

### JOB DESCRIPTIONS

| SR NO | POSITION                  | VACANY | ROLE / DEPTT                       | TENURE                            | TENTATIVE CTC PER ANNUM    |
|-------|---------------------------|--------|------------------------------------|-----------------------------------|----------------------------|
| 1     | CFO - Executive Cadre "E" | 1      | Finance & Accounts Deptt           | In Regular Grades                 | Rs.22 Lakhs to Rs.24 Lakhs |
| 2     | *Deputy Managers          | 1      | Document Verification Deptt        | On Fixed Term Contract of 5 Years | Upto Rs.12 Lakhs           |
|       |                           | 1      | Technical Deptt                    |                                   | Upto Rs.12 Lakhs           |
| 3     | IEC Officer               | 1      | MIS - Field Deptt                  | On Fixed Term Contract of 3 Years | Upto Rs.7 Lakhs            |
| 4     | Officers                  | 1      | IT-System Deptt                    | On Fixed Term Contract of 1 Year  | Upto Rs.10.40 Lakhs        |
|       |                           | 1      | System Engineer                    |                                   | Upto Rs.10.40 Lakhs        |
|       |                           | 1      | Consultancy Projects               | On Fixed Term Contract of 1 Year  | Upto Rs.10.40 Lakhs        |
|       |                           | 1      | MIS-Field Deptt (Field Monitoring) |                                   | Upto Rs.9.40 Lakhs         |
|       |                           | 1      | Finance & Accounts Deptt           |                                   | Upto Rs.9.40 Lakhs         |
| 5     | Jr. Officer               | 2      | IT-System Deptt                    | On Fixed Term Contract of 1 Year  | Rs.5.00 to 6.50 Lakhs      |
|       |                           | 3      | Project Deptt                      |                                   | Rs.5.00 to 6.50 Lakhs      |
|       |                           | 2      | Finance / Recommendation Cell      |                                   | Rs.5.00 to 6.50 Lakhs      |
|       |                           | 1      | Purchase & Admin Deptt             |                                   | Rs.5.00 to 6.50 Lakhs      |
|       |                           | 1      | Legal / Secretarial / RTI          |                                   | Rs.5.00 to 6.50 Lakhs      |
|       |                           | 5      | Technical Deptt (Design)           | On Fixed Term Contract of 1 Year  | Rs.5.00 to 6.50 Lakhs      |
|       |                           | 7      | MIS-Field Deptt                    |                                   | Rs.5.00 to 6.50 Lakhs      |
| 6.    | Assistant                 | 3      | IT-System Deptt                    | On Fixed Term Contract of 1 Year  | Upto Rs.4.11 Lakhs         |
|       |                           | 6      | Document Verification Deptt        |                                   | Upto Rs.3.74 Lakhs         |
|       |                           | 1      | Farmer Service Cell                |                                   | Upto Rs.3.74 Lakhs         |
| TOTAL |                           | 40     |                                    |                                   |                            |

**JOB DESCRIPTION FOR THE POSTION OF CHIEF FINANCIAL OFFICER- EXECUTIVE CADRE "E"**  
**(IN REGULAR GRADE)**

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| <b>Post Name</b>           | Chief Financial Officer- Executive Cadre "E" (in Regular Grade)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>No. of Vacancy</b>      | One                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Reporting Authority</b> | Managing Director, GGRC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Age Criteria</b>        | Not more than 50 Years from the date of advertisement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Qualification</b>       | Should be a qualified Chartered Accountant (C.A) / Cost Accountant (ICWA), Additional. Qualification of Company Secretary is desirable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Experience</b>          | <ol style="list-style-type: none"> <li>1. The person, we are looking for should have <b>minimum 7 Years of post qualification experience out of which 3 Years at a Senior Level or as a Key Position in a medium size Industrial Organization, preferably in Public Sector Undertaking</b> having annual turnover of Rs.500 Crore or more.</li> <li>2. Thorough knowledge of Financial Management and Accounting System, Project Financing, Project Appraisal and Project Account is must. Experience in dealing with the financial institutions is also one of the requirements.</li> <li>3. <b>Exposure to IT based Accounting Standards is essential.</b></li> </ol>                                                                                                                                                                                         |
| <b>Job Description</b>     | <ol style="list-style-type: none"> <li>1. Overall control of the Company's Accounting function.</li> <li>2. Responsible for representing the matters pertaining to Finance &amp; Accounting of the Company before the Board / Government Bodies / concerned Authority etc.</li> <li>3. Financial planning and related advice to the Management.</li> <li>4. Manage Government Grant flow, its utilization and ensure timely compliance of the same to the Govt.</li> <li>5. Formulating financial targets and budgets in accordance with the Management Strategy.</li> <li>6. Oversee GGRC's financial performance and other Farmer friendly models and tie-ups.</li> <li>7. Overall control of all financial transactions and accounting matters including pre &amp; post audit.</li> <li>8. Corporate finance, managing company policies regarding</li> </ol> |

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|                     | <p>capital requirements, debt, taxation, etc.,</p> <p>9. Ensuring regulatory requirements of all statutory bodies, etc.</p> <p>10. Develop and empower a strong second tier team.</p> |
| <b>Remuneration</b> | Approx CTC of Rs.22.00 to Rs.24.00 Lacs 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  
DEPUTY MANAGER-MICRO IRRIGATION SCHEME-ON CONTRACT**

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| <b>Post Name</b>       | Deputy Manager (Micro Irrigation Scheme) - Officer Category                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>No. Vacancies</b>   | Two(02)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Contract Tenure</b> | Long fixed term Contract for 5 Years<br>(Can be extended for further period)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Age Criteria</b>    | Not more than 55 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 Govt recognized 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> <li>3. Management qualification is preferred.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Experience</b>      | <ol style="list-style-type: none"> <li>1. B.Sc (Agri / Horti) / B.Tech (Agri. Engg.) with minimum 9 years of post qualification experience.</li> <li>2. M.Sc (Agri / Horti) / M.Tech (Agri. Engg.) with minimum 7 years of post qualification experience.</li> <li>3. 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.</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> | <ol style="list-style-type: none"> <li>1. Achievement of Annual target for Micro Irrigation area coverage as per Management directives. Timely processing of farmers application at all stages e-file/paperless processing (ONLINE) to enhance the process efficiency and speedup the processing</li> <li>2. Frame effective policy for smooth inflow and outflow of Papers/Files/Documents in line with file processing and other related system for proper reporting.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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|                     | <ol style="list-style-type: none"> <li>3. Manpower planning for File Processing Online &amp; offline mode for timely completion of Department targets.</li> <li>4. Complete File/ Documents / Store administration through visual standards like labeling/coding etc. as per requirement.</li> <li>5. Ensure smooth flow of work related to Fresh/New Registration, GUVNL, Duplication, Cancellation activity in line with Micro Irrigation Scheme and other Agriculture related Schemes executed by GGRC.</li> <li>6. Explore updating / innovate technological intervention in MIS processing for speed / efficiency / compliance / transparency.</li> <li>7. Ensure no duplication; rectify errors and appropriate checking/verification from start to end File processing of the Micro Irrigation Scheme and other Agriculture related Schemes.</li> <li>8. Review Processing parameters of Document Verification for Drip Irrigation / Sprinkler Irrigation cases of Farmers and suggest improvement whenever required.</li> <li>9. Coordinate with Suppliers for solving Queries, Manage &amp; resolve sensitive issues amicably related to Farmers / Suppliers to maintain company's goodwill by developing effective grievance redressal.</li> <li>10. Coordination and compliance of various projects with State as well as Central Govt. and their various bodies.</li> <li>11. Participation in Agricultural related Exhibition / Live Telecast for T.V/Radio Programs on need basis and directives of Management.</li> <li>12. Active Participation in various committees constituted for various decisions making for process related to Micro Irrigation Scheme and other Agriculture related Schemes implementation.</li> <li>13. Educate second tier employees as succession plan for department, supervise and review their performance.</li> <li>14. Any other work assign from time to time by HOD / Management.</li> </ol> |
| <b>Remuneration</b> | Approx CTC upto Rs.12.00 Lacs 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  
INFORMATION, EDUCATION & COMMUNICATION (IEC) OFFICER-ON CONTRACT**

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| <b>Post Name</b>       | Information, Education & Communication (IEC) Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>No. Vacancies</b>   | 1 (One)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Contract Tenure</b> | Long fixed term Contract for 3 Years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Age Criteria</b>    | Not more than 55 Years from the date of advertisement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Qualification</b>   | <p>M.Sc (Agri / Horti) or M.Tech (Agri. Engg.) from a Premier College / University / Management Institution as a full time course.</p> <p>B.Sc (Agri/Horti) or B.Tech (Agri. Engg.) from a Premier College / University / Management Institution as a full time course.</p> <p>Management qualification is preferred.</p>                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Experience</b>      | <p>B.Sc (Agri / Horti) / B.Tech (Agri. Engg.) with minimum 9 years of post qualification experience.</p> <p>M.Sc (Agri / Horti) / M.Tech (Agri. Engg.) with minimum 7 years of post qualification experience.</p> <p>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.</p> <p>Candidate should have work experience in Public Sector Undertaking in Gujarat.</p>                                                                    |
| <b>Job Description</b> | <ol style="list-style-type: none"> <li>1. Participate in developing and evaluating feasibility, efficiency and quality of Information, Education and Communication Materials.</li> <li>2. Coordinate and Communicate with Beneficiary Farmers, various Government Departments, MIS Suppliers, Third Party Inspection Agencies, etc.</li> <li>3. Conducting awareness Programs such as Campaigns, Events, Information, Dissemination, Workshop etc.</li> <li>4. Create, Maintain and Update the IEC Materials.</li> <li>5. Provide essential information of Agronomy, Sustainable Cotton initiative, Protected Cultivation Structure (PCS) and other various agriculture related schemes of Government.</li> </ol> |

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|                     | 6. Arrange time to time Farmer Education Program.<br>7. Promotional activity such as organization of Farmer's meetings, night meetings, field demonstration and van campaigning.<br>8. Extension activities of GGRC functionality by Participating in fair, Agriculture related exhibition, enrollment of Krushi Jeevan Magazine, release of Press Notes<br>9. Develop / Design Key Promotional messages in consultation with Project Department.<br>10. Any other work assign from time to time by HOD / Management. |
| <b>Remuneration</b> | Approx CTC upto Rs.7.0 Lacs per annum.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Location</b>     | GGRC Head Office / Anywhere in 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  
OFFICER (IT) - ON CONTRACT**

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| <b>Post Name</b>       | Officer (IT)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>No. Vacancies</b>   | 1 (One)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Contract Tenure</b> | Fixed Term Contract for a period of One Year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Age Criteria</b>    | Not more than 45 Years from the date of advertisement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Qualification</b>   | <p>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.</p> <p>Masters qualification will be preferred.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Experience</b>      | <p>In case of M.E / M.Tech, minimum 6 Years of experience in Microsoft Technologies.</p> <p style="text-align: center;">OR</p> <p>In case of B.E / B.Tech / M.C.A, minimum 8 Years of experience in Microsoft Technologies.</p> <p>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.</p> <p>Software analysis, Design &amp; Development.</p> <p>Thorough knowledge of Microsoft Technologies, having good exposure for development of applications/portal for Govt. scheme implementation (Micro Irrigation OR any other Govt scheme).</p> <p>Experience of customized development of Portal / Applications / Modules, Testing / Query resolved / Debugging etc.</p> <p>User training</p> |
| <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</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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| <b>Job Description</b> | <p>able to manage a sub-team of 3 to 5 people.</p> <ol style="list-style-type: none"> <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 upto Rs.10.40 Lacs 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**  
**SYSTEM ENGINEER - ON CONTRACT**

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| <b>Post Name</b>       | System Engineer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>No. Vacancies</b>   | 1 (One)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Contract Tenure</b> | Fixed Term Contract for a period of One Year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Age Criteria</b>    | Not more than 45 Years from the date of advertisement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Qualification</b>   | B.E / M.E or B.Tech / M.Tech in Information Technology or Electronics & Communication or Computer Science or M.C.A from a Premier College / University / Institution as a full time course.<br><br>Certification of IBM Certified / MCSE/CCNA is desired.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Experience</b>      | Essential: Minimum 3 to 5 years of post qualification experience in the field of System Administration, Network & Hardware etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Job Description</b> | <ol style="list-style-type: none"> <li>1. Candidate seeks to ensure that the uptime, performance, resources, and security of the servers and meet the needs of the users.</li> <li>2. Configure and manage networking in AIX/LINUX/MICROSOFT.</li> <li>3. To meet these needs, a system administrator may acquire, install, or upgrade related OS and Software; provide routine automation; maintain security policies; troubleshoot; train and/or supervise staff; or technical support in projects.</li> <li>4. Should be a specialist in OS and network security, including the administration of security devices such as firewalls, as well as consulting on general security measures.</li> <li>5. Configuring and managing system security</li> <li>6. Manager PowerVM components such as AME, AMS, Shared Processor Pools, etc.</li> <li>7. OS &amp; Devices management, HDD Addition / Deletion</li> <li>8. File System management, Shell script creation, Recovery of File System management</li> <li>9. Skills to administrate RHEL OS servers, Storage Admin, SAN Switch admin, Windows 2003, Scripting.</li> <li>10. User, Group Management, Access privilege management</li> <li>11. Patch Application Management, Antivirus management</li> <li>12. Introducing and integrating new technologies into existing data center environments.</li> <li>13. Applying operating system updates, patches, and configuration changes.</li> <li>14. Installing and configuring new hardware and software including SAP Client installation &amp; configuration.</li> <li>15. Answering technical queries and assisting users.</li> <li>16. Responsibility for documenting the configuration of the system.</li> <li>17. Troubleshooting any reported problems, System performance tuning.</li> <li>18. Ensuring that the network infrastructure is up and running.</li> <li>19. Create and manage backup and recovery policy</li> <li>20. Update to new version of OS, application software and patches as required</li> <li>21. Implementing various security features</li> <li>22. IP Management / L2 &amp; L3 Switches &amp; VLAN Configuration</li> <li>23. DC LAN management, Router Configuration</li> <li>24. Network Traffic management &amp; Monitoring</li> <li>25. NTP server monitoring &amp; management</li> </ol> |

