

SeMT Resource requirement

The State e-Governance Mission Team (SeMT) of Karnataka, requires the following resources to support e-Governance department in its e-Governance activities:

S. No.	Position / Resource types	No. of Resources
1.	Consultant – Program Management (Process)	3
2.	Consultant – Program Management (Procurement)	1
3.	Consultant – Technology Management (Database)	1
4.	Consultant – Technology Management (Application Consultant)	1
Total		6

Qualification, Experience and Job Description for each position is detailed below:

1. Position: Consultant – Program Management (Process)

Qualification: Graduate in Engineering with MBA or Master in Computer Science or Computer Application.

Experience & Skills required:

- Minimum 8 years of experience of which atleast 4 years of relevant experience. Should have worked on Government projects in the areas of Process study and Process Re-engineering. Should have good experience in performing activities such as; Requirement Gathering, Current State Assessment, Gap Analysis, To-Be Process definition, BPR & FRS preparation.
- Should possess good communication skills.
- Should be proficient with Kannada Language Read, Speak and Write.
- Should have good documentation and presentation skills.
- Should possess good skills in using Flowchart tools, MS Word, MS Excel, PowerPoint, MS Visio etc.

S. No.	Job Description
1.	Conduct Process Study and Process Re-engineering activities for the Government departments / Corporations / Boards as directed by e-Governance department.
2.	Perform Current State Assessment of processes, prepare As-Is process maps resulting in the preparation of “As-Is Report”, with detailed description of the processes studied by interacting with the departments.
3.	Responsible for interacting with the respective departments and getting the process documents approved.
4.	Perform Process re-engineering activities which involves; <ul style="list-style-type: none">• Process analysis to identify NVAs and VAs,• Cause-Effect analysis to identify problems within a process,

S. No.	Job Description
	<ul style="list-style-type: none"> Prepare To-Be process maps resulting in the preparation of “To-Be Report / BPR report / FRS document”, with detailed description of the processes analyzed, for improved and efficient delivery of G2C, G2B and G2G services using ICT.
5.	Should prepare necessary Government Orders (GOs) for the proposed process changes due to process re-engineering and coordinate with departments and Project Director for review & approval of the GOs.
6.	Prepare Detailed Project Report (DPR) for e-Governance initiatives of e-Governance department and other Government departments / Corporations / Boards.
7.	Review Software Requirement Specification (SRS) document for e-Governance initiatives, whenever required.
8.	Support the software development teams with relevant process details, whenever required. Should support during testing and training phases of the project.
9.	Review and provide suggestions for improvement of process documents prepared by other PMU teams of different projects.
10.	Any other work assigned by e-Governance department.

2. Consultant – Program Management (Procurement)

Qualification: Graduate in Engineering with MBA or equivalent.

Experience & Skills required: Minimum 8 years of experience of which atleast 4 years of relevant experience. Should have worked in Government sector.

- Should have good understanding of Public Procurement procedures.
- Should possess skills on RFP preparation and Bid Management activities for Government departments for procurement of IT / ICT related goods & services. Should have prepared RFPs and performed bid management (end-to-end) for atleast four procurements (Min. Two Goods and Two Services tenders).
- Should have good understanding of different selection methods like, but not limited to; Least Cost Selection (LCS), Quality-cum-Cost Based Selection (QCBS), Quality Based Selection (QBS), Single Source Selection (SSS) etc.
- Should have experience in interacting with Government departments to understand the procurement requirements and draft RFPs and get them approved.
- Should possess good communication, documentation and presentation skills.
- Should be proficient with Kannada Language Read, Speak and Write.

S. No.	Job Description
1.	Interact with Process consultant and Solution architect to understand the Functional and Technical requirements of projects and derive the Scope of Work. Will be responsible for preparing tender documents for procurement entities under different projects.
2.	Prepare estimates for procurement of goods / services and present the estimates to the Project Directors for getting necessary approvals.

S. No.	Job Description
3.	Understand KTPP Act and prepare RFPs for procurement of Goods and / or Services as per the act. Present them to the committees and get approval for publishing the RFPs.
4.	Carryout various activities related to Bid Management & Vendor onboarding. Conduct Pre-bid meeting, Prepare response to pre-bid queries, Publish Corrigendum / Addendum, Perform Pre-qualification, Technical and Commercial bid evaluations, Prepare detailed Evaluation reports etc.
5.	Coordinate with the procurement entities and selected bidder in finalizing the contract and getting it signed.
6.	Support various procurement entities by reviewing the RFPs and providing appropriate inputs (Technical / Functional). Support the procurement entities in Bid evaluation process.
7.	Should prepare Contracts / Master Service Agreements.
8.	Any other work assigned by e-Governance department.

