

No.H-39011/25/2016-P&P (Pt.IV)

Government of India

Ministry of Road Transport & Highways

(P&P Section)

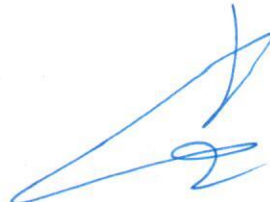
Transport Bhawan, 1, Parliament Street, New Delhi-110001

23rd February, 2018

Advertisement for hiring of IT Specialists for Implementation of Integrated Technology Solution (ERP) at Ministry of Road Transport and Highways, NHAI and NHIDCL

1. Ministry of Road Transport and Highways (MoRTH) invites applications for appointment of the following IT specialists for implementation of the Integrated Technology Solution (ERP) in MoRTH, NHAI and NHIDCL:
 - a. Chief Technology Officer
 - b. Sr. Manager Application Management
 - c. Sr. Manager Database
 - d. Sr. Manager IT Platform
 - e. Sr. Manager Digitization
 - f. Technical Project Coordinators
2. The format for application form along with Terms of Reference of engagement and required qualifications against each role are enclosed. All applications shall be mailed to **khushal2084@yahoo.com** by **5.00 PM** on **11.03.2018** with a clear indication of the role being applied for. The applications can also be sent in hardcopy to the following address:

Shri.Khushal Chand
SE (EAP)
Room No. 221
Ministry of Road Transport and Highways
Transport Bhawan, 1 Parliament Street
New Delhi - 110001
3. All the applications shall be scrutinized according to the requirements provided and qualified applicants shall be called for an interview.
4. Applicants may note the following:
 - a. Monthly remuneration indicated is inclusive of Income Tax payable by the candidate. However, GST if applicable shall be reimbursed on actual basis.
 - b. Annual Increase up to 12% in the remuneration shall be considered based on annual performance assessment.
 - c. In case of travel on outstation duty, eligible allowances as applicable shall be provided. Any other allowances shall not be provided.



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- d. The IT specialists shall be engaged for duration of 2 years on contract basis and extendable by 1 year based on MoRTH requirement and performance.
- e. All the positions are based out of New Delhi.



(Khushal Chand)

SE (EAP)

Room No. 221

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New Delhi - 110001

Terms of Reference for IT Specialists

1.	Position: Chief Technology Officer	
	Job Profile	Qualifications and Experience
	<p><u>Job Objectives:</u></p> <ul style="list-style-type: none"> • Provide leadership and vision of overall architecture and technology strategy as it relates to research, design, infrastructure, data, network, security, and application architecture for the whole system. • Ensure that Business needs of MoRTH, NHAI and NHIDCL are effectively met through proper deployment of IT systems and applications which increases the productivity and bring in transparency of various services. <p><u>Roles & Responsibilities:</u></p> <ul style="list-style-type: none"> • Responsible for successful deployment of new application and seamless transition from old to new application. • Responsible for creating an enterprise class Infrastructure with proper support system at various offices. • Responsible for managing the Integrated Technology solution to be Implemented at MORTH, NHAI and NHIDCL • Effective Program management through proper co-ordination with all stakeholders • Provide overall technical leadership on projects as well as oversight and mentoring to other Team Members (in-house or third party) • Oversee activities of the IT Division and ensure that business objectives are met • Ensure timely delivery of applications • Update MoRTH on timelines and co-ordinate for issue resolution with all stakeholders. <p><u>Other Requirements:</u></p> <ul style="list-style-type: none"> ❖ Ability to articulate and make effective presentations to varied technology and non-technology groups ❖ Ability to learn, abstract, and apply new technologies ❖ Ability to work effectively in disparate teams within and outside the organization as an evangelist and mentor at strategy level as well as detailed technology level 	<p><u>Basic Qualifications:</u></p> <ul style="list-style-type: none"> • Must have a Bachelor's/Master's Engineering degree in Engineering from a reputed university preferably in Computer Science, EEE & ECE • Should have a minimum of 20 years in the IT industry with at least 10 years into large application development and deployment <p><u>Professional Skill Requirements:</u></p> <ul style="list-style-type: none"> • Any industry project management certification like PMP/PRINCE2 will be preferred • Any industry certification in enterprise architecture such as TOGAF or equivalent is preferred. • Experience in IT infrastructure will be an added advantage and shall have experience in end to end delivery of IT services. • Experience in latest technology like Cloud, Big data will be an added plus. • Must have strong experience in training, mentoring, and leading technology teams to research, design, prototype, and build systems • Strategic technology evaluations and associated PoC • Experience in building web based systems that is based on SOA • Should demonstrate hands-on experience in building software architectures and systems • Experience in building localizable system using latest Internet technologies • Knowledge of various Mobile technologies • Must be a technology practitioner with broad experience and has strong research and strategic bent of mind • Must have held similar level position in a large organization or government with specific focus on architecture, research, and strategic technology decisions <p><u>Salary:</u></p> <ul style="list-style-type: none"> • 2-2.75 lakhs per month exclusive of GST based on experience and qualifications.

2.	Position: Sr. Manager – Application Management	
	Job Profile	Qualifications & Experience
	<p><u>Job Objectives:</u></p> <ul style="list-style-type: none"> • Provide leadership and vision of overall architecture and technology strategy as it relates to application architecture for the whole system. • Create well-crafted suite of applications for MoRTH and associated organizations to improve its service delivery to internal as well external stakeholders. <p><u>Roles & Responsibilities:</u></p> <ul style="list-style-type: none"> • Responsible for key Project management knowledge areas like Scope, risk, quality, human resource, time, cost and communications • Gather requirements from the stakeholders and ensure its implementation through Application Development Partner • Overall ownership for all deliverables relating to the application software to be built for MORTH, NHAH & NHIDCL • Interface with the various stakeholders of MORTH, NHAH & NHIDCL • Responsible for all the stages of Software Development Life Cycle • Manage Functional Requirements Specifications (FRS) for the new applications to be developed by application development partner • Review various artifacts of Software Development viz. the Software Requirement Study, Software Design & Architecture • Co-ordinate with Application development partner to ensure that all the agreed processes are followed as per Industry practices • Defining the acceptance criteria for application and ensure that UAT is conducted as per defined criteria • Co-ordinate with the testing team to ensure that the testing (functional, performance and security) is done as per the Test Plan; ensure requisite coverage of test scenarios and test cases • Co-ordinate/own all the application audit activities • Define ,monitor and manage software metrics 	<ul style="list-style-type: none"> • Interact with the Application development Partner in troubleshooting ,in resolution of issues relating to maintenance of a development and testing environment-including systems and procedures for source control, for MoRTH software building, testing, and document management • Analyze and propose technology refreshment required from time to time <p><u>Basic Qualifications:</u></p> <ul style="list-style-type: none"> • B. Tech/ M. Tech in Computer Science or any other Engineering Discipline/ MCA • 12 years of experience in Software Project Management • 6 years' experience in all aspects of software development life cycle <p><u>Professional Skill Requirements:</u></p> <ul style="list-style-type: none"> • Any industry project management certification like PMP/PRINCE2 will be preferred • Any industry certification in enterprise architecture such as TOGAF or equivalent is preferred. • Experience in latest technology like Cloud, Big data will be an added plus. • Must have strong experience in training, mentoring, and leading technology teams to research, design, prototype, and build systems • Strategic technology evaluations and associated PoC • Experience in building web based systems that is based on SOA • Should demonstrate hands-on experience in building software architectures and systems • Experience in building localizable system using latest Internet technologies • Knowledge of various Mobile technologies • shall be conversant/aware of major software development life cycles • familiar with CMMi /ISO certifications • experience in managing large scale Software Development program • Experience in developing Enterprise Architecture is a must. <p><u>Salary:</u></p> <ul style="list-style-type: none"> • 1.50-2.00 lakhs per month exclusive of GST based on experience and qualifications.

