

## RECRUITMENT

SR. NO.	POSITION	ROLE / DEPTT	TENURE	TENTATIVE CTC PER ANNUM	VACANY
1	Officer (Consultancy Projects)	IT-System Department	On Fixed Term Contract for a period of 03 Years	Rs.12.00 Lakhs	1
2	Junior Officer (IT)			Rs.10.00 Lakhs	2
3	Junior Officer (Technical)	Design Verification Department		Rs.5.00 to 6.50 Lakhs	2
4	Junior Officer (Field Operations)	MIS Field Department		Rs.5.00 to 6.50 Lakhs	1
5	Junior Officer (Purchase & Admin)	Purchase and Admin Department		Rs.5.00 to 6.50 Lakhs	1
6	Junior Officer (Project)	Project Department		Rs.5.00 to 6.50 Lakhs	3
7	Junior Officer (Legal / Secretarial)	Secretarial and Legal Department		Rs.5.00 to 6.50 Lakhs	1
				<b>TOTAL</b>	<b>11</b>

**JOB DESCRIPTION FOR THE POSTION OF  
OFFICER (CONSULTANCY PROJECTS)-ON CONTRACT**

<b>Post Name</b>	Officer (Consultancy Projects)- on Contract
<b>No. Vacancies</b>	1 (One)
<b>Contract Tenure</b>	Fixed Term Contract for a period of 03 Years
<b>Age Criteria</b>	Not more than 45 Years from the date of advertisement
<b>Qualification</b>	M.E / M.Tech in IT or Computer Science or B.E / B.Tech in IT or Computer Science / M.C.A with minimum 55% from a a Govt recognized College / University / Management Institution as a full time course.  Masters qualification will be preferred.
<b>Experience</b>	In case of M.E / M.Tech, minimum 6 Years of experience in Microsoft Technologies.  OR  In case of B.E / B.Tech / M.C.A, minimum 8 Years of experience in Microsoft Technologies.  The person, we are looking for should have above mentioned post qualification experience out of which 5 Years at an Officer Level in a medium size Organization, Candidate having experience with Public Sector Undertaking in Gujarat will be preferred. Employees working with GGRC in Officer / Junior Officer Category may also apply who possess exceptional qualities and exclusively meeting the requirement of the Post.  Software analysis, Design & Development.  Thorough knowledge of Microsoft Technologies, having good exposure for development of applications/portal for Govt. scheme implementation (Micro Irrigation OR any other Govt scheme).  Experience of customized development of Portal / Applications / Modules, Testing / Query resolved / Debugging etc.  User training
<b>Job Description</b>	<ol style="list-style-type: none"> <li>1. Strong communication skills - English, Hindi, Gujarati.</li> <li>2. Must have hands on experience in development of Web Applications using Microsoft technologies like .Net framework, ASP .NET, WCF, SQL Server - Knowledge of Android/IOS platforms.</li> <li>3. Must have hands on experience in development of Mobile Application in Android Platform.</li> <li>4. Should be able to translate the clients' business requirements into systems design - tables with RDBMS Concept.</li> <li>5. Understanding of Project life cycle process to effectively be able to manage a sub-team of 3 to 5 people.</li> <li>6. Development in Microsoft .NET Technologies - C#, ASP.NET,</li> </ol>

	<p>VB.NET, MVC, WebAPI.</p> <p>7. Knowledge of XML, Win Forms, web services, WCF, WPF, Knowledge or experience in frameworks like MVC4, PHP, WORDPRESS, JUMLA, SAP will be added advantage.</p> <p>8. Knowledge of IIS and deployment of web application to server, Google Play Store.</p> <p>9. Database knowledge (SP, Views and RDBMS concepts), SQL Server, Oracle.</p> <p>10. Reporting Knowledge of Crystal Reports and Microsoft Reporting tool.</p> <p>11. Ajax, JavaScript and JQuery knowledge</p> <p>12. Ability to diagnose and solve software faults as well as user queries</p> <p>13. Expert knowledge of maintaining and debugging live software systems</p> <p>14. Good understanding of the principles of client/server programming</p> <p>15. Good knowledge of security, encryption and Payment Gateways</p> <p>16. Any other work assign from time to time by HOD / Management.</p>
<b>Remuneration</b>	Approx CTC Rs.12 Laks per annum.
<b>Location</b>	GGRC Head Office, Vadodara, Gujarat, and willing to travel across India for Project Assignments.
<b>General</b>	Advertised criteria may be relaxed in exceptionally qualified candidates.

