible goals and achievement related to various activities being conducted under the block.</li> <li>Analyse data and information, as required</li> <li>Consolidate and compile figures associated with the Annual budget and action plan</li> <li>Any other work associated with Samagra Shiksha or any other work related to Jharkhand government.</li> </ul> <p><b>(Details of Job Role and Responsibility will be shared with work order and Standard Operation Procedure.)</b></p>
<i>Monthly Emoluments</i>	Rs. 19,965/-

### 3. Data Entry Operator

<i>Minimum Qualification</i>	Intermediate (10+2) or ITI certificate from Govt. Recognized university/institutes.
<i>Minimum Experience</i>	06 months experience in the relevant field
<i>Technical Skills</i>	Proficient in computer operations with knowledge MS Word, Ms Power Point, Ms Excel, internet etc. The candidates must possess minimum typing speed of 25 words per minute in Hindi and 30 words per minute in English.
<i>Job Description</i>	Handling of computers, Data entry, handling of different software and any other similar jobs as assigned from time to time.
<i>Monthly Emoluments</i>	Rs. 15,000/-

### 4. Customer Support Executive / Helpdesk executive

<i>Minimum Qualification</i>	Graduate in any discipline and Diploma in Computers from Govt. Recognized university/institutes.
<i>Minimum Experience</i>	Minimum (02) two years of relevant experience.
<i>Technical Skills</i>	Knowledge of English & Hindi Typing (Hindi-25 wpm and English-30 wpm). Knowledge of Ms- office, Internet, Software Handling. Basic knowledge of software and hardware.
<i>Job Description</i>	To attend call related to issues in software & hardware and reply the solution of the same and forward the same to respective sections in case of major issues and any other assigned tasks
<i>Monthly Emoluments</i>	Rs. 13,975/-

## 5. Accountant

<i>Minimum Qualification</i>	B. Com from Govt. Recognized university/institutes
<i>Minimum Experience</i>	Minimum (02) two years of relevant experience.
<i>Technical Skills</i>	Knowledge of Accounts & Audit System, Budgeting, Banking Institutions, Reputed financial Firms or large Govt. organizations
<i>Job Description</i>	Looking after all accounts related work, checking of bills/vouchers, smooth disbursal payments against bills/vouchers, periodic financial reports and other assigned task.
<i>Monthly Emoluments</i>	Rs. 21,800/-

## 6. Software Trainer

<i>Qualification</i>	BE/B. Tech (Computer Science / IT / ECE / EEE) / M.C.A. / M.Sc. (IT) / M.Sc. (Electronics) / M.Sc. (CS) from Govt. Recognized university/institutes
<i>Minimum Experience</i>	Minimum (02) two years of relevant experience.
<i>Technical Skills</i>	Knowledge of .net 3.5, JavaScript/JQuery, XML and knowledge of SQL Server / MySQL / Oracle database.
<i>Job Description</i>	After studying the software, software training to trainees on central level with hands on. And any other assigned tasks
<i>Monthly Emoluments</i>	Rs. 34,700/-

## 7. Field Manager

<i>Minimum Qualification</i>	BBA/MA (LSW/SW)/MBA & Diploma in Computer from Govt. Recognized university/institutes and having valid driving license of two-wheeler
<i>Minimum Experience</i>	Minimum (03) three years of relevant experience.
<i>Technical Skills</i>	Knowledge of MS-office/Internet.
<i>Job Description</i>	Gathering required data from JEPC. Job may require frequent travelling and any other assigned tasks.
<i>Monthly Emoluments</i>	Rs. 38,500/-

## 8. Web Designer

<i>Minimum Qualification</i>	Graduate in any discipline from Govt. Recognized university/institutes
<i>Minimum Experience</i>	Minimum (03) three years of relevant experience
<i>Technical Skills</i>	Working knowledge of HTML5, CSS, Flash, Dreamweaver, Photoshop, Java Script, JQuery, AJAX. Must have experience in latest UI design concepts e.g., <b>responsive, adaptive</b> etc. and web standards. Knowledge of .net /java technology will be an added advantage.
<i>Certification</i>	GWD (Graphics and Web Designing) / WDP (Web Designing & Programming) Certification or any other Web Designing Course / Certification.
<i>Job Description</i>	Preparing the design plan, laying out the pages and positioning of graphics and different attributes on the pages of the Project and execution of other duties assigned time to time. And any other assigned tasks
<i>Monthly Emoluments</i>	Rs. 41,300/-

## 9. Quality Analyst-cum-software Tester

<i>Minimum Qualification</i>	BE/B. Tech (Computer Science / IT / ECE / EEE) / M.C.A./M.Sc. (IT) / M.Sc. (Electronics)/M.Sc. (CS) from Govt. Recognized university/institutes
<i>Minimum Experience</i>	Minimum (03) three years of relevant experience
<i>Technical Skills</i>	Experienced in Quality Analysis and SQL testing of Web and Mobile applications. Ability to perform various software testing like functional testing, integration testing, stress testing etc. before release of a software product. Knowledge of testing tools like Selenium and QC.
<i>Certification</i>	CSTE/CSTP/CTM/QTP Certification or any other Software Testing Course / Certification.
<i>Job Description</i>	Software testing and collaborating with the development team in fixing bugs found during testing and execution of other duties assigned time to time. Ensure quality of software product before final release. Participate in the security audit of the software and any other assigned tasks.
<i>Monthly Emoluments</i>	Rs. 44,000/-

## 10. Project Coordinator

<i>Minimum Qualification</i>	BE/B. Tech (Computer Science / IT / ECE / EEE) / M.C.A./ MBA (IT) / M.Sc. (IT) / M.Sc. (Electronics)/M.Sc. (CS) from Govt. Recognized university/institutes
<i>Minimum Experience</i>	Minimum (03) three years of post-qualification experience.
<i>Technical Skills</i>	Knowledge of Hardware. Networking, Trouble shooting, .net,Java, Database or as per requirement of concerned project.
<i>Job Description</i>	Monitoring, co-ordination and implementation of Project, co- ordination with all stake holders and execution of any other duties assigned from time to time. And any other assigned tasks.
<i>Monthly Emoluments</i>	Rs. 51,200/-