

BIODATA

1. Name : **RAJIB KHATUA**
2. Date of Birth : **02.06.1987**
3. Post and Grade held
and from which date : **TECHNICAL OFFICER /Group III (3)** from 31.12.2018
4. Date of Joining at CSIR-CMERI : 31.12.2012

5. Academic background:

Degree (in reverse order upto degree level only)	Class / Grade	University	Year	Scholarship/ Awards
B.Tech in Computer Science & Engineering	1 st Class	West Bengal University of Technology, West Bengal.	2012	-----
Diploma Engineering in Computer Science & Technology	1 st Class	West Bengal State Council of Technical Education, West Bengal.	2008	-----

6. Expertise:

- Operation management of “One CSIR” (Role based ERP portal of CSIR) at lab level and co-ordinate with CSIR ERP team for effective implementation of ERP portal at CSIR-CMERI.
- Provide training to staff, trouble soothing and report generation/preparation as and when required by authority.
- Assistance rendered to the staffs for solving the issues/difficulties faced by them while using Onecsir (ERP Portal) for doing official work in ERP, if required coordinate with Dr.G. Radhakrisnan ,PL Onecsir ERP Project.
- Development of application Software using C# and asp.net.
 - a) UI Design b) Database design) c) Database connection
 - d) Sql query.
- Drawing of DFD using visual paradigm software
- Trouble soothing of hardware & networking related issues of Desktop Computer.

7. Details of R & D projects and activities with title/brief description on which actively worked during 31.12.2012 to till date and my role therein.

Title of Project /Activity	Your role of Project Coordinator / Leader of Project team	Commencement of Project	Anticipated conclusion date	Field of Project Basic Research Design or Development
Project (OLP229312)- Design and Development of Software for performance mapping of scientific man power with distributed operation functionality	Team member	16/01/2020	30/04/2020	Design and development of software using C#, asp.net and SQL server2010. This software consists of various actors viz scientist, Accounts, Knowledge resource center (KRC), Skill and innovation promotion (SIP) group, Intellectual property management group (IPMG), Academy of scientific and industrial research (AcSIR), Business development group (BDG), Collegium. This software also consists of many datastores. This software is also comprised of number of user-friendly web pages for Scientist, validating authorities and Collegium.
Activity: Capability building in Design and development of application software using C# asp.net and development of “SUVIDHA” an application software for complaint registration and workflow management for maintenance of residential and official estate in a corporate structure,	Team member	01/04/2018	31/03/2019	Design and development of software using C#, asp.net and SQL server2013. The software is comprised of a number of user friendly web pages for user and administrator.
Activity: Operation Management of ERP portal (One csir) and co-ordination between different section/department and CECRI Karaikudi for effective implementation and smooth functioning of ERP (“onecsir”) at CSIR-CMERI	Team member	16.03.2017 (Working in ERP Cell till this date)	On going	Create new profile, Update E-Service book, Activity configuration /reallocation, Project user mapping, Reset password of employee profiler, Role management, Update Reporting /Reviewing name, Update Leave account balance, Data compilation, and other report preparation as and when required by the authority like, leave report preparation of staffs, preparation of list of staff retiring on a specific date etc. Holiday setup and managing closed holiday for CSIR-CMERI and extension Centre (CoEFM, Ludhiana)

Title of Project	Your role of Project Coordinator / Leader of Project team	Commencement of Project	Anticipated conclusion date	Field of Project Basic Research Design or Development
Activity: Day to day activity during posted at Works Cell (ESD)	Team member	05.10.2016 (Working in Works cell(ESD) since this date)	15.03.2017	Prepare & maintain route sheet of various files for ESD(Works Cell) to track file movement and current status in excel format, perform assigned task like preparation of draft NIT, tender opening document, Letter of Intent (LOI), Comparative statement, work order etc. , and engaged in other departmental work of works cell.
Project: Improved version of vertical Solar Power Generation using Innovative SPV array Method with minimum footprint. (RSP083312/2)	Team member	19.11.2014	31.03.2016	Testing of charge controller, battery, and other electronic parts of the project, test graph, report preparation.
Project: Capability Building in Design and Development of Modular Spider Robot. (OLP152112)	Team member	01.04.2011	31.03.2014	Testing of motors, sensors, and other electronic parts of the project, report preparation.

