



Guj Info Petro Limited  
 2nd Floor, Block no 15, Udhog Bhavan,  
 Sector-11, Gandhinagar-382017  
 Website: www.gipl.net

S/N	Position	No. of positions	Experience	Age
1	Manager	01	<p>Minimum 10 Years of work experience in IT sector with 8 years of experience in Software Project Life Cycle:</p> <p>Profile:</p> <ol style="list-style-type: none"> <li>1. One must have strong communication skills and should be able to effectively manage multiple projects and team.</li> <li>2. Software Project Management, Client Management and stake holder Management.</li> <li>3. Will be accountable for creating and execution of the project plan by setting up project baseline concerning deliverables, projects timeline, consultant tasks and costs, monitor that the project schedules are adhered to as per the client specifications and deliveries are as per the time and quality standards.</li> <li>4. Responsible for resolving any project scope issues and challenges.</li> <li>5. Communicate the progress report to project stakeholders on an ongoing basis and manage project expectations with team members and other stakeholders in a timely and clear manner.</li> <li>6. Ensure that the consistency of operational standards and excellence across projects and driven by ensuring implementation of standard SOPs, policies and documentations and implementing solution using established best practices to translate them into project deliverables and milestones.</li> <li>7. Responsible for finishing projects within defined budgeted hours.</li> <li>8. Should be able to act as a Solution Architect</li> <li>9. Good knowledge of Deployment and Database Management.</li> <li>10. Knowledge of Agile Methodology / SCRUM Certification would be preferred</li> </ol>	<p>Age:            Minimum 30 years and maximum 45 years</p> <p>Qualification:            B.E / B. Tech. (Computer Engineering / Information Technology) / MCA</p>
2	Assistant Manager	02	<p>Minimum 8 Years of post-qualification work experience in Software Application Development.</p> <p>Profile:</p> <ol style="list-style-type: none"> <li>1. Use Technologies like Angular, ASP.Net, .Net Core, SQL Server, C#, ADO.Net, WCF / REST API, MVC, Entity Frame work, Web Services, Web API, MySQL/No SQL etc.</li> <li>2. Should have strong knowledge of Software architecture, development tools and reporting technologies (SSRS / Crystal Reports / RDLC).</li> <li>3. Good knowledge of Deployment and Database Management.</li> </ol>	<p>Age:            Minimum 28 years and maximum 42 years</p> <p>Qualification:            B.E / B. Tech. (Computer Engineering / Information Technology) / MCA</p>

3	Software Engineer	10	<p>Minimum 3 Years of work experience in Software Application Development</p> <p>Profile:</p> <ol style="list-style-type: none"> <li>1. Use Technologies like Angular, ASP.Net, .Net Core, SQL Server, C#, ADO.Net, WCF / REST API, MVC, Entity Frame work, Web Services, Web API, MySQL/No SQL etc.</li> <li>2. Should have strong knowledge of Software architecture, development tools and reporting technologies (SSRS / Crystal Reports / RDLC).</li> </ol>	<p>Age:</p> <p>Minimum 23 years and maximum 32 years</p> <p>Qualification:</p> <p>B.E / B. Tech. (Computer Engineering / Information Technology) / MCA</p>
4	Officer (Projects - Business Development)	01	<p>Minimum 03 years with at least 2 years of experience preferably in an IT company</p> <p>Profile:</p> <ol style="list-style-type: none"> <li>1. Develop, maintain and grow business relationships with existing and new clients; serve as point of contact for Customer Relationship Management (CRM)</li> <li>2. Managing end to end sales cycle, right from lead generation to proposal writing to negotiations/closures and also account management.</li> <li>3. Understand client requirement and co-ordinate with internal technical team to propose solutions / services to prospective clients (proposal preparation and presentation)</li> <li>4. Assist in expanding the GIPL client base, Support in understanding client needs, manage client expectations and develop strong client relationship, Develop growth strategy mainly focusing on financial gain</li> <li>5. Assist in invoicing, follow-up and collection as per agreed milestones with client</li> <li>6. Prepare weekly and monthly status reports/documents as required by management</li> <li>7. Accountable for yearly revenue targets</li> <li>8. Assist in Digital Marketing</li> </ol>	<p>Age:</p> <p>Minimum 25 years and maximum 32 years</p> <p>Qualification:</p> <p>Graduation in any discipline and M.Com / MBA (Marketing)</p>
5	Senior Officer - Projects	01	<p>Minimum 06 years of experience with at least 02 years of experience in Project Management / Contract Management with corporate communications</p> <p>Profile:</p> <ol style="list-style-type: none"> <li>1. Contract Management: <ul style="list-style-type: none"> <li>- Monitoring Project as per the contract terms</li> <li>- Approvals processing for payment/certification/project closure</li> </ul> </li> </ol>	<p>Age:</p> <p>Minimum 27 years and maximum 32 years</p> <p>Qualification:</p> <p>Graduate in any discipline and MBA (Finance)</p>