**JOB DESCRIPTION FOR THE POSTION OF JUNIOR OFFICER-ON CONTRACT  
FOR SYSTEM DEPARTMENT (IT)**

<b>Post Name</b>	Junior Officer(IT)-on Contract
<b>No. Vacancies</b>	Two (02)
<b>Age Criteria</b>	Not more than 35 Years from the date of advertisement
<b>Contract Tenure</b>	Fixed Term Contract for a period of 03 Years
<b>Qualification</b>	M.E / M.Tech in IT or Computer Science or B.E / B.Tech in IT or Computer Science / M.C.A with minimum 55% from a a Govt recognized College / University / Management Institution as a full time course.
<b>Experience</b>	In case of M.E / M.Tech, minimum 2 Years of experience in Microsoft Technologies.  or In case of B.E / B.Tech / M.C.A, minimum 4 Years of experience in Microsoft Technologies.
<b>Job Profile</b>	<ol style="list-style-type: none"> <li>1. Strong communication skills - English, Hindi, Gujarati.</li> <li>2. Must have hands on experience in development of Web Applications using Microsoft technologies like .Net framework, ASP .NET, WCF, SQL Server - Knowledge of Android/IOS platforms.</li> <li>3. Must have hands on experience in development of Mobile Application in Android Platform.</li> <li>4. Should be able to translate the clients business requirements into systems design - tables with RDBMS Concept.</li> <li>5. Understanding of Project life cycle process to effectively be able to manage a sub-team of 3 to 5 people.</li> <li>6. Development in Microsoft .NET Technologies - C#, ASP.NET, VB.NET, MVC, WebAPI.</li> <li>7. Knowledge of XML, Win Forms, web services, WCF, WPF, Knowledge or experience in frameworks like MVC4, PHP, WORDPRESS, JUMLA, SAP will be added advantage.</li> <li>8. Knowledge of IIS and deployment of web application to server, Google Play Store.</li> <li>9. Database knowledge (SP, Views and RDBMS concepts), SQL Server, Oracle.</li> <li>10. Reporting Knowledge of Crystal Reports and Microsoft Reporting tool.</li> <li>11. Ajax, JavaScript and JQuery knowledge</li> <li>12. Ability to diagnose and solve software faults as well as user queries</li> <li>13. Expert knowledge of maintaining and debugging live software systems</li> <li>14. Good understanding of the principles of client/server programming</li> <li>15. Good knowledge of security, encryption and Payment Gateways</li> <li>16. Any other work assign from time to time by HOD / Management.</li> </ol>
<b>Remuneration</b>	Approx CTC Rs.10 Lakhs per annum.
<b>Location</b>	GGRC Head Office, Vadodara, Gujarat and willing to travel across India for Project Assignments.
<b>General</b>	Advertised criteria may be relaxed in exceptionally qualified candidates.