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|                     | 26. Solar wind, CISCO LMS, Smart centre server, Network Load Balancer configuration and monitoring.<br>27. Ensure Data Centre connectivity with WAN room<br>28. Switch port detail update/management<br>29. Firewall rule set management<br>30. Firewall configuration management<br>31. Server Documents, Network document updates whenever changes are made.<br>32. Performs other duties as assigned. |
| <b>Remuneration</b> | Approx CTC upto Rs.10.40 Lacs 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  
OFFICER (CONSULTANCY PROJECTS)-ON CONTRACT**

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| <b>Post Name</b>       | Officer - Consultancy Projects                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>No. Vacancies</b>   | 1 (One)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Contract Tenure</b> | Fixed Term Contract for a period of One Year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Age Criteria</b>    | Not more than 45 Years from the date of advertisement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Qualification</b>   | <p>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.</p> <p>Masters qualification will be preferred.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Experience</b>      | <p>In case of M.E / M.Tech, minimum 6 Years of experience in Microsoft Technologies.</p> <p style="text-align: center;">OR</p> <p>In case of B.E / B.Tech / M.C.A, minimum 8 Years of experience in Microsoft Technologies.</p> <p>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.</p> <p>Software analysis, Design &amp; Development.</p> <p>Thorough knowledge of Microsoft Technologies, having good exposure for development of applications/portal for Govt. scheme implementation (Micro Irrigation OR any other Govt scheme).</p> <p>Experience of customized development of Portal / Applications / Modules, Testing / Query resolved / Debugging etc.</p> <p>User training</p> |
| <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</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                     | <p>able to manage a sub-team of 3 to 5 people.</p> <ol style="list-style-type: none"> <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 upto Rs.10.40 Lacs 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 OFFICER (FINANCE) - ON CONTRACT**

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|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Post Name</b>                      | Officer (Finance)                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>No. of Vacancy</b>                 | 1 (One)                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Contract Tenure</b>                | Fixed Term Contract for a period of One Year                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Age Criteria</b>                   | Not more than 40 Years from the date of advertisement                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Qualification &amp; Experience</b> | Qualified Chartered Accountant (C.A) / Cost Accountant (ICWA) with minimum 1 Year of post qualification experience.<br>or<br>M.Com with Advanced Accountancy, Taxation and Auditing with minimum 3 years of relevant post qualification experience.<br>or<br>B.Com with Advanced Accountancy, Taxation and Auditing with minimum 5 years of post qualification experience.<br><br>(Experience in SAP/ERP is an added advantage.)                                         |
| <b>Job Description</b>                | <ol style="list-style-type: none"><li>1. All accounting functions related to vendor management.</li><li>2. Vendor ledger Management</li><li>3. Disbursement of Advance payment</li><li>4. Management of Security Deposit / Retention Money</li><li>5. Final Payment</li><li>6. UC Audit (other than Partner Accounts)</li><li>7. Provide financial data to Coordination Department for receipt of Grants</li><li>8. Any other jobs assigned from time to time.</li></ol> |
| <b>Remuneration</b>                   | Approx CTC upto Rs.9.40 Lacs 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 POSTION OF JUNIOR OFFICER-ON CONTRACT  
FOR SYSTEM DEPARTMENT (IT)**

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|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Post Name</b>       | Junior Officer-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 One Year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <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 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.<br><br>or<br>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.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 qualified candidates.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |



**JOB DESCRIPTION FOR THE POSTION OF JR. OFFICER (FINANCE) - ON CONTRACT**

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|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Post Name</b>                      | Junior Officer (Finance) - on Contract                                                                                                                                                                                                                                                             |
| <b>No. Vacancies</b>                  | Two (02)                                                                                                                                                                                                                                                                                           |
| <b>Contract Tenure</b>                | Fixed Term Contract for a period of One Year                                                                                                                                                                                                                                                       |
| <b>Age Criteria</b>                   | Not more than 35 Years from the date of advertisement                                                                                                                                                                                                                                              |
| <b>Qualification &amp; Experience</b> | M.Com with Advanced Accountancy, Taxation and Auditing with minimum 1 year of relevant post qualification experience.<br>OR<br>B.Com with Advanced Accountancy, Taxation and Auditing with minimum 3 years of post qualification experience.<br><br>(Experience in SAP/ERP is an added advantage.) |
| <b>Job Profile</b>                    | 1. All accounting functions up to finalization of Balance Sheet.<br><br>2. Co-ordination with Statutory & Internal Auditor for finalizing Audit & Income Tax Return.<br><br>3. All statutory payments like PF, ESIC, TDS, GST<br><br>4. Any other jobs assigned from time to time.                 |
| <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 OFFICERS (PURCHASE & ADMIN)-ON CONTRACT**

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|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Post Name</b>       | Junior Officers (Purchase & Admin)-on Contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>No. of Vacancy</b>  | 01 (One)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Contract Tenure</b> | Fixed Term Contract for a period of One Year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <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>      | <p>Post Graduate with minimum 5 Years of post qualification experience or Graduate with minimum 7 Years of post qualification experience of handling Purchase &amp; Admin Department of reputed Organization / Govt. Agency.</p> <p>Candidate with experience of working/acquainted with GEM portal / n(code) / SAP and/or other GOVT portal will be preferred.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <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, budgeting 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 POSTIONS OF  
JUNIOR OFFICERS (LEGAL / SECRETARIAL)-ON CONTRACT**

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|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Post Name</b>       | Junior Officers (Legal / Secretarial)-on Contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>No. of Vacancy</b>  | 01 (One)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Contract Tenure</b> | Fixed Term Contract for a period of One Year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Age Criteria</b>    | Not more than 32 Years from the date of advertisement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Qualification</b>   | Qualified Company Secretary from The Institute of Company Secretaries of India.<br><br>Degree of Law (LL.B.) is preferable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Experience</b>      | Min. 2 to 3 years Post Qualification Experience of handling Secretarial functions in Secretarial Department 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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

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| <b>Post Name</b>                      | Junior Officers (Technical)-on Contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>No. of Vacancy</b>                 | 05 (Five)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Contract Tenure</b>                | Fixed Term Contract for a period of One Year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <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 OFFICERS (FIELD OPERATIONS)-ON CONTRACT**

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|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Post Name</b>       | Junior Officers (Field Operations)-on Contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>No. of Vacancy</b>  | 07 (Seven)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Contract Tenure</b> | Fixed Term Contract for a period of One Year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <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 to 3 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 POSTION OF ASSISTANT(IT)-ON CONTRACT  
FOR SYSTEM DEPARTMENT (IT)**

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|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Post Name</b>       | Assistant (IT)-on Contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>No. Vacancies</b>   | Three (03)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Contract Tenure</b> | Fixed Term Contract for a period of One Year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Age Criteria</b>    | Not more than 30 Years from the date of advertisement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Qualification</b>   | B.E / B.Tech in IT or Computer Science / M.C.A or B.C.A with minimum 55% from a Premier College / University / Management Institution as a full time course.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Experience</b>      | In case of B.E / B.Tech / M.C.A, minimum 1 Year of experience in Microsoft Technologies.<br><br>or<br>In case of B.C.A, minimum 2 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.</li> <li>3. Should be able to translate the clients' business requirements into systems design.</li> <li>4. Understanding of Project life cycle process to effectively be able to work as Team Member.</li> <li>5. Development in Microsoft .NET Technologies - C#, ASP.NET, VB.NET.</li> <li>6. Knowledge of XML, Win Forms, web services, WCF, WPF and frameworks like MVC and WebAPI is good to have.</li> <li>7. Knowledge of IIS, Android, IOS, PHP, JUMLA, SAP will be added advantage.</li> <li>8. Database knowledge (SP, Views and database concepts), SQL Server.</li> <li>9. Reporting Knowledge of Crystal Reports and Microsoft Reporting tool.</li> <li>10. Ajax, JavaScript and JQuery knowledge</li> <li>11. Ability to diagnose and solve software faults as well as user queries</li> <li>12. Basic Application Security Aspects.</li> </ol> |
| <b>Remuneration</b>    | Approx CTC upto Rs.4.11 Lacs 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  
ASSISTANT (DOCUMENT VERIFICATION)-ON CONTRACT**

|                        |                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Post Name</b>       | Assistant (Document Verification)-on Contract                                                                                                                                                                                                                                                                                                                                                 |
| <b>No. of Vacancy</b>  | 06 (Six)                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Contract Tenure</b> | Fixed Term Contract for a period of One Year                                                                                                                                                                                                                                                                                                                                                  |
| <b>Age Criteria</b>    | Not more than 28 years as on the date of advertisement. Age relaxation for highly experienced candidates.                                                                                                                                                                                                                                                                                     |
| <b>Qualification</b>   | <b>B.Sc. (Agri/Horti)/ BRS / Diploma (Agri) with minimum 55% from a Govt. recognized Agricultural College / University as a full time course.</b><br><br>Basic computer knowledge word/excel <b>needed.</b>                                                                                                                                                                                   |
| <b>Experience</b>      | <b>Fresher in case of Graduation or minimum 2 years of experience in case of Diploma</b> in agriculture field extension activities/promotion of Agro inputs from reputed Organization / Govt. Agency.                                                                                                                                                                                         |
| <b>Job Description</b> | <ol style="list-style-type: none"> <li>1. Data entry and verification of the farmers application documents for Micro irrigation i.e. revenue docs, Aadhar, bank details etc as per defined Checkpoints as per the specified targets given.</li> <li>2. Online &amp; offline verification process.</li> <li>3. Record keeping.</li> <li>4. Any other work assign from time to time.</li> </ol> |
| <b>Remuneration</b>    | Approx CTC upto Rs.3.74 Lacs per Annum.                                                                                                                                                                                                                                                                                                                                                       |
| <b>Location</b>        | GGRC Head Office, Vadodara, Gujarat and willing to travel as per need for Project Assignments.                                                                                                                                                                                                                                                                                                |
| <b>General</b>         | Advertised criteria may be relaxed in exceptionally desire candidates.                                                                                                                                                                                                                                                                                                                        |

**JOB DESCRIPTION FOR THE POSTIONS OF  
ASSISTANT (FARMER SERVICE CELL)-ON CONTRACT**

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|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Post Name</b>       | Assistant (Farmer Service Cell)-on Contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>No. of Vacancy</b>  | 01 (One)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Contract Tenure</b> | Fixed Term Contract for a period of One Year                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Age Criteria</b>    | Not more than 28 years from the date of advertisement                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Qualification</b>   | <b>B.Sc. (Agri/Horti) / BRS / Diploma (Agri) with minimum 55% from a Govt. recognized Agricultural College / University as a full time course. Good grip on Gujarati &amp; English typing is needed.</b><br><br>Basic computer knowledge word/excel needed.                                                                                                                                                                                                                                                   |
| <b>Experience</b>      | <b>Fresher in case of Graduation or minimum 2 years of experience in case of Diploma.</b><br><br>Telephonic communication/toll free/farmer call centre will be preferred.                                                                                                                                                                                                                                                                                                                                     |
| <b>Job Description</b> | <ol style="list-style-type: none"> <li>1. Farmers' service communication (written &amp; telephonic) related to farmers queries/complaints/grievances.</li> <li>2. Compliance correspondence with stake holders like farmers, Companies/Third parties/ Govt. dept.</li> <li>3. Compliance &amp; updates of grievance records on various Government portals.</li> <li>4. Coordination for documentation/collection.</li> <li>5. Record keeping.</li> <li>6. Any other work assign from time to time.</li> </ol> |
| <b>Remuneration</b>    | Approx CTC upto Rs.3.74 Lacs per Annum.                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Location</b>        | GGRC Head Office, Vadodara, Gujarat and willing to travel as per need for Project Assignments.                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>General</b>         | Advertised criteria may be relaxed in exceptionally desire candidates.                                                                                                                                                                                                                                                                                                                                                                                                                                        |