

**Centre for Smart Governance (CSG)
Hiring of Technical & HR Resources**

No.: CSG/002/HRD/2019

Date: 30-04-2019

Centre for Smart Governance (CSG), Government of Karnataka invites applications from eligible candidates in the areas of IT / ICT for the positions listed below:

S. No.	Position / Resource types	No. of Resources
1.	Project Manager	1
2.	Project Lead	1
3.	Business Analyst	2
4.	Solution Architect	1
5.	Database Designer	1
6.	Senior Software Engineer	2
7.	Software Engineer	8
8.	Test Lead	1
9.	Test Engineer	2
10.	Human Resource Manager	1
Total		20

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

Position no. 1: Project Manager

Minimum Qualification: BE/B.Tech/MCA

Experience & Skills required:

- Minimum 10 years of relevant experience.
- Good understanding of project management methodologies and technology.
- Experience in application development, maintenance and support.
- Should have managed multiple project teams.
- Should have good working knowledge on SDLC.
- Should have good knowledge of Effort & Cost Estimation.
- Should possess good communication skills. Knowledge of Kannada Language - Speak, Read and Write preferred.
- Should have good documentation and presentation skills.
- Knowledge of e-Governance projects desirable.
- Knowledge of IT infrastructure, sizing of hardware and network requirements preferred

S. No.	Job Description
1.	Take complete ownership of delivering the projects assigned. Prepare Project plan, Resource deployment plan, Transition plan etc.
2.	Manage the project within the approved effort and cost

S. No.	Job Description
3.	Should provide support and guidance to the software development team during all stages of the project life cycle.
4.	Perform all activities related to Team Management and Risk Management.
5.	Provide necessary inputs for procurement of hardware, system software, development tools etc.
6.	Should support CSG in hiring processes
7.	Conduct regular reviews on the progress of the project and submit progress reports on a weekly / monthly basis to CSG.
8.	Should present the software application developed, to key stakeholders within CSG and to client departments and get necessary approvals.
9.	Should attend review meetings conducted by CSG / Departments.
10.	Any other work assigned by Director CSG.

Position no. 2: Project Lead

Minimum Qualification: BE/B.Tech/MCA

Experience & Skills required:

- Minimum 8 years of relevant experience.
- Good understanding of project management methodologies and technology.
- Experience in application development, maintenance and support.
- Should have handled project teams.
- Should have good working knowledge on SDLC.
- Should possess good communication skills. Knowledge of Kannada Language - Speak, Read and Write preferred
- Should have good documentation and presentation skills.
- Knowledge of e-Governance projects desirable.
- Knowledge of IT infrastructure, sizing of hardware and network requirements preferred

S. No.	Job Description
1.	Take complete ownership of delivering the projects assigned. Prepare Project plan, Resource deployment plan, Transition plan etc. in discussion with Project Manager.
2.	Manage the project within the approved effort.
3.	Perform all activities related to Team Management and Risk Management.
4.	Provide necessary inputs for procurement of hardware, system software, development tools etc.
5.	Provide complete Technical and Code level guidance to the software development teams. Should be able to develop and implement key functionalities of an application, if necessary. Should guide the team during all stages of the project life cycle, trouble shoot issues and provide solution to the teams.
6.	Conduct regular reviews on the progress of the project and submit progress reports.
7.	Should present the software application developed, to key stakeholders within CSG and to client departments and get necessary approvals.

S. No.	Job Description
8.	Should attend review meetings conducted by CSG / Departments.
9.	Any other work assigned by Director CSG.

Position no. 3: Business Analyst

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

Experience & Skills required:

- Minimum 7 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 and FRS preparation.
- Should have good working knowledge on SDLC.
- Should have good experience in preparing SRS document, presenting it to the key stakeholders and getting approval.
- 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.
- Preferred certification in Business Analysis.

S. No.	Job Description
1.	Conduct Requirement Gathering, Gap Analysis, Process Study and Process Re-engineering activities for projects of Government departments / Corporations / Boards as directed by CSG.
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. Should prepare Gap Analysis report whenever required.
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, • 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. • Prepare SRS document, present it to key stakeholders and get approval.
5.	Support the software development teams with relevant process details, whenever required. Should support during testing and training phases of the project.

S. No.	Job Description
6.	Any other work assigned by Director CSG.

Position no. 4: Solution Architect

Minimum Qualification: BE/B.Tech

Experience: Minimum 8 years of relevant experience

- Should be highly technical, have experience in designing technology solutions by mapping the business requirements to system requirements and should have designed complex and scalable software systems.
- Should have good knowledge and understanding of SoA, MVC, Tiered architecture, etc. Should have designed atleast 1 software application at enterprise level.
- Should have good understanding of IT/ICT systems, Integration of external systems and databases.
- Should have good understanding of SDLC.
- Should be able to guide the software development teams and ensure that they follow the defined architecture.
- Should possess above-average analytical, conceptual and troubleshooting abilities.
- Excellent written and verbal communication skills
- Should be able to prioritize and execute tasks when under extreme pressure
- Experience in providing guidance and leadership to software development teams
- Proven experience in identifying, analyzing and resolving system problems

S. No.	Job Description
1.	Responsible for the designing the technology solutions and mapping the business requirements to system requirements and ensure that they are in line with the enterprise architectural plan.
2.	Should design solutions for every project in consultation with the Project Manager, Business Analyst and present it to the top management of CSG and obtain approval.
3.	Guide the software development teams to develop the software system as per the approved design.
4.	Should create design documents, review code and support in trouble shooting.
5.	Should create documents related to design aspects and lay down good principles for developing scalable software applications.
6.	Should create necessary documents for integration of applications developed by CSG with other external applications. Should explain the integration requirements to the software development team and ensure the inter-operability of systems.
7.	Should ensure that the design of every software application complies to standard industry practices and also complies to security standards.
8.	Should own the design of every software application, maintain architecture repositories and enhance the design, as applicable.
9.	Should design the deployment architecture for each software application and ensure that the software application is deployed as per the architecture. Should interact with the Karnataka State Data Centre teams for deployment of software applications.
10.	Should support during security audit.
11.	Any other work assigned by Director CSG.

Position no. 5: Database Designer**Minimum Qualification:** BE/B.Tech/MCA**Experience:** Minimum 10 years of relevant experience

- Should have worked with the team and contribute to the Database design.
- Experience in designing and handling databases. MSSQL experience preferred.
- Must have supported application development, maintenance and support projects.
- Good knowledge on SDLC.
- Provide technical assistance and cross training to other team members.
- Responsible for providing training and assistance to users for generation of ad-hoc queries.
- Design of database model & structure to meet performance requirements of reports specifically for transactional & consolidation reports
- Preferred certification : Oracle/MSSQL Certified Professional or equivalent

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.
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 / Programme Manager.
11.	Should carry out capacity planning activity and communicate to Project / Programme Manager 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 Director.
15.	Any other work assigned by Director CSG.

Position no. 6: Senior Software Engineer**Minimum Qualification:** BE/B.Tech/MCA/M.Sc. Computer Science**Experience:** Minimum 5 years of relevant experience

- Should possess good hands-on experience in application development, maintenance and support using .Net.
- Good knowledge on SDLC.
- Should have good knowledge of MVC architecture or similar architecture used for software development.
- Work with the team and contribute to software design and other documents.
- Responsible for design, development, implementation and support of enterprise reports through SQL Queries.
- Should have experience in writing SQL queries, database scripts / stored procedures, etc.
- Should have worked with cross-functional teams for business analysis activities to gather and document reporting and dashboard requirements and use those requirements to design, develop, test and implement reports and dashboards created from potentially multiple data sources.
- Support in sizing of hardware and network requirements for the project.
- Provide technical assistance and cross training to other team members.
- Responsible for providing training and assistance to users for using the application and generation of ad-hoc queries.
- DevOps experience preferred.
- .Net Certified Programmer preferred.

S. No.	Job Description
1.	Work closely with Business Analyst and Project Manager to understand the software application requirements.
2.	Design and develop the software application on MVC or similar architecture. Follow coding standards. Perform unit testing.
3.	Support the Project Manager in sizing the hardware and network requirements.
4.	Setup the development environment and manage it.
5.	Carryout activities related to managing the version and release of the software application.
6.	Perform code review activities.
7.	Work closely with Database Designer to design the database for the software application. Wherever necessary should write the database scripts / stored procedures.
8.	Guide the team members.
9.	Should build and deploy the software application on the identified servers along with related components.
10.	Work closely with the Testing team and ensure the software application is bug free.
11.	Prepare necessary documentations
12.	Any other work assigned by Director CSG.

Position no. 7: Software Engineer

Minimum Qualification: BE/B.Tech/MCA/ M.Sc. Computer Science

Experience: Minimum 3 years of relevant experience

- Should possess good hands-on experience in application development, maintenance and support using .Net.
- Good knowledge on SDLC.
- Should have good knowledge of MVC architecture or similar architecture used for development.
- Responsible for design, development, implementation and support of enterprise reports through SQL Queries.
- Should have experience in writing SQL queries involving multiple tables / views
- Responsible for providing training and assistance to users for using the application and generation of ad-hoc queries.
- DevOps experience preferred.

S. No.	Job Description
1.	Work closely with Business Analyst and Senior Software Engineer to understand the software application requirements.
2.	Develop the software application on MVC or similar architecture. Follow coding standards. Perform unit testing.
3.	Support in managing the version and release of the software application.
4.	Should support in build and deploy the software application on the identified servers along with related components.
5.	Work closely with the Testing team and ensure the software application is bug free.
6.	Prepare necessary documentations.
7.	Any other work assigned by Director CSG.

Position no. 8: Test Lead

Minimum Qualification: BE/B.Tech/MCA

Experience: Should have minimum 7 years of relevant experience

- Should have good exposure to software process improvement activities.
- Exposure to monitoring the software engineering processes and methods used to ensure quality.
- Maintain collaborative working relationships with software engineers, especially to obtain, plan for and install new practices and technologies.
- Good understanding of the functionalities and features of the applications and services.
- Must have supported development, maintenance and support projects.
- Should have good understanding of SDLC.
- Preferably proficient with Kannada Language - Speak, Read and Write

S. No.	Job Description
1.	Work closely with Business Analyst, Project Manager and Senior Software Engineer to understand the software application requirements.
2.	Take complete responsibility of application testing and ensure bug free application.
3.	Prepare test plans.
4.	Should be able to carry out different testing processes namely; System testing,

S. No.	Job Description
	Integration testing, Load testing, Performance testing, Security testing, Scalability testing, etc.
5.	Guide the team members in the testing process.
6.	Review the bug report prepared by the team.
7.	Work closely with the Testing team and ensure the software application is bug free.
8.	Support the team during UAT.
9.	Prepare necessary documentations.
10.	Any other work assigned by Director CSG.

Position no. 9: Test Engineer

Minimum Qualification: BE/B.Tech

Experience: Should have minimum 3 years of relevant experience

- Should have good exposure to software process improvement activities.
- Should have hands-on experience in using testing tools as well as manual testing processes.
- Work closely with software engineers to understand the requirements and modules developed so as to perform meaningful testing.
- Good understanding of the functionalities and features of the applications and services.
- Must have supported development, maintenance and support projects.
- Should have good understanding of SDLC.
- Preferably proficient with Kannada Language - Speak, Read and Write

S. No.	Job Description
1.	Work closely with Business Analyst, Project Manager and Senior Software Engineer to understand the software application requirements.
2.	Take complete responsibility of application testing and ensure bug free application.
3.	Prepare test cases.
4.	Guide the team members in the testing process.
5.	Review the bug report prepared by the team.
6.	Work closely with the Testing team and ensure the software application is bug free.
7.	Support the team during UAT.
8.	Prepare necessary documentations.
9.	Any other work assigned by Director CSG.

Position no. 10: Human Resource Manager

Minimum Qualification: MBA (HR)

Experience: Minimum 12 years of experience of which should have worked in IT firms as HR Manager for atleast 3 years.

- Experience in hiring, transferring, promoting, and terminating employees.
- Well versed in policies, procedures, laws, and standards related to employment.
- Should have proficiency in using MS Office.

- Should have good communication skills.
- Preferably proficient with Kannada Language - Speak, Read and Write

S. No.	Job Description
1.	Developing and implementing HR strategies and initiatives
2.	Bridging management and employee relations by addressing demands, grievances or other issues.
3.	Managing the recruitment and selection process
4.	Support current and future business needs through the development, engagement, motivation and preservation of human capital
5.	Developing and administering human resources plans and procedures that relate to company personnel
6.	Planning, organizing, and controlling the activities and actions of the HR department.
7.	Implementing and revising compensation program
8.	Creating and revising job descriptions
9.	Conducting annual salary surveys
10.	Developing, analyzing, and updating the salary budget
11.	Developing, analyzing and updating the evaluation program
12.	Developing, revising, and recommending personnel policies and procedures
13.	Overseeing recruitment efforts for all personnel, including writing and placing job ads
14.	Conducting new employee orientations and employee relations counseling
15.	Overseeing exit interviews
16.	Maintaining department records and reports
17.	Participating in administrative staff meetings
18.	Maintaining CSG directory and other organizational charts
19.	Recommending new policies, approaches and procedures
20.	Any other work assigned by Director CSG.

Note:

1. All positions listed above are on contract basis for a duration of 3 years extendable based on satisfactory performance. Decision of CSG shall be final in this regard.
2. Interested candidates shall apply within the date mentioned in the advertisement. Candidates should submit their detailed Curriculum Vitae (CV) in PDF or Word document format only, through e-Mail to careerscsg@karnataka.gov.in or edcsg@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, current salary, expected salary, notice period etc. CVs with incomplete information shall be rejected.
3. CSG shall evaluate the CVs received and shall call eligible candidates for a face-to-face interview. For some positions, CSG may conduct a written test and then short list the candidates for interview. The selection of candidates shall be based on their performance in the interview. Decision of CSG shall be final in this regard.
4. Candidates should bring a photo id card, copy of their CV along with supporting documents of the qualification and experience while coming for the interview.

5. Results of the selection process shall be intimated to the selected candidates through email. The selected candidates have to give their acceptance through mail within the stipulated date for considering them to the position.
6. All positions are at Bangalore.
7. Salary shall be negotiable.

******* End of Document *******