

No.H-39011/25/2016-P&P (Pt. IV)
Government of India
Ministry of Road Transport &Highways
(Highways Section)
Transport Bhawan, 1, Parliament Street, New Delhi-110001

9th March, 2020

Vacancy Notice

Application for hiring of IT Specialists (Technical Project Coordinator) for Implementation of Integrated Technology Solution (ERP) at Ministry of Road Transport and Highways (MoRTH), NHA 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, NHA and NHIDCL:

Sr. No.	Description of service	No. of post	Consultancy fee
1	Technical Project Coordinators	2	Rs. 0.75 – 1 Lakh per month based on experience & qualification (excluding GST)

2. The interested persons having experience in IT sector / ERP and fulfill the requirements indicated in the Terms of Reference for the engagement can apply for the assignment in the enclosed prescribed format. The other terms and conditions are given below:
- A fixed monthly consultancy fee as indicated in the table above is inclusive of Income Tax payable by the candidate. GST, if applicable shall be reimbursed on actual basis on production of proof of deposit. No other allowances are admissible.
 - Annual Increase up to 12% in the remuneration will be considered based on annual performance assessment.
 - In case of travel on outstation duty, eligible allowances as applicable shall be provided.
 - The IT specialists shall be engaged for duration of 2 years on consultancy contract basis. The contract may be extendable by 1 year based on MoRTH requirement and performance.
 - The application not submitted in the format enclosed will not be considered.
 - The applicant will be shortlisted based on Terms of Reference and will be called for interview.
 - Positions will be in Delhi-NCR.
3. Applications with supporting qualification & experience documents shall be sent through email to cto.edisha@gov.in by 31.03.2020 up to 17.00 hrs.



(Rajesh Choudhary)

Under Secretary (Highways)

Room No. 249

Ministry of Road Transport and Highways

Transport Bhawan, 1 Parliament Street

New Delhi - 110001

Terms of Reference for IT Specialists

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 MoRTH/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. 	

Format for the Application

1.	Basic information			
(i)	Position Applied for	refer the job		
	Description			
(ii)	Name:			
(iii)	Age/Date of Birth:			
(iv)	Total years of 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: _____