

F. No. E 12020/03/2015-E&A
Food Safety and Standards Authority of India
(A Statutory Authority established under the Food Safety & Standards Act, 2006)
Establishment Division
FDA Bhawan, Kotla Road, Near Bal Bhawan, New Delhi – 110002

Dated, the 14th August, 2015

The Food Safety and Standards Authority of India invites applications from IT Professionals at various levels/ positions, as per the details given in **Annexure -1**.

2. The candidates who fulfil eligibility criteria, having required experience and desirous of applying for the positions, may furnish their applications addressed to the *Director (Establishment), Food Safety and Standards Authority of India, FDA Bhawan, Kotla Road, Near Bal Bhawan, New Delhi -110002* latest by 3.00 pm on 03rd September 2015 in the Application Format enclosed as **Annexure-2** to this document.

3. Candidates, who are in employment with any Government Department/ Authority or any other entity, may route their applications through proper channel.

4. All applications received up to the last date and time will be taken up for scrutiny for assessing their suitability in terms of eligibility criterion, and candidates found eligible will be called for interview, for which at least 7 days clear notice would be given.

Sd /-
(Bimal Kumar Dubey)
Director (Establishment)

Positions for the Information Technology Division in FSSAI		
1.	Position: Chief Information & Technology Officer/ > Pr. Consultant Level	
	Job Profile	Qualifications and Experience
	<p><u>Job Objectives:</u></p> <ul style="list-style-type: none"> • Provide leadership and vision of overall architecture and technology strategy as it relates to research, design, infrastructure, data, network, security, and application architecture for the whole system. • Ensure that Business needs of FSSAI are effectively met through proper deployment of IT systems and applications which increases the productivity and bring in transparency of various services of FSSAI. <p><u>Roles & Responsibilities:</u></p> <ul style="list-style-type: none"> • Responsible for successful deployment of new application and seamless transition from old to new application. • Responsible for creating an enterprise class Infrastructure with proper support system at various offices. • Responsible for preparation of RFPs for selection of agencies to carry out various outsourced activities like application development, Operations management etc. and defining Service Levels Agreements. • Effective Program management through proper co-ordination with all stakeholders • Provide overall technical leadership on projects as well as oversight and mentoring to other Team Members (in-house or third party) • Oversee activities of the IT Division and ensure that business objectives are met • Ensure timely delivery of applications • Update FSSAI on timelines and co- 	<p><u>Basic Qualifications:</u></p> <ul style="list-style-type: none"> • Must have a Bachelor's/ Master's Engineering degree in any stream from a reputed university. • Should have a minimum of 20 years in the IT industry with at least 10 years into large application development. • Should have at least 5 years of experience of working with the Government/ Public Sector. <p><u>Professional Skill Requirements:</u></p> <ul style="list-style-type: none"> • Any industry project management certification like PMP/PRINCE2 will be preferred • Any industry certification in enterprise architecture such as TOGAF or equivalent is preferred. • Experience in IT infrastructure will be an added advantage and shall have experience in end-to-end delivery of IT services. • Experience in latest technology like Cloud, Big data will be an added plus. • Must have strong experience in training, mentoring, and leading technology teams to research, design, prototype, and build systems • Strategic technology evaluations and associated PoC • Experience in building web based systems that is based on SOA • Should demonstrate hands-on experience in building software architectures and systems • Experience in building localizable system using latest Internet technologies • Knowledge of various Mobile technologies

	<p>ordinate for issue resolution with all stakeholders.</p> <p>Other Requirements:</p> <ul style="list-style-type: none"> ❖ Ability to articulate and make effective presentations to varied technology and non-technology groups ❖ Ability to learn, abstract, and apply new technologies ❖ Ability to work effectively in disparate teams within and outside the organization as an evangelist and mentor at strategy level as well as detailed technology level 	<ul style="list-style-type: none"> • Must be a technology practitioner with broad experience and has strong research and strategic bent of mind • Must have held similar level position in a large organization or government with specific focus on architecture, research, and strategic technology decisions
	<p>(i) Consolidated monthly or annual remuneration: Rs. 2.00 lakh to Rs. 2.50 Lakh per month or Rs. 24.00 Lakh to Rs. 30.00 lakh per annum (negotiable) inclusive of Income Tax payable by the candidate. Service Tax, if applicable, will be paid extra on actual basis.</p> <p>(ii) Other Facilities: The CITO will be provided with the Telephone facility and the car facility as applicable to a Director in FSSAI. In case of travel on outstation duty, eligible allowances at par with the allowances of the Director Scale shall be paid. Apart from the compensation and other details mentioned above, the CITO is not entitled to any other Allowance/ Payment/ Benefit/ Facilities etc.</p> <p>(iii) Annual increase: An increase up to 10% in the remuneration shall be considered based on annual performance assessment.</p> <p>(iv) Contract Tenure: Three years subject to annual review of performance. Either party may terminate the Contract with one month's advance notice or payment of remuneration in lieu thereof.</p>	
2.	Sr. Consultant Level positions	
2.1	Position: Senior Manager – Application Development	
	Job Profile	Qualifications & Experience
	<p><u>Job Objectives:</u></p> <ul style="list-style-type: none"> • Provide leadership and vision of overall architecture and technology strategy as it relates to application architecture for the whole system. • Create well-crafted suite of applications for FSSAI to improve its service delivery to internal as well external stakeholders. <p><u>Roles & Responsibilities:</u></p> <ul style="list-style-type: none"> • Responsible for key Project management knowledge areas like Scope, risk, quality, human resource, time, cost and communications • Gather requirements from the 	<p><u>Basic Qualifications:</u></p> <ul style="list-style-type: none"> • B. Tech/ M. Tech in Computer Science or any other Engineering Discipline/ MCA. • 8 to 15 years of experience in Software Project Management. • 5 years' experience in all aspects of software development life cycle. • Experience of implementing an IT solution in the Government Sector shall be preferred. <p><u>Professional Skill Requirements:</u></p> <ul style="list-style-type: none"> • Any industry project management certification like PMP/PRINCE2 will be preferred • Any industry certification in

	<p>stakeholders and ensure its implementation through Application Development Partner</p> <ul style="list-style-type: none"> • Overall ownership for all deliverables relating to the application software to be built for the FSSAI • Interface with the various stakeholders of FSSAI • Responsible for all the stages of Software Development Life Cycle • Create Functional Requirements Specifications (FRS) • Review various artifacts of Software Development viz. the Software Requirement Study, Software Design & Architecture • Co-ordinate with Application development partner to ensure that all the agreed processes are followed as per Industry practices • Defining the acceptance criteria for application and ensure that UAT is conducted as per defined criteria • Co-ordinate with the testing team to ensure that the testing (functional, performance and security) is done as per the Test Plan; ensure requisite coverage of test scenarios and test cases • Co-ordinate/own all the application audit activities • Define, monitor and manage software metrics • Interact with the Application development Partner in troubleshooting, in resolution of issues relating to maintenance of a development and testing environment-including systems and procedures for source control, for FSSAI software building, testing, and document management • Analyze and propose technology refreshment required from time to time 	<p>enterprise architecture such as TOGAF or equivalent is preferred.</p> <ul style="list-style-type: none"> • Experience in latest technology like Cloud, Big data will be an added plus. • Knowledge & experience in developing Cloud enabled multi-tenant applications would be desirable • Must have strong experience in training, mentoring, and leading technology teams to research, design, prototype, and build systems • Strategic technology evaluations and associated PoC • Experience in building web based systems that is based on SOA • Should demonstrate hands-on experience in building software architectures and systems • Experience in building localizable system using latest Internet technologies • Knowledge of various Mobile technologies • shall be conversant/aware of major software development life cycles • familiar with CMMi /ISO certifications • experience in managing large scale Software Development program • Experience in developing Enterprise Architecture is desirable
2.2	Position: Senior Manager - IT Infrastructure (Operations)	
	Job Profile	Qualifications & Experience
	Overall ownership for all deliverables relating to IT Infrastructure for the FSSAI	<u>Basic Qualifications:</u>

