

Employment Notice

Samagra Shiksha, Chandigarh invites applications from eligible candidates to fill up 01 post of Project Manager-MIS on contract basis as per detail given below:

Qualification:

- i. B.Tech/B.E. in Computer Science/Information Technology/MCA/M.Sc-IT or Computer Science or equivalent qualification.
- ii. Minimum 05 years experience in IT field.

Age Limit:

The age limit for the post is 18 to 37 years. The age is to be calculated as on 01.01.2025. (Age relaxation: - SC, OBC, Ex-servicemen or any other category will be given age relaxation as per the rules/instructions issued by Govt. of India/ Chandigarh Administration in this regard.)

Remuneration: Rs. 54870/- per month Consolidated.

Job role and responsibilities:

- a) Analyze trends & provide insights for strategic decision making.
- b) Maintain and update database, spreadsheets and MIS dashboard.
- c) Knowledge of data collection, validation and reporting structures.
- d) Managing, & monitoring web applications and database of website.
- e) Expertise in designing specifications for establishing ICT Labs and Smart Classrooms.
- f) Knowledge of Data Analytical Tools i.e. power BI, Tableau etc.
- g) Expert knowledge of Excel, PPT and Word.
- h) Any other responsibility assigned from time to time.

Selection Criteria:

Qualification	Marks
B.Tech/B.E. in Computer Science/Information Technology/ MCA/M.Sc-IT or Computer Science or equivalent qualification	35 marks - $\frac{\% \text{ of Marks obtained}}{\text{Maximum Marks}} \times 35$
Experience: Minimum 05 years' experience in IT field (As per job role and responsibilities) (beyond 5 years' experience will be counted for weightage)	5 marks (½ marks per 6 months i.e. 1 mark per year)
Interaction	20 marks
Total	60 marks

*Weightage of experience will only be awarded to those candidates who fulfill all the Conditions mentioned below:

- i. Proper dates from and to mentioned in the experience i.e. Date/Month/Year.
- ii. Experience Certificate in the relevant field for which post he/she has applied for.

Candidate should submit complete filled in application in prescribed pro-forma (with self-attested photocopies of qualification and experience) by **25.09.2025** till **2.00PM** at Samagra Shiksha, Establishment Branch, 3rd Floor, Additional Deluxe Building, Sector-9D Chandigarh.

Interaction will be held on **30.09.2025 at 10AM** at GMSSS-10, UT, Chandigarh. No separate intimation/information will be sent.

-Sd-
State Project Director
Samagra Shiksha
Chandigarh

STATE PROJECT DIRECTOR-CUM-DSE
Samagra Shiksha, Chandigarh
3rd Floor, Additional Deluxe Building, Sector-9-D, Chandigarh
Phone: 0172-5067076, Email id: ssautchd@yahoo.co.in
Website : ssachd.nic.in

EMPLOYMENT NOTICE

Samagra Shiksha, Chandigarh invites applications from eligible candidates to fill up 01 post of Project Manager-MIS on contractual basis under Samagra Shiksha at fixed remuneration of Rs. 54870/- per month.

Details regarding requisite qualifications, age, experience, selection criteria, general Instructions and other details etc. are available on website of Samagra Shiksha Chandigarh i.e. www.ssachd.nic.in. Applications in the prescribed proforma (available on the website) alongwith self-attested photocopies of Educational Qualifications, Experience and recent passport size photograph may be sent to the State Project Director, Samagra Shiksha, Establishment Branch, 3rd Floor, Additional Deluxe Building, Sector-9-D Chandigarh by **25.09.2025 till 2:00PM.**

Interaction will be held on **30.09.2025 at 10AM at GMSSS-10, UT, Chandigarh**. No separate intimation/information will be sent.

-Sd-

State Project Director
Samagra Shiksha, Chandigarh

Date: 17.09.2025

Application Form

Name of the post : _____

1. Full Name : _____

2. Sex (Male / Female) : _____

3. Father's Name : _____

4. Date of Birth : _____

5. Age (as on 01.01.2025): _____ Years _____ months _____ days

6. Category : _____

7. Permanent Address : _____

8. Correspondence : _____

Address & Email Id _____

9. Telephone / Mobile No. : _____

Passport size
photograph (self
attested)

10. Educational Qualification:

Sr. No.	Examination	University	Year of passing	Maximum Marks	Mark obtained	Percentage
1.						
2.						
3.						
4.						
5.						

11. Computer Proficiency: _____

12. Experience :

Sr. No	Name of the Organization	Designation	Period (exact date to be mentioned)

DECLARATION: I hereby declare that :-

- 1. All the statements made in this application form are true complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, or ineligibility being detected after the document Verification/Selection / Appointment, my candidature may be cancelled and action can be taken against me. Any variation in application and documents at the time of verification will be rejected.
- 2. I have read the details in advertisement of Samagra Shiksha, Chandigarh carefully and I hereby undertake to abide by them, I fulfil all the eligibility regarding age, qualification etc. prescribed in the advertisement and other relevant rules and instructions.
- 3. I have never been convicted by criminal court.
- 4. I understand that my candidature will be provisional throughout the recruitment process.
- 5. Self-attested photocopies of Educational Qualification and Experience Certificates are attached.

Date: Signature of Candidate