3.	Position: Sr. Manager IT Platform	
	Job Profile <ul style="list-style-type: none"> Overall ownership for all deliverables relating to IT Platform which includes infrastructure and application stack for MoRTH, NHAI & NHIDCL including the following : Managerial responsibilities for the Data Centre operations managed by the Managed Service provider (MSP). Ensure that SLA for the IT integration project is maintained; Responsible for defining, creating and maintaining MORTH, NHAI & NHIDCL network. Interact with network service provider and oversee SLAs; Assist MORTH in meeting business objectives Enable monitoring of a robust business continuity and disaster recovery process including inspections / surveillance plan / building security plan, certifications and acceptance of Data Centre and network etc. Responsible for key Project management knowledge areas like Scope, risk, quality, human resource, time, cost and communications Co-ordinate with vendor and OEM that time and equipment dependencies are optimally managed. Regular Status reporting on IT operations. Ensure proper IT policies and procedures are in place and followed. Assist in regular third party audit and ensure closure of audit findings Ensure implementation of Inventory/Asset management System for IT Operations Ensure SLA Management -Monitoring of SLAs of all Infra service provider Monitoring of incident reporting Risk Management and escalation to higher levels for mitigation. Manage change requests and ensure change control Strong organizational, presentation, and customer service skills. 	Qualifications & Experience <p><u>Basic Qualifications:</u></p> <ul style="list-style-type: none"> B. Tech/ M. Tech in Computer Science or any other Engineering Discipline/ MCA 12 years of experience in IT Infrastructure, Application or platform Management 6 years' experience in all aspects of IT Platform Management <p><u>Professional Skill Requirements:</u></p> <ul style="list-style-type: none"> Any industry project management certification like PMP/PRINCE2 will be preferred ITIL certification will be preferred Experience in latest technology like Cloud, Big data will be an added plus. Must have strong experience in training, mentoring, and leading technology teams to research, design, prototype, and build systems strategic technology evaluations and associated PoC Experience in building enterprise class infrastructure Should demonstrate hands-on experience in managing IT Infra. Knowledge of various Networking technologies shall be conversant/aware of major IT Infra technologies Experience in managing large scale IT Infrastructure <p><u>Salary:</u></p> <ul style="list-style-type: none"> 1.50-2.00 lakhs per month exclusive of GST based on experience and qualifications.

4.	Position: Sr. Manager Database	
	Job Profile	Qualifications & Experience
	<p>Overall ownership for all deliverables relating to the Database for the MoRTH, NHAI & NHIDCL:</p> <ul style="list-style-type: none"> • Single Point of Contact for supervision of the Database Administration activities managed by the Managed Service provider (MSP) • Supervision of all applications in matters related with data integration • Availability and performance of the databases that support the system. the associated hardware resources allocated to the databases and to ensure high resilience and performance tuning. • Database systems to ensure secure services with minimum downtime • Providing trend analysis to management team to enable them to make informed decisions regarding resource management. • Troubleshooting and problem solving. • Improvement and maintenance of the databases to include rollout and upgrades. • Implementation and release of database changes according to agreed timescales and costs. • Oversee Database backup and restoration inline with Business Continuity Plan. • Plan and execute database transition • Improvement and maintenance of the databases to include rollout and upgrades • Participate in storage sizing operation • Implementation and release of database changes according to agreed timescales and costs. • Co-ordinate/own all the Database Administration Audit activities • Ensure SLA Management • Monitoring of incident reporting • Ensure knowledge management • Designs and maintain technical and project documentation. • Strong organizational, presentation, and customer service skills. • All other responsibilities as assigned 	<p><u>Basic Qualifications:</u></p> <ul style="list-style-type: none"> • B. Tech/ M. Tech in Computer Science or any other Engineering Discipline/ MCA • 12 years of experience in Database this shall include architecting Data models. Database designing and Database Administration • Candidates with Certifications on database will be preferred <p><u>Professional Skill Requirements:</u></p> <ul style="list-style-type: none"> • In depth Database Administration experience in MYSQL and MSSQL is mandatory • Experience of managing multiple RDBMS on large systems • Strong self-sufficiency and initiative working on Database projects • Practical experience in monitoring and tuning a database to provide a high availability service. • Practical experience in managing the internal and external database security <p><u>Salary:</u></p> <ul style="list-style-type: none"> • 1.50-2.00 lakhs per month exclusive of GST based on experience and qualifications.

