

**Government of Jammu and Kashmir
Information Technology Department
Civil Secretariat J&K**

Subject: Sanction for hiring of resources for JKmygov through GeM.

Government Order No. 24-JK(ITD) of 2023

Dated: 14.03.2023

In supersession of all previous orders on the subject, sanction is hereby accorded to the hiring of following man-power to operate jkmygov instance in the UT of J&K. The three (03) resources are to be hired through GeM as per terms of the Bid placed as **Annexure-A** ensuring compliance to GFR-2017. The resources shall be hired for a period of one year.

The Job description as per the approval of the Technical Appraisal Committee constituted vide Government Order no. 45-JK(ITD) of 2022 dated 18-08-2022 is as under:

S. No.	Job Title	Job Description	Monthly Remuneration (INR)(excl. GST and Agency charges)	No. of resources
1.	Team Lead	Qualification & Experience B.E/B-Tech/MCA or equivalent degree in IT/CS/Electronics and Communication) having 03-06 year of experience with good academic record from a recognized and reputed university/institution. Or M.E /M-Tech/M.S with a minimum 2-year experience in the relevant area/field from a	70,000/-	(01)

	<p>recognized and reputed university/institution.</p> <ul style="list-style-type: none"> a) Experience in technical support/project management/network management/ software architecture. b) Strong knowledge of Cyber Security, IT server infrastructure design/management, systems integration and systems life cycle management. c) Strong command over English/Hindi to create documentation for users of different categories like Administration, Users, Developers, etc. d) Experience in technical document writing like DPR, RFP, EOI, etc. e) Should possess leadership qualities to lead a team of 10 professionals f) Should guide team on best practices and mentoring on various new technologies. g) Capable to create high-quality and user-understandable documentation, preparing project progress reports, MIS reports, etc. h) Should have good analytical & data interpretation skills <p>Any other responsibility from the IT Department</p>		
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2.	Content Writer	<p>B. Tech/BE in Computer Science /Electronics and Communication/IT or MCA from a recognized university.</p> <p>Minimum experience of 2-3 Years in content writing, social media content writing Strong command over English/ Hindi to create documentation for users of different categories like Administration, Users, Developers, etc.</p> <ul style="list-style-type: none"> a) Should have good knowledge of SDLC processes. b) Understanding of high-level requirements and preparing FRS/ SRS & work breakdown structure required for the development. c) Should have knowledge of Photoshop/ related tools to create understandable content. d) Produce relevant content for websites, blogs, case studies, and social media platforms e) Conducting in-depth research on related topics in order to develop original content f) Proofread content to make it error-free and consistent g) Identify customer's needs and gaps in our content and recommend new topics 	45,000/-	(01)
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		<p>h) Capable to create high-quality and user-understandable documentation, preparing project progress reports, MIS reports, etc.</p> <p>Any other responsibility from the IT Department</p>		
3.	Graphic Designer	<p>B. Tech/BE in Computer Science /Electronics and Communication/IT or MCA from a recognized university. Or Graduation in Graphics Designing /Related field with or Certificate course in graphics Experience: 3-5 year experience in:</p> <p>a) Developing and conceptualizing a comprehensive UI/UX design strategy for both Web and Mobile applications. B</p> <p>b) Producing high-quality UX design solutions through wireframes, visual and graphic designs, flow diagrams, storyboards, site maps, and prototypes.</p> <p>c) Designing UI elements and tools such as navigation menus, search boxes, tabs, and widgets for our digital assets.</p> <p>d) Testing UI elements such as CTAs, banners, page layouts, page designs, page flows, and target links for landing pages.</p>	50,000/-	(01)

		<p>e) Develop UI mockups and prototypes that clearly illustrate how sites function and look like.</p> <p>f) Identify and troubleshoot UX problems (e.g. responsiveness) Conduct layout adjustments based on user feedback.</p>		
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By order of the Government of Jammu and Kashmir.

Sd/-

(Prerna Puri), IAS

Commissioner/Secretary to the Government

No: IT-Gen/48/2022

Dated: 14.02.2023

Copy to the:

1. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
2. Financial Advisor/Chief Accounts Officer, Information Technology Department/Treasurer JaKeGA for information and necessary action.
3. Private Secretary to Commissioner/Secretary to the Government, Information Technology Department for information.
4. Incharge website, Information Technology Department.
5. Government Order file.

**Under Secretary to the Government
Information Technology Department**

14/2/23

Annexure "A" -General Terms and Conditions of Bid:

1. GeM clause shall hold for turn-over, PBG value, etc. For turnover, valid CA certificates shall be mandatorily submitted.
2. The Company should have experience of providing technical manpower to Government Agency/PSUs/Central Agency documentary proof viz work orders and completion certificates shall be attached.
3. MSME exemptions shall hold only for EMDs
4. Screening before deployment shall be done by SeMT, IT Department
5. Payment to be made to Manpower supplier on Quarterly basis.