

Office of the Principal Chief Conservator of Forests
(Wing - Information Technology) Forest Department,
'D' Wing, Satpuda Bhawan, Bhopal (M.P.)

Phone : 0755-2674302

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Advt. No./IT/56.....

Bhopal, Date 25/01/22

Engagement of experienced IT Consultants on Contract

MP Forest Department is a department of the Government of Madhya Pradesh. The department is headed by Principal Chief Conservator of Forests & Head of Forestry Force (PCCF & HoFF) and has its head office at Bhopal (M.P). The department has divisional offices in every district of the state. Through these divisional offices, the department administers, manages, conserves and protects the forests and wildlife of the state. Further the Department has a fully functional IT wing at head office; which handles all the IT infrastructure and related activities of the department.

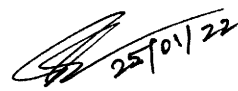
To cater to the need of IT project management under IFPMS (Integrated Forest Produce Management and Disposal System) project; the department requires experienced IT Consultants/ Professionals on project-contract basis as below:

S.No	Post	Number of post	Yearly Remuneration	Minimum Qualifying
1	Principal Consultant -IT	01	30- 36 Lakhs	<ul style="list-style-type: none">• Education Qualification:<ul style="list-style-type: none">• BE/ B Tech (Computer science/ Information technology/ Electronics)• MBA/MCA or Equivalent.• Minimum 15 years of relevant experience.• Maximum age: 45 years.
2	Consultant-IT	02	05- 06 Lakhs	<ul style="list-style-type: none">• Education Qualification:<ul style="list-style-type: none">• BE/ B Tech (Computer science/ Information technology/ Electronics) or equivalent.• IT Experience :<ul style="list-style-type: none">• Min. 3 years of relevant exp.• Maximum age: 32 years.

Qualification and experience can be relaxed for exceptional candidates.

The details of job description, key roles and responsibilities, desired skills sets etc. are enclosed. Please submit CV & supporting documents at apccfit@mp.gov.in before 11.02.2022, 11:59 PM. A copy of the advertisement and other details can also be downloaded at https://mpforest.gov.in/HO_Outer/FOREST_Vacancies_H.aspx

Encl.: As above


(Dr. Sanjay Kumar Shukla)
APCCF, (Information Technology)
Bhopal (M.P.)

ANNEXURE

GENERAL INSTRUCTIONS:

1. Please read the job description carefully before applying. Apply only if you meet 'ALL' the criteria.
2. Candidates are informed that all positions being advertised are subject to specific eligibility criteria such as degrees/ no. of years of experience in relevant field. Hence properly scanned education (mark sheets/ certificates) and experience documents should be attached with CV to avoid rejection of incomplete applications.
3. If at any stage, it is found that the candidate does not meet the prescribed eligibility criteria, he/she will be disqualified. MP Forest Department reserves the right to reject any and every application/ s without assigning any reason.
4. Clearly mention your total IT experience, education & project details. Qualification through universities accredited by AICTE, UGC or NAAC shall only be considered valid.
5. Shortlisting of applications will be based on the criteria mentioned in the Job Description (JD).
6. The e-mail address specified in the application should be valid/ functional for at least 24 months from the date of the submission of application. Intimation for interview shall be sent by email. Kindly ensure that your email is valid and operational.
7. MP Forest Department shall not be responsible for any loss of email/communication letter sent, due to invalid/wrong email id. No request in this regard will be entertained.
8. All correspondence with candidates shall be done only on their e-mail ID provided by the candidate in their CV.
9. Place of interview will be MP Forest Department, Satpuda Bhawan, Bhopal (M.P)
10. The candidate can opt for interview through VC with prior initiation of 2 days in advance but subject to approval from APCCF-IT.
11. The cut-off date for educational qualification, required experience (if applicable) and upper age is 28.01.2022.
12. The job is contractual for project duration.
13. Any change in advertisement (including extension of the last date of online submission of application-if any) shall be published in MP Forest's website <https://mpforest.gov.in/> only.
14. For any query applicant can mail at: apccfit@mp.gov.in or call at 0755-2674302
15. MP Forest Department reserves the right to cancel the advertisement and/or the selection process there under without assigning any reason.
16. Court of jurisdiction for any dispute will be Bhopal (M.P).
17. Applications (CV and scan copy of supporting documents) will be accepted only through email at apccfit@mp.gov.in
18. Candidates can start applying for the positions from **28th Jan 2022 after 10:00 A.M. Last date to receive applications is 11th Feb 2022 11:59 PM.**

