



Bhubaneswar Development Authority
Akash Shova Building, Sachivalaya Marg, Bhubaneswar-1

ADVERTISEMENT

No. 16505/BDA, Bhubaneswar,
IT-3/2018

dt.07.06.2018

BDA invites applications in the prescribed format from eligible candidates for engagement as Consultants on contractual basis for a period of two year for its IT-PMU in the following capacity:

Sl.	In the capacity of	Required number
1	Senior Consultant (e-Governance)	One
2	Consultant (Software Development)	One
3	Consultant (IT Infrastructure & Networking)	One

The details about minimum requisite qualifications, experiences and other terms & conditions of contract is available in the BDA website (<http://bda.gov.in>). The applications duly filled-up in all respect should reach to "Secretary, Bhubaneswar Development Authority, Akash Shova Building, Sachivalaya Marg, Bhubaneswar-1" on or before dt.22.06.2018 by 5:00 P.M. only through Speed post /Courier. Short-listed candidates will be informed for walk-in interview through email/Mobile as would be decided by BDA.

BDA reserves the right to reject any/all applications or cancel entire engagement process without assigning any reason thereof.

Sd/-
Secretary, BDA

**Terms & References for engagement of Independent Consultants
for the IT-PMU in Bhubaneswar Development Authority, Bhubaneswar**

1. Applicability:

These guidelines will apply to engagement of Consultants as given in table-1 below in the IT-PUM of BDA for a period of 24 months and may be extended subject to the satisfactory performance of the consultants.

Table - 1

Sl. No.	Position and Required Number	Minimum Qualification and Experience	Job Responsibility
1	Senior Consultant (e-Governance) - 1 No.	<ul style="list-style-type: none"> • B.E/B.Tech with MBA/PGDM from a reputed college/university. • At least 7 years of relevant experience in the field IT-ICT services out of which at least 3 years of experience as a Team Leader in a reputed organization. • Out of 7 years of experience 3 years should be in e-Governance. • Preference will be given to person having knowledge in implementing ERP projects. 	<ul style="list-style-type: none"> • Leading the team & reporting to Nodal Officer • Complete project management and coordination between various stakeholders for smooth implementation of all IT-ICT projects of BDA. • Drafting of IT-ICT SOP and Policies for streamlining of functioning of IT & related Branch at BDA. • Managing all the e – Governance and ERP initiatives and implementations across BDA and Line Offices. • Any other related assignment as & when required.
2	Consultant (Software Development) – 1 No.	<ul style="list-style-type: none"> • MCA/B.E/B. Tech from a reputed college / university. • At least 5 years of relevant experience in the field of Web and Mobile based Software Design and Development in a reputed organization. • Out of 5 years of experience, 2 years should be in the capacity of Systems Analyst or equivalent. • Preference will be given to person having knowledge in implementing ERP projects. 	<ul style="list-style-type: none"> • System Study & preparation of Software Requirement Specification (SRS) as & when required. • Design new web and mobile based reports, consolidate, evaluate, and verify the reports in the application. • Diagnosing application breakdown issues (if any), troubleshoot on the identified issues in the application. • Provide support to BDA users on the web and mobile based application functionalities; review the functionality of the developed application. • Deployment of the new release/ updates of the web based application in the server. • Monitoring application performance on regular basis, maintenance of log register mentioning bugs/change requests/new

			<p>requests with current status.</p> <ul style="list-style-type: none"> Any other related assignment as & when required.
3	Consultant (IT Infrastructure and Networking) – 1 No.	<ul style="list-style-type: none"> B.E/B. Tech from a reputed college / university. At least 3 years of relevant experience in the field of IT-ICT Infra and N/W in a reputed organization. Preference will be given to CCNA certified professional. 	<ul style="list-style-type: none"> Resolving Hardware and network related issues Evaluating the plan & guidelines on the deployment of IT infrastructure Tracking implementation and delivery progress to include hardware procurement, network services, facilities management etc. as per ITIL standards. Validate IT infrastructure deployed against the bill of materials & deployment architecture. Ensure the ITIL standards compliance for IT Infrastructure. Any other related assignment as & when required.

2. Eligibility Conditions:

- i. As mentioned in Table 1 of section 1.
- ii. Applicants against whom criminal cases are pending during the period of applying will not be eligible for consideration.

