



EAST DELHI MUNICIPAL CORPORATION
(Information Technology Department)

1ST Floor, A-2 Block, Udyog Sadan,
Patparganj Indl. Area, Delhi-110092

No. HOD/IT/EDMC/2022/D- 13

Dated 07.04.2022

East Delhi Municipal Corporation (EDMC) requires the services of **Information Technology (IT) and E-Governance Expert** for Conceptualizing, Implementing, and Integrating, Maintaining IT/ICT and e-Governance projects in EDMC offices on Contract basis. The details are as under:

1. Positions

S.No	Position	Number of Positions	Relevant Experience
1	IT and E-Governance Senior Specialist	01	10-12 Years
2	IT and E-Governance Specialist	02	5-7 Years

2. Educational Qualifications, Age and Experience:

S.No.	Parameters	IT and E-Governance Senior Specialist	IT and E-Governance Specialist
1	Educational Qualification	BE / BTech / MCA / MTech and MBA with IT Specialization	BE / BTech / MCA / MTech and MBA with IT Specialization
2	Desirable Qualification	Any certification/diplomas/ short-term courses in the subject of IT/e-Governance	Any certification/diplomas/ short-term courses in the subject of IT/e-Governance
2	Age	Not less than 40 years but not exceeding 55 Years	Not less than 30 years but not exceeding 40 Years
3	Experience	At least 10-12 years of Total work experience in implementing end to end Projects as a Project Manager for scope as defined in the Annexure-1	At least 10-12 years of Total work experience in implementing end to end Projects as a Project Manager for scope as defined in the Annexure-1
4	Desirable Experience	Of total experience in advising IT/ICT project implementation at least 5 years in project specific experience in e-Governance	Of total experience in advising IT/ICT project implementation at least 5 years in project specific experience in e-Governance

2.1. **Contract:** The estimated input of the IT and E-Governance Senior Specialist/Specialists if for one year. The assignment is expected to start within 15 days of finalization of the individual contract. EDMC reserves the right to extend the duration of the project based on performance of the selected individual.

3. Pay

S.No	Position	EXPECTED Consolidated Pay Contractual appointment*
1	IT and E-Governance Senior Specialist	To be submitted by candidate
2	IT and E-Governance Specialist	To be submitted by candidate

*The candidates appointed on contract basis would not be entitled to residential accommodation, official transport, leave encashment or any other allowances/facilities as admissible to a regular EDMC employee. Leave rules applicable to a regular Government employee will not be applicable to the contractual appointee. However, a contractual appointee will be entitled to 8 days leave on pro-rata basis in a calendar year.

4. Job Description: Please see Annexure-I

5. Mode of Application

5.1. The application, along with the following documents, may be forwarded to the below mentioned address/Email ID within 30 days from the date of publication of this advertisement:

5.2. Documents to be attached:

- CV/Resume in format as per Annexure-2 duly signed by the candidate
- Self-attested education qualification certificated
- Experience certificates

5.3. Applications shall be submitted latest by 15.04.2022 by 3:PM to below address: through e mail. hod-itedmc@mcd.nic.in

**Sd/-
HOD-IT**

Job Description of Information Technology (IT) and E-Governance Expert (Sr. Specialist/Specialist)

The overall scope of this consulting assignment is to provide support to the EDMC in implementing various e-Governance initiatives for achieving transparency, accountability, efficiency and effectiveness in delivering citizen services and make the governance model sustainable. Further, the scope of work for the Project Monitoring Unit shall broadly include advisory support and assistance in the following major areas which shall include, but not limited to:

- 1 Conduct As-Is analysis and Gap assessment and Identification of ICT needs of each department in EDMC
- 2 Preparing digital strategy for EDMC
- 3 Analysis and recommend Business Process Reengineering (BPR) as per best practices
- 4 Identification of e-Governance projects/initiatives implemented across ULBs/smart cities in India and understand the best practices. Provide guidance on long term viability and sustainability of the e-governance initiative
- 5 Facilitate Program Management of various e-Governance projects
- 6 Prepare pre-feasibility report narrating feasible solutions with indicative costs and benefits.
- 7 Assist in detailing key activities of the project, finalizing the approach and methodology to be adopted and highlight the intended benefits and outcome of the project.
- 8 Provide solution architecture, technical and functional requirement specifications to e-Governance projects selected for implementation.
- 9 Assist in under taking cost-benefit analysis among various technology and policy options etc.
- 10 Compare development vs. commercial off the shelf (COTS) products of e-Governance solutions.
- 11 Assist in selecting/choosing the appropriate technology options/sizing for the envisaged project.
- 12 Assist in budgeting and commercial estimation required for the DPR preparation
- 13 Assist EDMC in finalizing key area of Scope of Work, bid evaluation framework and criteria, service levels etc. during tender preparation, and bid process management
- 14 Assist the department in bid evaluation and vendor selection
- 15 Support the department in contract preparation and negotiation and

- finalization in respect of e-Governance project
- 16 Assist EDMC in coordinating and reviewing progress of external agencies
 - 17 Assist the EDMC for all type of testing of solutions/systems related to hardware and software.
 - 18 Prepare frameworks and templates and use standardized tools to assist in the implementation of the following key Program management procedures such as, Issue tracking and resolution, Conflict Management, Knowledge Management, Program Communication (internal and External), Performance Evaluation and Review, Information and Technology Risk Assessment, Information Management, Risk Management, Costing, Project Plan and Monitoring Change control etc.
 - 19 Design and implement e-Governance related trainings and capacity building workshops
 - 20 Participate in key trainings, seminars, discussions, events related to e-Governance in the department
 - 21 Handing of day-to-day advisory operation
 - 22 Collation of progress reports of various e-Governance initiatives in the department and assist in generating dashboard view
 - 23 Interaction and follow up actions with various departments and agencies in the state, relevant departments and ministries at central; level (as and when required) and any external agencies
 - 24 Preparation of period progress reports and MIS in an agreed format to be submitted to the Purchaser
 - 25 Preparing agenda notes, reports, etc. for apex committee and high-powered committee meetings. Aid/comments in advisory related matters, responding to queries/inputs required. Preparation of internal Notes for getting approvals/sanctions. Monitoring fund flow and utilization of scheme on a monthly basis
 - 26 Handling over the knowledge transfer

The Indicative Deliverables

- 1 ICT roadmap, strategy, project design, conceptualization, viability etc.
- 2 BRPs and recommendations regarding TO-BE process
- 3 Bid Process Management (i) Preparation of EOI/RFQ/RPFs; (ii) Moderating pre-bid meetings and per-bid queries, (iii) Assistance in issue of addendums and corrigendum, (iii) Technical and financial evaluation of bids; (iv) Recommendations regarding selection of agencies, (v) Assistance reading drafting contracts, SLAs etc.
- 4 Project Management, Status reporting and management
- 5 Issue tracking and resolution, Service Level Agreement (SLA) monitoring
- 6 Handholding all e-governance related activities of the department
- 7 IT Security and Cyber Audit

Annexure – 2:

Format for CV

(Mentioning the position is mandatory)

Name of Position:

Name of Staff:

Date of Birth:

Years of Relevant Exp:

Number of years with the Firm:

Nationality:

Expected salary per month :

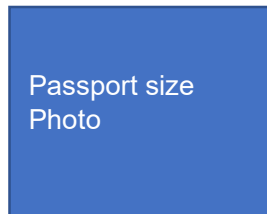
Membership with Professional bodies:

Education:

(Summarize College / University and other specialized education of staff Member)

Employment Record

(Starting with present position, list in reverse order every employment held)



List of Projects/Assignments on which the personnel have worked

SI N o	Name of the Client	Sector	Position Held	Key Role	Major Responsibility

Languages:

(Indicate proficiency in speaking, reading and writing of each language by

(Excellent, Good, Fair, Poor))

Signature