

**MAHARASHTRA INFORMATION TECHNOLOGY CORPORATION LIMITED.  
(A GOVERNMENT OF MAHARASHTRA ENTERPRISE)**

**Advt.No.: MAHAIT/01/05/2022**

**Dated 12/05/2022.**

**ADVERTISEMENT FOR THE POST OF CHIEF OPERATING OFFICER)**

The MAHARASHTRA INFORMATION TECHNOLOGY CORPORATION LIMITED (A Government of Maharashtra Enterprise) invites applications for the post of **CHIEF OPERATING OFFICER** amongst experienced, talented professionals in the office of MAHAIT. The Brief information about MAHAIT and detail advertise for Chief Operating Officer is as follows. Last date for submission of applications is (25-05-2022)

- **Post: Chief Operating Officer**
- **No of Post: One**
- **Location: -** Applicant would be expected to work at Registered Office of MAHAIT
- **Reporting: CMD (Chairman & Managing Director)**
- **Remuneration: 60 Lacs CTC (PA)**

**Job Description**

- Develop the short-, mid- and long-term business goals of the organisation
- Develop short-term and long-term plans to identify, analyse and effectively respond to needs of the corporation's clients (government bodies as indicated above)
- Build and execute account plans to increase the reach of services which MahaIT intends to offer to various stakeholders in the government ecosystem.
- Lead the team of Heads of Departments/ Line Managers as indicated in the organisation chart above, into operational growth.
- Plan, develop and implement strategy for operational management to meet agreed organizational performance plans within agreed budget and timelines.
- Set and manage client expectations and requirements and ascertain timely delivery of SLAs
- Drive the business development of the organization with the perspective of reaching out to new government clients who may need MahaIT's support for their IT/ITES requirements.
- Put in internal processes and compliance to procedures and policy guidelines.
- Promulgate use of best practices and emerging trends in the field of Information Technology
- Supervise performance of teams regularly and discuss the same with clients
- Ensure a Business Continuity Plan is in place for all processes
- Implement suitable security policies & procedures in the organization and ensure that all employees comply with the security policy and procedures
- Address internal and client related issues that affect process efficiency targets.
- Monitor, measure and report on operational issues to the CMD.

- Liaise with other functional/departmental managers to understand all necessary aspects and needs of operational development, and to ensure they are fully informed of operational objectives, purposes and achievements.
- Ensure all processes in the organization meet the required quality standards and legal stipulations.
- Establish innovative systems and procedures for handling data and reports and continuously improve on them
- Work closely with client location based teams and MahaIT development centre teams and develop implementation strategies

### **Skills and Qualifications Required**

- Must have experience in heading few large scale complex projects with components such as Complex Solutions, large scale hardware sizing and networking architectures, etc.
- Present new ideas and latest technological strategies to the Board of Directors
- Must have an exposure on upcoming technologies such as 3D Printing, Block chain, IoT, Future Weaving, AI, Machine Learning etc. Must have an experience in driving at least one project in any of the above mentioned technologies
- Must have an experience working in government projects / government departments
- Must have a broad understanding of eGovernance ecosystem in Maharashtra and in the country.
- Proven ability to setup and scale an organisation from scratch and demonstrating entrepreneurial spirit
- Ability to forge partnerships with and manage vendor relationships
- Must be a strong communicator and change agent, capable of convincing clients in government departments to adopt a new “Shared-service” IT / ITES model.
- Must be able to create a sustainable revenue model for MahaIT services, must be able to raise finance if required.
- Must have the ability to manage multiple complex projects simultaneously
- Must be committed to technology-enabled innovation, be familiar with and drive an Enterprise IT Architecture.
- Qualification – B.Tech, M.Tech in Engineering / Information Technology from a reputed Institute (MBA desirable)
- Experience - 15+ years of prior work experience.
- Industry – IT/ITES

### **SELECTION PROCESS:-**

- The candidates will be shortlisted for selection process taking into consideration the qualification and experience etc.
- The selection process will consist of Personal Interview.
- MAHAIT reserves the right to fix the standard and specifications for screening and calling the candidates for interview. Applicants meeting the requirements as specified under Terms and Conditions will be required to appear for Personal Interview in Registered Office in MAHAIT.

- Applicants will be required to produce of following, at the time of attending the Personal Interview:-
  1. Two Passport Size Colour Photographs.
  2. Proof of Identification, such as Voter ID/Aadhar Card/Passport/ PAN Card.
  3. Original Certificates related to Qualifications along with one set of Self Attested Copy.
  4. Testimonials and documents related to experience etc.

**Time Schedule: -**

- Last date of receipt of application : 25-05-2022
- Selection Process at Mumbai : May 2022

**Note:** The candidates shortlisted for Interview process will be informed to attend Interview process by email/SMS on the address/information provided by them in the application. MAHAIT will not be responsible for any loss of email /information sent due to invalid or wrong email id.

**• Terms and Conditions:**

(a) The candidates applying should ensure that they fulfill all eligibility criteria. Their admission to all the stages of the recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria mentioned in this advertisement. Company will take up verification of eligibility conditions with reference to documents submitted by the candidate only after the candidate has qualified for interview.

(b) No equivalent qualification shall be acceptable for the post.

(c) Pre-requisites are minimum and mere possession of the same does not entitle the candidate to be called for selection process. Considering the experience, the candidates will be shortlisted for selection process.

(d) The candidates should have adequate Knowledge of 'Marathi, Hindi and English'.

(e) If any false/incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will not be considered.

(f) If the candidate knowingly or will fully furnishes incorrect or false particulars or suppresses material information, he/she will be disqualified and if appointed, shall be liable for dismissal from the Company's service without any notice or assigning any reasons whatsoever.

(g) The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained. Applications received after due date will not be entertained.

(h) The selection in MAHAIT is done strictly as per merit in a systematic way. Canvassing in any form will disqualify a candidate.

(i) The Company reserves the right to cancel the Advertisement fully or partly on any grounds and such decision of the Company will not be notified or intimated to the candidates.

(j) Application Form submitted by Applicants presently working in Central or State Government/Semi Government Undertakings or Companies will not be entertained unless accompanied by 'No Objection Certificate' and 'No Enquiry & Vigilance Clearance Certificate' from the employer and these have to be produced at the time of Personal Interview.

(k) The application must be submitted in the Proforma given in this advertisement/website in the same order preferably typewritten on foolscap paper. All items of the application must be filled in according to instructions given for filling the application form.

(l) Date of birth as per Secondary School Certificate (SSC) and age as on 31/03/2022 should be mentioned.

(m) Hard copies of Applications duly filled in with attested copies of certificates in support of age & qualifications should be submitted to **The Managing Director**, MAHARASHTRA INFORMATION TECHNOLOGY CORPORATION LIMITED (A Government of Maharashtra Enterprise) 3<sup>rd</sup> Floor, Apeejay House, Near K.C.College, Churchgate, Mumbai – 400020. Or email to hr1.mahait@mahait.org.Applications received after due date (for whatsoever reason) shall not be entertained.

(n) The job description provided in advertisement is of tentative nature. The job profile and responsibilities may differ in actual employment as per the decision of appointing and reporting authority in MahaIT.

(o) MAHAIT reserves the right to modify/alter/restrict/enlarge/cancel the selection process, if need arises, any reasons thereof. The decision of the Management will be final and no appeal will be entertained against this issue. The right to accept/reject any or all application(s) received is reserved with MAHAIT without assigning any reason thereof.

(p) Selected applicant will be appointed as Chief Operating Officer at MahaIT.

(q) The appointment does not give any right to a candidate for regular employment in MAHAIT.

(r) Selected Candidate's services can be terminated by MAHAIT with two months' notice. If candidate wishes to leave the services of MAHAIT, he / she shall have to give two months' notice or remittance of two months' remuneration in lieu thereof.

**Procedure to apply :**

Eligible candidates have to send hard copies of duly filled Application Form (in the format given below) attached with copies of Testimonials in support of age, qualifications, experience etc. addressed to **The Managing Director**, MAHARASHTRA INFORMATION TECHNOLOGY CORPORATION LIMITED (A Government of Maharashtra Enterprise) 3<sup>rd</sup> Floor, Apeejay House, Near K.C.College, Churchgate, Mumbai – 400020. . Or email to hr1.mahait@mahait.org so as to reach on or before 25-05-2022 by 1700 hrs.

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Date :12-05-2022

Managing Director

Place : Mumbai

MITC Ltd.