**JOB DESCRIPTION FOR THE POSTIONS OF  
JUNIOR OFFICER (TECHNICAL)-ON CONTRACT**

<b>Post Name</b>	Junior Officer (Technical)-on Contract
<b>No. of Vacancy</b>	02 (Two)
<b>Contract Tenure</b>	Fixed Term Contract for a period of 03 Years
<b>Age Criteria</b>	Not more than 32 Years from the date of advertisement
<b>Qualification &amp; Experience</b>	Fresher candidate, B.Tech / M.Tech in Agriculture Engineering with minimum 55% from Govt recognized Agricultural College / University as a full time course will be given first preference.
<b>Job Description</b>	<ol style="list-style-type: none"><li>1. Preparation &amp; Verification of Micro Irrigation Designs &amp; Cost estimates.</li><li>2. Field Verification of installation of Micro Irrigation Systems.</li><li>3. Preparation of Micro Irrigation Project designs &amp; Cost estimates &amp; its execution.</li><li>4. Verification of bill of Quantity.</li><li>5. Other Technical work related to Protected Cultivation, Solar Pumping, Water Harvesting Structure assigned from time to time.</li><li>6. Any other work assign from time to time by HOD / Management.</li></ol>
<b>Remuneration</b>	Approx CTC Rs.5.00 to 6.50 Lakhs per annum.
<b>Location</b>	GGRC Head Office, Vadodara, Gujarat and willing to travel across India for Project Assignments.
<b>General</b>	Advertised criteria may be relaxed in exceptionally desire candidates.

**JOB DESCRIPTION FOR THE POSTIONS OF  
JUNIOR OFFICER (FIELD OPERATIONS)-ON CONTRACT**

<b>Post Name</b>	Junior Officer (Field Operations)-on Contract
<b>No. of Vacancy</b>	01 (One)
<b>Contract Tenure</b>	Fixed Term Contract for a period of 03 Years
<b>Age Criteria</b>	Not more than 32 Years from the date of advertisement
<b>Qualification</b>	<b>B.Sc. (Agri/Horti) / M.Sc (Agri/Horti) with minimum 55% from a Govt recognized Agricultural College / University as a full time course.</b>
<b>Experience</b>	<b>Fresher in case of Post Graduation or minimum 2 years of experience in case of Graduation in agriculture extension activities and promotion of Agro inputs from reputed Organization / Govt. Agency.</b>
<b>Job Description</b>	<ol style="list-style-type: none"> <li>1. District target achievement of Micro Irrigation.</li> <li>2. Coordination with stake holders/suppliers/NGOs, TPIAs, for smooth functioning of MI scheme in district.</li> <li>3. Promotional activity such as organizing Farmer's meetings, night meetings, field demonstration and van campaigning.</li> <li>4. Extension activities of GGRC functionality by Participating in fair, Agriculture related exhibition, MI Success stories documentation, release of Press Notes.</li> <li>5. Coordination and Liaisoning with Collectors office, DDO's, DAO's of various districts for planning and achievement of Micro Irrigation Schemes in concerned Districts.</li> <li>6. Attending District Level Committee (DLIC) as per directives of Government.</li> <li>7. Execution of Tri Party Agreement (TPA) for achieving target of MIS</li> <li>8. Re -inspection of MIS cases for surveillance and Complaint Redressal.</li> <li>9. Participation in other Govt. Schemes and Projects at district level.</li> <li>10. Applicant should have good command of local language (Gujarati) and effective communication skills both verbal and written in Gujarati &amp; English.</li> <li>11. Any other work assign from time to time by HOD / Management.</li> </ol>
<b>Remuneration</b>	Approx CTC Rs.5.00 to 6.50 Lakhs per annum.
<b>Location</b>	GGRC Head Office, Vadodara / Anywhere in Gujarat and willing to travel across India for Project Assignments.
<b>General</b>	Advertised criteria may be relaxed in exceptionally desire candidates.

