

**CENTRE FOR INTERNATIONAL COOPERATION AND
TRAINING IN AGRICULTURE, PUNE (CICTAB)**

VAMNICOM Campus, S P Pune University Road, Chaturshring, Pune – 411 007

Position: IT Associate : **01 Post**

Roles and responsibilities

- Create content pieces such as Flyers that appeal to CICTAB stakeholders, and boost the visibility of CICTAB.
- Produce content marketing campaigns to drive leads and subscribers for CICTAB
- Utilize SEO best practices to generate traffic for CICTAB website.
- Keep up-to-date with technical developments for CICTAB Website

Remuneration – IT Associate will be paid Rs. 35,000/- per month depending on qualification, experience, merit, performance in the interview/test. No other allowances are admissible.

Educational Qualification :

M.Sc./MCA/M.Tech in Computer Science/Information Technologies

Age: less than 30 years

Qualifications : *Technical skills, knowledge, and experience*

Essential:

- 1-3 years of experience in IT support.
- Good Understanding of basic computer hardware concepts and terminologies.
- Experience in supporting end-user hardware equipment's like Desktop, laptops, Printers and scanners.
- Experience in supporting Windows operating system and Client software like MS Office, VPN etc.
- Strong troubleshooting skills of IT systems
- Good written and verbal communication skills.
- Proficiency in HTML, CSS
- Basic knowledge of Php
- Up-to-date with the latest Web trends, techniques, and technologies
- Knowledge of Photoshop, Illustrator, or other visual design and wire-framing tools will be plus
- Experience on digital marketing courses

Personal skills and attributes

- Organised and attention to detail
- Strong team player
- Strong networking skills
- The ability to identify issues in advance
- The ability to quickly understand new ideas and concepts

Tenure: The appointment is for a period of one year. The appointment can be extended for a further period of one more year if the performance is satisfactory and there is requirement. No T.A./D.A. is admissible for appearing at the interview.

Last Date for submission by email to cictab@hotmail.com : 14th May, 2022

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APPLICATION FOR THE POST OF IT ASSOCIATE

1. Name with initials (in block letters) :
2. Age & date of birth :
3. Permanent address with Pin Code :
4. a) Address for communication with Pin Code :
- b) Landline number :
- c) Mobile number :
- d) Email address :
5. Father's/ Husband's name :
6. Nationality :
7. Educational qualifications (Pl. attach copy) :

Affix a recent
Passport size
photograph

Sl. No.	Qualifications (starting from Matriculation onwards)	Board / University	Year	Divn / % of marks

8. Experience (Pl. attach copy):

Post held	Institution	Period	
		From	To

9. Any other relevant information :

10. I hereby declare that I have read all the terms and conditions for the appointment of Academic Associate. I understand that this appointment is of purely temporary nature and in no condition I will ask for permanent recruitment or benefits.

Place :

Date :

Signature of candidate