



**10. CONTACT DETAILS:**

a. Postal address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Pin Code)\_\_\_\_\_

b. E-mail: \_\_\_\_\_

c. Mobile (Cell Phone) No.: \_\_\_\_\_

**11. Relevant Certification, if any** \_\_\_\_\_

**12. List of Enclosed Documents:**

- a)
- b)
- c)
- d)
- e)
- f)
- g)
- h)

I hereby declare that all the statements made in this application are true, complete 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 Board, 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)

Name: \_\_\_\_\_

Note: The candidate can use the separate sheet for additional information, if required.

**National Informatics Centre Services Incorporated**  
**(A Government of India enterprises under NIC)**  
**Ministry of Electronics & information Technology**

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**NOTIFICATION FOR APPLICATIONS FOR MANAGER (HUMAN RESOURCE) ON  
CONTRACT BASIS**

1. **National Informatics Centre Services Incorporated (NICS)** a section 8 company under the Companies Act, 2013 providing and procuring IT solutions for multiple e-governance projects for various Ministries/Department for more than 27 years, having its head office in Delhi, invites applications for the post of **Manager (Human Resource)** on **contract basis**.

2. **Schedule of events:**

Last Date for Applications: August 25, 2023 (till 18:00 hours)

3. **Eligibility Criteria/Job profile:**

I.	<b>Post</b>	<b>Manager (Human Resource)</b>
II.	<b>No. of Post &amp; Location</b>	One (1) at Delhi
III.	<b>Age as on 30.06.2023</b>	Below 45 years
IV.	<b>Education Qualifications</b>	A Master degree in Business Administration with specialisation in Human Resources.
V.	<b>Work Experience</b>	A minimum of 8-10 years of experience in HR, with at least 2 years of experience in a managerial role.
VI.	<b>Other Requirements</b>	<ul style="list-style-type: none"><li>➤ Strong Communication Skills</li><li>➤ Leadership Skills</li><li>➤ Knowledge of Employment Laws and Regulations</li><li>➤ HR managers should be able to analyze data, identify trends, and make data-driven decisions.</li><li>➤ HR managers should be proficient in using HR technology</li></ul>
VII.	<b>Preferable</b>	Preference will be given to the candidates found well versed with labor laws, compliance, and regulations related to HR in India. HR managers must also have excellent knowledge of HR policies, procedures, and practices.
VIII.	<b>Job Profile</b>	<ul style="list-style-type: none"><li>➤ <b>Recruitment and Onboarding:</b> Manager (Human Resource) will be responsible for developing and implementing recruitment strategies to attract top talent,</li></ul>

		<p>including posting job vacancies, screening resumes, conducting interviews, and hiring new employees. Additionally, you will oversee the onboarding process to ensure new employees receive a thorough orientation and are integrated effectively into the organization.</p> <ul style="list-style-type: none"> <li>➤ <b>Employee Relations:</b> Manager (Human Resource) will be responsible for maintaining positive relationships between employees and management, addressing concerns and grievances, and ensuring that all employees are treated fairly and equitably. This may involve developing and implementing policies related to employee conduct, performance management, and disciplinary actions.</li> <li>➤ <b>Compensation and Benefits:</b> Manager (Human Resource) will be responsible for developing and implementing compensation and benefits programs to attract and retain top talent. This may involve conducting salary surveys, analyzing data on employee compensation, and designing benefits packages that meet the needs of employees.</li> <li>➤ <b>Training and Development:</b> Manager (Human Resource) will be responsible for designing and implementing employee training and development programs to enhance employee skills and knowledge and improve job performance. This may include designing training modules, conducting training sessions, and tracking employee progress.</li> <li>➤ <b>Compliance:</b> Manager (Human Resource) will be responsible for ensuring that the organization complies with all relevant laws and regulations related to human resources, such as employment laws, safety regulations, and data privacy laws. This may involve developing policies and procedures to ensure compliance and conducting audits to ensure that the organization is meeting its legal obligations.</li> <li>➤ <b>HR Analytics:</b> You will be responsible for analyzing HR data to identify trends, patterns, and opportunities for improvement. This may involve analyzing data related to employee turnover, absenteeism, performance, and engagement to identify areas where the organization can improve its human resources practices.</li> </ul>
IX.	<b>Term Of Contract</b>	The selected candidate will be appointed initially for a period of 2 years purely on contractual basis, which is extendable subject to the performance of the candidate. The Contract may be terminated at the discretion of the management during the valid period of contract, and/or in the event of unsatisfactory