	<p>including the following:</p> <ul style="list-style-type: none"> • Managerial responsibilities for the Data Centre operations managed by the Managed Service provider (MSP). Ensure that SLA for data Centre is maintained; • Responsible for defining, creating and maintaining FSSAI network. Interact with network service provider and oversee SLAs; • Assist FSSAI in meeting business objectives. Enable monitoring of a robust business continuity and disaster recovery process including inspections/ surveillance plan/ building security plan, certifications and acceptance of Data Centre and FSSAI network etc. • Responsible for key Project management knowledge areas like Scope, risk, quality, human resource, time, cost and communications • Co-ordinate with vendor and OEM that time and equipment dependencies are optimally managed. • Regular Status reporting on IT Infra operations. • Ensure proper IT Infrastructure policies and procedures are in place and followed. • Assist in regular third party audit and ensure closure of audit findings • Ensure implementation of Inventory/ Asset management System for IT Infrastructure • Ensure SLA Management-Monitoring of SLAs of all Infra service provider • Monitoring of incident reporting • Risk Management and escalation to higher levels for mitigation. • Manage change requests and ensure change control • Resource Planning and preparation of RFP and participate in bid evaluation process • Strong organizational, presentation, and customer service skills. 	<ul style="list-style-type: none"> • B. Tech/ M. Tech in Computer Science or any other Engineering Discipline/ MCA. • 8-15 years of experience in IT Infrastructure Management • 5 years' experience in all aspects of IT Infrastructure Management <p><u>Professional Skill Requirements:</u></p> <ul style="list-style-type: none"> • Any industry project management certification like PMP/PRINCE2 will be preferred • ITIL certification will be preferred • Experience in latest technology like Cloud, Big data will be an added plus. • Must have strong experience in training, mentoring, and leading technology teams to research, design, prototype, and build systems • strategic technology evaluations and associated PoC • Experience in building enterprise class infrastructure • Should demonstrate hands-on experience in managing IT Infra. • Knowledge of various Networking technologies • shall be conversant/aware of major IT Infra technologies • Experience in managing large scale IT Infrastructure • Experience in IT Infra. Cloud security will be an added plus
2.3	Position: Senior Manager - Project Management and Monitoring	
	Job Profile	Qualifications & Experience

<p>Overall ownership for all deliverables relating to Production Management for the FSSAI including the following :</p> <ul style="list-style-type: none"> • Managerial responsibilities for the Production operations managed by the Managed Service provider (MSP). Ensure that SLA for Application is maintained; • Responsible for defining, creating and maintaining FSSAI SLA. Interact with Managed service provider and oversee SLAs; • Assist FSSAI in meeting business objectives Enable monitoring of a robust business continuity and disaster recovery process including inspections / surveillance plan / building security plan, certifications etc. • Responsible for key Project management knowledge areas like Scope, risk, quality, human resource, time, cost and communications • Co-ordinate with development and Infrastructure team to optimally manage the Production environment. • Regular Status reporting on Production environment monitoring parameters. • Ensure proper policies and procedures are in place and followed. • Assist in regular third party audit and ensure closure of audit findings • Ensure SLA Management -Monitoring of SLAs of service provider • Monitoring of incident reporting, issue management till closure in production environment; • Risk Management and escalation to higher levels for mitigation. • Manage change requests and ensure change control • Resource Planning and preparation of RFP and participate in bid evaluation process • Strong organizational, presentation, and customer service skills. 	<p><u>Basic Qualifications:</u></p> <ul style="list-style-type: none"> • B. Tech/ M. Tech in Computer Science or any other Engineering Discipline/ MCA. • An MBA/PGDBM in IT systems as an additional qualification would be an added advantage. • 8 to 15 years of experience in Multi-disciplinary function • 5 years' experience in managing Application production environment <p><u>Professional Skill Requirements:</u></p> <ul style="list-style-type: none"> • Any industry project management certification like PMP/PRINCE2 will be preferred • Experience in latest technology like Cloud, Big data will be an added plus. • Must have strong experience in training, mentoring, and leading technology teams to research, design, prototype, and build systems • strategic technology evaluations and associated PoC • Experience in managing production environment of Application • Should demonstrate hands-on experience in managing application deployment. • Knowledge of various middleware technologies and underlying layer for successful day to day Production environment management • shall be conversant/aware of major technologies • Experience in managing large Operation of Application
<p><i>Consolidated monthly or annual remuneration:</i> Rs. 1.00 Lakh to Rs. 1.70 lakh per month or Rs. 12.00 Lakh to Rs. 20.00 lakh per annum (negotiable). Service Tax,</p>	

