Walk-In Short listed candidates for next round interaction for the positions of Business Analyst, & Consultant-Testing

<table>
<thead>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Mr. Deepak Kumar Thakur</td>
<td>1</td>
<td>Mr. Pankaj Roy</td>
</tr>
<tr>
<td>2</td>
<td>Ms. Nikhat Parveen</td>
<td>2</td>
<td>Mr. Aniruddh Kumar Srivastav</td>
</tr>
<tr>
<td>3</td>
<td>Mr. Karunesh Kumar</td>
<td>3</td>
<td>Ms. Nabani Ghosh</td>
</tr>
<tr>
<td>4</td>
<td>Ms. Kavisha Nigam</td>
<td>4</td>
<td>Mr. Nitin Sharma</td>
</tr>
</tbody>
</table>

Note:- Short listed candidates shall report on 24/11/2016 at 09:30AM, further details are sent to your email ID.
Corrigendum

Subject: Walk-In interview for IT positions

Reference Walk-In interview for IT positions of even number dated 28/10/2016 on the subject cited above. In this regard, the following addition has been carried out:

Page:1/11 Position 8 should be now read as “Social Media Executive/Lead”

Page:1/12 Position 10 should be now read as “Content Writer and Behavioral Coordinator”

The revised document is attached herewith.

Tanmoy Prasad
CITO
Walk-In interview for IT positions
on
05\textsuperscript{th} and 06\textsuperscript{th} November, 2016

Details

Reporting time will be from 10:00 AM to 03:00 PM. All the candidates are required to bring one passport size photograph along with two copies of Resumes. All educational and experience certificates will be required for first level scrutiny. Details of position in mentioned at Annexure.

<table>
<thead>
<tr>
<th>S. No</th>
<th>Positions</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Senior Consultant - Projects</td>
</tr>
<tr>
<td>2</td>
<td>Consultant - Business Analyst Cum Project Manager</td>
</tr>
<tr>
<td>3</td>
<td>Consultant - Database</td>
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<tr>
<td>4</td>
<td>Consultant - QA</td>
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<tr>
<td>5</td>
<td>Consultant - Testing</td>
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<tr>
<td>6</td>
<td>Onsite Manager</td>
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<tr>
<td>7</td>
<td>Project Coordinator and Data Manager</td>
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<tr>
<td>8</td>
<td>Social Media Executive/Lead</td>
</tr>
<tr>
<td>9</td>
<td>Graphic Designer</td>
</tr>
<tr>
<td>10</td>
<td>Content Writer and Behavioural Coordinator</td>
</tr>
</tbody>
</table>

Reporting Address

3\textsuperscript{rd} and 4\textsuperscript{th} Floor; FDA Bhawan,
Food Safety & Standards Authority of India,
Kotla Road, New Delhi – 110002
Near National Bal Bhawan
# Job descriptions

<table>
<thead>
<tr>
<th>Position</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Consultant - Projects</td>
<td>Delhi</td>
</tr>
</tbody>
</table>

## Job Profile

### Job Objective

- Good hands-on experience on project management, Coordination with various stakeholders
- Requirement understanding, analysis, Implementing processes, Strategizing, Monitoring

### Roles and Responsibilities

- Overall ownership for end to end deliverables relating to the application software to be built for the FSSAI
- Overall management of team, task allocation
- Lead new initiatives & projects
- Analysis of existing application like Food Licensing & Registration System, requirements, suggest improvements
- Gather requirements from various departments of FSSAI as well as various stakeholders
- Implement advanced strategies for development of modules, reviewing and analysing requirements
- Building & manage new teams
- Estimations, conducting meetings & Organizing technical & other relevant industry trainings

## Qualification and Experience

### Basic Qualifications:

- B. Tech/ M. Tech in Computer Science or any other Engineering Discipline/ MCA or Bachelor's + MBA degree
- 9+ years of relevant experience in Application Development & managing projects

### Professional Skill Requirements:

- Have experience in various Software Development Life cycle phases
- Strong written and verbal communication skills
- Project management & execution skills
- Experience in Agile methodology will be preferred
- The ability to conduct cost/benefit analysis
- Have experience in various open source tools and technologies
- Experience in Enterprise Architecture will be preferred
- Experience in Mobile Applications will be an added advantage
| **Position**: Consultant – Business Analyst Cum Project Manager  
| **Location**: Delhi |

### Job Profile

#### Job Objective
Good hands-on experience on requirement understanding, documentation, analysis, project management, Knowledge on UML  
**Tools**: Hands-on experience on relevant open source tools

#### Roles and Responsibilities
- Overall ownership for all deliverables relating to the application software to be built for the FSSAI  
- Business case development  
- Analysis of existing application, requirements, suggest improvements  
- Gather requirements for the development of application software from internal teams of FSSAI as well as various stakeholders  
- Implement advanced strategies for gathering, reviewing and analysing data requirements  
- Create documents such as Software Requirements Specifications (SRS) and Functional Requirements Specifications (FRS)  
- Prioritize requirements and create conceptual prototypes, use cases & mock-ups

### Qualification and Experience

#### Basic Qualifications:
- B. Tech/ M. Tech in Computer Science or any other Engineering Discipline/ MCA or Bachelor’s + MBA degree  
- Minimum 4 years of relevant experience  
- 2-3 years’ experience in Requirements management, communication, Use Case Modelling  
- 1-year experience in Project Management

#### Professional Skill Requirements:
- Have experience in various Software Development Life cycle phases  
- Good written and verbal communication skills  
- Project management & execution skills  
- Experience in Agile methodology will be preferred  
- The ability to conduct cost/benefit analysis  
- Experience in Enterprise Architecture will be preferred  
- Experience in Mobile Applications will be an added advantages
**Position:** Consultant - Database

<table>
<thead>
<tr>
<th>Job Profile</th>
<th>Qualification and Experience</th>
</tr>
</thead>
</table>
| **Job Objective**  
Overall ownership for all deliverables relating to Database Centre Administration for the FSSAI including Database Development and migration.  
**Required Technical Skills:**  
SQL Server/Oracle / DB2/PostgreSQL  
Experience on Data analytics  
**Roles and Responsibilities**  
- Single point of contact for supervision of the Database Administration activities managed by Managed Service provider (MSP)  
- Providing support during architecting of the Application in matters related with database  
- Perform database design as per the application architecture  
- Supervision of various Master data and databases within the FSSAI application.  
- Ensure availability and performance of databases that support the system  
- Supervision of the associated hardware systems allocated to database and to ensure high resilience and Performance tuning  
- Overseer database backup and restoration in-line with Business Continuity Plan  
- Plan and execute database transition  
- Improvement and maintenance of the databases to include roll-out and upgrades  
- Participates in storage sizing and propose database changes as required  
- Own all the database related Administration and Audit activities  
- If necessary, interact with IT team in data base debugging, checking logs for the resolution of issues /bugs relating to maintenance of multiple applications  | **Basic Qualifications:**  
- B. Tech/ M. Tech in Computer Science or any other Engineering Discipline/ MCA +MBA  
- Minimum 4 years' relevant experience in Database Administration & direct experience involving data analysis using multiple data sources to answer business questions  
**Professional Skill Requirements:**  
- In depth Database Administration experience  
- Experience in programming SQL queries in SQL Server and PostgreSQL  
- Experience in managing multiple RDBMS on large systems  
- Strong self-sufficiency and initiative working on database projects  
- Practical experience in monitoring and tuning a database to provide high availability service  
- Hands on experience in managing database security  
- Should demonstrate hands-on experience in managing Production database.  
- Experience in managing large scale Database |
<table>
<thead>
<tr>
<th>Position: Consultant – Quality Assurance</th>
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<tbody>
<tr>
<td>Location: Delhi</td>
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<table>
<thead>
<tr>
<th>Job Profile</th>
<th>Qualification and Experience</th>
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<tbody>
<tr>
<td><strong>Job Objective</strong></td>
<td><strong>Basic Qualifications:</strong></td>
</tr>
<tr>
<td>Good hands-on experience in ensuring quality, standards in the software product being developed. Audits, Assuring ongoing compliance, with quality and industry regulatory requirements. Effort &amp; Size Estimations of projects.</td>
<td>• B. Tech/M. Tech in Computer Science or any other Engineering Discipline/MCA or Bachelor's + MBA degree</td>
</tr>
<tr>
<td><strong>Roles and Responsibilities</strong></td>
<td>• Minimum 4 years of relevant experience in QA/Testing</td>
</tr>
<tr>
<td>• Create &amp; implement quality assurance policies and procedures</td>
<td>• Minimum 3 years of experience in conducting performance and accuracy experiments</td>
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<tr>
<td>• Responsible for size &amp; effort estimation of projects based on statistical data</td>
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<tr>
<td>• Provide Cost benefit analysis.</td>
<td>• Have experience in end to end testing, Quality assurance</td>
</tr>
<tr>
<td>• Giving Application functional, processes trainings</td>
<td>• Six Sigma Certifications or any other Quality Certifications</td>
</tr>
<tr>
<td>• Interpret and implement quality assurance standards &amp; new processes</td>
<td>• Should have been a lead QA engineer for a project of comparable size and complexity</td>
</tr>
<tr>
<td>• Plan, conduct and monitor testing and quality audit of products to ensure finished product quality</td>
<td>• Coordinate &amp; Support on-site audits</td>
</tr>
<tr>
<td>• Ensuring proper testing, test case creations &amp; documentation of test results</td>
<td>• Good written and verbal communication skills</td>
</tr>
<tr>
<td>• Document internal Audits and other quality assurance activities</td>
<td>• Experience in risk management</td>
</tr>
<tr>
<td>• Collect and compile statistical quality data &amp; analyse data to identify areas for improvement in the system</td>
<td>• Experience in Testing Desktop, Mobile applications in different browsers, tools</td>
</tr>
<tr>
<td>• If necessary, interact with IT team in testing, guiding the resolution of issues relating to maintenance of multiple applications</td>
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</tbody>
</table>
| **Position**: Consultant – Testing  
| **Location**: Delhi |

<table>
<thead>
<tr>
<th><strong>Job Profile</strong></th>
<th><strong>Qualification and Experience</strong></th>
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<tbody>
<tr>
<td><strong>Job Objective</strong></td>
<td><strong>Basic Qualifications:</strong></td>
</tr>
</tbody>
</table>
| Good hands-on experience to test the product/system to ensure it functions properly and meets the business needs. Knowledge on manual, automated testing tools, Performance testing, other relevant open source tools | • B. Tech/ M. Tech in Computer Science or any other Engineering Discipline/MCA or Bachelor's + MBA degree  
• Minimum 4 years' relevant experience in Testing |
| **Roles and Responsibilities** | **Professional Skill Requirements:** |
| • Testing all aspects of the product/system like function/component, performance, regression and service.  
• Work with development team to identify and capture test cases, ensure version management  
• Setting up of test environments, designing test plans, developing test cases/scenarios/usage cases, and executing these cases.  
• Providing feedback on usability and serviceability, trace the result to quality risk and report it to concerned people.  
• If necessary, interact with IT team in testing, guiding the resolution of issues relating to maintenance of multiple applications | • Have experience in end to end testing, Quality assurance  
• Knowledge on open source tools  
• Good written and verbal communication skills  
• Experience in Testing Desktop, Mobile applications in different browsers, tools  
• Should have good knowledge of Enterprise architecture, application security, application performance etc. |
**Position**
- Consultant - Onsite Manager - Registration and other initiatives

**Location**
- Delhi

**Job Profile**

**Job Objective**
- Good hands-on experience on requirement understanding, documentation, analysis, project management, giving industry/system trainings, knowledge on food industry

**Roles and Responsibilities**
- Support on issues raised by Food Business Operators [FBO] related to their licensing
- Support Regional Office of FSSAI on IT matters
- Take up activities as assigned on time-to-time basis
- Assist in resolving queries from walk-in FBOs/Importers
- Conduct training on the Food Licensing & Registration System (FLRS) to Technical Officers and other stakeholders
- Capture Changes required in the system related with functionality or defect etc. and track them to closure
- Coordinate with Project manager FLRS and/or Chief Information & Technology Officer (CITO), FSSAI for day to day support and guidance.
- Monitor and Coordinate with FSSAI HQ on regular basis to resolve/identify issues in FLRS operations.
- Identifying enhancements/ changes in the current system, coordinating and implementing the same. Suggest improvements
- Prepare a Functional requirement document [FRD] for changes to be done in FLRS.
- Provide support in understanding the regulations related to Food Licensing, quality and prepare advisory notes, analysis, etc.
- Attend Review meetings and workshops on FLRS.
- Prepare and share weekly reports of work done FSSAI HQ

**Qualifications & Experience**

**Basic Qualifications:**
- Bachelor in Engineering/ Technology in any stream (Preferably in IT, CS/MCA/MBA)
- More than 3 years of relevant experience in software Application and IT systems support