JOB DESCRIPTION: PRINCIPAL CONSULTANT-IT

Job Description	
Domain	Program Management
Designation/ Post	Principal Consultant
Department	MP Forest Department
Place	Bhopal
Job Type	Contract

JOB OBJECTIVE:

The objective of this job is to assist the Department in effective IT project and program management of IFPMS project and various IT/e-Governance projects.

Primary Responsibilities of the role

Project Management

1. Project management activities of in-house IT projects.
2. Support the implementation of various IT/e-Governance Projects in the department.
3. Tracking of implementation milestones, examining the deliverables and monitoring Services Levels.
4. Assisting Project Monitoring Committee and Project Monitoring Unit (PMU).
5. Project Planning, Monitoring and Implementation Support.
6. Design and Implement the Project Management Processes within the Department to carry out effective project monitoring.
7. Status reporting to all stakeholders. Continuously communicates the various project stake holders to align them towards set program goals.
8. Periodically track and assess the project risks and develop plans to mitigate such risks.
9. Update all stakeholders about any dependencies and risk related to project implementation.
10. Preparation of project specific documentations and presentations and further Maintain the repository of all deliverables.
11. Coordinate & communicate for various trainings, refresher sessions, workshops, etc.
12. Work closely with implementation /core infrastructure team and ensure proper coordination.
13. Ensure the integration of the Change Management process into the full implementation Plan and identify any other new Changes required to achieve the objectives of the Implementation Plan.
14. Identify implementation challenges, dependencies and integration points.
15. Any other task assigned by Department within the scope of the project.

Technology Management

1. Provide technical support to department and Implementation agency as & when required, with respect to Application Architecture, Design of LAN/WAN and Internet connectivity and Overall IT Infrastructure
2. Assist in sizing of the network infrastructure including hardware and support peripherals to ensure that they support user requirements on a sustainable basis.

3. Assist department in techno-functional evaluation of vendors.
4. Assist and coordinate with System Integrator/ Implementation agency in understanding of processes and thereon review the technical documents.
 - a. Assist Department in review of Design Documents, All Policy, Plan & Methodology Documents, Bill of Material (BOM) for Solution Implementation and Other relevant Documents.
5. Assist Department in testing & verification of the developed ERP System, to be per the defined specifications.
6. Acts as a bridge between the core IT team and Department in translating the Department's requirements.
7. Assist Department in Sign off and acceptance of critical project milestones.
8. Responsible for ensuring that enterprise wide IT architectural decisions are implemented as per designs.

Profile	
Minimum Qualifying Criteria and Age.	Desirable Skills & Experience
<ul style="list-style-type: none"> • Education Qualification: <ul style="list-style-type: none"> • BE/ B Tech (Computer science/ Information technology/ Electronics) • MBA/MCA or Equivalent. • Minimum 15 years of relevant experience. • Maximum age: 45 years. <p>* Qualification can be relaxed in case of exceptionally experienced candidates</p>	<ol style="list-style-type: none"> 1. Proven working experience as a project manager/ consultant or equivalent profile in the information technology sector. 2. Experience of end to end implementation of ERP projects in government sector/domain. 3. Experience of Government online tendering, GeM and auctioning in government sector/ PSU/ industry 4. Experience in system architecture and integration concepts and design. 5. Excellent Project management and technical skills. 6. Working experience for government clients would be added advantage. 7. OCP, OCA and CCNA certification/ Training/ experience. 8. Project Management training/ certification/ experience.

