

Information for Candidates for applying online for the Post of District Coordinator

Total No. of Vacancies: 7

Sr. No.	District	No. of Posts/Category
1	Amritsar	1 (General-1)
2	Ferozpur	1 (General-1)
3	Hoshiarpur	1 (General-1)
4	Kapurthala	1 (General-1)
5	Mansa	1 (General-1)
6	Moga	1 (General-1)
7	SBS Nagar	1 (General-1)

Essential Qualification and Experience: -

1. Graduate or Certification/ Diploma in Computer Science or IT.
2. At least 2 years' experience in application maintenance & support.
3. Good oral and written communication skills in the local language.
4. Computer literacy must.
5. Willingness to travel a must.
6. Mandatorily local candidates should be engaged. The candidate should be a resident of concerned district.
7. Candidates should have passed Punjabi at Matriculation or higher level.

Desirable Qualification and Experience: -

1. 4 years' experience in application maintenance and support.
2. Formal training on IT/ computer.
3. Experience working with technology and software application support.
4. Proven ability to successfully handle multiple tasks within a team environment.
5. Great attention to detail and problem-solving skills

Scope of Work: -

1. Supporting training of Block helpdesk in ICT-RTM.
2. Supervise Block helpdesk.
3. Support District level ICDS officials on usage of CAS system.
4. Escalate issues as needed.
5. Logging and managing issues in the Issue Tracker application (CAS application).
6. Provide general application support i.e. solve issues escalated from Block level in regard to mobile application, web application or reporting.
7. Extend help for lost/stolen phones.
8. Monitor worker activity reports.
9. Follow up on actions from activity reports.
10. Any other tasks that may be assigned by the DPO.

Salary: -

Consolidated Rs. 30,000/- per month subject to performance of District Coordinator.

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 District Coordinator: -

Sr.No.	POST: District Coordinator	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	
TOTAL		100	