**Professional Skill Requirements:**
- Having strong experience in imparting trainings
- Issue resolution and drive initiatives.
- Apply best practices for effective communication and problem-solving
- Good written and verbal communication skills
- Shall be conversant/aware of major technologies
- Experience in managing large Operation of Application
<table>
<thead>
<tr>
<th>Job Profile</th>
<th>Qualifications &amp; Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Objective</strong></td>
<td><strong>Basic Qualifications:</strong></td>
</tr>
<tr>
<td>Good hands-on experience on requirement understanding, documentation, analysis, project management, giving industry/system trainings, knowledge on food industry</td>
<td>• Bachelor in Engineering/Technology in any stream (Preferably in IT, CS) MCA/MBA.</td>
</tr>
<tr>
<td><strong>Roles and Responsibilities</strong></td>
<td>• More than 3 years’ relevant experience in software Application and IT systems support.</td>
</tr>
<tr>
<td>• Support on issues raised by Importers/Clearing House Agent (CHA) on clearance of their import consignment</td>
<td><strong>Professional Skill Requirements:</strong></td>
</tr>
<tr>
<td>• Support Regional Office of FSSAI on IT matters</td>
<td>• Having strong experience in imparting trainings</td>
</tr>
<tr>
<td>• Take up activities as assigned on time -to-time basis</td>
<td>• Issue resolution and drive initiatives.</td>
</tr>
<tr>
<td>• Assist in resolving queries from walk-in FBOs/Importers</td>
<td>• Apply best practices for effective communication and problem-solving</td>
</tr>
<tr>
<td>• Conduct training on the Food Import Clearance System to Importers/CHA, Technical Officer and other stakeholders</td>
<td>• Good written and verbal communication skills</td>
</tr>
<tr>
<td>• Capture Changes required in the system related with functionality or defect etc. and track them to closure</td>
<td>• Shall be conversant/aware of major technologies.</td>
</tr>
<tr>
<td>• Coordinate with Project manager FICS and/or Chief Information &amp; Technology Officer (CITO), FSSAI for day to day support and guidance.</td>
<td>• Experience in managing large Operation of Application.</td>
</tr>
<tr>
<td>• Monitor and Coordinate with FSSAI HQ on regular basis to resolve/identify issues in FICS operations.</td>
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</tr>
<tr>
<td>• Provide support to the Chief Information &amp; Technology Officer (CITO), FSSAI in identifying the enhancements/changes in the FICS and in coordinating and implementing the same.</td>
<td></td>
</tr>
<tr>
<td>• Prepare a Functional requirement document [FRD] for changes to be done in FICS.</td>
<td></td>
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<tr>
<td>• Provide support in understanding the regulations related to Food Imports and prepare advisory notes, analysis, etc.</td>
<td></td>
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<tr>
<td>• Conduct training on the FICS to the various stakeholders.</td>
<td></td>
</tr>
<tr>
<td>• Attend Review meetings and workshops on FICS.</td>
<td></td>
</tr>
<tr>
<td>• Prepare and share weekly reports of work done FSSAI HQ.</td>
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</tr>
<tr>
<td>Position</td>
<td>Project Co-ordinator &amp; Data Manager (for Imports, Registrations)</td>
</tr>
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<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td>Location</td>
<td>Delhi</td>
</tr>
</tbody>
</table>

**Job Objective**

Good hands-on experience on requirement understanding, documentation, project management, knowledge on food industry, Co-ordination, reporting & monitoring

**Roles and Responsibilities**

- Co-ordinate with respective Director in matters related with corresponding software application
- Create Functional Requirements Document (FRD) for the changes and modifications to be carried on corresponding software application
- Shall be able to handle data requirements of various divisions within FSSAI
- Shall be able to fetch data as required from Database
- Shall be able to manage data using Excel
- Co-ordinate with respective Project manager in matters related with Data and application modifications
- Provide training to Onsite Project Managers on applications functionality
- Create training plan for various applications and co-ordinate with Training Division
- Co-ordinate with various divisions on data, training and change request in the applications

**Qualifications & Experience**

**Basic Qualifications:**

- MBA/ Bachelor in Engineering/ Technology in any stream (Preferably in IT, CS)
- More than 4 years of relevant experience in software Application and IT systems support

**Professional Skill Requirements:**

- Able to write queries to fetch data from
- Experience in Excel and Pivot tables
- Having strong experience in training, issue resolution and drive initiatives.
- Shall be conversant /aware of major technologies.
- Experience in managing large Operation of Application.
<table>
<thead>
<tr>
<th>Position</th>
<th>Consultant - Graphic Designer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Delhi</td>
</tr>
</tbody>
</table>

**Job Profile**

**Job Objective**

Good hands-on experience in designing appealing graphic content for the digital marketing and communication related projects. Should possess both artistic and collaborative qualities to adequately meet the needs of the organisation.

