

भारतीय डाक विभाग  
DEPARTMENT OF POSTS, INDIA

मुख्य पोस्टमास्टर जनरल कार्यालय, केरल परिमंडल, तिरुवनंतपुरम- 695 033  
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Invoiced

To

The Postmaster General  
Central Region/Northern Region  
  
The Sr. Supdt.of Post Offices  
Trivandrum North/Kollam  
  
The SSRM, RMS 'TV' Division  
  
The Supdt.of Post Offices  
Trivandrum South/Tiruvalla/Pathanamthittas

No. ST/15-58/2018

dated at Thiruvananthapuram-33 the 09.07.2018

Sub: Developing in-house expertise by training departmental personnel for the work being carried out by NISG resources. – reg

Directorate has decided to 'develop in-house expertise, by training departmental personnel for the work being carried out by NISG resources' and to replace the NISG resources by the 1<sup>st</sup> of October 2018. In this regard, Circles have been directed to identify suitable departmental personnel.

The competent authority has approved the selection of four departmental personnel – (i) one Project Manager (PM) at Circle Office and (ii) three Project Executives (PE) at Regional Offices - to be identified, trained and deployed for the same. Competent authority has ordered to call for willingness from departmental officials from the Circle. Selection will be made through interview and skill test. The roles and responsibilities of both Project Manager and Project Executive are furnished in the Annexure I.

It is requested to call for willingness from the departmental officials viz. ASPs/IPs/PAs/SAs who are ready to take up the new assignment. The requests from willing officials in the enclosed Annexure II may be submitted to reach this office latest by the 13<sup>th</sup> July 2018.

Encl: as above.

(एन. जानकीरामन / N. Janakiraman)

सहायक निदेशक (स्टाफ)  
Assistant Director (Staff)

## ANNEXURE I

### **Roles and Responsibilities of Project Manager (PM) deputed at Circle Office.**

- ✓ Shall serve as the on-site coordinator for the project
- ✓ Shall monitor the progress of the project across the Circle
- ✓ Shall assist the consultant(s) in project management and coordination at circle and other offices
- ✓ Interaction with vendors regarding the implementation/progress/maintenance status at the respective locations
- ✓ Maintain the Issue and Risk register for their specific locations
- ✓ Appraising and escalating issues and risk cropping time-to-time at field level
- ✓ Preparation of updates regarding /progress/maintenance status at field level
- ✓ Assisting in managing dependencies with external and internal stakeholders at field level
- ✓ Assisting PMU on status of deliverables and deployment at offices
- ✓ Coordination with SI for training activities and monitoring
- ✓ Undertaking visits to Post Offices/Mail Offices to understand actual position at field level
- ✓ Status reporting to the Chief PMG/PMU on regular basis
- ✓ Any other responsibility assigned by the Chief PMG

### **Roles and Responsibilities of Project Executive (PE) deputed at Regional Office.**

- ✓ Shall support the Project Manager in execution of all the above activities in their respective regions.
- ✓ Shall collate data regarding present status on availability of IT infrastructure and non-IT infrastructure in regional and field offices
- ✓ Shall collect data from the respective regions/divisions on the completion of activities on a regular interval as decided
- ✓ Shall engage/coordinate with the system managers and system administrators in the process for their skill development
- ✓ Any other responsibility assigned by the Chief PMG/Regional PMG

Application for the Selection of Project Manager / Project Executive

(to be filled by the applicant)

- 1) Name of the Applicant (in BLOCK letters) :
- 2) Designation :
- 3) Office of Working with address :
- 4) Contact Mobile : email :
- 5) Date of Birth :
- 6) Educational Qualification :
- Engineering background (if any\*) :
- Specialized Skills in Information Technology (if any\*) :
- 7) Basic Pay :
- 8) Date of entry in service :
- 9) Date of entry in service in the present cadre :
- 10) A short description of participation in the implementation of India Post IT Modernization Project :
- 11) Interest in extracurricular activities :
- 12) Preference of work place (Please tick) :  CO TVM  RO Kochi  RO CLT

Place:

Date:

Name and Signature of the Applicant

(\* Preference will be given to applicants with engineering background or specialized skills in IT)

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(to be filled by the controlling authority)

1. Whether any disciplinary case is pending/contemplate against the official? (if so, please furnish particulars)

2. Whether recommended by controlling authority or not? (may please furnish the reasons)

Name, Signature and Designation of the Controlling Authority

(To be emailed to apmgstaff.keralapost@gmail.com by 13.07.2018)