

Bangalore Development Authority

T.Chowdiaha Road, Kumara Park West
Bangalore – 560 020.

Notification No.: BDA/EDP-Con/2009-2010

Date: 5th June. 2009

Sub.: Appointment of Consultants on Contract basis in the EDP Cell,

To expand the scope of the e-Governance activities in BDA, Computer consultants are required, to undertake the various computer related activities viz.: Computer Data (Backup), Network / Data Base Administrators (LAN / WAN), Data entry, Data collection and collating,. Generation of reports.

The appointment of consultants, with the remuneration, experience and the Skill set required are given. The consultants would be selected by a committee consisting of a representative of NIC and a technical expert from the IISc. / Industry. The selection process of the consultants would be through practical test and a technical interview to be conducted for all the positions.

The applicants would have the following qualification and experience for the mentioned positions: The consultancy assignment is temporary and will be for a period of 12 months and may further be renewed depending upon the requirements of BDA. The selected candidates will be required to furnish a Deposit / Bank Guarantee which will carry no interest, and returnable at the end of the contract period. The Consultancy service provided is purely temporary, and in no way entail rights for seeking permanent position / appointment in BDA.

Sl. No	Type of Consultancy	Consul. fee Per Annum	Edu. Quali.	Exp.	Skillset
1.	Programmers	Rs. 2.00 Lakhs	BE / B.Tech, MCA / M.Sc. (Comp Sc.)	1 Yr	GIS, Web development using Java servlets, JSP, JBOSS Struts with any RDBMS (Preferably DB2 / SQL) in Linux & Windows environment.
2	Programming Assistants	Rs. 1.20 Lakhs	Graduate in any field	1 Yr,	Visual Basic, SQL / Crystal Reports, MS Office Data Base connectivity, Typing in Kannada (Nudi) & English , Good Drafting skills.
3	Data Entry Assistants	Rs. 80,000	SSLC	1 Yr,	MS-Office suite (Word, Excel, PowerPoint, & Knowledge of Access) Typing in Kannada (Nudi)& English Typing, Drafting Skills.

The filled in applications along with the copies of the documents attached is to be sent on or before **20th June 2009** to:

The Systems Manager EDP Cell Bangalore Development Authority T.,Chowdiaha Road, Kumara Park West Bangalore – 560 020.	or	by email to: edp@bdabangalore.org enclosing all the relevant documents.
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Note: Information submitted without supporting documents will not be considered

Terms and Conditions for providing consultancy in EDP Cell, Bangalore Development Authority.

1. Consultancy period is for a period of one year.
2. Consultancy fee payable per annum (consolidated) is as follows:
 - a. Programmers Rs. 2,00,000/-
 - b. Programming Assistants: Rs 1,20,000/-
 - c. Data Entry Assistants : Rs. 80,000/-
3. The Consultant, shall perform the tasks assigned by the Commissioner,/ EDP Cell / Section Head and will work either in the Head / Zone Office as the case may be.
4. Job Responsibilities:
 - a. Programmers:**
 - provide consultation on various e-Governance applications
 - Impart Training to Officials on basic computers and various e-Governance applications introduced by BDA
 - Installation, maintenance and troubleshooting of various Software's, which are in use and to be introduced in the BDA.
 - Installation, maintenance and troubleshooting of hardware & network problems and liaison with facility management service provider.
 - Installation, maintenance, troubleshooting & update of anti-virus software and patches.
 - Liaison with users, handhold them, solve problems faced by the users, advise and suggest solutions for better maintenance of these systems and applications.
 - Writing of test plan for application software's, test cases and execution of test cases, reporting of defects to the development team on various e-Governance applications, introduced by BDA
 - Any software development work assigned by the dept.
 - Assisting in training the users on various e-Governance projects that are implemented by BDA, such as BDA-IMIS, GIS etc.
 - Liaison with NIC or any other software provider and Facility Management providers.
 - To advise and to develop software programs required for the use of BDA's e-Governance initiative.
 - To modify and improve the performance of various software Applications deployed.
 - To provide consultancy on network problems.
 - To assist users in configuring their computers for using mail services and to maintain internet / mail accounts.
 - Attend meetings convened by various sections to review implementation of e Governance application in BDA
 - Any other task assigned by EDP Cell from time to time.

Essentials: Programming Experience in

- a) GIS, Web development, and or
- b) Java, Java Servlets JSP, JBOSS Struts with any RDBMS (Preferably DB2 / SQL) in Linux & Windows environment.

b. Programming Assistants:

- Impart Training to Officials on basic computers and various e-Governance applications introduced by BDA
- Installation, maintenance and troubleshooting of various Software's, which are in use and to be introduced in the BDA.
- Installation, maintenance and troubleshooting of hardware & network problems and liaison with facility management service provider.
- Installation, maintenance, troubleshooting & update of anti virus software and patches.
- Liaison with users, handhold them, solve problems faced by the users, advise and suggest solutions for better maintenance of these systems and applications.
- Any software development work assigned by the dept.
- Assisting in training the users on various e-Governance projects that are implemented by BDA, such as BDA-IMIS, GIS etc.
- Liaison with NIC or any other software provider and Facility Management providers.
- To provide support and solve network problems.
- To assist users in configuring their computers for using mail services and to maintain internet / mail accounts.
- Any other task assigned by EDP Cell from time to time.
- To supervise the Data entry assistants
- To undertake Data entry work in Kannada & English as the case may be
- To undertake processing of files, drafting of letters.

Essentials:

- i) Programming experience in use of MS Access database / Visual Basic, Crystal reports. Data Base connectivity
- ii) Typing in Kannada (Nudi) & English ,
- iii) Extensive use of MS word, MS Excel, MS Powerpoint
- iii) Good Drafting skills. (English & Kannada)

c. Data Entry Assistants:

- To undertake Data entry work in Kannada using Nudi & In English using MS Word as the case may be
- To undertake processing of files, drafting of letters.

Essentials:

- i) MS-Office: (Word, Excel, PowerPoint, & Access),
- ii) Typing in Kannada (Nudi)& in English (MS Word)
- iii) Drafting Skills in English & Kannada.

5 The offer of Consultancy is subject to the following terms and conditions which are as follows:

- a. The consultant has to submit a Bank guarantee (valid for 1 year) to BDA for an amount of 15 % of the consultancy fee or a consent letter for withholding of Consultancy fees for a period of two months as deposit in lieu of Bank Guarantee..
- b. The Bank Guarantee / Deposit, will carry no interest and will be payable after the end of Consultancy period,.

- c. The copies of the following documents duly attested, shall be submitted to BDA. The originals shall be produced for verification at the time of reporting to undertake consultancy.
- i. Marks Cards
 - ii. Education / Training Certificates
 - iii. Experience Certificates
 - iv. Photograph.(2 nos)
- d. In the event of your non-satisfactory performance of consultancy assignment and or any complaints received from the user sections, BDA shall have the right to terminate the consultancy assignment.
- e. The consultant shall provide uninterrupted consultancy from the date of your assignment. In case of you abandoning the consultancy work during this period, or there is a break in your consultancy service, due to unauthorized absence or otherwise on your part during the assignment period, BDA is at Liberty to forfeit the Bank Guarantee / deposit withheld forfeited, besides initiating legal proceedings as deemed fit.
- f. In any eventuality the consultant can withdraw from the consultancy service, by submitting in writing giving 15 days notice and on approval would be relived of the consultancy work thereafter.
- g. The consultancy services would be provided on all normal Office working days from 9.30 AM to 6.00 PM and in *exigencies* beyond office hours on instructions of the Section Head / EDP-Cell.
- h. The consultant will report to the designated authority in BDA and also submit daily work reports to the EDP Cell.
- i. The candidates shall perform the duty, acts and function with due interest, diligence and devotion and in case of any *violation* of the conditions of the contract, the contract appointment will cease automatically.
- j. The Consultancy service provided is purely temporary, and in no way entail rights for seeking permanent position / appointment in BDA.

Commissioner, BDA.

Application format:

1. Consultancy position applied: _____
2. Name of the Applicant: _____
3. Address of the Applicant: _____

5. Contact No.: _____
6. e-Mail id: _____
7. Dt. Of Birth _____ Age: _____
8. Sex : _____
9. Religion: _____ Caste: _____
10. Educational Qualification:

SI No.	Qualification	Year of Passing	Class / Total marks	College	Board / University

11. Experience:

SI No.	Name of Firm	Designation	From	To	Job Responsibilities

12. Skill set:

SI. No.	Technology	Programing Languages	Hardware	Software

13. Other Information:

14. Copies of Documents attached: a)
b)
c)

15. Date: _____ Signature: _____