			<p>etc. as per contract terms.</p> <ul style="list-style-type: none"> <li>- Providing information sought by client or management for various projects as per contractual agreement.</li> <li>- Reviewing of various terms and condition standard to projects and updating same on time to time basis</li> <li>- Coordinating various Audits regarding projects, providing data, managing and creating documents for projects/audits/SoP's etc.</li> <li>- Internal procurement processing, data sharing, providing tax, income provision details as required by internal stake holders</li> </ul> <p>2. Project Co-ordination with proper communication skill:</p> <ul style="list-style-type: none"> <li>- Co-ordinating with project account manager and updating status of Projects</li> <li>- Management approval noting and subsequent Payment recommendation to Client as per tender's Terms &amp; Conditions</li> </ul> <p>3. Managing Board Meeting Data quarterly basis and co-ordination with department as per requirement of Management</p> <p>4. Preparation and submission of various MIS reports to Account Department quarterly basis</p> <p>5. Preparation of communications letters as and when required</p>	
6.	Senior System Administrator	01	<p>Minimum 06 years of work experience out of which 3 years of work experience in cloud operations</p> <p>Profile:</p> <ol style="list-style-type: none"> <li>1. Design, plan infrastructure sizing, recommend optimization, Install and configure hardware and software for cloud operations (AWS and Azure.)</li> <li>2. Responsible for the availability, security, access, backup, and performance of the cloud</li> <li>3. Manage full range of cloud administrative and operations tasks as well as resolving issues within defined service level objectives</li> <li>4. Support development and implementation of disaster recovery and business continuity practice</li> <li>5. Responsible for coordinating, escalating, resolving technical issues and complex problems with Cloud service provide and also brief senior management</li> </ol>	<p>Age:</p> <p>Minimum 27 years and maximum 35 years</p> <p>Qualification:</p> <p>B.E (IT / Computer) / MCA / B.E (EC)</p>

			<ol style="list-style-type: none"> <li>6. Conduct research and technical analysis to identify trends and provide recommendations on cloud solutions for upgrades, improvements and strategies to ensure a stable, available, protected, effective and efficient service</li> <li>7. Responsible for preparing timely status reports, incident reports / problem summaries, and project status to management as required. Also train the exiting staff in cloud services</li> <li>8. Maintain updated Service Level Agreement (SLA) for clients</li> <li>9. Create and maintain up-to-date operational documentation such as standard operating procedures, post incident review details, and any other document for network software and operational procedures</li> <li>10. Knowledge of cloud security, Information application/network security auditing experience will be added advantage with relevant certification</li> </ol>	
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For all the above positions, with regard to qualification candidates should have done Full time course from a recognized / AICTE approved Indian University / Institute.

Interested candidates are requested to apply online on <http://careers.gipl.in> on or before 20<sup>th</sup> July 2022 midnight. Applications submitted online will only be accepted. All the above positions are on company contract basis.