



Terms of Reference for the position of CTO OSDA



ODISHA SKILL DEVELOPMENT AUTHORITY (OSDA)

Niyojan Bhawan, Kharvela Nagar, Sriya Square
Bhubaneswar-751001

(E-mail-ID: ceo.osda@skillodisha.gov.in)



REQUIRES QUALIFIED PROFESSIONALS IN FOLLOWING POSITION(S)

Sl.No.	Post	No. of vacancies
1	Chief Technology Officer	01

Odisha Skill Development Authority invites application for above mentioned position on contractual basis. For details regarding eligibility criteria, qualification, experience, terms and conditions and other information relating to these positions can be downloaded from the notification & tender section from <https://skillodisha.gov.in/osda/career>.

To apply, email your updated resume with photograph and current CTC along with two references at ceo.osda@skillodisha.gov.in by **22.12.2023 up to 5.00 P.M.**

Sd/-

Director of Skill Development-cum-Employment- &
Chief Executive Officer, OSDA



Terms of Reference for the position of CTO OSDA

TERMS OF REFERENCES

Chief Technology Officer, Odisha Skill Development Authority

The details for the role of CTO of OSDA is outlined as follows.

Role Title	Chief Technology Officer, Odisha Skill Development Authority
Role Purpose	<p>The Chief Technology Officer will: -</p> <ul style="list-style-type: none">(i) Create a strategy for Digital Roadmap of the department by leveraging existing assets and build state of the art futuristic Integrated Digital Systems.(ii) Create a high performing hybrid team that includes internal OSDA IT team and Partner organizations.(iii) Provide best in class productivity tools for the department.(iv) Oversees all technical aspects and technological resources of OSDA for the purpose of organisational growth.(v) Establish a technological vision for OSDA and leads technological development; Will develop an integrated IT solution for all activities of OSDA.(vi) Ensure availability of IT hardware and software support to OSDA and Projects under OSDA, which shall include networking solutions, cloud computing, security mechanisms and third-party software procurement and maintenance(vii) Spearhead the Digital Skilling initiative (https://digitall.skillodisha.gov.in) under NUA Odisha scheme and take it to the next level.(viii) Create a Digital framework for the NUA Odisha scheme.(ix) Work closely with State IT department for building sustainable, scalable solutions.(x) Any other assignments/responsibilities as directed by CEO, OSDA
Reports to	<ul style="list-style-type: none">• Chief Executive Officer, Odisha Skill Development Authority
Key Areas of Responsibility and Accountability	<p>Chief Technology Officer:</p> <ul style="list-style-type: none">(a) Will be responsible for a high availability secure digital infrastructure that provides end to end applications, equipment and services to take care of all activities of OSDA.(b) Oversees optimum utilization of IT budgets to make sure there are no unnecessary expenditures.(c) Track, analyse and monitor technology performance metrics.(d) Consolidate technology platforms and create plans for new assets.

	<ul style="list-style-type: none"> (e) Oversee all system design and changes in system architecture. (f) Develops and directs all networking safeguards to reduce the risk of outside breaches and protect sensitive internal and external information. (g) Develop and ensure updated content on website and other skill ecosystem related platforms outside OSDA. (h) Directs the development and possible implementation of policies in instances of a breach, also known as disaster recovery plans. Ensure Regulatory compliances and Risk Management with mitigations. (i) Evaluates new technology and makes recommendations on technological solutions (j) Plans and implements proper Internet usage policies for employees. (j) Should lead new technology initiatives to ensure best in class Information Delivery Systems. (k) Maintain current knowledge of technology landscape and developments. (l) Partner with external agencies to create leverage for OSDA that significantly OSDA's mission. (m) Support the state-wide Digital Skilling initiative under the NUA Odisha scheme. (n) Support the NUA Odisha Scheme in providing skilling program to youth in emerging technologies. (o) Support in providing and optimizing best in class productivity tools. (p) Support in managing the Social Media team for Digital Marketing. (q) Support in providing Digital assets towards various events that are organized by the department from time to time. (r) Provide OSDA with technology leadership with to fulfil its overall mission and vision.
<u>Salary Range</u>	The candidate will be getting a consolidated pay within the range of INR 2.5 Lakhs to INR 3.0 lakhs per month based on the candidate profile.
<u>Age Limit</u>	The candidate should not be more than 60 years of age as on 1 st December 2023.
<u>Contract Period</u>	<ul style="list-style-type: none"> I. The contract will be for a period of 3 years subject to renewals on yearly basis based on performance in the designated role. II. The contract may be extended for further 2 years beyond the initial 3 years based on performance of the candidate and availability of the position in the department.
<u>Qualification, Experience & Essential Knowledge</u>	<ul style="list-style-type: none"> • The candidate should be a B Tech / BE / MCA / MBA with Systems as a major from a reputed institution in India or Abroad. • Should have experience of minimum 15 years in software engineering and IT with proven track record of success. • Should exhibit exceptional 'people management' skills especially in coaching, mentoring, appraising and counselling. • Should have experience in leadership positions to manage disparate teams across System Integrators, OEMs and internal IT team. Clearly mention the details related to experience of the leadership positions held in various organizations leading teams.

	<ul style="list-style-type: none"> • Should have good understanding of IT solutions for organisations such as Enterprise Resource Management (ERP) and have experience in managing IT support vendors; should also have familiarity with marketing platforms, programs and policies. • Must possess an 'eye-for-detail' in managing legal documents, contract documents. Exceptional communication and articulation skills preferred both in written and verbal with exposure in presenting formal documentation such as journals, reports, presentations etc. Analytical skills are essential to be able to articulate complex MIS reporting in the project and system. Background in writing editorials, research reports would be preferred. • Should have proven capability in creating and working with a partner eco-system to build network and leverage. • Should possess qualifications to demonstrate analytical skills, communication skills, management skills and leadership skills. • It is desirable to have working experience in Fortune 500 customers or leading IT organizations. • Candidates working in Government organizations should ensure they provide No-objection certificate from their current employer during the interview process.
<u>Technical Competencies</u>	<ul style="list-style-type: none"> • Digital Strategy • Knowledge of Information Systems and Technology • Solution Architecture • Skill Development in IT • IT Budget Management • Vendor / Partner / OEM Management • Knowledge of IT infrastructure
<u>Behavioural Competencies</u>	<ul style="list-style-type: none"> • Team management • Leadership Management • Negotiation Skills • Working with multiple departments / customers • Communication and partnership skills
<u>Language Requirements</u>	<ul style="list-style-type: none"> • The job demands speaking English, Hindi and preferably Odiya. • The job demands reading and writing ability in English and preferably in Hindi and/or Odia
Performance Report	<ul style="list-style-type: none"> • The Chief Technology Officer is required to submit monthly progress report and time sheet indicating the activities conducted in the preceding month for the drawal of his salary for the said month. • The performance of the Chief Technology Officer shall be monitored by the competent authority, so that the output of the consultant is in line with their objectives.
Shortlisting of Candidates	<ul style="list-style-type: none"> • On the basis of responses received from the interested applicants, meeting the requirements shall be shortlisted for further consideration



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E-mail:ceo.osda@skillodisha.gov.in / Web:
www.skillodisha.gov.in

**Affix your recent
passport size
colour
photograph**

APPLICATION FOR _____

1. Name (in CAPITAL letters)

(FULL NAME)

2. Name of Father/Guardian/Husband :
3. Date of Birth: DD_____MM_____YY_____ Age:_____
- (Proof to be enclosed)
4. Nationality :
5. Gender (Male / Female :
6. Marital Status :
7. Address :

Communication Address:	Permanent Address :

Email:	Email:
Telephone :	Telephone :
Mobile :	Mobile :



8. Academic Qualifications :

Name of Degree/ Diploma/ Certificate	School/College/Board/ University	Year of Passing	Marks/Grade & Class obtained

9. Computer qualifications/Proficiency level :

10. Employment details :

Organization & Location	Designation & Job responsibilities	Date of Joining	Date of Leaving	Last Salary Drawn

Total experience : _____ Years _____ Months



11. Write-up (Maximum 300 words) in support of your candidature.

12. Referees

Provide a list of two referees with following details]

(a) <Name, Designation, Organisation, E-mail id, Mobile No.>

(b) <Name, Designation, Organisation, E-mail id, Mobile No.>

DECLARATION

I hereby declare that the particulars furnished above by me are true and complete to the best of my knowledge and belief. I understand that if any particulars found to be false at a later date, my candidature shall be liable to be cancelled without assigning any reason.

Place:

Date:

SIGNATURE OF THE APPLICANT

