

Industrial Extension Bureau (iNDEXTb) invites online application for the posts of “General Manager, General Manager (IT), Asst. General Manager, Manager (IT), Dy. Manager, Dy. Manager(IT), Asst. Manager”.

For more details, please refer our website www.indextb.com. Application is to be strictly made online only by candidates under direct recruitment as per prescribed format available on our website from 01st August, 2017 onwards.

Industrial Extension Bureau
18/2, Udyog Bhavan,
Gandhinagar 382 011.



Instructions for Candidates

Industrial Extension Bureau (iNDEXTb) – is working as investment facilitation and promotion organization of the Government of Gujarat. INDEXTb invites an application from a well qualified and experienced person to work as its

1. **General Manager,**
2. **General Manager (Information Technology),**
3. **Assistant General Manager (Accounts),**
4. **Asst. General Manager,**
5. **Manager (IT),**
6. **Deputy Manager,**
7. **Dy. Manager (IT),**
8. **Assistant Manager,**

1.General Manager

Job: It requires knowledge in the areas of Industrial Policy, Industrial Finance, Project Identification, Counselling, Public relations and ability to provide effective leadership as the Head of one of the Divisions of the organization. We are looking for a person with outstanding ability and merit with a proven track record.

Qualifications: Should possess at least First Class degree in Mechanical/Electrical/Electronics/Chemical or any Engineering from recognized Institution/University with 10 years of Post Qualification work experience. The Postgraduate degree in Management would be preferable. Presentation skill & fluency in English is Must. Computer proficiency like MS Office etc. is must.

Age: Maximum 40 years as on last date of submission of application

Emoluments: the minimum monthly emoluments will be Rs. 1,14,785.00 approx.. with initial pay of Rs.37400 in the Pay band of Rs.37400- 67000 with Grade Pay of Rs.8700.00 as per government pay scale.

2.General Manager (Information Technology), Computer Centre Division

Job: It requires development of Business for Computer Centre, development of computerized system for in-house activities, technical assistance in the purchase and evaluation of application of software and hardware to be purchased by other departments and organizations of State Government.

Age: Maximum 40 years as on last date of submission of application

Educational Qualifications:

- (a) Should possess at least First Class degree in in BE/B.Tech. (Computer Engineering/IT/Computer Science/IT/ICT). ME/M.Tech. (Computer Engineering/IT/Computer Science/IT/ICT) / MBA (System-IT) obtained from any recognized university or AICTE will be preferable
- (b) Project management certification such as PMP or Prince 2 Practitioner (Desirable)

Experience:

- (a) Overall 10 years experience in IT field such as Software development/ Networking/ data centre etc.
- (b) Out of total experience, 5 years of experience in handling multiple IT projects or program desirable.
- (c) Exposure of latest IT tools & technologies
- (d) Effective communication skills, both written & speaking in English is required.

Emoluments: the minimum monthly emoluments will be Rs. 1,14,785.00 approx.. with initial pay of Rs.37400 in the Pay band of Rs.37400- 67000 with Grade Pay of Rs.8700.00 as per government pay scale.

3.Assistant General Manager (Accounts)

Job: The incumbent will be responsible for managing overall accounting systems of the organization, government grants, auditing the accounts etc. and also well versed with handling all the taxation and liabilities matters related to the organization.

Age: Maximum 35 years as on last date of submission of application

Qualifications & Experience: Should be a member of the Institute of Chartered Accountants of India having the post-qualification experience of at least 7 years in areas of Accounts. Presentation skill & fluency in English is Must. Computer Proficiency in MS Office & Accounting Software etc. is must.

Emoluments: the minimum monthly emoluments will be Rs.56,230.00 approx.. with initial pay of Rs.15600 in the Pay band of Rs.15600- 39100 with Grade Pay of Rs.6600.00 as per government pay scale.

4.Assistant General Manager

Job: It requires identification of new projects, industrial promotion of the State, preparation of project profiles and compilation of industry status reports etc. He is responsible for online monitoring of project enquiries received, escort services to large industrial group and also to provide technical inputs during seminars, workshops & conferences organized by iNDEXTb etc.

Age: Maximum 35 years as on last date of submission of application

Qualifications & Experience: Should possess a Bachelor's Degree in any discipline of engineering with first class from the recognized University. Post Graduate Diploma/Degree in any discipline/Master's degree would be preferable. Should have fair fluency in English language. Candidate should possess minimum 7 years of experience. Presentation skill & fluency in English is Must. Computer proficiency like MS Office etc. is must.

Emoluments: the minimum monthly emoluments will be Rs. 56,230.00 approx.. with initial pay of Rs.15600 in the Pay band of Rs.15600- 39100 with Grade Pay of Rs.6600.00 as per government pay scale.

5.Manager (IT)

Age: Maximum 32 years as on last date of submission of application

Qualifications & Experience:

1. Should possess a Degree in First Class in Computer Engineering/IT/Electronics & Communication from the recognized institution / University AND
2. Should possess at least 5 years experience as Programming experience. Should have thorough knowledge of development & implementation of Web based / Client server based application. should be conversant with RDBMS like ORACLE / MS-SQL and front end tools like ORACLE forms/Java/ASP.Net / VB.net.

Emoluments: the minimum monthly emoluments will be Rs.53,290.00 approx.. with initial pay of Rs.15600 in the Pay band of Rs.15600- 39100 with Grade Pay of Rs.5400.00 as per government pay scale.

6.Deputy Manager

Age: Maximum 32 years as on last date of submission of application

Qualifications & Experience: Should possess a Bachelor's Degree in First Class in any Engineering stream from the recognized University and having fair fluency in English language. Should also have minimum 5 years of experience. Presentation skill & fluency in English is Must. Computer proficiency like MS Office etc. is must.

Emoluments: the minimum monthly emoluments will be Rs.35,095.00 approx.. with initial pay of Rs.9300 in the Pay band of Rs.9300- 34800 with Grade Pay of Rs.4600.00 as per government pay scale.

7. Deputy Manager (IT)

Age: Maximum 32 years as on last date of submission of application

Qualifications & Experience:

Should possess a Degree in First Class in Computer Engineering/IT/Electronics & Communication from the recognized institution / University having knowledge of compute programming and application, with minimum 5 years experience in Computer Operation and should have experience of working multi-programming environment at least for 2 years.

Emoluments: the minimum monthly emoluments will be Rs.35,095.00 approx.. with initial pay of Rs.9300 in the Pay band of Rs.9300- 34800 with Grade Pay of Rs.4600.00 as per government pay scale.

8.Assistant Manager (Class III category)

Age: Maximum 30 years as on last date of submission of application

Qualifications & Experience: Should possess a First Class Bachelor's Degree in Engineering stream from the recognised University and should have fair fluency English language. Computer proficiency like MS office/presentation skill etc. is must. Should have 3 years experience with good communication and presentation skills.

Emoluments: As per Government in Industries & Mines Department Resolution dated 4th April 2017, for Class III category for direct recruitment, candidates would be paid a fixed salary as per Finance Department Resolution dated 16.2.2006 and 28.2.2016 for first five years and after completion of five years & satisfactory performance by candidates and confirmation of the same by the management, they will be placed in the regular scale with initial pay of Rs.9300.00 in the Pay band of Rs.9300- 34800 with Grade Pay of Rs.4400.00.