

**GOVERNMENT OF ANDHRA PRADESH**  
**Information Technology, Electronics & Communications Department**  
**Andhra Pradesh State Innovation Society**

SN	Item	Description
6	Post	Jr. Officer (Governance)
	Post Code	<b>IS-006</b>
	No. of Posts	1 One
	Qualifications	Graduate in any discipline
	Experience	0-3 Years of experience
	Job Description	<p>We are looking for a sharp and energetic candidate who can oversee the day to day innovation activities in departments and e-Governance related techno-operational issues.</p> <p>Responsibilities Include:</p> <ul style="list-style-type: none"> <li>• Maintain calendar and Scheduling of important events of national and international events.</li> <li>• Coordinate with central government organizations connected with innovation &amp; Startups and IT and e-Governance</li> <li>• Assist in budget drawing and disbursal matters.</li> <li>• Assist in project proposals preparation and field study.</li> <li>• Respond to telephonic ,e-mail and postal enquiries</li> <li>• Track the office inventory</li> </ul> <p>Requirements</p> <ul style="list-style-type: none"> <li>• Must be good at communication skills</li> <li>• Must be well Versed in MS office</li> </ul> <p>Note: Any other role / responsibility as agreed and felt necessary by the CEO in the interest of the Organization</p>