8. Honours, Awards, with dates etc:

- i) Passed Hindi Praveen examination organized by department of official language on May 2013 and awarded certificate.
- ii) Awarded 2nd prize in Hindi essay competition organized by rajbhasa section of CSIR-CMERI on the occasion of Hindi week celebration 2013.

9. Achievements:

Copyright filed

- Filed 2(two) copyright application on Software developed as a team member

The details of the copyright applications are given below:

i) Title: “SUVIDHA”- A software for complaint registration and workflow management For maintenance of residential and official estate in a corporate structure.

Authors: Rajesh Prasad Barnwal
Rajib Khatu
Harish Hirani

ii) Title: “E-PMS (Performance Mapping of Scientist) Software”- A Performance Mapping and Evaluation System with Distributed Operation Functionality for Scientific Manpower of CSIR-CMERI, Durgapur. (Copyright received)

Authors: Anirudh Kumar
Rajib Khatua
Rajesh Prasad Barnwal
Parha Bhattacharjee
Harish Hirani

Design registration filed

- Filed and received 1(one) design registration as a team member ,the details of the design registration applications is given below:

Title: “Solar Panel for Portable Pump”
Authors: Sibnath Maity
Santosh Das
Rajib Khatua

Prepare SOP (Standard operating procedure)

Prepare SOP (Standard operating procedure) for E-PMS Software.

10. Other activity:

Training provided: Vocational training provided to under graduate students titled “Study on wheeled Mobile Robot” using LEGO MINDSTORMS Education robot. There we did 1) Large object detection 2) Obstacles sensing 3) Line tracking 4) Clap off 5) Sound drive 6) Line count 7) 1-button remote control using ROBOTC as a programming language, NXT Brick and Sensors.

Departmental Works: Regular maintenance of existing different equipment available in the department, record keeping of consumable & non-consumable books, purchase of material for departmental use.

Audit, RTI, PQ: Assistance rendered to department HOD to reply audit, RTI and parliamentary questions.

Peak Load Test on ERP Portal: Carried out load test and prepare report of transactions & activities carried out during peak load test on ERP Portal at CSIR-CMERI, Durgapur conducted on 17th Aug 2017.

Survey of active LAN Points: Carried out detail survey of active LAN points. Collected data from different section/division of the institute about Type of System (Computer/ Printer etc.), Brand Name, Location, OS (Win/ Linux), MAC Address, IP Address, Antivirus using, User Name, Remarks. Compiled them and submitted to the Head IT group.

Technical Assistance Rendered: Assistance rendered to the staffs for solving the issues/difficulties faced by them while using Onecsir (ERP Portal) for doing official work in ERP, if required coordinate with Dr.G. Radhakrisnan ,PL Onecsir ERP Project.

Arrange/Coordinate and participate in VC (Video Conference) training session with ERP team of CSIR for the Staffs for smooth functioning and implementation of ERP portal at CSIR-CMERI:

Provide Training and Maintenance of software installed in SUVIDHA kiosk located at estate and welfare office of CSIR-CMERI colony: Provide technical assistance and necessary training to the staff of colony estate and welfare office to carried out the smooth operation on the SUVIDHA Kiosk and also do the maintenance of the software.

Implementation of onecsir Ver 2.0 at lab level : Provide technical assistance and necessary training to the employees to carried out the following activities/transaction for Effective implementation of One CSIR Ver 2.0 (ERP) at CSIR-CMERI w.e.f 01/01/2020.

Date:

Signature of candidate

Name.....

Division.....

