



MOIL LIMITED

(A Govt. of India Enterprise)

MOIL BHAWAN, 1-A KATOL ROAD, NAGPUR – 440013

Engagement of ERP Advisor on Contract Basis

MOIL Limited, a **Miniratna** Public Sector Enterprise under the Ministry of Steel, Govt. of India, and a multi locational, multi product and consistently profit making Mining Organization with around Rs. 1000 crore turnover is in the process of implementing an suitable ERP in the Company. The Company is looking for suitable persons having expertise in ERP selection & full scale implementation for engagement on tenure basis and will be positioned at its corporate office at Nagpur.

1. Age & Qualification (As on 01.03.2013):

Sr No.	Name of the Post / No. of Post / Place of posting	Age	Qualification
1.	ERP Advisor / One / Nagpur	Not more than 65 years	a. CA/ICWA/Engineering Graduate from any recognized University or Institute of repute. b. PG Diploma in Management from recognized Institute or University will be an added advantage.

2. Eligibility Criteria :

- Must have minimum 25 years experience in IT Industry with demonstrable achievements in Indian and/or multinational Organisations.
- Must have thorough experience of Business Functions. He should be competent and have successfully headed the ERP team in implementation of ERP.
- Applicant should have experience in end to end ERP implementation services across all phases – pre-implementation, sourcing, implementation, post-implementation for at least one ERP project in a Company in India having a minimum turn over of Rs. 1000 Crores as per audited account. Necessary documents to prove this shall be enclosed.
- The above eligibility criteria for the Applicant is indicative only and neither exhaustive nor in any particular order. MOIL's decision in strengthening these eligibility criteria is final and binding on all applicants.

3. Tenure: The ERP advisor would be initially engaged for a period of one year and extendable upto additional two years with annual performance review. The engagement for the subsequent year would be subject to satisfactory performance of the advisor for the previous year as well as further requirement of MOIL.

4. Remuneration: Negotiable

5. Job Profile:

MOIL plans to address both the business and technology needs to have an integrated information system that facilitates MOIL to have a cutting edge information system to improve its business and margins through the implementation of an ERP solution.

MOIL expects to improve operating efficiency in the area like Functional Enhancements, Regulatory Compliance, Business Process Standardization, Information Management, Competitive Advantage through structural changes and reduction of manpower in selective areas.

The Scope of end-to-end advisory service for implementation of ERP solution, keeping in view the above mentioned objectives is broadly mentioned below. However, the same is not limited to the steps mentioned herein below. The ultimate objective i.e., successful ERP implementation project will be the guiding factor.

- a. Applicant must have the capability to accept the responsibility of selection, procurement, installation & commissioning of the hardware, which are suitable to ERP or clearly recommend the required hardware, network items & other related facilities based on which MOIL can buy and install the same to facilitate to implement the ERP. Final decision in this regard is left to MOIL.
- b. Help MOIL in arriving at the ERP platform and implementation partner based on techno commercial evaluation by employing the RFI / RFP process and consulting phase if decided as necessary jointly between MOIL and Advisor
- c. Enable MOIL thru the RFI / RFP bidders in arriving at necessary business processes of the organization across all the units that are to be covered by the selected ERP platform
- d. Enable categorization of Business process as Critical, Essential and Desirable, in conjunction with the implementation partners and MOIL business heads
- e. Help in base-lining critical business metrics in conjunction with the implementation partner and business heads, in order to benchmark the improvements post ERP implementation
- f. Help in identifying qualitative and quantitative improvements in areas that could be achieved through the planned ERP implementation
- g. Establish thru the chosen implementation partner appropriate Change Management programs.
- h. Review and ensure assessment by the chosen partner, with regard to Organizational Training needs at different levels of management of MOIL.
- i. Assist MOIL in establishing project management and change management methods.
- j. Support steering Committee to critically examine the implementation plan and review project progress.
- k. Study adequacy of existing IT infrastructure of MOIL covering Hardware, Operating systems, Database Management tools and Network (both LAN and WAN) and support MOIL in finalizing the tender documents forming part of the holistic RFP for augmenting IT resources.
- l. Work with MOIL in arriving at acceptance plans and criteria for final acceptance of implemented ERP solution.
- m. Assist and support MOIL in final acceptance of implemented ERP solution and IT infrastructure. The adviser will provide the necessary direction to the implementation team to ensure successful implementation.
- n. Review and direct the implementation partner as necessary in devising appropriate pre-ERP implementation training programs for various levels of Management.
- o. Support any other activities essential towards successful implementation of ERP, as may be identified in the course of execution of the contract, either by MOIL or suggested and accepted by Advisor.
- p. Help MOIL in upgradation and revamping of Network architecture including devices, connectivity technologies etc.; Testing of IT Services; IT Security; IT Governance; Business Process Re-Engineering and Change Management etc.

q. Help MOIL in arriving at a best suited Data Migration strategy in the new ERP platform from old databases.

6. Selection Procedure: The eligible candidates will be called for personal interview and decision of the Company in this regard shall be final.

7. Submission of Application: Last date for receipt of application is **29.04.2013**. No application shall be entertained beyond the stipulated date. Ineligible /incomplete application shall be rejected. The application superscribed as **“Application for the post of ERP Advisor”** should be addressed to: The DGM (Personnel), Recruitment Cell, MOIL Bhawan, 1A-Katol Road, Nagpur – 440 013.

8. General Instructions:

a) Interested candidates meeting the above requirements may send their application clearly indicating post applied for, name, Father’s name, mailing address, Date of Birth, qualifications (with name of the Institution/University, percentage of marks obtained, division, year of passing) experience (name of the employer, date of joining & leaving, designation, pay scale, last pay drawn) and other particulars including phone number and e-mail id, affixing a recent passport size photograph on the top right side of the Application and copies of certificates. Application format may also be downloaded from the site. Candidates appearing for interview for the above post will be paid to and fro Airfare (Economy class) on producing proof.

b) While applying for the post, the applicant should ensure that he/she fulfils the eligibility and other norms mentioned above and that the particulars furnished are correct in all respects. In case it is detected at any stage of engagement that the candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his /her candidature will be liable to cancellation. If any of the above shortcomings is/are detected even after engagement, his/her contractual engagement is liable to be terminated without any notice. The engagement is also liable for termination at any time by giving one month notice in case performance of the candidate is not found suitable. Mere submission of the application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her right to be called for interaction/interview.

Nagpur

DGM(Personnel), Recruitment Cell