		performance.
X.	<b>Leave</b>	During the period of contractual engagement the candidate will be eligible to avail Leave @ 1 day for each completed month, maximum 12 days over a period of 12 months, without carry forward facilities of accumulated leave. Leave may be availed not exceeding 4 days at a stretch. Any other absence shall be treated as on Loss of Pay affecting the Fixed Component of the compensation package. The accumulated leave will not be en-cashable.
XI.	<b>Pay Compensation</b>	The remuneration will be as per industrial standard or mutually agreed between the Company and the Candidate.
XII.	<b>Selection Process</b>	Selection will be through interview & personal interaction on the basis of eligibility, experience, qualification & performance during interview/interaction. The Internal Committee will make a preliminary screening of the applications for making, if necessary, a short-list of eligible candidates to be called for the interview. Hence, merely fulfilling the minimum requirements laid down for the post would not automatically entitle any candidate for interview. Similarly, just appearance in the interview does not qualify a candidate for the job.

**Mode of Application:** Candidates are required to send a proper filled in application form placed in Annexure-I along with necessary documents to the Company on or before August 25, 2023 (till 18:00 hours) through email at [nicsi-cs@nic.in](mailto:nicsi-cs@nic.in). In case any point is not applicable, kindly mention “NA”. Company will reject incomplete or improper applications or applications received after the deadline.

**4. Candidates will require to submit the following scanned documents along with the application:**

- Brief Resume
- Proof of Date of Birth
- Educational Certificates: Relevant Mark-Sheets/ Degree/ Certificate
- Experience certificates
- ID Proof
- Form-16
- Recent Passport Size Photograph
- Signature

**5. Expenses:** Manager (Human Resource) shall be reimbursed all expenses reasonably incurred in the execution of and in relation to his/her duties subject to the submission of proper receipts/vouchers. Such expenses may include reasonable hotel, travel and incidental expenses. Such expenses will be reimbursed as per 7<sup>th</sup> pay commission and equivalent of post in NICS.

6. **Probation:** Manager (Human Resource) will be on probation for the first six months from the date of appointment and after which his/ her performance would be reviewed. The Company and Manager (Human Resource) may terminate the Agreement by giving one (1) month advance notice during the probation period.
7. **Termination:** Termination by mutual consent: The Company and the Manager (Human Resource) may, by mutual agreement expressed in writing, terminate Employment Agreement at any time.

The Manager (Human Resource) shall notify the Company in writing three (3) months in advance in case he/she wants to terminate his/her employment agreement. Similarly if the Company intends to terminate his/her employment Agreement, the Company shall give the Employee not less than three (3) months notice in writing.

The Manager (Human Resource) shall have no right to compensation for the termination of his/her employment or the loss of any office and shall only be entitled to payment of such fees and expenses as have accrued at the date of termination.

8. **Miscellaneous:** Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Delhi only.

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**NOTIFICATION FOR APPLICATIONS FOR ASSISTANT MANAGER (HUMAN RESOURCE) ON CONTRACT BASIS**

1. **National Informatics Centre Services Incorporated (NICSI)** a section 8 company under the Companies Act, 2013 providing and procuring IT solutions for multiple e-governance projects for various Ministries/Department for more than 27 years, having its head office in Delhi, invites applications for the post of **Assistant Manager (Human Resource)** on **Contractual basis**.

2. **Schedule of events:**

Last Date for Applications: August 25, 2023 (till 18:00 hours)

3. **Eligibility Criteria/Job profile:**

I.	<b>Post</b>	<b>Assistant Manager (Human Resource)</b>
II.	<b>No. of Post &amp; Location</b>	Two (2) at Delhi
III.	<b>Age as on 30.06.2023</b>	Below 40 years
IV.	<b>Education Qualifications</b>	A bachelor's degree in human resources, business administration, or related field is usually required. A master's degree in business administration with HR specialization would be given preference.
V.	<b>Work Experience</b>	A minimum of 5-7 years of experience in Human Resources (HR)
VI.	<b>Other Requirements</b>	<ul style="list-style-type: none"><li>➤ Strong Communication Skills</li><li>➤ Knowledge of Employment Laws and Regulations</li><li>➤ HR managers should be able to analyze data, identify trends, and make data-driven decisions.</li><li>➤ HR managers should be proficient in using HR technology</li></ul>
VII.	<b>Preferable</b>	Preference will be given to the candidates found well versed with labor laws, compliance, and regulations related to HR in India. HR managers must also have excellent knowledge of HR policies, procedures, and practices.

