

Ministry of External Affairs
PSP Division
PMU

Detailed Advertisement

The PSP Division, Ministry of External Affairs, New Delhi invites application from interested candidates on contractual basis (Full Time) for the following positions-

1. Sr. Consultant: Software Application

Number of Position : 1

Educational Qualification: B.E./B.Tech./B.Sc.Engineering/M.Tech./M.S. in Computer Science/ IT /Electronics or MCA or M.Sc. in Computer Science/IT/ Electronics from a recognized Institution/ University

The candidate should have following Key Skills:

- Knowledge of J2ee,JMS,Websphere AS
- Knowledge of PL/SQL, Oracle DB, IBM DB2, XML/XSLT, Web services
- Hands-on experience in designing, coding and development
- A clear understanding of OOPS and RDBMS

Other Skills:

- Experience of working in Central/State/Integrated Mission Mode Projects
- Large IT/ITES Projects
- Good analytical and problem-solving approach
- Strong User-interaction skills/client-facing skills
- Good co-ordination skills

Experience Required: The candidate should have minimum 7 years of experience in software design/development, application security, application maintenance/ monitoring etc. He/She should have 3 to 5 years experience of managing a complete life cycle of large scale IT/e-Governance projects in IT/Financial/Government organizations.

CTC: Based on candidate's qualification, existing remuneration and overall experience, the CTC offered would be 11 Lakhs p.a.

2. Sr. Consultant - Field Assessment

Number of Position : 1

Educational Qualification: Master in Business Administration (MBA)/ PGDM from a recognized Institution/University.

The candidate should have following Key Skills:

- Worked as a team leader
- Managed Large IT/ITES Projects, eGovernance Applications
- Project Monitoring
- Customer Service Operations
- Service Levels Review and Monitoring
- Good analytical and problem-solving approach
- Identify and resolve project issues
- Prepare project status reports

Other Skills:

- Leadership abilities
- Experience managing a large project
- Excellent organization skills
- Analytical, goal-oriented work style

Experience Required: The candidate should have minimum 7 years of experience in overseeing the implementation of technology/tools utilized in the project/field with the aim of enhancing operational effectiveness. Identification of field operational solutions that will improve productivity is also part of his responsibilities. S/he also oversees the implementation of best practices in the field that are likely to make the overall productivity and better service delivery experience. The field assessment consultant builds long-term relationships with the field office personnel as well as other managers, including the operations manager. S/he creates and tracks the core metrics necessary to drive the advancement of field operational activities. Previous project management experience, particularly in field operations, is essential. As a field assessment consultant should be able to use application/MIS in improving business processes.

CTC: Based on candidate's qualification, existing remuneration and overall experience, the CTC offered would be Rs. 11 Lakhs p.a.

Other Conditions:

Selection Procedure: Selection would be by way of short listing and Personal Interview to be held at Delhi on a suitable date (to be informed in due course) before the Selection Committee. The Ministry will undertake a

preliminary screening of the applications for preparing, if necessary, a shortlist of eligible candidates to be called for interview. Thus, merely fulfilling the requirements laid down in the advertisement would not automatically entitle any candidate to be called for interview.

How to Apply:

- a. Duly filled in application (in English), as per the performa available on the Ministry's website with a recent passport size photograph pasted thereon and Curriculum Vitae, bearing full signature of the candidate across the same with date, should be sent, so as to reach the US(Operations), PSP Division, Ministry of External Affairs, PMU, Patiala House Annexe, Tilak Marg - 110001 and also share their signed and scanned application on email id dpo.ops@mea.gov.in; dirpsp@mea.gov.in within 21 days from the date of publication of this advertisement. The envelope containing the application should bear the superscription "Application for the post of 'Principal Consultant & Chief Technology Officer'".
- b. Applications should be accompanied by self-attested copies of relevant certificate(s) / documents, in support of proof of identity, address, age, educational qualification (educational certificates/mark-sheets), work experience, etc, as mentioned in the application form. An application not accompanied by photo copies/scanned copies of relevant certificate(s)/ documents, or not in prescribed format or not signed by the candidate or incomplete in any respect or received after due date will not be entertained under any circumstances.

Others:

- i. Candidates, called for interview will not be paid any travelling expenses.
- ii. Candidates short listed for interview shall have to produce all certificates in original for verification of their age, educational qualification, experience details, etc. at the time of interview. Failure to produce the same shall render the candidate ineligible for the recruitment process.
- iii. Candidates are advised that they should not furnish any particulars or information that are false, tampered/ fabricated or should not suppress any material information while applying for the post.

- iv. In case, it is detected at any stage that a candidate does not fulfill any of the eligibility criteria for the post applied for and / or that he / she has furnished any incorrect information or has suppressed any material fact(s), his / her candidature will stand cancelled forthwith. If any of these shortcomings is/are detected even after the appointment, his/her services will be liable to be terminated forthwith.
- v. Decisions of the Ministry in all matters regarding eligibility, selection etc., would be final and binding on the applicants for the post. No representation or correspondence will be entertained by the Ministry in this regard. Canvassing in any form will lead to disqualification of candidature.

APPLICATION FOR THE POST OF SR. CONSULTANT

PERFORMA FOR APPLICATION

Mode of Recruitment: Direct Recruitment (Full Time – Contractual)

1. Name in Full:
2. Father Name:
3. Gender :
4. Nationality:
5. Date of Birth:
(proof of date of birth must be enclosed)
6. Age: (Y) – (M) – (D) –
(as on closing date of application)
7. Marital Status :
8. Address for correspondence (with pin code): (Tel.No., Mobile No. FAX & e-mail, if any)
9. Permanent Address:
10. (A) Academic and Professional Qualifications: (Beginning with Graduation)

Name of Inst./ Board/ University	Year of Passing	Examination / Degree	Percentage (%) of marks in aggregate and division

(specify the gap with reasons in Education career)

(B) Professional Certifications :

Name of Inst./ Board/ University	Year of Passing	Certification Name	Percentage (%) of marks in aggregate and division

11. Field of Specialization:
12. Employment history in chronological order (start from latest) and experience :

Name and address of Employer/ Organization / Institute	Period of Service From -To	Designation of the post held	Scale of Pay, CTC etc.	Detailed description of work	Reason for Leaving

13 Professional Training:

Organization	Details of Training	Period	
		From	To

14 Achievements in the career which may support your candidature:

15 Details of present employment:

- i. Designation of the post held :
- ii. Scale of the post held , CTC :
- iii. Total emoluments per month now drawn:
(with break up - Basic, GP, HRA, DA, TA etc.)
- iv. Whether present post is held on regular / tenure
/ Deputation or ad -hoc basis and since when :
- v. If on deputation, details of post held on Regular
basis/scale of pay and since when :
- vi. Name of the Organization with full address indicating
Name and Designation of the contact person and
Telephone / FAX number:
- vii. Category of the Organization :
(a) Government / State Government
(b) PSU / Autonomous Body
(c) Private

16 Any other relevant information:

17. Professional References (Any Two):

(Name, Contact No., Email, Organisation Address)

Declaration: I hereby solemnly declare that all the above statements are true and correct to the best of my knowledge and belief. Nothing is false or has been concealed / distorted. If at any time, I am found to have concealed/distorted any material information my appointment shall be liable to summary termination without notice.

Place:

Signature:

Date:

Name of the applicant: