

## **Information for Candidates for applying online for the Post of Project Associate**

**Total No. of Vacancies: -1 (General-1)**

### **Essential Qualification and Experience: -**

1. Graduate in Computer Science or IT.
2. At least 2 years work experience in the relevant field.
3. Formal training in IT/mobile applications.
4. Experience in working with technology and software application support.
5. Previous experience in working with front line workers of the Government Department and training on IT/Mobile/Computers.
6. Good oral and written communication skills in the local language.
7. Computer Literacy must.
8. Candidates should have passed Punjabi at Matriculation or higher level.

### **Desirable Qualification and Experience: -**

1. PG Degree in Computer Science or IT with 3 years' experience in application maintenance and support.
2. Proven ability to successfully handle multiple tasks within a team environment and great attention to detail.
3. Problem solving skills must.

### **Scope of Work: -**

1. User account management, including updating roles and permissions.
2. Master data management and updating.
3. System administration.
4. Provision of support to State level officials in using CAS web application.
5. Coordination with OEMs, telecom companies, etc. on issue resolution.
6. Training of District helpdesk.
7. Supervision District helpdesk.
8. Escalation of issues to Software Development Agency as needed.
9. Provision of general application support i.e. solve issues escalated from Block level in regard to mobile application, web application or reporting.
10. Management of web application i.e. extend user management support, set and update new roles and permissions and release new apps for auto-update.
11. Management of addition and removal of users from system
12. Data analysis and knowledge extraction.
13. Any other tasks that may be assigned by the Director.

### **Salary: -**

Consolidated Rs. 25,000/- per month subject to performance of Project Associate.

### **Age: -**

The candidate should be between 21 to 37 years on 1.1.2026.

All reservations and age relaxation rules shall be applicable as per the Government of Punjab.



**Selection Criteria for the Post of Project Associate: -**

S.No.	POST: Project Associate	Weightage	Remarks
1.	Essential Qualification	65	Minimum Relevant work experience:  2 years
Marks=[Percentage Obtained/100] X 65			
2.	Relevant Higher Qualification	20	
Marks=[Percentage Obtained/100] X 20			
3.	Interview/Personal Interaction	15	
<b>TOTAL</b>		<b>100</b>	

*b*

\*\*\*\*\*