**Roles and Responsibilities**

- Designing and development of appealing graphic content for newsletters, booklets, leaflets, flyers, infographics etc., for Presentations, Logos, Banners/ Posters, Website, Advertisements and Events.
- Create or edit short informative videos for various purposes (internal/external) in order to amplify the content on social media and other channels.
- Crafting big technical pieces into appealing communication graphics.

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**Qualification and Experience**

**Basic Qualifications:**

- Bachelor's degree in Multimedia/ Graphics/ Fine Arts in design or equivalent degree.
- Diploma course in designing & animation/video editing.
- 2+ years of relevant experience.

**Professional Skill Requirements:**

- Strong written & verbal communication skills.
- Ability to interpret and convey communication messages visually.
- Quickly grasp instructions, articulate and execute accordingly.
- Ability to handle work load with a structured approach to ensure smooth deliverables.
# Job descriptions

<table>
<thead>
<tr>
<th>Position: Social Media Executive/ Lead - Consultant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location: Delhi</td>
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</tbody>
</table>

## Job Profile

### Job Objective

Good hands-on experience in managing all social media accounts and execute campaigns and other related activities to sustain an engaging audience experience and to increase audience satisfaction. Analysing the appropriate social media data/ metrics including social media ad revenue and web visitor data along with Search Engine Optimisation strategies by optimising Organisation’s pages across each platform.

### Roles and Responsibilities

- Manages all social media channels and execute campaigns and other related activities to sustain an engaging audience experience and to increase audience satisfaction.
- Execute social media engagement strategy through messaging and right audience identification, platform determination to amply the content across mediums.
- Analysing the appropriate social media data/ metrics including social media ad revenue and web visitor data along with Search Engine Optimisation strategies by optimising social media pages across each platform to increase the visibility of organisation’s social content.
- Build a procedure towards an effective and timely redressal of consumer’s queries/complaints across platforms.

## Qualification and Experience

### Basic Qualifications:

- Bachelor’s degree in Marketing Communications/ BBA/MBA or equivalent degree
- Diploma course in SEO Management/ Digital Marketing
- 2+ years of relevant experience.
- Over 9 years of total experience for media & communications Lead

### Professional Skill Requirements:

- Extensive Knowledge of Social Media Platforms, Knowledge of Digital Marketing, SEO Management, Social analytics tools, Web Proficiency, Computer Software Proficiency, Copywriting, Public Relations and Brand Marketing Experience, Proofreading and Editorial Skills
- Excellent written & verbal communication skills
- Ability to work in a fast-paced environment
- Ability to interpret and convey communication messages visually
- Quickly grasp instructions, articulate and execute accordingly
- Ability to handle work and entire team along with a structured approach to ensure smooth deliverables
- Ensure effective planning and implementation of top level policies and execution strategies
- Experience in Corporate strategy, Events / conferences, and end to end IT and product management
# Job descriptions

<table>
<thead>
<tr>
<th>Position</th>
<th>Content Writer &amp; Behavioural Coordinator - Consultant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Delhi</td>
</tr>
</tbody>
</table>

## Job Profile

### Job Objective

Primarily responsible for developing content material for website along with primary blog site related to relevant topics/subjects. Develop content and communication packs for initiatives undertaken by FSSAI.

### Roles and Responsibilities

- To develop content material for website along with blogs related to relevant topics/subjects
- Develop content and communication packs for initiatives undertaken by FSSAI
- To produce onsite material, manage guest posts, blog posts, guides and other content as required
- To edit and optimise offline content supplied by various technical departments within the organisation
- To produce content for social media campaigns
- Primarily responsible for engaging and pushing content on the blog site and other initiatives

## Qualification and Experience

### Basic Qualifications:

- Bachelor’s degree in Communications/ Foods & Nutrition, Public Health related field or equivalent degree
- 1+ years of relevant experience.
- Over 6 years of experience for behavioral change communication

### Professional Skill Requirements:

- Preferably knowledge of institutionalizing the strategy for converting large technical papers/standards material into attractive blog posts.
- Excellent writing skills
- Ability to work in a fast-paced environment
- Ability to interpret and convey communication messages visually
- Quickly grasp instructions, articulate and execute accordingly
- Ability to handle work load with a structured approach to ensure smooth deliverables
- Work experience in behavior change communication, public health communication and nutrition
- Developing content material for advocacy and communication, communication strategy, developing communication interventions