

**Detailed Advertisement**

Engagement of Technology Specialist on Contractual Basis (Full Time) – w.e.f. 01.12.2021 to 30.11.2024 (03 Years)

To ensure the overall technological aspects, functionality, security and other related tasks of the citizen centric program, the concerned Division of the Ministry of External Affairs invites application from interested candidates for the post of Principal Consultant & Chief Technology Officer (PC & CTO) on contractual basis as detailed below:

A. Name of the Post - Principal Consultant & Chief Technology Officer  
(PC & CTO)

B. Type of the Post - Contractual, on full time basis.

C. No. of Posts - 1 (One)

D. Period of Contract - The term of the contract of PC & CTO would be initial three (3) years extendable for another two (2) years subject to periodic outcome/performance review by competent authority/panel of experts. The contract can be terminated at one months' notice on either side or salary and allowances (if any) in lieu thereof.

E. Key Skills - The PC & CTO shall possess following skills:

- i) In depth knowledge of eGovernance projects and in supervising development of large software solutions involving multiple integrations
- ii) Should have handled large and complex Solution Architecture, Networking, IT Infrastructure, project integration
- iii) Up-to-date with technological trends to build and execute IT strategy
- iv) Technical know-how: Technical architecture skills, technology process skills, Capacity and human capability building skills in IT
- v) Adaptability to different roles: Ability to work within both the executive and technical teams and wear different hats in each group
- vi) Sound knowledge of projects, business model in service sectors
- vii) Should have handled strategic control tasks of Data/Information in a project
- viii) Should have conducted technical appraisal of the various project reports, SLA data, trend analysis for Decision Support System (DSS) etc. and technical evaluation of various proposals received from Service Provider and other stakeholders.

Desirable:

- At least five years of experience as senior executive level position with experience of handling tasks detailed in the job description and key skills of CTO mentioned above
- Government/eGovernance/Financial/Banking domain experience
- The candidate should have handled large eGovernance Projects in the Central /State Governments
- Experience in working in Central/State Governments
- Excellent in analytical and problem-solving approach
- Strong User-interaction skills/client-facing skills

- Good co-ordination skills

F. Eligibility Criteria:

- i. Age Limit: The candidate should not be more than 55 years old as on last date of the application.
- ii. Educational Qualification: The desired profile and education qualification of the candidate should be B.E./B.Tech./B. Sc. Engineering (Computer Science/Information Technology/ Electronic/ Electronic & Communication/IT) /MCA/ MBA(IT), M.E./ M.Tech. (CS/IT/ Electronics)
- iii. Experience: Minimum 20 years experience in Information and Communication Technology (ICT) and at least five years of experience as senior executive level position with experience of handling tasks detailed in the job description and key skills of CTO. Experience in Data Center/NOC/SOC projects. He/She should have exposure to ISO 9000 and ISO 27001 and have a proven track record of managing operational IT support teams including its implementation and execution.

G. Remuneration: Around **40-45 lakhs**, based on experience of the candidate, negotiable further based on overall profile, key skills etc. The candidate must furnish the supportive documents such as 'last drawn salary, IT returns' for deciding on the initial remuneration to be provided to the selected candidate. Annual increment on the remuneration finalized initially, may be considered based on periodic performance of the candidate by performance review mechanism to be set up by the Department.

**Other Conditions:**

H. 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.

I. 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](mailto:dpo.ops@mea.gov.in); [dirpsp@mea.gov.in](mailto:dirpsp@mea.gov.in) within 45 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.

J. 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 PRINCIPAL CONSULTANT & CTO

### PERFORMA FOR APPLICATION

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

1. Name in Full:
2. Father's Name:
3. Sex:
4. Date of Birth:  
(proof of date of birth must be enclosed)
5. Age: (Y) - (M) - (D) -  
(as on closing date of application)
6. Marital Status :
7. Address for correspondence (with pin code):  
(Tel.No., Mobile No. FAX & e-mail, if any)
8. Permanent Address:
9. (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

10. Field of Specialization:
11. Employment history in chronological order & 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

**12. Professional Training:**

Organization	Details of Training	Period	
		From	To

**13. Achievements in the career which may support your candidature:**

**14. 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

**15. Any other relevant information:**

**16. 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: