

NOTICE FOR WALK-IN-INTERVIEW FOR CONTRACTUAL APPOINTMENT IN THE 'IT CELL'

The development phase of the e-Governance project of Town & Country Planning Deptt. (TCPD) Haryana is now in its final stage. The development of 'software application' along with a majority of data-entry is already complete and functional at the Directorate. GIS data framework has also been established and substantial digitisation of GIS data has also been completed. The Department is thus fully equipped and geared up for a statewide launch of the project.

TCPD wishes to recruit bright, hard working and dynamic professionals for developing & managing e-Governance projects on contract basis for the time being. Hence, eligible candidates are invited to attend walk-in-interview on 12-01-2016 at 10:00 AM for the following post:

| Sr No | POSTS (IT Cell) | No. of Posts |
|-------|---|--------------|
| 1 | Project Manager | 1 |
| 2 | Development Manager (Application Systems) | 1 |
| 3 | Development Manager (GIS Systems) | 1 |
| 4 | Development Team Leader (Application Systems) | 1 |
| 5 | Development Team Leader (GIS Systems) | 1 |
| 6 | GIS Developer | 3 |
| 7 | Software Developer (Application Systems) | 2 |
| 8 | Information Security Officer | 1 |
| | TOTAL | 11 |

TERMS & CONDITIONS

1. The details pertaining to Roles and Responsibility as well as Academic Qualifications and Experience for the professionals to be considered for the said posts is annexed at **Annexure-I**.
2. Depending upon the total number of candidates applying for the posts, the committee may decide to hold a screening test for shortlisting of candidates for the interview.
3. The posts will be filled on contract basis for a period of 1 year for the respective posts and on satisfactory performance thereof contract may be extended.
4. Persons working in Government/Public Sector Undertakings/Autonomous Organization should apply through proper channel. Candidates will have to produce the proof of the details furnished in their application in original at the time of interview.
5. The candidates will have to produce last 3 months Salary slip/Bank Statement (in case Salary Slip not given) at the time of interview. The remuneration shall be paid in the form of a lump-sum consolidated amount commensurate with qualification & experience. The remuneration to be paid to the successful candidate shall be finalised by the interview committee keeping into account the following benchmark:

| Sr No | POSTS (IT Cell) | Tentative Monthly Remuneration (Rs.) |
|-------|---|--------------------------------------|
| 1 | Project Manager | 1,00,000 |
| 2 | Development Manager (Application Systems) | 55,000 |
| 3 | Development Manager (GIS Systems) | 55,000 |
| 4 | Development Team Leader (Application Systems) | 50,000 |
| 5 | Development Team Leader (GIS Systems) | 50,000 |
| 6 | GIS Developer | 35,000 |
| 7 | Software Developer (Application Systems) | 35,000 |
| 8 | Information Security Officer | 35,000 |

The interview committee reserves the right to finalise the remuneration at either higher or lower than the benchmark amount as indicated above, depending upon the qualification and relevant experience of the candidate.

6. Preference will be given to candidates having experience of working in the Computerisation Project of the Town & Country Planning Department, Haryana as per the following criteria:
 - (i) For each year of relevant experience in the computerisation project of the Department a relaxation of upto one year in the prescribed experience criteria may be considered.
 - (ii) Such professionals having relevant experience in the computerisation project of the Department may be awarded upto 20% marks against a minimum of one-year hands-on experience of working on the computerisation project of the Department.
7. A candidate may apply for more than one post.
8. The candidate who can join immediately after selection will be given preference.
9. Mere fulfillment of the qualitative requirements of the post will not entitle a candidate to be interviewed.
10. The interview committee designated for the purpose reserves the right in all respect regarding filling up the post. Its decision will be final and binding.
11. The place of posting will be at Chandigarh. However, the incumbent is liable to be posted/sent anywhere in Chandigarh/Haryana as and when required.
12. In case it is detected at any stage of engagement that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information, his/her candidature will stand rejected.
13. You are advised to go through the requirements of Roles and Responsibilities, educational qualification, experience etc. carefully and satisfy yourself that you are eligible before appearing for the interview.