Qualification and experience can be relaxed for exceptional candidates.

JOB DESCRIPTION: CONSULTANT-IT

Job Description	
Domain	Project Management
Designation/ Post	Consultant
Department	MP Forest Department
Place	Bhopal
Job Type	Contract

JOB OBJECTIVE:

The objective of this job is to assist in effective project implementation and management of IFPMS project and various IT/e-Governance projects.

Primary Responsibilities of the role

1. Project implementation and management activities of in-house IT projects.
2. Supporting the implementation of various IT/e-Governance Projects of the department.
3. Project level supporting & coordination between implementation agency, Nodal agency and other stakeholders of project.
4. To coordinate day to day activity and correspondence with department(s).
5. Coordinating & communicating for various trainings, refresher sessions, workshops, etc.
6. All other project related work assigned by department/ Nodal Authority.

Profile

Minimum Qualifying Criteria and Age	Desirable Skills & Experience
<ol style="list-style-type: none">1. Education Qualification:<ol style="list-style-type: none">a. BE/ B Tech (Computer science/ Information technology/ Electronics) or equivalent.2. IT Experience :<ol style="list-style-type: none">a. Min. 3 years of relevant exp.3. Maximum age: 32 years.	<ol style="list-style-type: none">1. Having good understating of Core java, PHP and LAMP platform.2. Data structures/ DB schema/ troubling shooting & optimization of DB issues.3. Web development in Open source (Java/J2EE) / host centric platforms architecture, JBoss / Apache AS/ My-SQL DB exp.4. Proficient in managing end user and imparting training.5. Good written and verbal communication skills.6. Strong multi-tasking skills with capability to adapt to rapidly changing environment.7. Working experience for government clients would be an added advantage.

Qualification and experience can be relaxed for exceptional candidates.

SHORTLISTING & SELECTION PROCESS:

1. The mode of selection for all the positions will be through Interview.
2. Based on the information in CV and scanned copy of documents submitted by candidates, scrutiny of applications shall be done and the candidates meeting the eligibility criteria will be provisionally shortlisted and called for personal interview. MP Forest Department decision regarding eligibility & shortlisting of applications shall be final & binding and no queries or correspondence shall be entertained in this regard. However, in case of receipt of large number of Applications, MP Forest Department reserves a right to conduct an online test in Bhopal or any other city (ies) of MP for the purpose of short-listing candidates for interview. Neither TA will be paid nor would Boarding & Lodging facilities be arranged/reimbursed for appearing in the online test.
3. Modalities of Online Test, in the event it is decided to conduct the same, shall be placed at <https://mpforest.gov.in> → Home → Careers.
4. It may be noted that candidates will be called for personal interview provisionally on the basis of information submitted by them in the application form and their candidature will be considered vis-à-vis eligibility criteria for the post applied for as mentioned in the advertisement. Candidates not meeting the eligibility criteria or not in possession of complete requisite documents will not called. No queries shall be entertained in this regard.
5. List of candidates shortlisted for interview shall be placed on MP Forest's website <https://mpforest.gov.in> → Home → Careers.
6. List of selected candidates for respective contractual post/s shall be placed at [https://mpforest.gov.in/HO Outer/FORREST Vacancies H.aspx](https://mpforest.gov.in/HO%20Outer/FORREST%20Vacancies%20H.aspx)

IMPORTANT DATES:

1. Date of job advertisement : 28.01.2022
2. Last Date of CV submission: 11.02.2022, 11:59 PM
3. Date of posting list of shortlisted candidates for interview: 15.02.2022
4. Date of Interview: 21.02.2022 and 22.02.2022
5. Date of declaration of result: 28.02.2022, 06:00 PM.

(Note: All the dates are subject to change on the basis of application/ CV received against the post and the department's discretion and decision).