**JOB DESCRIPTION FOR THE POSTIONS OF  
JUNIOR OFFICER (PURCHASE & ADMIN)-ON CONTRACT**

<b>Post Name</b>	Junior Officer (Purchase & Admin)-on Contract
<b>No. of Vacancy</b>	01 (One)
<b>Contract Tenure</b>	Fixed Term Contract for a period of 03 Years
<b>Age Criteria</b>	Not more than 32 Years from the date of advertisement
<b>Qualification</b>	Any Post Graduate or Graduate with minimum 55% from a Govt. Recognized Agricultural College / University as a full time course.
<b>Experience</b>	Post Graduate with minimum 5 Years of post qualification experience or Graduate with minimum 7 Years of post qualification experience of handling Purchase & Admin Department of reputed Organization / Govt. Agency.  Candidate with experience of working/acquainted with GEM portal / n(code) / SAP and/or other GOVT portal will be preferred.
<b>Job Description</b>	<ol style="list-style-type: none"> <li>1. Handle the overall procurement procedure.</li> <li>2. Look after daily/routine administration work as per directives.</li> <li>3. Provide support to Material Management system/Canteen/ Housekeeping Service / other activities of departments</li> <li>4. Preparation of EOI/tender documents and other document drafting work.</li> <li>5. Responsible for sourcing, purchasing and receiving of goods</li> <li>6. To compare price and negotiate of price</li> <li>7. To prepare and issue of PO and verify Material supplier invoice for payment</li> <li>8. To arrange, monitor, co-ordinate and follow up an order, monitor back-log to ensure timely deliveries.</li> <li>9. To co-ordinate Canteen and Material management activity/ Transport activity etc.</li> <li>10. To maintain proper office documentation</li> <li>11. Perform routine administrative activity such as records and information management, planning, budgetting and maintenance of goods, security operations, housekeeping and other office support services.</li> <li>12. Ensure timely renewals of contracts and annual maintenance contracts of agencies/ Office vehicle renewals etc.</li> <li>13. Any other work assign from time to time by HOD / Management.</li> </ol>
<b>Remuneration</b>	Approx CTC Rs.5.00 to 6.50 Lakhs per annum.
<b>Location</b>	GGRC Head Office, Vadodara, Gujarat and willing to travel across India for Project Assignments.
<b>General</b>	Advertised criteria may be relaxed in exceptionally desire candidates.

**JOB DESCRIPTION FOR THE POSTION OF JUNIOR OFFICER (PROJECT) - ON CONTRACT**

<b>Post Name</b>	Junior Officer (Project) - on Contract
<b>No. of Vacancy</b>	3 (Three)
<b>Contract Tenure</b>	Fixed Term Contract for a period of 03 Years
<b>Age Criteria</b>	Not more than 35 years from the date of advertisement
<b>Qualification</b>	<ol style="list-style-type: none"><li>1. B.Sc (Agri/Horti) / B.Tech (Agri. Engg.) from a Premier College / University / Management Institution as a full time course.</li><li>2. M.Sc (Agri / Horti) / M.Tech (Agri. Engg.) will be given more weight-age.</li></ol>
<b>Experience</b>	<ol style="list-style-type: none"><li>1. B.Sc (Agri / Horti) / B.Tech (Agri. Engg.) with minimum 4 years of post qualification experience.</li><li>2. M.Sc (Agri / Horti) / M.Tech (Agri. Engg.) with minimum 2 years of post qualification experience.</li><li>3. The person, we are looking for should have above mentioned post qualification experience in a medium size Organization, Candidate having experience with Public Sector Undertaking in Gujarat will be preferred. Employees working with GGRC in Officer / Junior Officer Category may also apply who possess exceptional qualities and exclusively meeting the requirement of the Post.</li><li>4. Thorough knowledge of Agriculture inputs, having good exposure of Micro Irrigation Scheme as well as equivalent awareness of other Government Schemes related to Agriculture with relevant experience of dealing with the various Government Departments, Beneficiary Farmers, Suppliers, Third Party Inspection Agencies, etc.</li></ol>
<b>Job Description</b>	<p>Support in formulating documentation related to Technical and Project cell related Micro Irrigation scheme activities like:-</p> <ol style="list-style-type: none"><li>1. MIS components price revision as per Price revision policy/E-Tender/Reverse Auction from time to time as per management directives and work related to Revision in MIS unit cost / Jantri.</li><li>2. Work pertaining to Third Party Technical Inspection Agency for Quality Testing and Assessment of manufacturing capability quality assurance system at factory site of MIS suppliers.</li><li>3. Preparation of MIS Annual Action Plan as per guidelines of Central Government scheme-Per Drop More Crop (PDMC)-Micro Irrigation.</li><li>4. Verification of applications of New MIS Suppliers as a part of procedure of selection &amp; appointment.</li><li>5. Preparation of Data for Evaluation of Micro Irrigation Scheme to be conducted by State Government.</li></ol>



