



## **Madhya Pradesh State Electronics Development Corporation Ltd.**

State IT Centre, 47-A, Arera Hills, Bhopal – 462 011

### **Appointment**

MPSEDC invites applications for the post of Manager(MIS) on Contract basis.

**Manager MIS** (01 Post)

**Qualification & Experience:** Graduation in any discipline with at least 6 years experience in project management including 3 yrs of supervisory, managerial experience in field based time bound data collection /enrolment project with 1 yr in UIDAI project preferably in MP.

**Salary:** Up to 7 Lakh per annum.

The appointment shall be on contract basis initially for a period of one year extendable on satisfactory performance. For more details, please visit our Website. Interested candidates may submit their detailed resumes to [info@mpsedc.com](mailto:info@mpsedc.com) mentioning the post applied by 17.10.2016.

**Chief General Manger**

**MP State Electronics Development Corp. Ltd.**

State IT Centre, 47-A, Arera Hills, Bhopal-462011. Ph # 0755-2518604

[www.mpsedc.com](http://www.mpsedc.com)



## **Madhya Pradesh State Electronics Development Corporation Ltd.**

State IT Centre, 47-A, Arera Hills, Bhopal – 462 011

### **MPSEDC invites applications for the following Vacancy**

#### **1. MANAGER (MIS) – 01 POST**

##### **(i) QUALIFICATION & EXPERIENCE**

Graduation in any discipline with at least 6 years experience in project management including 3 yrs of supervisory, managerial experience in field based time bound data collection/enrolment project with 1 yr in UIDAI project preferably in MP.

##### **(ii) SALARY**

Up to 7 Lakh per annum.

##### **(iii) JOB OBJECTIVE**

The objective of this job is to provide support in day to day data collection necessary for implementation of UID Project. UID portal management and supporting the state Registrar, District Authorities and stakeholders in the implementation of UID Project plans in the state.

##### **(iv) PRIMARY RESPONSIBILITIES**

1. The job holder will be responsible for UID registrar portal administration, support the Project Leader in monitoring the Progress, developing required formats, Prepare necessary reports.
2. He would be responsible to implement suitable project monitoring framework for the state registrar in coordination with UIDAI and state nodal department.
3. Providing technical support and hand holding to districts and EA's.
4. Coordination with UIDAI tech support. Receiving, decryption and storage of EID-UID mapping files.
5. Providing trainings to the field level nodal officers/EA's/UID services delivery agencies for effective implementation within given project period.
6. Support the preparation, review and implementation of enrolment plan in the districts and provide necessary inputs to project Leadership.
7. Monitor the deadlines, targets, quality, DMS Collection, packet uploads, hold packets, pin code updation, updation of enrolment centers on QAMIS, adherence to UIDAI enrolment guidelines by vendors.
8. Monitoring and Management of the SLA and contract with EAs/other services delivery partners.
9. Assist in disposal of queries, processing payment of vendors and project related documentations and communications.

The appointment shall be on Contract basis initially for a period of 1 year extendable on satisfactory performance. For more details, please visit our website. Interested candidates may submit their detailed resumes to [info@mpsedc.com](mailto:info@mpsedc.com) by 17<sup>th</sup> October, 2016.

Sd/-

Chief General Manger

**M.P. State Electronics Development Corporation Ltd.**

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