

## **INSTITUTE OF URBAN TRANSPORT (INDIA)**

### **Notice for Recruitment to the post of IT Professional**

Applications are invited from eligible candidates for the post of IT Professional in the Institute of Urban Transport (India) located at Anand Vihar Metro Station Building, Delhi-110092. The requisite details are as follows:

#### **1. About the Institute**

The Institute of Urban Transport (India) was established in May, 1997 under the purview of the Ministry of Urban Development (MoUD), Government of India as a premier professional non-profit making organization and registered under the Societies Registration Act. The membership of the Institute comprises Academicians, Architects, Economists, Engineers, Transport Planners, Town Planners and professionals from various other disciplines. The Institute has 67 institutional members, about 1600 individual members and 70 Associate Members. It has association with foreign organizations such LTA Singapore, GIZ, UITP, KfW, etc. The Secretary, Ministry of Urban Development, Government of India, is the ex-officio President of the Institute. Its Governing Council has members from various premier organizations connected with Urban Transport and from many State Governments. The Institute has 13 Regional Chapters at Chennai (Tamil Nadu); Thiruvananthapuram (Kerala); Warangal (Telangana); Bengaluru (Karnataka); Mumbai (Maharashtra); Bhopal (Madhya Pradesh); Surat (Gujarat); Kanpur (Uttar Pradesh); Kashipur (Uttarakhand); Srinagar (J&K); Silchar (Assam); Shibpur (West Bengal); and Chandigarh.

#### **2. Aims and objectives of the Institute**

The aim and objective of the Institute is to promote, encourage and coordinate the state of the art of urban transport including planning, development, operation, education, research and management and also to organize lectures, seminars, workshops, conferences, etc on subjects pertaining to urban transport. In addition, the Institute provides professional support to the Ministry of Urban Development for its policy formulation, various projects and initiatives such as organizing an annual Urban Mobility conference cum exhibition, several workshops and capacity building projects. Among various projects and programmes in hand, IUT is associated with the implementation of:

- i. GEF-World Bank - UNDP assisted Sustainable Urban Transport Project.
- ii. Identification of Urban Transport Projects for probable investment by KfW
- iii. Setting up of a Knowledge Managements Centre (National Urban Transport Database)
- iv. Evaluation Criteria for Urban Transport Projects

#### **3. Responsibilities of IT Professional**

##### **Development Stage**

- To be associated with the Project Consultant for developing capacities in SAP to handle SAP enabled portal administration on a stand-alone manner for

management and training including management of systems, backups, recovery, servers, networks etc.

- Any other IT and informatics related tasks.
- To be associated with the Project Consultant for understanding the database development for various cities
- Devise methodologies for database creation and maintenance post development phase (based on inputs from Business Development Plan of KMC)

### **O&M Stage**

- Expected to manage day-to-day operations of knowledge management portal
- Provide technical support for knowledge management at database level and ensure efficient portal performance
- Responsible for portal related data gathering, analysis and decision enabling recommendations
- Responsible for all aspects of planning and implementing process support initiatives and improvements
- Act as an Operations & Maintenance team manager and assist in reviewing application software, ensuring smooth audit trail and working closely with other members of services delivery team, as per the requirement.
- Responsible for planning, scheduling and imparting training to users & stake holders of the knowledge management portal
- Responsible for providing resolution to user queries & operational issues
- Responsible for periodical evaluation of system status & performance and recommends changes and/or upgrades as and when needed
- Follow best practices for configuring, deploying, and optimizing front end and business logic performance
- Provide technical support at database level and ensure efficient application performance
- Responsible to evaluate system status & performance monitoring
- Responsible for vendor management in case of outsourced services on need basis
- Writing database documentation, including data standards, procedures and definitions for the data dictionary (metadata)
- Quality check of database being collected from cities and developed in-house
- Maintain and update Information / databases on Portal from time to time
- Assist in data request, delivery and license agreement with different users and user protocols / privileges, maintaining data standards
- Assist and support in database and portal developments
- Maintain database performance by solving troubleshooting problems
- Developing protocols for data processing
- Assist in publication of database related works
- Any other IT related tasks.

### **4. Required Skills and Experience**

- Should have degree in BE-IT/BCA or equivalent
- 5-6 years of experience in administration, operations and maintenance in IT environment, Knowledge of SAP, Java and other programming languages and working experience in SAP enabled projects.
- work experience in administration, operations and maintenance in IT environment, system management, database design and web application development,

- Essential to have prior work experience on portal handling, database management & document management. Experience in knowledge management portal will be an added advantage
- Should be able to deliver effective & efficient solutions on operational and infrastructural needs
- Hands on experience in handling / managing database
- Ability to write clear and logical reports, programme documentation and instructions.
- Should be good at communication skill and act as a liaison for the business and technical teams for understanding requirements,
- Should have experience in leading online sessions addressing internal customer issues in real time
- Should have experience in document management and End-user trainings
- Strong experience in web applications - construction and maintenance
- Knowledge about data Quality Assurance / Quality Control Procedures
- Knowledge on web map services and data portal development
- Knowledge of Metadata standards,
- Knowledge about project management and procurement
- Advanced Knowledge in MS Office applications

## **5. Remuneration**

Selected candidate shall be given a suitable consolidated remuneration commensurate with qualifications and experience.

## **6. Applications may be addressed to:**

Shri Sumit Chatterjee  
Officiating Executive Secretary  
Institute of Urban Transport (India)  
1st Floor, Anand Vihar Metro Station Building  
Delhi-110092

7. Shortlisted candidates only shall be called for interview. Outstation candidates shall be reimbursed travelling expenses limited to AC-II tier train fare of Indian Railways.

8. Soft copies of the CV as also queries, if any, may be e-mailed to [jobs@iutindia.org](mailto:jobs@iutindia.org) on or before 15<sup>th</sup> July, 2016.