

SETU Maharashtra

Advt.No.: SETU/08/04/2022

Dated 13 /08/2022.

ADVERTISEMENT FOR THE POST OF TPO

- **No of Post:** Three
- **Location:** - Applicant would be expected to work at Registered Office.
- **Reporting:** Member Secretary, Setu

Job Description

- To monitor all the existing Projects and Services under eGovernances/ m-governance.
- Prepare the Proposals /DPR/RFP/Tender / Project Documents as per DIT Requirements.
- Advice Setu on Technical issues.
- Ensure Infra Backbone projects smooth functioning and Management of eGov Projects
- Regular update to senior management on project progress/issues/alerts and provide suggestion, Solution on technical issues.
- Monitoring and support of Connectivity and Hardware /software /network / manpower/ security / fiber and relevant document for project/ events/ meetings/ hearings/ Appeals.
- Coordination with Project stakeholders and GoI.
- Monitoring and support to Technical Manpower / Project Management Units.
- New Initiatives under e-Governance and Digital Maharashtra.
- Implementation coordination and delivery of project.
- Facilitation and support of Egov projects of other departments of Govt of Maharashtra.

Skills and Qualifications Required

- Address important questions at the beginning of the project.
- Sketch out a scope and goals for your project.
- Communicate roles, expectations, and objectives to the team.
- Monitor progress and identify roadblocks.
- Make sure all deliverables have been met and finalize the project.
- Qualification: B.E/B. Tech/MCA in Engineering /Information Technology/ computer application from a reputed Institute. (MBA Desirable)

- Experience: Minimum 15+ years of experience, out of which 7+ years of working with Government departments and having handled large project assignment of IT Domain/ Digitalization
- Should have Knowledge in GIS, Cloud, Infra, software development, software implementation etc.

SELECTION PROCESS:-

- The candidates will be shortlisted for selection process taking into consideration the qualification and experience etc.
- The selection process will consist of Personal Interview.
- SETU Maharashtra reserves the right to fix the standard and specifications for screening and calling the candidates for interview. Applicants meeting the requirements as specified under Terms and Conditions will be required to appear for Personal Interview in Registered Office. Applicants will be required to produce of following, at the time of attending the Personal Interview:-

1. Two Passport Size Color Photographs.
2. Proof of Identification, such as Voter ID/Aadhar Card/Passport/ PAN Card.
3. Original Certificates related to Qualifications along with one set of Self Attested Copy.
4. Testimonials and documents related to experience etc.

Time Schedule: -

- Last date of receipt of application :22-08-2022
- Selection Process at Mumbai : Aug 2022

Note: The candidates shortlisted for Interview process will be informed to attend Interview process by email/SMS on the address/information provided by them in the application. MAHAIT will not be responsible for any loss of email /information sent due to invalid or wrong email id.

• Terms and Conditions:

- (a) As per Setu Maharashtra

Procedure to apply:

Eligible candidates have to send Application/ Resume/ Biodata on email id info@maharashtra.gov.in addressed to **The Member Secretary, SETU MAHARASHTRA.**

Date: 13-08-2022

Member Secretary, Setu Maharashtra

Place: Mumbai