3. Selection Process:

- i. Selection of person will be made through an open advertisement.
- ii. There shall be a Selection Committee as may be decided by BDA for the engagement of the consultants.
- iii. Compensation of the selected candidates will be decided based on the factors such as;
 - a. last drawn salary
 - b. as per industry standards
 - c. rates fixed by government agencies such as OCAC, NICSI etc.

4. Tenure, Terms & Conditions:

- i. The engagement shall be made for a period of 24 months. The period can be extended subject to satisfactory performance and shall not be extended beyond the age of 65 years.
- ii. The engagement may be terminated at any time by the BDA for unsatisfactory performance / on administrative ground on issue of notice of one month. Further if the Consultants desires to resign he shall do so by giving two months written notice to BDA.

- iii. Besides the action under sub-paragraph (ii) above, the consultants so engaged will also be liable to be proceeded against under various provision of civil and criminal law for any act of misconduct during the course of discharge of their duties as consultant.
- iv. The appointment will be on consolidated emoluments per month which will comprise of consolidated salary, inclusive of all allowances like, HRA, conveyance allowance, mobile and internet allowance etc. No other allowance or benefit of facility shall be granted.
- v. This engagement does not confer any right to a regular appointment at any time in the Project or in any BDA line departments. The engagement is purely temporary in nature and shall not invite any legal recourse now or in the future. It is reiterated that there is no scope of permanent absorption in BDA on account of the present contractual engagement.
- vi. BDA shall not be liable for any compensation towards sickness and injury during the period of the contract.
- vii. Candidates need to furnish the following with their application form –
 - a. Medical certificate of your physical fitness issued by a Medical officer not below the rank of Assistant Surgeon.
 - b. Certificates relating educational qualifications and work experience.
 - c. Self-declaration certificate saying no relationship with any authority of BDA.
 - d. Last three month Salary Slips.

Note: *Upon failure of furnishing the above documents the application will be rejected.*

- viii. The consultant will furnish an undertaking at the time of joining with regarding to the truth of information furnished by him/her as per the format to be provided by BDA.

5. Last date of submission of application:

The last date of submission of application is 22/06/2018. Application duly filled in all respect shall reach “The Secretary, Bhubaneswar Development Authority, Sashivalaya Marg, Bhubaneswar-751001, Odisha” by 5:00 PM through Speed post / Courier. Hand delivery or e-mail is not allowed.

Short-listed candidates will be informed for walk-in interview through email/Mobile as would be decided by BDA.

6. BDA reserves the right to reject any/all applications or cancel entire engagement process without assigning any reason thereof.

APPLICATION FORM

(For engagement of Independent Consultants for the IT-PMU in BDA, Bhubaneswar)

Position Applied For _____

Paste recent
passport size
photograph

1. Personal details:

Name of the Candidate		
	(First Name)	(Surname)
Address	Permanent:	Present:
Mobile/ Phone No.		
Telephone (Residence)		
Telephone (Office)		
Email ID		
Date of Birth		
Category (ST/ SC/ General)		
Sex: (Male/ Female)		

2. Educational Qualification (Recent First: 10th Standard Onwards):

Qualification	University/ Institution	Subjects/Specialization	Completion Year	Division/ Grade	% of marks

3. Other Course / Training :

Course Name	Duration	Institution	Course Details

4. Employment / Work Experience details :

Name & Address of the Employer	Designation	Duration		Brief description of Responsibilities	Name & Designation of Reporting Authority & contact no.
		From	To		

5. Computer Literacy:

Software	Level of Knowledge (Please Tick Relevant Column)		
	Basic	Working	Expert
MS Word			
MS PowerPoint			
MS Excel			
Internet Use			
Programming Language (Please Specify)			
RDBMS (Please Specify)			
Any Other IT Skills (Add rows if required)			

6. Language proficiency (Please Tick the Appropriate Column):

Language	Ability to Converse			Ability to Read			Ability to Write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Odia									
Other (please specify)									

7. Any Other Information (May be provided by Applicant to Strengthen Candidature):

8. References (Two Persons to whom you have Professionally Reported):

Reference 1 (Name, Designation, Official address, Mob. & Email)	Reference 2 (Name, Designation, Official address, Mob. & Email)

9. Declaration:

I do here by declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any point of time, my candidature/ appointment may be cancelled/ terminated without any notice.

Date:
Place:

Signature of the Applicant