VIII.	<b>Job Profile</b>	<ul style="list-style-type: none"> <li>➤ <b>Recruitment and Onboarding:</b> Assistant Manager (Human Resource) will be responsible for developing and implementing recruitment strategies to attract top talent, including posting job vacancies, screening resumes, conducting interviews, and hiring new employees. Additionally, you will oversee the onboarding process to ensure new employees receive a thorough orientation and are integrated effectively into the organization.</li> <li>➤ <b>Employee Relations:</b> Assistant Manager (Human Resource) will be responsible for maintaining positive relationships between employees and management, addressing concerns and grievances, and ensuring that all employees are treated fairly and equitably. This may involve developing and implementing policies related to employee conduct, performance management, and disciplinary actions.</li> <li>➤ <b>Compensation and Benefits:</b> Assistant Manager (Human Resource) will be responsible for developing and implementing compensation and benefits programs to attract and retain top talent. This may involve conducting salary surveys, analyzing data on employee compensation, and designing benefits packages that meet the needs of employees.</li> <li>➤ <b>Training and Development:</b> Assistant Manager (Human Resource) will be responsible for designing and implementing employee training and development programs to enhance employee skills and knowledge and improve job performance. This may include designing training modules, conducting training sessions, and tracking employee progress.</li> <li>➤ <b>Compliance:</b> Assistant Manager (Human Resource) will be responsible for ensuring that the organization complies with all relevant laws and regulations related to human resources, such as employment laws, safety regulations, and data privacy laws. This may involve developing policies and procedures to ensure compliance and conducting audits to ensure that the organization is meeting its legal obligations.</li> <li>➤ <b>HR Analytics:</b> You will be responsible for analyzing HR data to identify trends, patterns, and opportunities for improvement. This may involve analyzing data related to employee turnover, absenteeism, performance, and engagement to identify areas where the organization can improve its human resources practices.</li> </ul>
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IX.	<b>Term Of Contract</b>	The selected candidate will be appointed initially for a period of 2 years purely on contractual basis, which is extendable subject to the performance of the candidate. The Contract may be terminated at the discretion of the management during the valid period of contract, and/or in the event of unsatisfactory performance.
X.	<b>Leave</b>	During the period of contractual engagement the candidate will be eligible to avail Leave @ 1 day for each completed month, maximum 12 days over a period of 12 months, without carry forward facilities of accumulated leave. Leave may be availed not exceeding 4 days at a stretch. Any other absence shall be treated as on Loss of Pay affecting the Fixed Component of the compensation package. The accumulated leave will not be en-cashable.
XI.	<b>Pay Compensation</b>	The remuneration will be as per industrial standard or mutually agreed between the Company and the Candidate.
XII.	<b>Selection Process</b>	Selection will be through interview & personal interaction on the basis of eligibility, experience, qualification & performance during interview/interaction. The Internal Committee will make a preliminary screening of the applications for making, if necessary, a short-list of eligible candidates to be called for the interview. Hence, merely fulfilling the minimum requirements laid down for the post would not automatically entitle any candidate for interview. Similarly, just appearance in the interview does not qualify a candidate for the job.

**Mode of Application:** Candidates are required to send a proper filled in application form placed in Annexure-I along with necessary documents to the Company on or before August 25, 2023 (till 18:00 hours) through email at [nic-si-cs@nic.in](mailto:nic-si-cs@nic.in). In case any point is not applicable, kindly mention “NA”. Company will reject incomplete or improper applications or applications received after the deadline.

**4. Candidates will require to submit the following scanned documents along with the application:**

- Brief Resume
- Proof of Date of Birth
- Educational Certificates: Relevant Mark-Sheets/ Degree/ Certificate
- Experience certificates
- ID Proof
- Form-16
- Recent Passport Size Photograph
- Signature

5. **Expenses:** Assistant Manager (Human Resource) shall be reimbursed all expenses reasonably incurred in the execution of and in relation to his/her duties subject to the submission of proper receipts/vouchers. Such expenses may include reasonable hotel, travel and incidental expenses. Such expenses will be reimbursed as per 7<sup>th</sup> pay commission and equivalent of post in NICS.
6. **Probation:** Assistant Manager (Human Resource) will be on probation for the first six months from the date of appointment and after which his/ her performance would be reviewed. The Company and Assistant Manager (Human Resource) may terminate the Agreement by giving one (1) month advance notice during the probation period.
7. **Termination:** Termination by mutual consent: The Company and the Assistant Manager (Human Resource) may, by mutual agreement expressed in writing, terminate Employment Agreement at any time.

The Assistant Manager (Human Resource) shall notify the Company in writing three (3) months in advance in case he/she wants to terminate his/her employment agreement. Similarly if the Company intends to terminate his/her employment Agreement, the Company shall give the Employee not less than three (3) months notice in writing.

The Assistant Manager (Human Resource) shall have no right to compensation for the termination of his/her employment or the loss of any office and shall only be entitled to payment of such fees and expenses as have accrued at the date of termination.

8. **Miscellaneous:** Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Delhi only.