



SOFTWARE TECHNOLOGY PARKS OF INDIA
 (An Autonomous Society under Ministry of Electronics & Information Technology,
 Govt. of India)
 Plate-B, 1st Floor, Office Block-1, East Kidwai Nagar, New Delhi-110023
 Phone: 91-11-24628081, 24346600 • Fax: 91-11-20815076 URL:
<http://www.stpi.in>

Employment Notice No. 2(27)/II/STPI-HQ/2021-22/01

The International Cooperation Division (ICD) of Ministry of Electronics and Information Technology, Government of India has been set up to promote international cooperation in the emerging and frontier areas of Electronics and Information Technology under bilateral, multilateral or regional framework. In order to doing activities specially related to free trade agreement on Digital Trade, G20, G7, SCO, BRICS and JWG follow-up between both sides (bilateral) for identify fruitful outcomes require a dedicated team for continuous and strong follow-up, research, consolidation, deliberations, documentation and preparation of country's position on very critical issues of ICT throughout the year, a PMU is formed. STPI is implementation agency for PMU.

Accordingly, applications are invited from eligible candidates for filling up vacancies of Sr. Consultant (2 nos), Sr. Executive Trade (1 nos), and Consultant (1 nos). The vacancies are proposed to be filled-up on contract basis for a period of three years (To be reviewed on yearly basis extended/terminated depending upon the performance of the candidate). The appointment shall also come to end on the expiry of the project.

Detailed information on eligibility criteria, how to apply, selection process, remuneration, general terms and conditions etc. are given below:

Qualification and experience:

#	Name of Post	Essential Qualification	Relevant Experience	Desirable	No. of Post
1	Senior Consultant – Tech Cooperation (Bilateral Cooperation)	BE/B.Tech/ Bsc. in IT from a recognized university Desirable: Masters in any Eng. Branch / Masters in Business Administration from a recognized university	Working experience of 10 years and above dealing with bilateral matters to International Cooperation	International relations with GOI-Ministries, Foreign Embassies here and Indian Embassies abroad to maintain smooth and flawless international relation.	1
2	Sr. Executive-Trade (Bilateral Cooperation)	Bachelor in Economics / Bachelor in International Trade/ Bachelor in International Business from a recognized university Desirable: Masters in Economics / Masters in International Trade/ Masters in International Business from a recognized university	Working experience of 7 years and above in handling trade matters in Ministries / Departments / PSU / Companies / Corporate Houses / Law Firms / Law Research Institutions/ Trade	(i) Thorough knowledge of international trade economics, policy and practice. Work Experience on Foreign Trade Policy, International Trade Laws (ii) Good knowledge of	1

			Research Advisories	the FTA, ETP, Bilateral Trade , WTO and GATT Agreements within the Division's areas of responsibility.	
3	Senior Consultant- (Multilateral Cooperation)	Bachelor Degree in Economics / Commerce/ Business Administration (International Trade/ Business/ Relations) from a recognized university/ Institute Desirable: Masters/ PG Diploma/ Certificate in Economics / Commerce/ Business Administration (International Trade/ Business/ Relations) from a recognized University/ Institute	Working experience of 10+ years and above in handling international trade/ business in Government / PSU / Companies / Corporate Houses / Research Institutions/ Trade Research Advisories	Knowledge of international trade/ business/ cooperation, economics/ foreign affairs, public policy and practice. Work Experience and/ or good knowledge of multilateral matters including G20, G7, WTO, BRICS, ASEAN etc.	1
4	Consultant – Tech. Cooperation	BE/B.Tech/B.Sc. in IT/ Software/ Computer Science/ Electronics/ Communications Masters/ PG Diploma/ Certificate in Economics / Commerce/ Business Administration (International Trade/ Business/ Relations) from a recognized university	Working experience of 5+ years and above in handling international trade/ business in Government / PSU / Companies / Corporate Houses / Research Institutions/ Trade Research Advisories	Knowledge of international trade/ business/ cooperation, economics/ foreign affairs, policy and practice in the area of ICT/ Software. Work Experience and/ or good knowledge of multilateral matters including G20, G7, BRICS, WTO etc.	1

Scope of Work

a) Senior Executive -Trade Expert

Engagement of services of a trade expert is sought to provide the following services (not exhaustive, may include other related services):

- Provide in-house advisory guidance within legal framework of IC Division, MeitY so as to secure and safeguard the interests of IC Division, MeitY.
- Provide related expertise to IC Division on matters related to Digital trade negotiations
- Study and research various free trade agreement between the foreign countries
- Identify the various critical and non-critical country-specific issues w.r.t Digital Trade to be included during trade negotiations with countries
- Study market access barriers in trade in services, WTO laws and other such applicable trade laws and agreements of India.
- Keeps informed of international events and changes to laws and requirements that may impact operations and interests of IC Division, MeitY.

