

No. 10 (1)/ 2012 - IPHW
Government of India
Ministry of Communications and Information Technology
Department of Information Technology
Industry Promotion-Electronics & Hardware Manufacturing Division
6, CGO Complex, Lodhi Road, New Delhi - 110003

OPPORTUNITY TO BE A PART OF THE INITIATIVE TO PROMOTE
DEVELOPING & MANDATING OF STANDARDS FOR
ELECTRONICS SYSTEM DESIGN & MANUFACTURING (ESDM)

VACANCIES FOR PROFESSIONALS IN PROGRAMME MANAGEMENT UNIT (PMU) FOR DEVELOPING AND MANDATING STANDARDS FOR ELECTRONICS GOODS

The Department of Information Technology, Govt. of India is proactively considering to develop and mandate Standards in Electronics with a view to health, safety, environment and security considerations. The initiative is set to bring around a positive change in quality of Electronic Goods in the country.

Those driven by passion and a strong urge to drive change are invited to apply for positions in the PMU. The work promises **stimulating environment, excitement of change** and a **wide National canvas for showcasing capabilities!**

Applications are invited in the Prescribed Format (**Form 1**) given hereunder for the following positions in the 'Programme Management Unit (PMU) – Standards' being set up at the Department of Information Technology, Government of India.

1. Sr. Consultant: 3 Nos.
2. Consultant: 4 Nos.

General Instructions:

1. Sealed envelopes marked "**ESDM - Standards PMU-Position applied for _____**" containing typed Form 1, affixed with a recent Passport Size Photograph along with Copies of all educational/experience certificates etc. attested by a Gazetted Officer, should reach **Shri Rajesh Suri, Dy. Director, Industry Promotion-Electronics & Hardware Manufacturing Division, Department of Information Technology, Ministry of Communications and Information Technology, 6, CGO Complex, Lodhi Road, New Delhi – 110003.**
2. The applications can also be submitted online on the email address prerit.rana@nic.in. However, all testimonials should be sent separately by post only within the due date along with copy of the email.

3. Application incomplete in any respect or received after due date will be rejected summarily.
4. No enquiry will be entertained over Phone, E-Mail or Fax. **Canvassing in any manner will disqualify the candidate**
5. **Last date for receipt of application in all formats is 30 days from the date of the advertisement getting published in the employment news.**

Other instructions for candidates:

1. **Age Limit:** Maximum 45 years as on 31-3-2012. Relaxation in case of exceptionally suitable candidates can be considered.
2. **Remuneration:** Shall be based on qualification and experience
3. **Duration of Contract:** Professionals will be taken on a contract of 2 years which may be extended as per requirements/ performance. The selected candidate shall be on probation for a period of 6 months
4. **Date of Joining:** The selected candidates are expected to join within a period of 30 days from the issue of offer of appointment. Relaxation in deserving cases may be considered.

Date:

**Shri Rajesh Suri
Deputy Director
IPHW Division**

Scope of Work and Qualifications

Sr. Consultant/Consultant – Policy & Planning

Indicative Tasks to be Assigned	No. of Positions
<ul style="list-style-type: none"> -Guiding project formulation work -Management of Feasibility studies -WTO Matters and International Trade Policy Issues -Issues related to Policy Framework at National Level -Inter-ministerial Issues -Budgeting & Financial Analysis 	<p>Sr. Consultant – 01 Consultant - 01</p>

Essential Qualifications & Experience	General Skills
<p>Educational Qualification: BE/B.Tech in Electrical / Electronics / Communication / IT with First Division and preferably MBA/PGDM from a premier institution.</p> <p>Experience in one or more of the following areas: (10 years of experience for Sr. Consultant and 5 years for Consultant, preferably in Electronics Hardware Sector.)</p> <p>Project Formulation, Inter-ministerial & Industry interaction, Bilateral-Multilateral trade issues & WTO matters. Budgeting/Financing/Drafting and Note writing skills. Exposure in design and/or manufacturing functions of the ESDM industry verticals like Telecom Equipment, IT hardware, Industrial Electronics, Automotive Electronics, Consumer Electronics, Electronic Components, Medical Electronics, Solar Photovoltaic, Strategic Electronics etc.</p> <p>Exposure to Conformity Assessment Activity is desirable.</p>	<p>Excellent drafting skills, sound knowledge of English, commitment and maintaining confidentiality and secrecy are the important requirements.</p>

Sr. Consultant/Consultant – Project Management

Indicative Tasks to be Assigned	No. of Positions
<ul style="list-style-type: none"> -Development of Project Management Portal -Generation of MIS Reports -Other Project Management activities -Techno-Financial Analysis of Project Proposals -Coordination with various stakeholders 	<p>Sr. Consultant – 01 Consultant – 02</p>

Essential Qualifications & Experience	General Skills
<p>Educational Qualification: BE/B.Tech in Electrical / Electronics / Communication / IT with First Division and preferably MBA/PGDM from a premier institution.</p> <p>Experience in one or more of the following: (10 years of experience for Sr. Consultant and 5 years for Consultant, preferably in Electronics Hardware Sector.)</p> <p>Project Management, Co-ordination, Techno-Financial Analysis, Testing, Inspection, Certification and Accreditation in ESDM Industry verticals like Telecom Equipment, IT hardware, Industrial Electronics, Automotive Electronics, Consumer Electronics, Electronic Components, Medical Electronics, Solar Photovoltaic, Strategic Electronics etc.</p>	<p>Excellent drafting skills, sound knowledge of English, commitment and maintaining confidentiality and secrecy are the important requirements.</p>

Sr. Consultant/Consultant – Communication

Indicative Tasks to be Assigned	No. of Positions
<ul style="list-style-type: none"> - Designing and conducting Market surveys - Designing and facilitating Publicity and Media Campaigns - Handling Training Programs - Any other communication related work for ESDM 	<p>Sr. Consultant – 01 Consultant – 01</p>

Essential Qualifications & Experience	General Skills
<p>Educational Qualification: MBA/PGDM in Marketing/Mass Communication from a premier institution.</p> <p>Experience in one or more of the following : (10 years of experience for Sr. Consultant and 5 years for Consultant, preferably in Electronics Hardware Sector.)</p> <p>Market Surveys, Publicity & Media Campaigns, HR Training Programmes in ESDM Industry verticals like Telecom Equipment, IT hardware, Industrial Electronics, Automotive Electronics, Consumer Electronics, Electronic Components, Medical Electronics, Solar Photovoltaic, Strategic Electronics etc.</p>	<p>Excellent drafting skills, sound knowledge of English, commitment and maintaining confidentiality and secrecy are the important requirements.</p>

Form 1: Format of CVs

The candidate should submit the detailed CV for the position applied for in the format attached below.

Passport Size
Photograph

1. **Position Applied For:**

2. **Name:**

3. **Father's Name:**

4. **Date of Birth:**

5. **Address for Communication:**

- i.
- ii.
- iii.

Telephone No.
Mobile No.
E-Mail ID:

6. **Permanent Address:**

- i.
- ii.

Telephone No.
Mobile No.

7. **Education Qualification:**

Examination Passed	University/Board/Institution	Year of Passing	Subjects	Division/ Percentage, etc.

8. **Membership of Professional Associations / Societies:**

9. **Summary of Key Training and Certifications:**

10. Employment Record:

[Starting with present position, list in reverse order every employment held since graduation, giving details for each employment as per format provided]

S. No.	Organization	Position	Period	Nature of Duties

Achievements in Professional Career: _____

11. Work Experience in the desirable vertical domains with particular reference to standardization and conformity assessment:

12. Work Experience related to the post applied for:

13. Write-up on How could you contribute:

12. Languages Known:

Language	Read / Write / Speak	Excellent / Good / Fair

DECLARATION

I hereby declare that the information mentioned in this Application is correct and true to the best of my knowledge and belief and I understand that furnishing false/improper information will lead to rejection/cancellation of my candidature/appointment and legal/ disciplinary action as may be initiated by the Department of Information Technology.

Dated:

Signature of the Candidate: