

## **Walk in Interview**

Gujarat Informatics Ltd. (GIL) is the nodal agency of Government of Gujarat for the spread of Information Technology in Gujarat. GIL urgently needs professionals with acumen & ability to serve its mission with zeal.

### **1. Web Developer**

#### **Qualification:**

- BE in CE/IT or MCA/ MSC IT from the recognized University /Technical Institutes with minimum 1<sup>st</sup> class

#### **Experience & Skill:**

- Experience between 1-3 years in the web development or maintenance work
- Working knowledge of ASP.net / VB.net / C#.net
- Candidate having knowledge of HTML, CSS, JAVA SCRIPT, jQuery, MS Office, programming languages would be preferable

**Salary:** From Rs. 10,000.00 to Rs. 15,000.00 fixed depending upon the qualification, experience and skill sets.

### **2. Web Designer**

#### **Qualification:**

- Bachelor Degree from any recognized University /Technical Institutes with minimum 1st class and Web Designing courses from any recognized institute.

#### **Experience & Skill:**

- Experience between 1-3 years in the web designing work
- Working knowledge of Photoshop, Flash, CorelDraw, Illustrator, Div and CSS based HTML, DHTML, Dream weaver, Adobe tools, 2D /3D Animation, web 2.0, w3c rules
- Candidate having knowledge of JAVASCRIPT, jQuery, MS Office, programming languages would be preferable.

**Salary:** From Rs. 10,000.00 to Rs. 15,000.00 fixed depending upon the qualification, experience and skill sets.

### **3. Executive /Executive Assistant**

#### **a. For Accounts Division**

**Qualification:**

- M.Com / MBA (Finance) (regular) from recognized University with minimum 1<sup>st</sup> Class/ Inter CA/ICWA with First class Bachelor Degree from recognized University.

**Experience & Skill:**

- Experience between 1-3 years in Finance/ Accounts Dept. of a reputed Company in computerized environment.
- Working knowledge of Maintenance & Finalization of Books of Accounts under Companies Act.
- Exposure to Income Tax/ Service Tax/ Professional Tax/ TDS.

**Salary:** Up to Rs. 15,000.00 fixed depending upon the qualification, experience and skill sets.

**b. For Personnel & Administration Division**

**Qualification:**

- MBA (HR)/ MSW/ PGDHRM from recognized University with minimum 1<sup>st</sup> Class

**Experience & Skill:**

- Experience between 1-3 years in Personnel & Administration Dept. of a reputed Company in computerized environment.
- Experience in day to day functions of Personnel & Administration Department like recruitment, training, attendance, leave, statutory payments, office maintenance, transport management etc....
- Exposure to Labour Laws.

**Salary:** Up to Rs. 15,000.00 fixed depending upon the qualification, experience and skill sets.

**c. For Promotion Division**

**Qualification:**

- MBA (Marketing)/ PGD in Mass Communication/ PGD in Public Relation from recognized University with minimum 1<sup>st</sup> Class

**Experience & Skill:**

- Experience between 1-3 years in P.R. & Communication Dept. of a reputed Company.

- Experience of Event Management for Seminars & Conferences, Participation in Exhibitions, preparation of press notes/ media releases/ advertisements etc.
- Excellent communication skills both written & oral and experience of preparing power point presentations, internet surfing for database collection etc...

**Salary:** Up to Rs. 15,000.00 fixed depending upon the qualification, experience and skill sets.

**Please Note:** The appointment would be on contract basis for project requirements. Candidates meeting educational qualification & experience criteria would only be interviewed.

**Walk in for interview with your resume & testimonials**

**On  
3<sup>rd</sup> October 2011 during 11:00 am to 5:00 pm**

**for the position of Web Developer & Web Designer**

**And**

**On  
4<sup>th</sup> October 2011 during 11:00 am to 5:00 pm**

**For the position of Executive/ Executive Assistants  
(For Accounts, Administration & Promotion division)**

**at below mentioned address :**



**Gujarat Informatics Limited  
Block No: 1, 8<sup>th</sup> floor,  
Udyog Bhavan, Sector-11,  
Gandhinagar-382010.**