

Mumbai Port Trust



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ENGAGEMENT OF TECHNICAL ADVISOR (INFORMATION TECHNOLOGY) ON CONTRACT BASIS

- I)** Mumbai Port Trust is proposing to build an IT Resource team which will work in close coordination with Head of IT Department MbPT for managing implementation of ICT projects being done by various System Integrators, initiating new ICT Projects and performing System Study, Design Development, Implementation and Maintenance of websites, Portals, and Web applications and Mobile Apps, to Monitor and assist in review of existing ICT Projects, computing Hardware and Networking Infrastructure of MbPT. To assist in Security Audit Compliance of web applications and coordination with various user departments for UAT and content creation and management of web applications. Preparation of Standard Operations procedures for Data Sharing among Section using API's leading to dashboard of information for the senior officers of MbPT. Mumbai Port Trust (MbPT) is desirous of engaging Technical Advisor (Information Technology) on contract basis, having adequate experience in System Study, Design Development, Implementation and Maintenance of websites, Portals, and Web applications and Mobile Apps etc.
- II)** Applications are invited from Eligible candidates for the Post of Technical Advisor in the field of Information Technology.
- III)** The details of the post & requirements are as under:
- a) Job Title:** - Technical Advisor (Information Technology).
- b) Mode of Engagement:** - Contractual.
- c) Educational/Professional Qualification**
ME/M.Tech/MS/ MCA/ MBA (IT) from a recognized University.
- d) Experience:**
Minimum 25 years of total experience in relevant field in a leading software Company /Government /Industry.
- e) AGE:** Maximum 65 years. Relaxable in case of deserving candidates.
- f) Duration:** Initially for a period of three years and extendable at the discretion of MbPT.
- g) Job Objective:-**
Technical Advisor provides the interface between MbPT management and IT delivery team by mapping business requirements to technical requirements. Defining program governance and monitoring the progress, managing risks and taking corrective measures. Implementing best practices and proposing new IT solutions for improvising the program efficiency
- h) Roles and Responsibilities:**
- Advise MbPT on IT Initiatives
 - Plan, Monitor, Evaluate on IT Initiatives
 - Addressing change management needs while implementing new initiation
 - Suggest & drive project improvement where appropriate.
 - Work with stakeholders to identify areas of automation.
 - Develop & work on MbPT roadmap for IT applications & business transformation initiatives.
 - Support MbPT in identification of procurement requirement & preparation of suitable documents in pursuance of the same for IT project
 - Any other work assigned by administration.

i) Remuneration

A consolidated remuneration of Rs.1,25,000/- (Rs. One lakh twenty-five thousand only) per month plus 25,000 (Twenty-five thousand) towards HRA and a conveyance allowance of Rs. 25,000/- (Twenty-five thousand) per month would be paid.

j) Accommodation:

Accommodation at MbPT quarters would be provided, subject to availability. If availed, the HRA component of Rs. 25000 (Twenty-five thousand) would be deducted along with License fee at par with MbPT employees. In addition, electricity and water charges are to be paid on consumption basis.

k) Duty timings

The Duty hours of the contractual engagement would be from 10.00 A.M. to 6.00 P.M. or as decided by the Administration. The contractual employee has to attend office full time and he/ she would not be allowed to take up any other job during this engagement. In case of requirement, the contractual employee may have to work beyond the normal duty hours for which there will not be any other compensation, monetary or otherwise.

Failure to report for duty will entail deduction of wages on pro-rata basis.

l) Other benefits:

Casual Leave of 12 days are admissible in a year. Emergency medical treatment will be provided in case of accident while on duty at MbPT hospital/ dispensary. No other medical facilities would be available to the contractual employee and his family.

Interested candidates may submit their application(s) in the prescribed format (**Application form**) by:

- (i) downloading the application format from website www.mumbaiport.gov.in ('Media/Vacancy' menu).
- (ii) Filling the application format with the required details and declaration.
- (iii) Scanning the filled duly signed application form and also self-attested documents required for proof of educational qualification and experience.
- (iv) All the scanned documents are to be sent on the email id i.e. hrsection@mumbaiport.gov.in and the subject for the same should be "Application for the Technical Advisor (Information Technology) on contract basis".

Candidates are advised that merely submitting resume/ CVs and incomplete application without proper subject will be liable to be rejected. Candidates are requested not to send any physical application by post or courier or dispatch and please note that same will not be considered for further selection process.

The last date for receipt of applications will be 07.02.2022.
