

# ADVERTISEMENT FOR THE POST OF MBA AT SPIPA

## INTRODUCTION:

Sardar Patel Institute of Public Administration (SPIPA) is the apex training institute of the state of Gujarat. It serves as an anchor for training of civil servants by providing an inspiring atmosphere to its students.

SPIPA is now inviting applications from the interested and dynamic persons who are expert in computers as well as can handle work related IT at SPIPA. The below post is temporary and **strictly on outsource basis for 11 months** and selection at the end of this process will not create any right of a candidate to get appointment for the same post.

## 1. MBA – 01 POST

### EDUCATIONAL QUALIFICATION:

- BE(Computer/IT) and MBA from any of the universities established or incorporated by or under the Central or State or a Provisional Act in India or any other Educational Institute recognized as such or declared to be deemed as a University under Section 3 of the University Grants Commission (UGC) Act, 1956.
- The candidate should have a minimum of 05 years experience of technical field.
- Upper age should not be more than 45 years on the last day of application.

### JOB PROFILE:

- IT Projects handling
- IT related procurement of equipments
- Overview of maintenance of computers and related equipments
- Understanding requirements and designing appropriate solution regarding IT infrastructure revamping.
- Administrative work and conduction of CCC+ training
- Preparation of tender documents and software/module development related work
- Knowledge of GEM Portal & (n) procure
- Preparing of presentations (PPT)
- Installation and looking after internet and GSWAN connectivity at institute
- establishing set up for online training / meeting / video conferencing/online exam
- Other administration work in computer Branch.
- Any other work directed by higher authority.

**Remuneration : FIX Rs.30000/- Per month**

**Term of service: Maximum 11 months**

**General instructions:**

- 1) The vacancy will be filled as per qualification as approved by SPIPA.
- 2) The proposed salary is fixed salary (CTC) against the positions as shown in the advertisement. The candidates are not entitled to any other type of allowances.
- 3) The application for the above post is to be submitted by post/courier /self on or before the last date of submission i.e. 05/04/2022 up to 16.00 hours.
- 4) The applications received after due date will not be considered under any circumstances.
- 5) Application received late, incomplete or without attested copies of academic qualifications, experience certificate, age, will be summarily rejected.
- 6) Conversing in any forms by or on behalf of any candidate or brings any other outside influence with regard to selection / recruitment will disqualify the candidate.
- 7) SPIPA reserve the right to cancel the recruitment for all / any of the post without giving any reasons thereof.
- 8) A candidate appointed by selection is required to furnish a security and surety bond in such form, for such amount and for such period, as may be prescribed by the SPIPA.
- 9) The appointment at aforesaid post will be given only after approval by the competent authority of government.