<b>Job Description</b>	<p>6. Project Implementation, execution and monitoring: Develop projects in coordination with various govt. depts and ensure smooth execution and monitoring of the project thereof.</p> <p>7. Preparation of necessary approvals, letters, reports, presentations and maintain records pertaining to Project Cell Department as well as replying general correspondence to government officials or any others if any.</p> <p>8. Preparation of presentation and other documents related to GGRC work.</p> <p>9. Issuance of work completion certificate to MIS Supplier on request basis.</p> <p>10. Preparation &amp; timely submission of Annual Action Plan of PDMC.</p> <p>11. Any other work assigned by the HOD / Management from time to time.</p>
<b>Remuneration</b>	Approx CTC Rs.5.00 to 6.50 Lakhs per annum.
<b>Location</b>	GGRC Head Office, Vadodara, Gujarat, and willing to travel across India for Project Assignments.
<b>General</b>	Advertised criteria may be relaxed for exceptionally qualified candidates.

**JOB DESCRIPTION FOR THE POSTIONS OF  
JUNIOR OFFICER (LEGAL / SECRETARIAL)-ON CONTRACT**

<b>Post Name</b>	Junior Officer (Legal / Secretarial)-on Contract
<b>No. of Vacancy</b>	01 (One)
<b>Contract Tenure</b>	Fixed Term Contract for a period of 03 Years
<b>Age Criteria</b>	Not more than 32 Years from the date of advertisement
<b>Qualification</b>	Degree of Law (LL.B.) from the University recognized by the Bar Council of India is must. Along with Degree of Law (LL.B.), Qualified Company Secretary from The Institute of Company Secretaries of India will be given preference
<b>Experience</b>	Minimum 2 years experience of handling Legal functions of Public Limited Company / Organization.
<b>Job Description</b>	<p><b><u>Legal:</u></b></p> <ol style="list-style-type: none"> <li>1. Handling Legal Affairs, Documentation and Litigations.</li> <li>2. Reviewing contracts, joint venture agreements, Sale Agreements, Deed of assignment, Legal correspondence and other legal corporate actions.</li> </ol> <p><b><u>Secretarial:</u></b></p> <ol style="list-style-type: none"> <li>1. Preparation of Notices for various Meetings, and duly approved Agenda Notes to be sent to the Directors/Committee Members of the Board/various Committees of the Board.</li> <li>2. Assist in maintenance of various statutory registers/records relating to the Office of Company Secretary.</li> <li>3. Making necessary arrangements required for/at the venue of Meetings.</li> <li>4. Help in the preparation of Minutes of Board/Committee Meetings and Annual General Meetings and maintenance of the approved Minutes in loose-leaf form etc.</li> <li>5. Assist in the preparation of Annual Report including proof reading and dispatch/delivery of Notices of AGM etc. to the Members/Directors/Auditors.</li> <li>6. Assist in filing of various statutory returns/forms with the Registrar of Companies on MCA portal.</li> <li>7. Any other work assign from time to time by HOD / Management.</li> </ol>
<b>Remuneration</b>	Approx CTC Rs.5.00 to 6.50 Lakhs per annum.
<b>Location</b>	GGRC Head Office, Vadodara, Gujarat and willing to travel across India for Project Assignments.
<b>General</b>	Advertised criteria may be relaxed in exceptionally desire candidates.