5.	Position: Sr. Manager Digitization	
	Job Profile <ul style="list-style-type: none"> • Advise on best practices to be followed for document digitization • Assist in defining SOP for document digitization to be followed by SI and PMU • Validate quality of document digitization being performed by SI • Assist in defining technical parameters for document digitization and volume for documents to be digitized • Assist in troubleshooting and resolving issues encountered during document digitization • Advise on best practices for extracting data from digitised documents 	Qualifications & Experience <p><u>Basic Qualifications:</u></p> <ul style="list-style-type: none"> • B. Tech/ M. Tech in Computer Science or any other Engineering Discipline/ MCA <p><u>Professional Skill Requirements:</u></p> <ul style="list-style-type: none"> • > 7 years of experience in executing/overseeing document digitization activities either as standalone projects or as part of larger technology enablement projects • Experience of implementing a document digitization related project with government / PSU body • Experience of large scale IT implementation project esp with document management • Knowledge of document management solutions including scanning, OCR, indexing, archiving and retrieval • Technical knowledge of digitization equipment (scanners etc.) • Experience in Document Management System (DMS) <p><u>Salary:</u></p> <ul style="list-style-type: none"> • 1.50-2.00 lakhs per month exclusive of GST based on experience and qualifications.

Position	Technical Project Co-ordinators (for MoRTH, NHAI and NHIDCL)	
Job Profile		Qualifications & Experience
<ul style="list-style-type: none"> Co-ordinate with respective Division (Head) or concerned stakeholders in matters related with implementation of IT solution Assist MSP in creation of Functional Requirements Document (FRD) for the changes and modifications to be carried on corresponding software application Review the FRD documents and various other Software Artifacts Shall be able to handle data requirements of various divisions within MoTH/NHAI/NHIDCL Co-ordinate with respective Project manager of the MSP on implementation of the IT solution and interact with various stakeholders in matters related with Data and application modifications Have thorough knowledge of applications functionality for seamless implementation Create training plan for various applications and co-ordinate with Training Division Co-ordinate with various divisions on data, training and change request in the applications Look into various Project Management aspects like scope, risk, quality, time, resource, procurement, stakeholders etc. 		<p><u>Basic Qualifications:</u></p> <ul style="list-style-type: none"> B. Tech/ M. Tech in Computer Science or any other Engineering Discipline/ MCA or Equivalent 6 years of experience in IT Application or ERP implementation 3 years' experience in all aspects of Project Co-ordination <p><u>Professional Skill Requirements:</u></p> <ul style="list-style-type: none"> Project management knowledge will be an added advantage Able to write queries review Experience in Excel and Pivot tables Having strong experience in training, issue resolution and drive initiatives. Shall be conversant/aware of major technologies. Experience in managing large Operation of Application. <p><u>Salary:</u></p> <ul style="list-style-type: none"> 0.75-1.00 lakhs per month exclusive of GST based on experience and qualifications.

Format for the Application

1.	Basic information			
(i)	Position Applied for refer the job Description			
(ii)	Name:			
(iii)	Age/Date of Birth:			
(iv)	Total yearsof Experience:			
(v)	Current Employer:			
(vi)	Current Position/ Designation:			
(vii)	Current Annual Salary (CTC):			
(viii)	Expected Salary/ Remuneration:			
(ix)	Notice period required for joining (if selected):			
(x)	Mobile Number &Email Id:			
2.1	Educational Information			
	Degree	College/University	Year of Passing	Marks Obtained
(i)	B.E./ B.Tech/ MCA etc.			
(ii)	M.E./M.Tech			
(iii)	Any Other			
2.2	Professional Certification			
	Name of Certification	Certification Body	Year of Certification	Current Validity
(i)				Yes/ No.
(ii)				Yes/No
(iii)				Yes/ No
3.	Employment Record			
Sr. No.	Name of the Organisation/ Employer	Position held/ Location of work	Employment period (from to)	Major Responsibility
(i)				
(ii)				
(iii)				

4. Relevant Profession Experience

4.1 Summary of Key Skills relevant to position applied for:

4.2 Projects worked on:

[Give a description of in-depth and successful experience in maximum five projects most pertinent to the tasks on this assignment. Details required are as under:

Name & Objective of Assignment; Role on the assignment; Year and duration of assignment; Location; name of Client and a description of key activities performed and contribution to the project].

5. Member of various Committees, Professional Bodies, Awards, Publications etc.

[Please give the details in brief, which should include the name of the Committee/ Professional Body/ Awards/ Publications, Year/ period, role etc.)

Date: _____

Signature: _____

Name: _____