- Provide professional advice and study Joint Statement Initiative (JSI) on E-Commerce at WTO and The General Agreement on Tariffs and Trade
- Maintain records Studying and scrutinizing the trade developments, creations, designs, enhancements and advancements
- Research, consolidation, deliberations, documentation and preparation of country's position w.r.t. Digital Trade on very critical issues of ICT throughout the year.
- Any other activity required with respect to the above-outlined process
- (IC Division, MeitY reserves the right to, at its sole discretion, modify or change the process outlined above, without assigning any reason whatsoever).

b) Senior Consultant

Engagement of services of a Consultant is sought to provide the following services (not exhaustive, may include other related services):

- To work on spectrum of aspects related to International bilateral Cooperation and collaboration
- Coordinating G2G, G2B and B2B Investment Dialogues to enrich the investment between the countries
- Provide professional country specific advice on areas of cooperation under MoUs/ JDI/ Agreements
- Research, consolidation, deliberations, documentation and preparation of country's position on very critical issues of ICT&E throughout the year.
- Study and provide advice on various International policies, reports, laws, rules and regulation related to the various sectors under MeitY
- Any other activity required with respect to the above outlined process.
- (IC Division, MeitY reserves the right to, at its sole discretion, modify or change the process outlined above, without assigning any reason whatsoever).

c) Senior Consultant (Multilateral Cooperation)

Engagement of services of a Senior Consultant is sought to provide the following services (not exhaustive, may include other related services):

- Provide in-house support within domestic legal frameworks so as to protect and safeguard the interests of India on multilateral fora in the field of ICT
- Provide related expertise related meetings, documentation, international deliberations and negotiations on various ICT matters
- Study and research on various multilateral fora and issues on digital economy such as data flows, data privacy & protection, digital skills, digital government etc.
- Identify the various critical and non-critical country specific issues w.r.t Digital Economy & ICT to be included during negotiations and deliberations
- Study market access barriers in trade in services, WTO laws (GATT, GATS & TRIPS) and other such applicable trade laws and agreements of India
- Keeps informed of international events and changes to laws and requirements that may impact operations and interests of IC Division, MeitY
- Study and provide advice on various International policies, reports, laws, rules and regulation related to the various sectors under MeitY
- Maintain records Studying and scrutinizing the trade developments, creations, designs, enhancements and advancements
- Research, consolidation, deliberations, documentation and preparation of country's position w.r.t. Digital Economy on very critical issues of ICT throughout the year
- Any other activity required with respect to the above outlined process

(IC Division, MeitY reserves the right to, at its sole discretion, modify or change the process outlined above, without assigning any reason whatsoever).

d) Consultant –Tech. Cooperation

Engagement of services of a Consultant is sought to provide the following services (not exhaustive, may include other related services):

- To work on spectrum of aspects related to multilateral cooperation and collaboration
- Coordinating meetings, deliberations and Dialogues on ICT matters
- Provide professional country-specific advice on areas of cooperation under MoUs/ JDI/ Agreements
- Research, consolidation, deliberations, documentation and preparation of country's position on very critical issues of Trade & Technology (ICT) throughout the year.
- Study and research on various multilateral fora and technical issues on the digital economy such as data flows, data privacy & protection, emerging technologies such as AI, IoT, Blockchain etc.
- Study and provide advice on various International policies, reports, laws, rules and regulations related to the various sectors under MeitY
- Any other activity required with respect to the above-outlined process.

(IC Division, MeitY reserves the right to, at its sole discretion, modify or change the process outlined above, without assigning any reason whatsoever).

Remuneration:

The remuneration shall be at par with industry standards during the contract period. Estimated monthly salary is as follows:

- For Sr. Consultant: upto ₹ 1.5 Lakh P.M.
- For Sr. Executive Trade: upto ₹ 1.00 Lakh P.M.
- For Consultant: Upto ₹ 1.00 Lakh P.M.

How to apply:

Candidates meeting the above eligibility requirements shall fill up online application available at website <https://stpi.in/main-career> before the last date.

Selection process:

- (i) Application received by the last date of receipt of application shall be screened. Therefore, applicants are required to go through the eligibility criteria carefully and ascertain themselves regarding their eligibility before applying.
- (ii) After successful screening of application, the screened-in candidate shall be called for Personal Interview.
- (iii) The Candidates must be accompanied with original documents in support of their candidature in original and submit photocopy of a set of testimonials duly self-attested to STPI at the time of interview.
- (iv) The qualification of the candidates must be from recognized University/Institution.

- (v) Name of the Applicant in application form must be same as mentioned in the certificate of matric. In case the candidate has changed his name subsequent to matric, the evidence to that effect should be furnished at the time of interview.

Other general terms and conditions:

- (i) Canvassing/trying to influence STPI/ MeitY employees to secure the job in any manner shall disqualify the candidate.
- (ii) Candidates recommended by the Selection Committee shall be offered appointment.
- (iii) Selected candidate shall be appointed initially for three years which may be further extended based on performance of the candidate.
- (iv) STPI at its own discretion may remove selected candidate at any time without assigning any reason thereof as per the terms and conditions of appointment.
- (v) No TA/DA will be provided to candidates for appearing for the interview.
- (vi) Applicants are advised to visit the website of STPI.....for any updates.

Last Date of receipt of applications: Last date of receipt of application shall be 15 days from the date of publication.

Chief Administrative Officer cum Registrar