

JAIPUR CITY TRANSPORT SERVICES Ltd.

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No. MD/ICTSI/10.11/D.

Date:

Vacancy

JCTSL invites application to fill purely temporary vacancy on contract basis from qualified and experienced personnel for the position of Project Management Officer, IT Manager

Details of qualification and experience required for the above post may be obtained from this office or www.jaipurbus.com. Interested candidates should submit their application alongwith CV's latest by 7th February 2011. Short listed candidates may be called for interview, if necessary.

(Malini Agrawal)
Managing Director
JCTSL, Jaipur

Project Management Officer

No of Post : 1(one)

Scope of work for Project Management Officer

Support in Project planning : Supervision of preparation of DPR, Financial resource planning and scheduling payments.

Support in procurement management : Bid process management including preparation of RFQ/RFP documents, Evaluation of technicals and financial bids, finalization and award of contract.

Advice on Financial aspects of project management : Preparation of business models including detailed financial analysis of the projects.

Assistance in preparation of bus operation plan : Regular analysis of operational results, fare revision mechanism, preparation of Budgets, variance analysis.

Assistance in project promotion strategy : Preparation of promotion mix strategy for communication and publicity of the project related received .

Qualification and Experience

1. The applicant should be a MBA with specialization in Finance.
2. 3+ years of experience in project management including preparation of DPR, Financial resource planning, bid process management financial analysis of the project.
3. Any earlier involvement with JNNURM will be an added advantage

The officer shall discuss progress proactively with his or her designated supervisor.

Information Technology Manager

Scope of work for Information Technology Manager:

The prime role of the IT Manager is to assist Company to achieve goal of transparent administration,, quick service delivery , effective MIS . Should be conversant with

- System Development
- Database/System Administration
- Software Development Viz. Accounting, Personnel Management System
- Procurement and Monitoring of Projects
- Website Development and Maintenances

The TOR shall include, but not restricted to the following:

- ❖ IT related support for the above components.
- ❖ Coordination of data entry and file uploads into the system used by the Company on regular basis.
- ❖ Coordinate management of electronic data pertaining to the Company including soft copies of the letters, reports and numerical data. This may involve conversion of data and reports in hard copy to electronic form, as well as their storage in an organized filing system.
- ❖ Assist officials in operating IT systems on a daily basis: provide hand holding support when required.

Qualifications and Experience:

1. A Bachelors/ Masters degree in one of the following streams
 - BE/B.Tech Computer Science/ Electronics
 - MCA
 - MSc. Computer Science
 - BSc Computer Science with Professional experience and certification and /or 3+ years of relevant work experience.
 - Two to three years experience in installation and managing IT systems.
 - Ability to work in a team and train staff on job to use the systems and assist in day to day issues related to IT.

- The officer shall discuss progress proactively with his or her designated supervisor.