

**Recruitment in Nainital Zoo/Bharat Ratna Pt. GovindBallabh Pant, High
Altitude Zoo, Nainital, of Uttarakhand Forest Department, Govt. of
Uttarakhand**

Hon'ble Governor of Uttarakhand invites sealed applications for the post of Software/web Developer/Programmer(1), Database Administrator (1) and Data Entry Operator (2) through service provider/consultancy agency for the Office of Director, Nainital Zoo. Service Provider/ Consultant agency having experience and ability as per the TOR should send sealed applications indicating about CV's of their applicants up to 5:00 pm on Dated 05-09-2016 to the O/O Director, Bharat Ratna Pt. GovindBallabh Pant, High Altitude Zoo, Nainital, Pincode-263002.

Other necessary information/ Terms-Conditions and TOR can be seen on our departmental website- www.forest.uk.gov.in and on www.nainitalzoo.org

Terms and Conditions

1. Candidates should apply in prescribed Performa.
2. Candidates applying for more than one post should submit separate applications.
3. Candidates will have to produce the proof of details furnished in their applications, in original, as and when required.
4. Applications received after the due date, unsigned applications, applications where the post no. is not filled in/not filled in correctly and applications incomplete in any respect will not be considered.
5. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regards to their selection/recruitment shall result in disqualification of candidature and shall attract Police action.
6. It may be noted that if, at any stage, it is discovered that an attempt has been made by the applicant to wilfully conceal or misrepresent the facts, his candidature will be summarily rejected or his employment terminated.
7. The applications must be sent by post in neatly typed out form in A-4 size paper 210x297 mm.
8. Candidates should keep their mobile number and e-mail ID active for the entire duration of the recruitment drive. All official communication will be send to their respective e-mail ID.
9. The applications will be scrutinized on the basis of experience and educational qualification possessed by the candidate. The number of candidates short listed for Personal interview and Testing shall depend on this criteria as well as Government norms. List of candidates short listed shall be displayed on departmental website (www.forest.uk.gov.in and on www.nainitalzoo.org) within one week of last date of the application submission.
10. Taking into consideration the performance in the test on computer and Personal interview, the select list will be prepared.
11. The list of candidates short listed for the Personal interview will be published on Uttarakhand Forest Department's website www.forest.uk.gov.in and on www.nainitalzoo.org.
12. Prescribed qualifications are minimum and mere possession of the same does not entitle the candidate to be called for test and interview.
13. The decision of the recruitment committee in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
14. Candidates should produce "No Objection Certificate" from the concerned department or organization at the time of attending the personal interview.
15. Candidate will not be eligible for the appointment if he/she punished by any court in the civil/Criminal cases. Candidate must produce the details, if he/she facing police inquiry/outstanding court matter or punishment if any; selected candidate must submit NOC from the police department at the time of appointment.
16. The Director, Bharat Ratna Pt. GovindBallabh Pant, High Altitude Zoo, Nainital,forest department, Uttarakhand reserves all the right to cancel the Advertisement fully or partly on any ground, any time.
17. The applications received after 5:00 PM dated 05-09-2016 shall not be considered in any case.

Tenure: –

All appointments to the posts shall be purely on contractual basis initially for 8 (eight) months. The tenure may be extended further as per policies/guidelines. However, the term may be terminated at any time, if the incumbent is found lacking.

Work Place:-

Office of Bharat Ratna Pt. GovindBallabh Pant, High Altitude Zoo, Nainital, **OR** DFO Nainital, forest department, Uttarakhand **OR** any other palce specified by The Director, Bharat Ratna Pt. GovindBallabh Pant, High Altitude Zoo, Nainital.

Wages:-

A fixed remuneration/salary of Rs. 30,000 per month for Software Developer/Programmer, Database AdministratorRs. 25,000 per month and Rs. 15,000 per month for Data Entry Operator shall be given to employee.

Selection Procedure:-

Candidates will be selected by selection committee, which would be set up by The Director, Bharat Ratna Pt. GovindBallabh Pant, High Altitude Zoo, Nainital.

