Vacancy Circular

Hiring of Consultant (System Analyst) in Information & Technology Department of South Delhi Municipal Corporation.

The South Delhi Municipal Corporation has 4 zones namely: Central, South, West and Najafgarh Zone comprising of 104 municipal wards.

Information Technology Department is serving the population of almost 56 lacs citizens with a responsibility of maintaining, upgrading and developing civic amenities efficiently with a view to create a better tomorrow for citizens of Delhi. It is providing services like Government to Citizen, Government to Government, Government to Business through online applications relating to the services provided by various Departments. Citizens can avail various services like Park Booking, Community Hall Booking, Factory License, Health Trade License, and Online Building Plan etc and deposit various fees and taxes online with a click of a mouse in the comfort of their household.

South Delhi Municipal Corporation, Information and Technology Department have initiated several new projects/initiatives like Mobile Application for Officers & Citizens, e-office, GPS tracking system, etc. Also, there are many other initiatives like Software development, information gathering, system quality testing, etc which is very crucial part and department is in urgent required of the desired person for this task.

It is in this context, that the Department seeks to hire Consultant (System Analyst), with expertise in the specific technical areas to provide technical and management support in the implementation of e-Governance project.

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of Post</th>
<th>No. of post</th>
<th>Consolidated Remuneration</th>
<th>Reference Annexure</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Consultant Analyst</td>
<td>01</td>
<td>Up to Rs. 60,000</td>
<td>Annexure 1</td>
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</table>

Applications from eligible candidates for the aforesaid positions are invited in the enclosed Proforma (Annexure - 2) along with copies of the certificates of essential qualifications and experiences. The applications may be addressed to the Director (IT), 24th Floor, Information & Technology Department, South DMC, Dr. S.P.M Civic Centre, New Delhi – 110002. Applications received incomplete or after the due date will not be considered. Only shortlisted candidates will be intimated and called for an interview. The SDMC reserves the right to reject any or all applications without assigning any reason. Duly filled up application form along with relevant documents may be
submitted on or before 5.30 P.M. within 15 days from the date of publication of the vacancy circular in the Newspapers or posted on the website of the SDMC (http://mcdonline.gov.in/tri/sdmcmdportal/) whichever is later.

AO (IT), SDMC

[Signature]
Annexure - 1

Position:- Consultant (Systems Analyst)

Educational Qualification, experience and skills

Essential:

- PG Degree in Computer Applications or B. Tech/ BE or PG Degree with formal training on IT/ computer with at least 60% marks.

- At least 4 years experience in IT/ICT Systems implementation.

- Should have experience in development and implementation of web based applications and mobile applications.

- Expertise in MS Office including Word, Excel and PowerPoint.


Desirable:

- 8 years of experience in IT system implementation.

- Experience in managing large scale technology implementation or IT programs/ projects in Government/ MNCs.

- Experience of working with Government/ Government organizations/ MNCs.

- Experience in mobile technology.

- Experience in implementation of e-governance projects.

- Experience in managing technical team

Scope of Work

- Lead the L-2 Support team, provide directions to the team members for ensuring technical support issues are addressed satisfactorily and promptly.

- Support department in technical discussions and technical analyses.

- Support in resolving complex problems.
- Interface with different team in regards to implementation of IT Projects.
- Monitor the work being done by the technical team.
- Preparation of RFP/ DPR related to IT initiatives in SDMC
- Implementation of e-governance Projects
- Leading different project teams of IT department
- Procurement of IT Items involving financial management
- Organizing various IT training and coordination between different departments.
- Any other related activities of the project that may be assigned by the Director (IT).

**Duration and Type of Contract**

The position of Consultant (Systems Analyst) is purely on contractual/temporary basis with an initial engagement period of six months. A performance appraisal at the end of six months will determine extension of the contract.
Annexure- 2

Format for Application Form

Recent
Photograph

1. Name of Position applying for:

2. Name of the candidate:

3. Father's Name:

4. Address:
   a) Permanent:
   b) Present:
   c) (i) Telephone/Mobile:

(ii) Email:

5. Date of Birth and Nationality:

6. Educational Qualifications: (from graduation to professional qualification)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Degree</th>
<th>Board/University</th>
<th>Institution/University</th>
<th>Year of Passing</th>
<th>% of marks obtained</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
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</tbody>
</table>

7. One relevant Degree that needs to be considered as qualifying educational qualification in reference to the position applied for:
<table>
<thead>
<tr>
<th>Name of Degree</th>
<th>Board/ Institution/ University</th>
<th>Year of Passing</th>
<th>% of marks obtained</th>
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<tbody>
<tr>
<td>(1)</td>
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Note:

1. Candidate is required to mention one of the degrees from amongst mentioned under Educational Qualifications that he/she wants to be considered as qualifying degree in reference to the position being applied for in the application. Information mentioned here will be considered for short listing purpose as far as qualifying educational qualification is concerned.

2. Marks must be provided in % form in column 4. If marks obtained are in the form of CGPA/GPA etc. then either proper conversion formula of the concerned university/institution must be given or marks must be mentioned as converted into percentage form. Marks given in CGPA/GPA form in application will be rejected.

8. Other Trainings [Indicate significant training since degrees under Sl. No. 6- Education]

9. Work experience/Employment Record [Starting with present position, list in reverse order every employment held since graduation, giving for each employment (see format here below): dates of employment, name of employing Organization, positions held:

<table>
<thead>
<tr>
<th>S. No</th>
<th>From (Date)</th>
<th>To (Date)</th>
<th>Duration (Years. Months)</th>
<th>Employer Organization</th>
<th>/Designation</th>
<th>Description of Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
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<td>(4)</td>
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</tbody>
</table>

Note: 1. Exact dates of employment has to be filled in dearly in Columns 2 & 3.
2. Duration in a particular employment has to be given in Years. Months e.g. If a candidate has worked for 2 years and 6 months in an organization it has to be filled as 2.6 in column 4 and if it is 2 years and 11 months then it has to be filled as 2.11 in column 4.

10. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:

11. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned (Among the assignments in which the incumbent has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under scope of work for the position]
   - Name of assignment or project:
   - Year: Location:
   - Client
   - Main project features: Positions held:
   - Activities Performed:

12. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this Application Form correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, at any stage.

Date: 

Signature

"Application with certification as above not duly signed by the candidate will be rejected at the outset. Note:

A. Candidates must attach:-

1. Self Attested Certificates in support of the educational qualifications.
2. Self Attested Experience Certificate from respective Employer clearly

Indicating the date of joining and date of relieving. For the current employment a copy of employment indicating the date of joining.

B. Applications with insufficient information are liable to be rejected.