



Indian Renewable Energy Development Agency Limited

Sub: Engagement of Consultant- Information Technology (IT) in ITS Department, IREDA

1. Introduction

Indian Renewable Energy Development Agency Limited (IREDA), , categorized as a Navratna, is a Schedule 'A' Government of India Enterprise under the administrative control of Ministry of New and Renewable Energy (MNRE).IREDA is a Public Limited Government Company established as a Non-Banking Financial Institution in 1987 engaged in promoting, developing and extending financial assistance for setting up projects relating to new and renewable sources of energy and energy efficiency/conservation with the motto: "ENERGY FOR EVER".

IREDA has the state-of-art IT infrastructure and has leveraged Information Technology to increase efficiency of its business processes and has incorporated IT Tools and Applications across all functionalities viz. Loan Management System, Finance & Accounting, MIS, HR & Administrative processes, Corporate Governance, Legal compliances etc. along with Intranet Portal. The entire business value chain has been mapped with IT Systems.

IREDA intends to engage Consultant for its Information Technology Services (ITS) Department to advice on day-to-day basis on various IT related matters, inter-alia covering broad Scope of Work given in subsequent paragraph.

2. Scope of Work

- i. To provide guidance for implementation of Credit Risk Rating System, Performance Management System, RBI related compliances.
- ii. To provide guidance for smooth running of Dynamics-365.
- iii. To advise regarding IT Infrastructure i.e. Data Centre Updation, Security Operation Centre establishment and Disaster Recovery Setup etc.
- iv. To advise and guide the ITS Department in handling day-to-day functional requirements for various IT applications and also a framework for monitoring of various software which are already operational / under implementation.
- v. To provide advisory services in formulating a roadmap for IT commensurate with the present and future business operations and in line with the prevailing statutory/regulatory policy requirements.
- vi. To provide guidance/ advice on IT Strategy Committee/ IT Steering Committee / Information Security Committee related matters with the objective of ensuring that the IT strategies are in line with the corporate strategies.
- vii. To provide guidance on IT investments.
- viii. To advise/ coordinate for various RBI/ Statutory compliances related to IT and also to coordinate with MNRE/ MEITY/ RBI/ CERT-In/ Other Regulatory & Statutory Bodies.

- ix. To provide guidance in ensuring that the current IT infrastructure and Policies are implemented at the operational level involving IT strategy, IT Security, Cyber Security, value delivery, risk management and IT resource management.
- x. To guide and support in finalization of various specifications for IT products along with drafting the tender documents.
- xi. To assess IT training requirements so to ensure that sufficient, competent and capable human resources are available.
- xii. To analyze and determine security threats and provide advice on technology best practices to combat the threats.
- xiii. To provide necessary support and guidance in preparation of various specifications/ guidelines in creating new IT infrastructure at the new office premises at GIFT city office.
- xiv. To ensure seamless integration of the ERP system with cloud platforms.
 - Strengthen cloud security protocols to protect sensitive data and maintain regulatory compliance.
 - Provide expert guidance and support for ongoing IT initiatives related to ERP and cloud security.
- xv. To provide guideline / advise on developing Dashboard and MIS reports for Management.
- xvi. To evaluate new requirement raised by the user department and suggest for take up for development.

The scope of work is indicative only and IREDA reserves the right to add/change the scope for the service, if IREDA finds it necessary.

3. Eligibility Criteria & Other Conditions

Qualification	The Candidate should be a Postgraduate in Information Technology or Computer Science or Computer Applications with a good academic record.
Experience	The Candidate must have at least 25 years of work experience in IT domain and ERP implementation out of which at least 15 years of experience in senior capacity should be in listed NBFCs/Financial Institutions/ PSUs/Reputed Private Sector Companies. Preference shall be given to candidates having relevant experience in NBFCs.
Age	The applicant should be below 64 years of age, as on date of application.
Period of Engagement	The initial term of appointment shall be on need basis and as & when required, depending upon the organizational/project requirement. Period of engagement shall be 1 year from date of appointment, subject to performance review.
Remuneration	Professional Fee of Rs. 6,000/- per day (Payable on monthly basis on self-certification basis, as per guidelines) plus local conveyance as per actuals. TA/DA, if applicable, for travelling on outstation official assignments will be as per IREDA rules as applicable below Board Level official of IREDA. However, in case of retired PSU officials, the TA/DA shall be equivalent to the

	corresponding levels at the time of his/her superannuation. In case of deserving and exceptional candidates, Professional fee may be increased upto 15% in addition to above.
Reporting to	Director (Technical)
General Condition	The candidate should be clear from Vigilance point of view from all the employer organization(s) in which he/she has served for last ten years.

4. Submission of EOI

The interested individuals should submit the following details (in prescribed format i.e. **Annexure – I**, along with the supporting documents) together with the Expression of Interest:

- Full name, communication and other details for correspondence along with the date of birth, qualification and experience.
- The address for correspondence along with email and mobile number, if any.
- The Expression of Interest (Eoi) should be sealed by the applicant and duly subscribed. In case any ambiguity is observed, the clarification given by the IREDA Management would be final and binding.
- The Expression of Interest (Eoi) completed in all respects (in prescribed format) should be sent in soft or hard copy, as per the following details:
 - In soft copy by e-mail on "prajalekshmy@ireda.in" with subject of the email to be essentially mentioned as "**Eoi for Consultant (IT), IREDA**";
 - OR**
 - In hard copy in a separate sealed cover superscribing "**Eoi for Consultant (IT), IREDA**" at the following address:

**Chief Manager (HR),
IREDA
1st Floor, Core-4A, East Court,
India Habitat Center, Lodhi Road,
New Delhi – 110 003.**

- The Eoi should be submitted (in soft or hard copy) on or before **26/06/2024 by 5.30 P.M.**
- IREDA reserves the right to accept or reject any of the Eoi without assigning any reasons thereof.
- The contract for engagement as per the above terms & conditions shall be covered and construed in accordance with the laws of India.
- If any difficulty arises in giving effect to any of the provisions of contract or the interpretation of the contract, CMD, IREDA shall decide the matter, which will be final and binding.

PERSONAL BIO-DATA FORM

Advt. Ref.: _____

Post Applied for: _____

Affix recent
passport
Size photograph

NAME IN BLOCK LETTERS			
FATHER’S / HUSBAND’S NAME			
<u>ADDRESS FOR COMMUNICATION</u> Mobile No.: Landline No.: E-mail Id.:		<u>PERMANENT ADDRESS</u> Mobile No.: Landline No.: E-mail Id.:	
<u>DATE OF BIRTH</u>	<u>PLACE OF BIRTH</u>	<u>STATE OF DOMICILE</u>	<u>NATIONALITY</u>
CATEGORY TO WHICH YOU BELONG TO : (Please tick relevant category)			
1	GENERAL		☐
2	SCHEDULED CASTE (SC)		☐
3	SCHEDULED TRIBE (ST)		☐
4	OTHER BACKWARD CLASS (OBC) – Non-Creamy Layer (NCL)		☐
5	PERSON WITH DISABILITY (PwD)		☐
6	EX-SERVICE MAN (ESM)		☐
<i>Note: Copy of relevant certificate in support to the claim for belonging to Category at Sl.No.2 to Sl.No.6 be enclosed</i>			

Examination Passed	Year of Passing	Class/ Division	Percentage / CGPA	University/ Institution	Main Subjects of Study

Note : If space is insufficient, please attach separate sheet

TRAINING PROGRAMMES, IF ANY, ATTENDED			
Title of the Programme	Duration	Name of the Organiser	Main Contents of the Programme

Academic or Professional Awards, Honours, Special Achievements, if any:

Research Work Papers Publications, if any:

Membership of Professional Bodies /Institutions/Associations:

PARTICULARS OF EXPERIENCE (In chronological order starting from present position)					
Name and Address of the Organization	Period of Employment		Position held with scale of pay	Experience, nature of duties in brief	Reason for leaving
	From	To			

(If presently on deputation, please indicate the post held with the parent organisation, basic pay and scale of the post)

Total Number of years’ experience in Executive Level: _____

SALARY DETAILS OF PRESENT POSITION HELD					
(i) IF HOLDING THE PRESENT POSITION IN IDA SCALE OF PAY					
Level	Scale of Pay (Rs.)	Basic Pay (Rs.)	Other Allowances	Gross Earnings per month(Rs.)	Net Earnings per month(Rs.)
(ii) IF HOLDING THE PRESENT POSITION IN CDA SCALE OF PAY					
Pay Band	Scale of Pay (Rs.)	Basic Pay (Rs.)	Grade Pay (Rs.)	Gross Earnings per month(Rs.)	Net Earnings per month(Rs.)
(iii) IF HOLDING THE PRESENT POSITION ON CTC BASIS					
Level	Basic Pay (Rs.)	Other Allowances		Gross Earnings per month	Net Earnings per month

If selected, time required for joining:		
Reference of two persons not related to you who are well acquainted with your background and character		
Name	Contact Particulars (Including Address, Phone No., Mobile No. & E-mail Id.)	Occupation
I hereby declare as under: 1. The particulars and facts furnished by me in this Personal Bio-data form are true, correct and complete in all respect. 2. I agree and accept without reservation that at any time, if any of the particulars are found to be untrue, incorrect and/or incomplete, my engagement may be terminated without notice. DATE: _____ PLACE: _____ (Signature of Applicant)		