GENERAL TERMS AND CONDITIONS:

1. The appointee shall perform the duties assigned to him. The competent authority reserves the right to assign any duty as and when required. No extra/additional allowance will be admissible in case of such assignment.
2. The appointee shall not be entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotions etc. or any other benefits available to the Government employees appointed on regular basis.
3. No accommodation will be provided.
4. Only consolidated salary will be admissible. No Dearness Allowance and other allowances as are admissible to the Haryana Government employees shall be admissible.
5. The appointee shall be on the whole time appointment of the Department till the duration of Contract and shall not accept any other appointment, paid or otherwise and shall not engage himself/herself in private practice of any kind during the period of Contract.
6. The appointee is not entitled to any TA for joining the appointment or termination of Contract.
7. If any declaration given or information furnished by his proves to be false or if he is found to have willfully suppressed any material information, he will be liable to removal from service and also such other action as the Government may deem necessary.
8. No communication/personal enquiries shall be entertained.

HOW TO APPLY:

Candidates have to report as per the scheduled time and date. Candidates must come with the necessary forms and documents in triplicate, i.e., filled up application form as per the prescribed format (**Annexure-II**) given along with Resume and self attested Xerox copies of the qualifications/experiences/certifications etc. in original, along with testimonials, mark sheets of all examinations and a recent photograph. In absence of the filled up application form or certificates, the application may be rejected and candidates may not be permitted to attend the interview. Original Certificates must be brought at the time of interview.

Dated: 31st December, 2015

Place: Chandigarh

Director General,
Town and Country Planning,
Haryana, Chandigarh.

ANNEXURE-I

ACADEMIC QUALIFICATION AND EXPERIENCE REQUIREMENTS: IT CELL OF TOWN & COUNTRY PLANNING DEPARTMENT, HARYANA

| Sr. No. | Post | Roles and Responsibilities | Academic qualifications and experience |
|---------|---|---|--|
| 1 | Project Manager •No. of Posts: 1 | <ul style="list-style-type: none">• Formulate project scope and strategy• Set objectives and priorities• Effort and cost estimation• Plan and Monitor Programs/ Projects• Coordination with various entities/ agencies including vendors/ project partners• Manage technical team including allocation of work responsibilities Issue Resolution• Support/facilitate technology and other technical matters including specific tasks and responsibilities as may be defined in the initiatives assigned, from time to time• Possess good grasp of multiple technologies, tools and platforms• Software engineering methodology and practices• Capacity building at appropriate levels• Managing all program/project specific resources• Develop technical documents including DPR, Proposals, Project Documents, etc. including deliverables in their area of expertise• Address matters related to performance/service levels, acceptance, etc.• Manage procurement, authorize payments and address techno- commercial issues as may be necessary Any other responsibility that might be assigned as may be assigned by the superior officer. | Qualifications: BE/B.Tech/MCA. Experience: 12 Years of relevant experience. |
| 2 | Development Manager (Application Systems) •No. of Posts: 1 | <ul style="list-style-type: none">• Undertake timely database / query performance analysis and tuning; as well as suggest improvements for query performance to development teams;• Take adequate database security measures including protection of PII and sensitive data.• Coordinate and follow up with user departments, service provider, suppliers, infrastructure providers and other stakeholders for project related activities including requirement gathering, feedback / review sessions, sign-offs• Report, Analyze, track and coordinate for resolution of project issues related to infrastructure, technology, application, requirements or communication. Ensure timely and satisfactory resolution of issue on time. Escalate issues timely if warranted.• Manage client (end-user and project sponsor) interactions, manage their expectations, present available options, recommend selection from the available options and provide timely updates;• Ensure project compliance and/or alignment with relevant standards, guidelines and recommended practices; and | Qualifications: Bachelors / Masters degree in Information Technology / Computer Science / Computer Science Engineering / Computer Applications or related discipline; OR Any Bachelors / Masters Degree / PG Diploma with relevant industry certifications. Experience: 5 Years of relevant experience. |

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| | | <ul style="list-style-type: none"> Actively participate and follow up as required, in the areas of project-related procurement, vendor management, staffing as well as outsourcing management related activities | |
| 3 | <p>Development Manager (GIS Systems)</p> <ul style="list-style-type: none"> No. of Posts: 1 | <ul style="list-style-type: none"> Formulate project scope and strategy Set objectives and priorities for GIS implementation Plan and Monitor IT infrastructure projects Plan and Manage MIS & GIS Development activities Manage technical team including allocation of work responsibilities Issue resolution Support/facilitate technology and other technical matters including specific tasks and responsibilities as may be defined in the initiatives assigned, from time to time. Possess good grasp of multiple technologies, tools and platforms related to IT infrastructure components and its management/administration Capacity building at appropriate levels Managing all program/project specific resources Develop technical documents including DPR, Proposals, Project Documents etc. including deliverables in their area of expertise Should have capacity to integrate multiple technologies like Management Information System (MIS), Geographical Information System (GIS), Geographical Positioning System (GPS), Mobile computing etc. on web based environment to best advantage of the Department. Should be able to assess and organize the training and capacity building interventions for forest officers/officials for smooth implementation of the IT Plan of the Department. Should be able to coordinate with the Departmental resource persons and outsourcing agencies for the development of GIS based Town Planning applications. | <p>Qualifications: Bachelors / Masters degree in Information Technology / Computer Science / Computer Science Engineering / Computer Applications or related discipline; OR Any Bachelors / Masters Degree / PG Diploma with relevant industry certifications.</p> <p>OR Masters Degree/P.G. Diploma in Remote Sensing & GIS / GeoSpatial Tech/ Geo Informatics/ M.Sc. Geospatial Sciences from a recognized University or Institution.</p> <p>Experience: 5 Years of relevant experience.</p> |
| 4 | <p>Development Team Leader (Application System)</p> <ul style="list-style-type: none"> No. of Posts: 1 | <ul style="list-style-type: none"> Coordinate and follow up with user departments, service provider, suppliers, infrastructure providers and other stakeholders for project related activities including requirement gathering, feedback / review sessions, sign-offs Report, Analyze, track and coordinate for resolution of project issues related to infrastructure, technology, application, requirements or communication. Ensure timely and satisfactory resolution of issue on time. Escalate issues timely if warranted. Manage client (end-user and project sponsor) interactions, manage their expectations, present available options, recommend selection from the available options and provide timely updates; Ensure project compliance and/or alignment | <p>Qualifications: Bachelors / Masters degree in Information Technology / Computer Science / Computer Science Engineering / Computer Applications or related discipline; OR Any Bachelors / Masters Degree / PG Diploma with relevant industry certifications.</p> <p>Experience: 5 Years of relevant experience.</p> |

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| | | <p>with relevant standards, guidelines and recommended practices; and</p> <ul style="list-style-type: none"> Actively participate and follow up as required, in the areas of project-related procurement, vendor management, staffing as well as outsourcing management related activities. | |
| 5 | <p>Development Team Leader (GIS System)</p> <ul style="list-style-type: none"> No. of Posts: 1 | <ul style="list-style-type: none"> Formulate project scope and strategy Set objectives and priorities for GIS implementation Plan and Monitor IT infrastructure projects Plan and Manage GIS Development activities Manage technical team including allocation of work responsibilities Issue resolution Support/facilitate technology and other technical matters including specific tasks and responsibilities as may be defined in the initiatives assigned, from time to time. Possess good grasp of multiple technologies, tools and platforms related to IT infrastructure components and its management/administration Capacity building at appropriate levels Managing all program/project specific resources Develop technical documents including DPR, Proposals, Project Documents etc. including deliverables in their area of expertise Should have capacity to integrate multiple technologies like Management Information System (MIS), Geographical Information System (GIS), Geographical Positioning System (GPS), Mobile computing etc. on web based environment to best advantage of the Department. Should be able to assess and organize the training and capacity building interventions for forest officers/officials for smooth implementation of the IT Plan of the Department. Should be able to coordinate with the Departmental resource persons and outsourcing agencies for the development of GIS based Town Planning applications. | <p>Qualifications: Bachelors / Masters degree in Information Technology / Computer Science / Computer Science Engineering / Computer Applications or related discipline; OR Any Bachelors / Masters Degree / PG Diploma with relevant industry certifications.</p> <p>OR</p> <p>Masters Degree/P.G. Diploma in Remote Sensing & GIS / Geo Spatial Tech/ Geo Informatics/ M.Sc. Geospatial Sciences from a recognized University or Institution.</p> <p>Experience: 5 Years of relevant experience.</p> |
| 6 | <p>GIS Developer</p> <ul style="list-style-type: none"> No. of Posts: 3 | <ul style="list-style-type: none"> Carry out GIS development tasks assigned Possess competence in GIS technologies, tools and practices Have good familiarity with industry accepted GIS Development practices /methodologies Develop, validate and test GIS data components/modules Issue resolution | <p>Qualifications: BE/B.Tech/MCA with 3 yrs. exp. in the relevant field.</p> <p>OR</p> <p>Masters Degree/P.G. Diploma in Remote Sensing & GIS / Geo Spatial Tech/ Geo Informatics/ M.Sc. Geospatial Sciences from a recognized University or Institution.</p> <p>Experience: 3 Years of relevant experience.</p> |
| 7 | <p>Software Developer (Application Systems)</p> | <ul style="list-style-type: none"> Will be responsible for managing and supporting IT infrastructure initiatives Assist in preparation of Technical Specifications | <p>Qualifications: BE/B.Tech/MCA</p> |

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| | <ul style="list-style-type: none"> • No. of Posts: 2 | <ul style="list-style-type: none"> • Possess high level of expertise in technologies, tools and platforms related to IT Infrastructure and its management • Coordination with various entities/agencies including vendors and project partners • Participate in Issue Resolution • Support/facilitate technology and other technical matters including specific tasks and responsibilities as may be defined in the initiatives assigned, from time to time • Managing all project specific resources • Develop technical documents • Provide technical deliverables • Address matters related to performance/service levels, acceptance, etc. • Manage procurement, recommend for payments • Address techno-commercial issues as may be necessary. | <p>Experience: 3 Years of relevant experience.</p> |
| 8 | <p>Information Security Officer</p> <ul style="list-style-type: none"> • No. of Posts: 1 | <ul style="list-style-type: none"> • Plan, implement and upgrade security measures and controls • Establish plans and protocols to protect digital files and information systems against unauthorized access, modification and/or destruction • Analyze and establish security requirements for your systems/networks • Defend systems against unauthorized access, modification and/or destruction • Configure and support security tools such as firewalls, anti-virus software, patch management systems, etc. • Define access privileges, control structures and resources • Perform vulnerability testing, risk analyses and security assessments • Identify abnormalities and report violations • Oversee and monitor routine security administration • Develop and update business continuity and disaster recovery protocols • Train fellow employees in security awareness, protocols and procedures • Design and conduct security audits to ensure operational security • Respond immediately to security incidents and provide post-incident analysis • Research and recommend security upgrades • Collaborate with organization on authentication, authorization and encryption solutions • Analyze and advise on new security technologies and program conformance • Provide technical advice to organizations | <p>Qualifications: BE/B.Tech/MCA</p> <p>Experience: 3 Years of relevant experience.</p> |

APPLICATION FORM

**CONTRACTUAL APPOINTMENT FOR IT CELL OF TOWN & COUNTRY PLANNING
DEPARTMENT, HARYANA, CHANDIGARH**

1. Post Applied for : _____

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| Photograph (Self attested) |
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2. Name of the Candidate : _____

3. Father's/Husband's Name : _____

4. Correspondence Address : _____

5. Contact No. : _____

6. e-mail ID : _____

7. Aadhar No. : _____

8. Fulfillment of Eligibility Criteria:

| S. N. | Criteria | Details | Details of Doc. Attached as proof | As per reqd. eligibility criteria (Y/N) | Remarks (to be filled by verifying authority of TCPD) |
|-------|---------------------------|---------|-----------------------------------|---|---|
| i. | Age | | | | |
| i-a. | Date of birth | | | | |
| i-b. | Age as on interview date | | | | |
| ii. | Education Qualification | | | | |
| ii-a. | Post Qualification Degree | | | | |

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|--------|---|----------------------|-------------|------|----|----------------------|--|
| ii-b. | % of marks | | | | | | |
| ii-c. | Passing Year | | | | | | |
| ii-d. | College/Univ. | | | | | | |
| iii. | Experience | | | | | | |
| iii-a. | Total post Qualification Experience Year | | | | | | |
| iii- | Post Qualification Experience Detail | | | | | | |
| | S.N. | Employer Name/ Place | Designation | From | To | Duration (in months) | |
| | i. | | | | | | |
| | ii. | | | | | | |
| | iii. | | | | | | |
| | iv. | | | | | | |
| | v. | | | | | | |
| | vi. | | | | | | |
| | vii. | | | | | | |
| | viii. | | | | | | |
| | ix. | | | | | | |
| | x. | | | | | | |

| | | | | | |
|------|-------------------------------------|--|--|--|--|
| iv. | Total Post Specific Experience Year | | | | |
| v. | Post Specific Experience Details | | | | |
| vi. | Technical Skills | | | | |
| vii. | Relevant Industry Certifications | | | | |

Declaration:

I hereby declare that all the information's mentioned in the application are true to the best of my knowledge. I agree that if it is found at any stage that myself does not fulfill the eligibility norms and/or that I have furnished any incorrect/false information my candidature will stand rejected.

Note:

1. Use separate sheet (if required) for any of the heads as above.
2. Sign at each page of application.
3. Attach self attested documents including last 3 months Salary Slip with application with resume at last.

Date:

Signature of the Candidate:

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| <p>Final Remarks (to be filled by verifying authority as designated by the Interview Committee)</p> |
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