	<p>if applicable, shall be paid extra as per actuals etc.</p> <p>Other Facilities: Sr. Managers shall be entitled to travel on outstation duty, eligible allowances at par with the allowances of the Deputy Director Scale. Apart from the compensation and other details mentioned above no other Allowance/ Payment/ Benefit/ Facilities etc. will be applicable.</p> <p>Annual increase: An increase up to 10% in the remuneration shall be considered based on annual performance assessment.</p> <p>Contract Tenure: Three years subject to annual review of performance. Either party may terminate the Contract with one month's advance notice or payment of remuneration in lieu thereof.</p>	
3.	Manager - Consultant Level	
3.1	Position: Manager - Portal & Service Delivery	
	Job Profile	Qualifications and Experience
	<p><u>Job Objectives</u></p> <ul style="list-style-type: none"> • Ensure that FSSAI is providing online services to its stakeholder in timely and efficient manner <p><u>Roles & Responsibilities:</u></p> <ul style="list-style-type: none"> • Improve the operational systems, processes and policies related with FSSAI application in support of organizations mission -- specifically, support better management reporting, information flow and management, business process and organizational planning. • Responsible for management of operations and process of FSSAI application to achieve desired goals • Manage and increase the effectiveness and efficiency of FSSAI, through improvements as well as coordination with Application support and development service provider for support and business functions. • Play a significant role in long-term planning, including an initiative geared toward operational excellence. • Collaborate with concerned parties and others for resolving issues • Responsible for key Project management knowledge areas like Scope, Risk, Quality, Human resource, Time, Cost and 	<p><u>Basic Qualifications:</u></p> <ul style="list-style-type: none"> • At least 4 years of relevant experience with a minimum 3 years Project Management experience and minimum 2 years' experience in Operations Management • Minimum 2 years' experience on project management tools/ process like MS Project, Visio etc • B.E./ B.Tech in computer science/ IT or MCA from a reputed institute. <p><u>Professional Skill Requirements:</u></p> <ul style="list-style-type: none"> • Project Management certification like PMP/Prince 2 will be preferred • ITSM & ITIL knowledge and relevant certification will be preferred • Ability to be flexible and work analytically in a problem-solving environment • Excellent communication (written and oral) and interpersonal skills • Excellent business acumen and industry acumen • Ability to work with multiple business functions/capabilities

	<p>Communications</p> <ul style="list-style-type: none"> • Develop Requests for Proposals (RFP) for external services. • Designs and maintain technical and project documentation. • Strong organizational, presentation, and customer service skills. 	
<p>3.2 Position: Manager – QA, Testing and Training</p>		
	<p>Job Profile</p>	<p>Qualifications and Experience</p>
	<p><u>Job Objectives</u></p> <ul style="list-style-type: none"> • Provide vision for overall Application Acceptance and ensure delivery of easy to use application • Improve application usage skills of various stakeholders through training programs <p><u>Roles & Responsibilities:</u></p> <ul style="list-style-type: none"> • Define overarching test framework and strategies across multiple projects and platforms • Standardize use of QA Tools and processes based on quality assurance standards and best practices • Responsible for monitoring various testing i.e. UAT, performance, security etc. • Capture, analyze QA SLAs/ metrics, define trends and create improvement plans • Identify and propose improvement areas • Needs to be aware of Service quality and analyze quality issues, if any • Create Training plan along with training partner. Training can be classroom based, self-study and other modern methods • Review training material and oversee training. Define IT process improvement strategies through and effective QA practice. • Coordinate workload and activities for QA team (Internal and third party team). This will include discussions with internal domain resources for testing • Responsible for benchmarking of applications 	<p><u>Basic Qualifications:</u></p> <ul style="list-style-type: none"> • B.E./B.Tech in computer science/IT or MCA from a reputed institute • Minimum 4 years of relevant experience in QA/ Testing • Minimum 3 years of experience in conducting performance and accuracy experiment <p><u>Professional Skill Requirements:</u></p> <ul style="list-style-type: none"> • Should have thorough knowledge of Web technologies. • Should have good knowledge of Enterprise architecture, application security, application performance etc. • Should have been a lead QA engineer for a project of comparable size and complexity • Should have previous experience using automation test technologies • Working experience of six sigma capabilities would be desirable • Hands on proficiency on MS Excel, MIS report writing, etc.

	<ul style="list-style-type: none"> • Shall oversee Application releases and configuration management • Develop Requests for Proposals (RFP) for external services. • Designs and maintain technical and project documentation. • Strong organizational, presentation, and customer service skills. 	
3.3 Position: Manager – Applications Development		
	Job Profile	Qualifications and Experience
	<p><u>Job Objectives</u></p> <ul style="list-style-type: none"> • Provide vision for overall application development and ensure timely delivery of application <p><u>Roles & Responsibilities:</u></p> <ul style="list-style-type: none"> • Manage Application development through outsourced development partners • Overall ownership for all deliverables relating to the application software to be built for the FSSAI • Interface with the various stakeholders of the FSSAI • Gather requirements for the development of application software from internal teams of FSSAI • Design and perform the Software Requirement Study • Create documents such as Software Requirements Specifications (SRS) and Functional Requirements Specifications (FRS) • Assist in establishing Enterprise Architecture • If necessary, interact with other Project E-governance Team (PeMT) team members in assisting and troubleshooting in resolution of issues relating to maintenance of a development environment, including systems and procedures for source control, for FSSAI's software building, testing, and document management. 	<p><u>Basic Qualifications:</u></p> <ul style="list-style-type: none"> • B. Tech/ M. Tech in Computer Science or any other Engineering Discipline/ MCA • Minimum 4 years relevant experience in Application Development • 2-3 years' experience in managing large scale Software Development programs <p><u>Professional Skill Requirements:</u></p> <ul style="list-style-type: none"> • Have experience in various Software development Life cycle. Experience in Agile methodology will be preferred • Experience in Enterprise Architecture will be preferred • Have experience in various open source tools and technologies • Shall have familiarity with latest with latest web technologies and programming languages • Experience in Mobile Applications will be an added advantages
3.4 Position: Manager – IT Facilities		
	Job Profile	Qualifications and Experience
	Overall ownership for all deliverables	<u>Basic Qualifications:</u>

<p>relating to Office IT infrastructure management for the FSSAI including the following :</p> <ul style="list-style-type: none"> • Managerial responsibilities for the Office IT Infrastructure managed directly. Ensure that SLA for Office IT infrastructure is maintained; • Responsible for Office IT Infrastructure sizing which includes WAN, LAN, Desktops, Laptops, Tablet, Wi-Fi etc. • Responsible for Securing the Office infrastructure through proper deployment of security devices and hardening of Network/devices. • Assist FSSAI in meeting business objectives Enable monitoring of a robust business continuity and disaster recovery process including inspections/ surveillance plan/ building security plan, of FSSAI network etc. • Responsible for key Project management knowledge areas like Scope, risk, quality, human resource, time, cost and communications • Co-ordinate with vendor and OEM that time and equipment dependencies are optimally managed. • Regular Status reporting on office IT operations. • Ensure proper policies and procedures are in place and followed. • Assist in regular third party audit and ensure closure of audit findings • Ensure implementation of Inventory/ Asset management System for IT Infrastructure • Ensure SLA Management - Monitoring of SLAs of facilities service provider • Monitoring of incident reporting • Risk Management and escalation to higher levels for mitigation. • Manage change requests and ensure change control • Resource Planning and preparation of RFP and participate in bid evaluation process • Responsible for effective resource 	<ul style="list-style-type: none"> • B. Tech in Computer Science or any other Engineering Discipline/ MCA • Minimum 4 years relevant experience in Facilities Management • 3 years' experience in all aspects of IT Infrastructure Management • Experience in Networking technologies and latest trend <p><u>Professional Skill Requirements:</u></p> <ul style="list-style-type: none"> • Any industry project management certification like PMP/PRINCE2 will be preferred • ITIL certification will be preferred • Experience in latest technologies • Experience on BYOD (Bring Your Own Device). • Must have experience in various Networking • Must have experience in strategic technology evaluations and associated PoC • Experience in building enterprise class infrastructure • Should demonstrate hands-on experience in managing IT Infra. • shall be conversant/aware of major IT Infra technologies • Experience in managing large scale IT Infrastructure
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	<p>management & resource planning Design and maintain technical and project documentation.</p> <ul style="list-style-type: none"> • Strong organizational, presentation, and customer service skills. 	
3.5	Position: Manager - Data Centre	
	Job Profile	Qualification and Experience
	<p>Overall ownership for all deliverables relating to Data Centre infrastructure management for the FSSAI including the following :</p> <ul style="list-style-type: none"> • Managerial responsibilities for the Data Centre Infrastructure managed directly or through Data Centre Service provider. Ensure that SLA for Data Center and DR is maintained; • Responsible for Data Centre Infrastructure sizing which includes Server, Storage, Backups, Infra structure etc. . • Responsible for Securing the Data Centre assets through proper deployment of security devices and hardening of all servers and assets • Assist FSSAI in meeting business objectives Enable monitoring of a robust business continuity and disaster recovery process including inspections/ surveillance plan/ building security plan, of FSSAI network etc. • Responsible for key Project management knowledge areas like Scope, risk, quality, human resource, time, cost and communications • Co-ordinate with vendor and OEM that time and equipment dependencies are optimally managed. 	<p>Basic Qualifications:</p> <ul style="list-style-type: none"> • B. Tech in Computer Science or any other Engineering Discipline/ MCA • Minimum 04 years relevant experience in Data Centre Management. • 3 years' experience in all aspects of IT Infrastructure Management. • Experience in Networking technologies and latest trend <p>Professional Skill Requirements:</p> <ul style="list-style-type: none"> • Any industry Data Centre and /or cloud certification will be preferred • ITIL/Networking/Datacenter related certification will be preferred • Experience in latest Server, storage and networking technologies • Experience on Cloud and virtualization • Must have experience in various Networking protocols • Must have experience in strategic technology evaluations and associated PoC • Experience in building enterprise class infrastructure • Should demonstrate hands-on experience in managing IT Infra. • shall be conversant/aware of major IT Infra technologies • Experience in managing large scale IT Infrastructure
3.6	Position: Manager - Database	
	Job Profile	Qualification and Experience
	<p>Overall ownership for all deliverables relating to Database Centre Administration for the FSSAI including the following :</p> <ul style="list-style-type: none"> • Single point of contact for supervision of the Database 	<p>Basic Qualifications:</p> <ul style="list-style-type: none"> • B. Tech in Computer Science or any other Engineering Discipline/ MCA • Minimum 4 years relevant experience in Data base Administration

<p>Administration activities managed by Managed Service provider (MSP);</p> <ul style="list-style-type: none"> • 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 • Oversee database backup and restoration inline 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 • Ensure SLA management 	<p><u>Professional Skill Requirements:</u></p> <ul style="list-style-type: none"> • In depth Database Administration experience • Experience in MYSQL, postgres/oracle • 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 data base. • shall be conversant/aware of major Database technologies • Experience in managing large scale Database
<p><u>Remuneration for the posts of Manager</u></p> <p>(i) Consolidated monthly or annual remuneration: Rs. 75,000/- to Rs. 1.00 Lakh per month or Rs. 8.00 Lakh to Rs. 12.00 lakh per annum (negotiable). The Income tax will be payable by the candidate. Service Tax, if applicable, will be paid extra as per actuals.</p> <p>(ii) Other Facilities: The Consultant (IT) will be provided with intra communication telephone facility at office. In case of travel on outstation duty, eligible allowances at par with the allowances of the Assistant Director Scale shall be paid. Apart from the compensation and other details mentioned above, the Manager (IT) is not entitled to any other Allowance/ Payment / Benefit/ Facilities etc.</p> <p>(iii) Annual increase: An increase up to 10% in the remuneration shall be considered based on annual performance assessment.</p> <p>(iv) Contract Tenure: Three years subject to annual review of performance. Either party may terminate the Contract with one month's advance notice or payment of remuneration in lieu thereof.</p>	

Annexure -2

Format for the Application for engagement of IT Professionals

1.	Basic Information			
(i)	Position Applied for <refer the Job Description – CITO/ Sr. Manager (Applications Development) ...			
(ii)	Name:			
(iii)	Age/ Date of Birth:			
(iv)	Total years of Experience:			
(v)	Current Employer:			
(vi)	Current Position/ Designation:			
(vii)	Current Annual Salary (C to C):			
(viii)	Expected Salary/ Remuneration			
(ix)	Notice period required for joining (if selected):			
2.1	Educational Information			
	Degree	College/ University	Year of Passing	Marks Obtained
(i)	B.E./B.Tech/ MCA etc.			
(ii)	M.E./M.Tech			
(iii)	Any Other			
2.2	Professional Certification			
	Name of Certification	Certification Body	Year of Certification	Current Validity
(i)				Yes/No
(ii)				Yes/No
(iii)				Yes/No
3.	Employment Record			
Sr. No.	Name of the Organisation/ Employer	Position held/ Location of work	Employment period (From ____ to)	Major Responsibility
(i)				
(ii)				
(iii)				

4. Relevant Professional Experience:

4.1 Summary of Key Skills relevant to position applied for:

4.2 Projects worked on:

[Give a description of in-depth and successful experience in maximum five projects most pertinent to the tasks on this assignment. Details required are as under:

Name & Objective of Assignment; Role on the assignment; Year and duration of assignment; Location; name of Client and a description of the key activities performed and contribution to the project].

5. Member of various Committees, Professional Bodies, Awards, Publications etc.

(Please give the details in brief, which should include the name of the Committee/ Professional Body/ Awards/ Publications, Year/ period, role etc.)

Date: _____

Signatures: _____
Name: _____