

INSURANCE REGULATORY AND DEVELOPMENT AUTHORITY

3rd floor, Parisram Bhavan, Basheerbagh, Hyderabad

Tel: 91 40 23381100 Fax: 91 40 66823334

**APPOINTMENT OF INFORMATION TECHNOLOGY CONSULTANT
ON CONTRACT BASIS**

The Authority is looking for a suitable external IT Consultant to work with IT and other Regulatory Departments to establish the periodic technology needs and oversee the IT Strategy and Governance. The Consultant needs to assist the Authority with the periodical review and audit of both Hardware and Software applications including data systems owned by the Authority.

With an idea to focus on streamlining the regulatory process and decreasing the overall cost of regulatory compliance, the Authority has been taking a number of Technology initiatives. The Consultant should assist the Authority in implementation of such Projects through various committees and identify new Technology initiatives to derive greater efficiencies and economies that position regulators to be able to effectively and efficiently regulate Insurance industry and implement the same.

The Consultant is required to study how insurance regulatory data (including various data types and elements) is collected and about the use and its analysis for market stability, development and to protect insurance consumers.

The following are the duties of Consultant:

- To develop IT policy and define uniform architecture guidelines and communication standards for various software applications of the Authority
- To draw a road map for information exchange between the software applications for avoidance of duplicate collection This includes identification of standardization initiatives including terminology and developing templates for uniformity in data collection
- To work with Regulatory Departments to establish the periodic technology needs and identify new Technology initiatives to derive greater efficiencies and economies that position regulators to be able to effectively and efficiently regulate Insurance industry
- To assist the Authority in bid management including preparation of RFPs, BRS and other bid documents and evaluation of the bids through various stages. through participation in related committees
- To assist the Authority through appropriate interventions in implementation of IT Projects through various Project Management Units/committees. To identify/review and validate gaps in the existing/ongoing software applications and oversee implementation of change requests for expanding the usage and acceptance

- To oversee the IT Governance and submit monthly status reports with suggestions on best practices as under
 - Periodical review and audit of hosting arrangements and Hardware environment including network systems and leased lines/vide-voice conferencing systems owned by the Authority.
 - Periodical review, SLA monitoring and audit of Software applications including mobile applications and data systems owned by the Authority.
 - Audit and monitoring of DR and DC set up of outsourced software applications and ensure security, backup and high availability
 - Periodical review and audit of intranet and other internal applications including data systems owned by the Authority
 - Periodic review of Hardware/Network management, management of Backups
 - Review of Information security
- Periodic review and assistance in the procurement processes through participation in Tender committee and introduction of electronic procurement
- Assistance and advice concerning building In-House messaging server and Knowledge sharing platform

Qualifications/Experience: The candidates should be a Technology Expert with proven experience in advising/leading IT function and should be a Ph.D in Computer Science Engineering/Information systems management from premier Institutes or Fellow from IIMs. Qualified Post Graduate professionals/Academicians with qualifications in Computer Science Engineering/Information systems management and experience in IT Consulting/Advisory/Research may also apply. The Authority reserves the right to relax any of the requirements for the candidates in deserving cases.

Maximum Age limit: Not above 62 years as on May 30th 2014

Tenure: The period of contract will be for one year and may be extended for another term of one year subject to continued need and performance..

Remuneration: The remuneration for the Consultant shall be as under:

- A retainer fee may range between Rs.70,000 and Rs.110,000/- per month depending on the qualifications and experience. The Authority reserves the right to determine appropriately relaxed remuneration for the candidate where deserving.
- Rs.10000 per month (fixed) will be paid for local conveyance. The sitting fee, as admissible, for participation in Committees, will be paid in addition.

Mode of selection: Mode of selection will be short-listing and interview. Only the short-listed candidates will be called for interview.

How To Apply

- Candidates who satisfy the eligibility conditions may apply giving their bio data strictly in the format given below. Applications should be sent by ordinary post in a cover super scribing 'INFORMATION TECHNOLOGY CONSULTANT ON CONTRACT BASIS' to the below mentioned address
Senior Joint Director (Gen),
Insurance Regulatory and Development Authority,
3rd Floor, Parisram Bhavan,
Basheer Bagh, Hyderabad - 500004
- Last date of receipt of application : **30-05-2014**
- Candidate should also send a scanned/electronic copy of the application by email to hr@irda.gov.in.

Other Conditions:

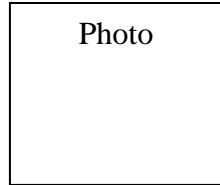
- Notwithstanding his/her engagement as IT Consultant, IRDA retains its authority to appoint any other expert to deal with IT issues as it may decide.
- The engagement may be terminated through written intimation by either side by giving one month's notice without assigning any reasons.
- During the period, the Consultant will not advise or accept any assignment with any regulated entity or Vendor.
- The Consultant shall not accept any assignment which shall have conflict of interest with IRDA.

**INSURANCE REGULATORY AND DEVELOPMENT AUTHORITY
HYDERABAD
APPLICATION FOR INFORMATION TECHNOLOGY CONSULTANT
ON CONTRACT BASIS- 2014**

NAME OF CANDIDATE

SEX MALE/FEMALE

DATE OF BIRTH



DETAILS OF WORK EXPERIENCE

CURRENTLY WORKING/NOT

DATE OF RETIREMENT (IF, RETIRED)

DESIGNATION LAST HELD

TOTAL EXPERIENCE (IN YEARS) PLEASE INDICATE BREAKUP BETWEEN IT PROJECT MANAGEMENT/CONSULTING/ADVISORY/RESEARCH

EXPERIENCE IN FINANCIAL REGULATORY DATA _____

EXPERIENCE IN INFRASTRUCTURE MANAGEMENT (DR/DC SETUP ETC)_____

NAME & ADDRESS OF EMPLOYER	DESIGNATION	FROM (MONTH AND YEAR)	TO (MONTH AND YEAR)	JOB PROFILE

DETAILS OF QUALIFICATIONS (FROM GRADUATION INCLUDING ANY DESIGNATIONS IN PROJECT MANAGEMENT/INFORMATION SECURITY AUDIT OR MANAGEMENT AREAS)

QUALIFICATION	EXAMINATION PASSED	YEAR OF PASSING	UNIVERSITY / INSTITUTE	% OF MARKS

CONTACT DETAILS

POSTAL ADDRESS (IN CAPITAL LETTERS ONLY)		EMAIL:							
		MOBILE:							
	DIST:	TELEPHONE:							
	STATE:	PIN							

DETAILS OF REFERENCES

NAME, ADDRESS AND DESIGNATION OF THE REFERENCE-I	NAME, ADDRESS AND DESIGNATION OF THE REFERENCE -II
MOBILE NO:	MOBILE NO:
EMAIL:	EMAIL:

I declare that the information furnished above is true and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that I do not satisfy the eligibility criteria according to the Authority, my candidature/ appointment is liable to be cancelled/ terminated. I have read and understood the stipulations given in the advertisement and hereby undertake to abide by them.

Place:
Date

Signature of the Applicant