3. Consultant – Technology (Database)

Qualification: Graduate in Engineering or MCA (Full Time) or equivalent.

Experience & Skills required:

- Minimum 8 years of experience of which atleast 4 years of relevant experience. Should have good experience in performing activities such as; Design database schema, Manage & Monitor databases.
- Should possess good skills in writing database scripts, using profiling tools and performance tuning.
- Should possess good communication skills.
- Should have good documentation and presentation skills.

S. No.	Job Description
1.	Should install and configure required RDBMS on the servers for different projects.
2.	Should design the database schema and create databases required for the project.
3.	Should define and create database users and roles.
4.	Should manage user creation, user access, roles and privileges. Keep record of users created, user-wise roles and privileges for all databases.
5.	Should support the application development teams to connect to the databases and ensure smooth functioning.
6.	Should constantly monitor the performance of the database servers and raise necessary alerts to the concerned.
7.	Should fine tune the databases periodically.
8.	Whenever required participate actively in troubleshooting incidents and guide other team members.

S. No.	Job Description
9.	Should create necessary DB scripts for day-to-day database management and backup scheduling activities.
10.	Shall be responsible for restoration of data, post getting necessary approvals from Project Director.
11.	Should carry out capacity planning activity and communicate to Project Director on scalability requirements, well in advance.
12.	Communicate regularly with KSDC technical staff, application development and operational staff to ensure database integrity and security.
13.	Manage the disaster recovery aspects of databases.
14.	Prepare & submit periodical reports on the health of the database servers and databases. Maintain proper records of database installations, patch updation, releases made etc. and share them with Project Director.
15.	Any other project related activities as assigned by Project Director.

4. Consultant – Technology (Application Consultant)

Qualification: Graduate in Engineering or MCA (Full Time) or equivalent.

Experience & Skills required:

Minimum 8 years of experience of which atleast 4 years of relevant experience.

- Experience with multiple transformational programs across technologies and domain
- Providing consultancy support for developing new applications and application interfaces
- Good understanding and working knowledge with various technologies and architectural frameworks
- Experience in providing consultancy for evaluating vendor products
- Experience in performing UAT as per scope of the project.
- Experience in providing inputs for preparing RFP for e-Governance applications.

S. No.	Job Description
1.	Provide necessary support in preparing functional requirements for new software applications, understand the functionalities of existing software applications and prepare requirements document / gap analysis report.
2.	Prepare transition plan for transformation of applications to newer technologies.
3.	Understand the integration requirements of different software applications and prepare Integration document for software applications which require integration with other applications and explain it to key stakeholders.
4.	Prepare architecture for software applications and explain it to key stakeholders. Guide the software development teams in implementing the architecture.
5.	Conduct PoCs and Prepare evaluation reports of vendor products evaluated.
6.	Preparation of test plan and completing UAT as per project scope and deliverables.
7.	Prepare RFPs for e-governance applications and support during bid evaluation process.
8.	Good experience in programming / designing application interfaces, database

S. No.	Job Description
	designing & testing.
9.	Provide necessary support to implement e-Governance projects.

Instructions:

1. For all the above listed positions, the candidate should have an experience of minimum 8 years of experience of which atleast 4 years of experience relevant to the position.
2. All positions listed above are on contract basis for duration of 2 years. The contract may be extended for another two years, based on the requirement and performance of the candidate. Decision of CeG shall be final in this regard.
3. Interested candidates shall apply within 30th March 2019. Candidates should submit their detailed Curriculum Vitae (CV) in PDF or Word document format only, through e-Mail to ceoceg@karnataka.gov.in or dir-edcs@karnataka.gov.in. The CV should provide complete details of the candidate such as; name, date of birth, gender, address for communication, mobile number, e-Mail address, qualification, detailed work experience highlighting the roles & responsibilities, projects worked, current salary, expected salary, notice period. The subject line of the e-Mail should mention the Position applied for.
4. CeG shall evaluate the CVs received and shall call eligible candidates for a face-to-face interview. The selection of candidates shall be based on their performance in the interview. Decision of CeG shall be final in this regard.
5. Candidates should bring a copy of their CV along with supporting documents of the Qualification and Experience while coming for the interview.
6. Results of the selection process shall be intimated to the selected candidates through mail. The selected candidates have to give their acceptance through mail within the stipulated date for considering them to the position.
7. All positions are at Bangalore.
8. Salary shall be negotiable.