Ranking of the Candidate will be based on:

1. Educational Qualification
2. Desirable Skills
3. Experience
4. Aptitude test.
5. Skill test
6. Viva -voce

Screening of CV's will be done in first phase

Terms of Reference (TOR)

1. SOFTWARE DEVELOPER/PROGRAMMER:-

Duties and Responsibilities-

- 1-Development, Designing & testing of Software applications and packages for various projects in the areas of MIS applications, RDBMS, Networks, Multimedia etc. The job will include interaction with users to design various Application products. The candidate required to undertake field visits for successful implementation of the Project with reference to all technical aspects.
- 2- Analyze users' needs and then design, test, and develop software to meet those needs
- 3- Recommend software upgrades for customers' existing programs and systems
- 4- Design each piece of an application or a system and plan how the pieces will work together
- 5- Create a variety of models and diagrams (such as flowcharts) that instruct programmers how to write software code
- 6- Ensure that a program continues to function normally through software maintenance and testing
- 7- Document every aspect of an application or a system as a reference for future maintenance and upgrades
- 8- Collaborate with other computer specialists to create optimum software
- 9- Software developers are in charge of the entire development process for a software program
- 10- Installs, configures, upgrades and migrates database server software and related products.
- 11- Monitors and optimizes the performance of the database including SQL tuning; performs storage and capacity planning
- 12- Performs troubleshooting, resolution and root cause analysis for routine to complex database performance and outages; ensures compliance with database vendor license agreement; contacts database vendor for technical support.
- 13- Creates and administers objects (e.g. tables, views, indexes, triggers and stored procedures) using change control procedures.
- 14- Implements, maintains and monitors database security in accordance with standards while following policies and procedures for security, consistency, manageability and integrity of databases.
- 15- Plans and implements operating procedures for database backup and recovery and refreshing of databases; designs, implements, administers and maintains data replication; executes and monitors procedures for archiving operational data in compliance with data retention requirements.
- 16- Analytical/problem solving skills: Ability to develop concepts, evaluate data and work toward practical solutions.
- 17- Assists in development of policies, procedures, standards and best practices used by database administration.
- 18- Develops, implements and maintained data migrations, extract transform and load functions.
- 19- Other necessary works as and when given by Director, Bharat Ratna Pt. GovindBallabh Pant, High Altitude Zoo, Nainital or DFO-Nainital would have to be taken.

Database Administrator-(Networking & Cyber Security)

Duties and Responsibilities-

1. Primary duties will include installation and maintenance of servers, desktops, security devices and other network components. Developing scripts, system related project management, backups of applications, systems and other important data.
2. Design, configure, deploy, and maintain the state enterprise security infrastructure
3. Analyze problems; recommend solutions, products, and technologies to meet objectives of Uttarakhand Forest department.
4. Actively protect MIS & software of Uttarakhand Forest Department and infrastructure from external or internal threats and ensure that the policies complies with statutory and regulatory requirements regarding information access, security and privacy
5. Implement firewall solutions to properly secure data and provide consultation on all new firewall implementations, firewall configuration changes, and projects requiring security operational support
6. Assist the end-user, other IT professionals of Uttarakhand Forest department in requesting security variances and implementation of subsequent configuration change requests
7. Recommend best security practices to achieve objectives, advises on risk assumptions for any variances granted, and provides alternatives to achieve desired end results
8. Assist in incident response for any breaches, intrusions, or theft
9. Monitor systems for any anomalies, proper updating, and patching
10. Monitor vendor websites for potential threat alerts and software upgrades
11. Maintains system documentation and configuration data for regulatory and audit purposes
12. Coach and guide employees of department in their incident response, directing incident first responder actions, and appropriately escalating issues.
13. Other necessary works as and when given by Director, Bharat Ratna Pt. Govind Ballabh Pant, High Altitude Zoo, Nainital or DFO-Nainital would have to be taken.

Required Minimum Qualifications-

Software Developer/Programmer:-

1	Educational Qualification	MCA/Post Graduation in Computer Science/ Computer Application/Information Technology from a recognized University or the equivalent.
2	Experience	A minimum of 3 years of progressively responsible professional experience in related sector in related field of Database Administration.
3	Desirable Skills	Software Database- PHP, .NET, My SQL, JQUERY, HTML, SQL, software testing, web designing
4	Typing Skills	English and Hindi typing skills.
5	Language	Reading, Verbal and Writing skills in Hindi and English

Database Administrator-Networking & Cyber Security

1	Educational Qualification	MCA/Post Graduation in Computer Science/ Computer Application/Information Technology from a recognized University or the equivalent.
2	Experience	A minimum of 3 years of progressively responsible professional experience in database creation, Maintenance.
3	Desirable Skills	MCSA, CCNA, CCENT, CCNP, JNCIP, CISSP, CISM, Networking, Data Security
4	Typing Skills	English and Hindi typing skills.
5	Language	Reading, Verbal and Writing skills in Hindi and English

Note:

1. Selection of candidates would be done through grading/ point system.
2. Extra qualification would be treated as additionality.
3. Preference would be given to the candidates who have worked with Forest Department.

Terms of Reference (TOR)

Duties and Responsibilities For Data Entry Operator:-

Scope of Work

- 1- Insert and update data on a frequent basis. Proofread data for accuracy.
- 2- Use algorithms and other methods to clean the data (e.g. fill holes, ensure usability).
- 3- Retrieve and review data from external sites, clients, and/or projects managers.
- 4- Report technological or other issues that affect productivity.
- 5- Develop new methods to enter data more efficiently.
- 6- Communicate with data collection specialists to verify data that might be unclear.
- 7- Maintain the hardware and equipment required for the job.
- 8- Support the training of new Data Entry Operators.
- 9- Input identifiable information to allow for data tracking.
- 10- A proven track record of working with data entry.
- 11- Team Leadership skills, ability to work productively and maintain effective relationships in multidisciplinary and multicultural teams as well as to cultivate a culture of information and knowledge sharing.
- 12- Other necessary works as and when given by Director, Bharat Ratna Pt. Govind Ballabh Pant, High Altitude Zoo, Nainital or DFO-Nainital would have to be taken.

Required Minimum Qualifications-

1	Educational Qualification	Graduation in Computer Science/ Computer Application/Information Technology from a recognized University. from a recognized University or the equivalent
2	Experience	2 years of relevant experience which includes core responsibility of computer hardware and software.
3	Desirable Skills	Typing skills of English and Hindi typing skills.
4	Additional Skills	Software Database- PHP, .NET and ASP.NET, My SQL, JQUERY, HTML, SQL, Networking, Web designing etc.
5	Language	Reading, Verbal and Writing skills in Hindi and English

Note:

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Self-Attested Passport
Size
Photograph

Proforma for application:

01. The Post applied for :
02. Name (in block letters):
03. Date of Birth:
04. Nationality:
05. Father`s/Spouse`s name:
06. Address for correspondence (with Telephone/Mobile Nos. and e-mail ID address:
07. Permanent address:
08. Qualifications:

(a) Educational Qualifications: (Starting from minimum 12th standard onwards)

S. No.	Course/Degree	Subject(s)	University/Institute	Year of passing	Division/Grade/Percentage of marks

(b) Professional Qualifications:-

9. Total experience directly relevant to the post applied for (in months):-
10. Total employment experience and details (in months) indicating the nature of duties and responsibilities including experience of working with externally aided projects, if any:

S. No.	Organisation /Institute	Period From To	Nature of duties and responsibilities including experience with externally aided projects, if any	Remarks

11. If selected, minimum time required to join the post:
12. Any other information:

Declaration

I affirm that information given in this application is true and correct. I also fully understand that if at any stage it is discovered that any attempt has been made by me to willfully conceal or misrepresent the facts, my candidature may summarily be rejected or employment terminated.

Place
Date

(Signature of the applicant)