

## **Inviting Applications for various positions at GIL**

GIL invites applications for the following positions on behalf of various departments of Government of Gujarat.

### **1. Web Master**

#### **Minimum Qualification:**

B.E/B. Tech (Computer/IT/E.C) engineer with expertise in PHP, Java, Ruby on Rails, Cold fusion and ASP.NET

#### **Experience and Skills:**

- Minimum of 3 years of experience as Web Manager/Team Leader in the field of website monitoring and designing. Distance learning courses will not be considered for eligibility.
- Should have handled team size of 15 people.
- Should have worked for minimum 5 years on Web Domain.
- Expertise in Cyber security and auditing of websites
- Desirable experience with certificates in MCSE,RHCE,MCSE,CCDA

#### **Roles and Responsibilities:**

- To plan, direct, and coordinate work of the interdisciplinary teams assigned to the Web Cell to ensure that desired objectives are met and a high degree of effectiveness is maintained.
- To provide inputs on Web standards and policies and develop best practices guideline.
- To do independent research and evaluation on emerging Web Technologies and accordingly prepare technology roadmap for Websites.
- To assist departments and vendors in improving their websites reachability, usability, accessibility, analytics and other key parameters as defined.
- To monitor and report website performance based on approved KPIs and ensures conformance/compliance to required standards.
- To manages the implementation of all activities approved by the Web Steering Group.
- To carryout regular audits of all websites
- To assess security risks and provide solution to it

**Remuneration: from Rs. 30,000/- to Rs.50,000/- (CTC)**

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## **2. System Analysts**

### **Minimum Qualification:**

B.E/B. Tech (Computer/IT/E.C) engineer with expertise in PHP, Java, Ruby on Rails, Cold fusion and ASP.NET

### **Experience and Skills:**

- Minimum of 3 years of experience in the field of web page designing and monitoring. Distance learning courses will not be considered for eligibility.
- Expertise in Cyber security and auditing of websites
- Desirable experience with certificates in CCNA, CCIE, CCID Certified engineers.

### **Roles and Responsibilities:**

- Identify, understand and plan for organizational and human impacts of planned systems, and ensure that new technical requirements are properly integrated with existing processes and skill sets.
- Plan a system flow from the ground up.
- Interact with internal users and customers to learn and document requirements that are then used to produce business requirements documents.
- Write technical requirements from a critical phase.
- Interact with designers to understand software limitations.
- Help programmers during system development, ex: provide use cases, flowcharts or even database design.
- Perform system testing.
- Deploy the completed system.
- Document requirements or contribute to user manuals.

**Remuneration: Upto 25000/- (CTC)**

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### 3. Supporting Engineers

#### **Minimum Qualification**

B.E/B. Tech (Computer/IT/E.C) engineer

#### **Experience and Skills:**

Minimum 1 year of experience. Distance learning courses will not be considered for eligibility.

#### **Roles and Responsibilities:**

- Participate in the testing of new project, modules, and break/fix patches.
- Provide technical support for users. Track and manage technical support activities using a database/software.
- Document and record all activity and communication with customers over telephone and email.
- Assist with the identification and development of necessary service processes, metrics, infrastructure and reporting.
- Work with Technical Operations Management staff to set objectives.
- Manage customer escalations to timely completion and assist in root cause analysis and solutions.
- Installing new software/Hardware
- Overseeing security of all systems, especially the internet, and installing antivirus protection
- Fixing network faults
- Planning future improvements, suggesting IT solutions to business problems
- Making sure all IT meets industry standards

**Remuneration: Upto 15000/- (CTC)**

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#### **4. Software/Web Developers**

**Minimum Qualification:**

B.E/B.tech /M.tech(Computer/IT)/MSC–IT/MCA engineer with proficiency in ASP, PHP, Java, CSS, PERL, CGI, ActiveX, AJAX, JSP, Database application knowledge etc.

**Experience and Skills:**

- Minimum of 2 years of experience as a Web Developer. Distance learning courses will not be considered for eligibility.

**Roles and Responsibilities:**

- To provide/define development/coding guidelines.
- To assist departments in adherence to Web development standards.
- To monitor, review and report adherence to development/coding standards
- To provide guidance on website technology stack, including content management, RSS or other XML content formats, CSS, database integration and support, custom web programming, and integration with other applications or databases that supply content or interactive features to the web site

**Remuneration: Upto Rs.15,000/- (CTC)**

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#### **5. Content Managers**

**Minimum Qualification:**

Any Graduate with excellent written and verbal communication in English, Hindi and Gujarati

**Experience and Skills:**

- Should have worked as a Content manager or similar profile for minimum of 3 years.
- Should be a strong writer and editor with emphasis on story/contextual editing (content grasp, flow and clarity).
- Should be conversant in Web basics

**Roles and Responsibilities:**

- To create content strategy appropriate to each department/board/HoDs etc.
- To define and manage Web content policy, procedures and standards.
- To assist, review and suggest in producing clear, error-free and engaging content that adheres to best online practices.
- To develop, write, and edit content, in English, Hindi and Gujarati as needed.
- To monitor, review and report content reliability, relevance and updation frequency
- To Analyze and report public feedbacks
- To envision and encourage new means of enhancing Web communications.

