

No. Q/PF/575/78/2024
Government of India
Ministry of External Affairs
(Administration Division)

Jawaharlal Nehru Bhawan,
New Delhi, the 18th March, 2025

Advertisement for engagement of 01 (One) Principal Consultant & Chief Technology Officer for Passport Seva Programme (PSP) Division of the Ministry of External Affairs

Applications in the prescribed proforma (as per Annexure I to the advertisement) are invited from eligible candidates for engagement of 01 (One) Principal Consultant & Chief Technology Officer (PC&CTO) in the Ministry of External Affairs (MEA), New Delhi, as per details given below:

1.	Name of the Position	:	PC&CTO in PSP Division of MEA, New Delhi
2.	Period of Consultancy	:	Initially for 02 (Two) years The contract can be extended further for a period of two (02) years depending on performance, mutual willingness and the requirement. The contract may be terminated on one month's notice from either side or on payment of one month's pay in lieu thereof. Unauthorized absence may lead to termination of the engagement.
3.	Key Skills	:	<ul style="list-style-type: none">• In-depth knowledge of e-Governance projects and in supervising development of large software solutions involving multiple integrations.• Should have handled large and complex Solution Architecture, Networking, IT Infrastructure, Project integration.• Technical architecture skills, technology process skills, capacity and human capability building skills in IT.• Ability to work within both the executive and technical teams and wear different hats in each group.• Sound knowledge of projects, business model in service sectors.• Should have handled strategic control tasks of Data/Information in a project.• Should have conducted technical appraisal of the various project reports, SLA data, trend analysis for Decision Support System (DSS), etc. and technical evaluation of various proposals received from Service Provider and other stakeholders.• Knowledge of emerging technologies: Artificial Intelligence, Advanced Analytics, Robotic Process Automation (RPA),

			<p>Natural Language Processing (NLP), Advanced BOT, etc. and best practices and the Indian and international technology landscape.</p> <ul style="list-style-type: none"> • Expertise in handling issues related to Cyber Security. • Demonstrated success in managing IT infrastructure, IT budgets, software development and systems architecture. • Ability to think tactically and translate Ministry's objectives into technology initiatives. • Deep understanding of abilities and limitations of targeted users i.e. general public/applicants and those involved in delivering the Passport services to deliver targeted applications & solutions to suit the needs, increase efficiency & output, improving overall productivity and service delivery. • Experience in driving digital transformation initiatives, leveraging cloud technologies, and implementing data-driven decision-making. • Excellent leadership and team management skills, with the ability to inspire and develop high-performing technology teams. • Proven track record of successfully leading large-scale technology projects, delivering results on time and within budget. • Knowledge of regulatory and compliance frameworks relevant Indian IT, Cybersecurity, and privacy regulations, Proficient in risk mitigation and data security of digital assets. • Strong communication and interpersonal skills, with the ability to collaborate effectively with cross-functional teams and Government Officers.
4.	Job Location	:	<ul style="list-style-type: none"> • Ministry of External Affairs (Patiala House), New Delhi or any other location decided by the Ministry.
5.	Qualifications/Essential Criteria	:	<ul style="list-style-type: none"> • Applicant should be an Indian National. • Applicant must possess at least a Master's Degree in Computer Science. • The applicant should have minimum 10 years of experience in Information and Communication Technology (ICT) and at least five years experience as Senior Executive Level position with experience of handling tasks detailed in the job

		<p>description and key skills.</p> <ul style="list-style-type: none"> • Experience in Data Center/NOC/SOC projects. He/She should have exposure to ISO 9000 and ISO 27001 and have a proven track record of managing operational IT support teams including its implementation and execution. • The applicant should not be more than 55 years as on last date of submission of the application.
6.	Desirable criteria	<p>:</p> <ul style="list-style-type: none"> • Minimum 05 years of experience as a technology officer or in a similar senior technology leadership role, preferably in the Indian market and large company/startup. • Government/e-Governance domain experience. • Relevant certifications such as ITIL, PMP, AWS and/or CISSP. • Experience in working with Central/State Governments. • Excellent in analytical and problem-solving approach. • Strong User-interaction skills/client-facing skills. • Good Co-ordination skills.
7.	Remuneration & Entitlements	<p>:</p> <ul style="list-style-type: none"> • The remuneration package will be a fixed Rs. 30 lakh per annum and deduction of applicable taxes. The amount of consultancy fee shall remain unchanged during the term of engagement. • Deduction of mandatory taxes will be applicable. • The engagement will be strictly contractual and will not confer any other benefits to the selected candidates. • The consultant shall not be entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits available to the regular employees of the Ministry. • No HRA shall be admissible. • The engagement of the Consultant is on full time basis. Normal working hours will be from 0900 to 1730 hrs. Working hours is subject to change from time to time. Saturdays/Sundays will remain closed as weekend off. In exigencies, he/she may be required to work beyond office hours and/or on closed holidays. No extra allowance or remuneration for such work is admissible. He/She shall not accept any other professional appointment, paid or otherwise during the term of engagement with this Ministry.

		<ul style="list-style-type: none"> • Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed. Leave cannot be claimed as a matter of right. Leave will not be allowed for more than 10 days at a time. Discretion is reserved to the Head of Division to refuse or revoke leave in the public interest. Leave encashment will not be permissible on unspent leave. Unspent leave will lapse on commencement of notice period. No other leave of any kind shall be admissible to him/her. In case he/she remains absent from duty beyond entitled leave, a proportionate deduction from the consolidated fee as applicable will be made. • In case the Consultant is required to travel as part of his/her duties, the Ministry will take care of his/her travel, accommodation and per-diem costs, as per Ministry's guidelines. • The selected person will be required to enter into a contract with the Ministry in a prescribed format w.e.f. the actual date of engagement.
8.	How to apply	<p>:</p> <ul style="list-style-type: none"> • The applicants who fulfil the eligibility criteria may submit application per proforma at Annexure I. • Applications should be accompanied by self-attested copies of relevant certificate (s)/documents, in support of proof of identity, address, age, educational qualification(educational certificates/mark-sheets), work experience, etc. as mentioned in the application form. An application not accompanied by photocopies/scanned copies of relevant certificate(s)/documents, or not in prescribed format or not signed by the candidate or incomplete in any respect or received after due date will be summarily rejected. • Application along with supporting documents and Curriculam Vitae can be submitted to the Ministry through either of the following modes: • OFFLINE MODE: By registered post in an envelope labelled as “Application for the position of “Principal Consultant & Chief Technology Officer” in PSP Division of Ministry of External Affairs”. This is to be sent to the following address: US (Operations) PSP Division, Ministry of External Affairs Patiala House Annexe, Tilak Marg New Delhi-110001 • ONLINE MODE: Signed and scanned application through email with the subject clearly mentioning the name of the candidate and the position against which the application is

		<p>being submitted. The email is to be sent to the following email address: dirpsp@mea.gov.in ; dpo.ops@mea.gov.in ; uspspcadre@mea.gov.in ; and sopspcadre@mea.gov.in .</p> <ul style="list-style-type: none"> • Ministry of External Affairs will review the applications and short-list the candidates for interview. The short-listed candidates will be intimated by email. • The date, time and venue of the interview will be conveyed through email at the email address provided by the applicants. • Applicants will have to make their own arrangements to reach the place of interview. No travel grant or per-diem will be paid for attending the interview. • The decision of the Government regarding selection of candidate will be final. No representation or correspondence will be entertained by the Ministry in this regard. Canvassing in any form will lead to disqualification of the candidature. • Candidates short listed for interview shall have to produce all certificates in original for verification of their age, educational qualification, experience details, etc. at the time of interview. Failure to produce the same shall render the candidate ineligible for the post. • Candidates should not furnish false/tampered/fabricated particulars or information and should not suppress any material information while applying for the post. • In case, it is detected at any stage that a candidate does not fulfill any of the eligibility criteria for the post applied for and/or that he/she has furnished any incorrect information or has suppressed any material fact (s), his/her candidature will stand cancelled forthwith. If any of these shortcomings is/are detected even after the appointment, his/her services will be liable to be terminated forthwith.
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The last date for receiving applications is **07th April, 2025**. Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma as given in Annexure I, are liable to be rejected and no correspondence shall be entertained in this regard.

ANNEXURE-I

**APPLICATION PROFORMA FOR THE POSITION OF PC & CTO FOR THE PSP DIVISION
OF THE MINISTRY OF EXTERNAL AFFAIRS, NEW DELHI
(Only for Indian Nationals)**

Paste your
passport size
photo here

1. Name of the position :
2. Name :
3. Gender :
4. Nationality :
5. Father's Name :
6. Marital Status :
7. Spouse's Name :
8. Date of Birth :
9. Educational Qualifications :

*(Please enclose supporting documents / certificates
in respect of all the qualifications)*

10. Mobile No. :
11. Email ID :
12. Address for Communication :

13. Details of employment in chronological order, if applicable. *(Please enclose supporting documents, if space below is insufficient enclose a separate sheet)*

Department/ Institution/ Organisation	Post held	From	To	Emoluments	Nature of duties performed

14. Languages known :

15. Details of courses/ training programmes attended, if any:

16. Details of previous Consultancy, if any :

17. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a CV or separate sheet, if need be.

18. Remarks, if any :

(Signature of Candidate)

Date: