

## **AEPC INVITES APPLICATIONS FOR THE POST OF 'ASSISTANT GENERAL MANAGER - IT'**

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APPAREL EXPORT PROMOTION COUNCIL  
APPAREL HOUSE, INSTITUTIONAL AREA, SECTOR - 44, GURGAON.  
Tel.+91-124-2708000 to 003, website : [www.aepcindia.com](http://www.aepcindia.com)

Apparel Export Promotion Council invites applications for the post of '**Assistant General Manager - IT**', for its Head Office at Gurgaon on following criteria:

**Qualification:** Master's in Computer application, Oracle certified Personnel, Knowledge of Java, Oracle, SQL etc from a reputed institution.

**Experience:** **Minimum 7-8 years** of IT management/ Leadership experience.

**Principal Duties & Responsibilities:**

1. To develop new systems and enhancements to existing information systems including software modification and up-gradation
2. To adapt, integrate, and modify existing programs or vendor-supplied packaged programs for users
3. To manage online Registration Cum Membership Certification
4. To provide IT support for e-voting for various elections to be held in Council
5. To establishment IT infrastructure to support and guide various departments and Regional offices in computing and information technology efforts.
6. Vendor identification, obtaining approvals, ordering, acquisition, inventorying and disposition of hardware and consumables.
7. To maintain security and privacy of the information system, communication lines and equipment's
8. To develop, review and certify all back-up/ disaster recovery procedures and plans
9. To manage automated Employee Attendance, Leave Management System and other HR processes
10. Identify emerging information technologies to be assimilated, integrated and introduced with in the infrastructure.
11. To provide support for Electronic Records Management
12. To Create and implement procurement, Access and Security Policies

13. To provide IT related Trainings to staff
14. Overall system planning and integration
15. To provide IT support for Project Management & Technical Standards.
16. Managing and maintaining Video Conferences facilities across
17. To conduct Internal IT audits with a focus on internal controls, systems, and network testing primarily for compliance

**IT Knowledge:**

1. Using best practise and cost effective methodologies, to develop and maintain the ICT (information and communication technology) infrastructure for the organization.
2. In accordance with the agreed IT/ICT plans, imitates and monitor all IT / ICT development and upgrade projects
3. Manage projects directly or establish appropriate management controls to ensure that projects deliver the required functionality on time and to budget and developing such projects in – house without much outsourcing
4. Ensure support for the organisation records management function, including developing data security policies and ensuring these are monitored and enforced, ensuring information is stored and retained correctly, and that relevant legislative & government frameworks are correctly adopted and implemented
5. Supports internal auditors to ensure that regular audits are conducted to provide assurance on financial and commercial processes and controls
6. Communication within and outside the organisation so as to keep abreast with the latest in IT and in the apparel industry
7. Control IT/ ICT cost base including achieving value for money and performance / efficiency objectives without impairing service level support
8. Budgeting of various IT plans and projects and ensuring adherence to financial procedures with respect to the It & is DEPARTMENT
9. Hands on experience of managing magazine and other subscription systems
10. Local area network and internet system

The said position is on fixed term contract basis and is subject to renewal on the satisfactory completion of the contract period. Interested and eligible candidates along with their complete bio – data may apply within 10 days from the date of release of the advertisement to: GM (HR), AEPC, Apparel House, Institutional Area, Sector – 44, Gurgaon – 122003 (Haryana). Email id: [careers@aepcindia.com](mailto:careers@aepcindia.com).