**Remuneration: Upto Rs.30,000/-**

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## **6. Manager- SEO and Analytics**

### **Minimum Qualification:**

B.E/B.tech /M.tech(Computer/IT)/MSC–IT/MCA engineer with proficiency in Roboform, Google Adwords, Analytics tools, word tracker etc.

### **Experience and Skills:**

- Minimum of 3 years of experience. Distance learning courses will not be considered for eligibility.
- Should have worked on SEO (on-page and off page) and Web Analytics tools for minimum of 2 years.
- Should have knowledge of alt tags, title tags, anchor text, meta description, image optimization, content optimization, XML sitemap creationist

### **Roles and Responsibilities:**

- To develop following metrics for reporting
- Metrics connected with the quality of experience.
- Metrics connected with the quality of delivery.
- To ensure integration of Web Analytics with all websites
- To prepare state-wide dashboard for defined metrics with help of team members
- To optimize websites for search engine visibility or to make it more search-friendly
- To prepare strategy to increase the website performance

**Remuneration: From Rs.15000/- to Rs.30,000/- (CTC)**

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## **7. Manager- Web Security**

**Minimum Qualification:**

B.E/B.tech /M.tech(Computer/IT)/MSC–IT/MCA engineer having relevant security certifications

**Experience and Skills:**

- Minimum of 5 years of experience. Distance learning courses will not be considered for eligibility.
- Should have worked as Manager Web Security expert for minimum of 3 years.
- Should have done security audit or part of security audit team.

**Roles and Responsibilities:**

- To ensure major information security standards are incorporated for all Gujarat Government websites
- To identify, report and rectify threat & vulnerability on Gujarat Government websites & minimize them with proper actions
- To carry out internal audits of all the Gujarat Government websites in terms of security, performance, integrity.
- To co-ordinate with 3rd party auditors throughout the audit life cycle

**Remuneration: Upto Rs.35,000/- (CTC)**

**Minimum Qualification:**

B.E/B.tech /M.tech(Computer/IT)/MSC–IT/MCA engineer with proficiency in ASP, PHP, Java, CSS, PERL, CGI, ActiveX, AJAX, JSP, Database application knowledge etc.

**Experience and Skills:**

- Minimum of 2 years of experience. Distance learning courses will not be considered for eligibility.
- Should have worked as a Quality Assurance specialist for minimum of 2 years.

**Roles and Responsibilities:**

- Provides quality input to projects and performs quality reviews of project deliverables to ensure all products are released with levels of quality that meet and/or exceed customer expectations.
- Manages the Non-Conformance / Corrective Action processes from inception, root cause analysis and closure.
- Develops partnerships with other functional areas including Development, Client Services, Support Services and end users.
- Creates and nurtures a climate for technical and quality innovation.
- Helps to promote a vision for the Quality Management team that transcends traditional testing, applying state-of-the art concepts of product modelling, test automation and SQA to efficiently and effectively carry out tasks.
- Helps in the development, building and maintaining quality systems, reviewing and assisting in authoring SOP's, developing and implementing training programs.
- Takes an active role in simplifying procedures while maintaining regulatory compliance.
- Other responsibilities will be assigned as required.

**Remuneration: Upto Rs.15,000/- (CTC)**

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## 9. Software Designers



**Minimum Qualification:**

B.E/B.tech /M.tech(Computer/IT)/MSC–IT/MCA engineer with proficiency in Web Graphic Design, Web Savvy, Planning, Web User Interface Design, Web Programming Skills, Teamwork, Illustration Tools, Multimedia Content Development, Understanding Browser Capabilities, Internet Presence, Verbal Communication

**Experience and Skills:**

- Minimum of 2 years of experience as software designer. Distance learning courses will not be considered for eligibility.

**Roles and Responsibilities:**

- Plans site design by clarifying goals; designing functionality.
- Develops site navigation by categorizing content; funneling traffic through content.
- Develops site content and graphics by coordinating with copywriters and graphic artists; designing images, icons, banners, audio enhancements, etc.
- Prepares site by installing and configuring server software; installing programming language using authoring and formatting tools; ensuring cross-platform compatibility; establishing links.
- Establishes locatability by registering with search engines.
- Upgrades site by updating content and graphics; monitoring performance and results; identifying and evaluating improvement options; introducing new technology; maintaining links.
- Protects site by designing and installing security precautions.
- Maintains site appearance by developing and enforcing content and display standards; editing submissions.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Provides information by collecting, analyzing, and summarizing data and trends.
- Keeps equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs.
- Accomplishes information systems and organization mission by completing related results as needed.

**Remuneration: Upto Rs.15,000/- (CTC)**