

National Informatics Centre Services Inc. (NICS)
(A Government of India Enterprise under NIC)
Ministry of Electronics & Information Technology

1st Floor, NBCC Tower,
15, Bhikaj Cama Place,
New Delhi – 110066

Date: May 14, 2022

Subject: Inviting applications for engagement of retired government officers from Central Ministries/Departments & their Organizations in related domains as "Consultant" on monthly basis and "Domain Expert" on full/half day basis on contract in NICS.

NICS invites applications from retired government officers from Central Ministries/Departments & their Organizations who have served in any capacity, at level 10 or above, to prepare a Panel for engagement as Consultant on monthly basis / Domain Expert on full/half day basis on contract, as per requirement from time to time.

2. The terms and conditions of the contract shall be as under:-

- i. The Consultant/Domain Expert will be required, in the light of Central Govt rules and regulations, to prepare briefs/presentations and analyze the proposals assigned to them by their controlling officers. They shall be fully conversant with Computer Knowledge.
- ii. Working Hours shall normally be from 09.00 a.m. to 5.30 p.m. during working days.
- iii. They will be governed by the Official Secret Act, 1923, as amended from time to time and will not disclose to any unauthorized person(s) any information/data that may come to their notice during the period of their engagement in NICS. All such documents will be the property of NICS.
- iv. They will not utilize or publish or part with, to a third party, any part of data or statistics or proceedings or information collected for the purpose of their assignments or during the course of assignment without the express written consent of NICS.
- v. The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for NICS shall remain with NICS.
- vi. Attention is drawn to Central Vigilance Commission's Circular No. 01/01/2017 dated 23.1.2017 and No. 08/06/2011 dated 24.6.2011 regarding engagement of

Consultant / Domain Expert. They will be completely accountable for any advice or any service rendered by them during their engagement in NICS I in view of norms of ethical business and professionalism.

- vii. They must act, at all times in the interest of NICS I and render any advice/service with professional integrity.
- viii. They will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working as Consultant / Domain Expert in NICS I.
- ix. The Consultant / Domain Expert so appointed shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of NICS I nor would indulge in any activity outside the terms of the contractual assignment.

3. **Remuneration and Allowances:**

3.1 **Emoluments:-**

A. Consultant on monthly basis

Functional Designation	Proposed Fee Structure (All inclusive) (5% annual increment)
Principal Consultant (Levels 13 A & 14)	Rs.1,50,000/-
Senior Consultant (Levels 12 & 13)	Rs.1,00,000/-
Consultant (Levels 10 & 11)	Rs. 70,000/-

B. Domain Expert on full day / half day basis

Domain Experts	Full day basis*	Half day basis*
Officials Retired from Levels-13 A & 14	Rs. 8,000/-	Rs.4,500/-
Officials Retired from Levels-12 & 13	Rs. 6,000/-	Rs.3,500/-
Officials Retired from Levels-10 & 11	Rs. 4,000/-	Rs.3,000/-

***Subject to maximum 15 calendar days in a particular month.**

- #### 3.2 **Allowances:** Consultant/Domain Expert shall not be entitled to any kind of allowance or accommodation facility. However,

should they require to travel inside the country in connection with the official work of NICSI, Air/train fare etc. shall be reimbursed to him/her on actual basis as per entitlement to NICSI officers in corresponding levels, on producing the tax invoices towards hotel lodging/boarding etc. after obtaining internal approval of the competent authority.

3.3 The Consultant / Domain Expert will be eligible for official email id, NICSI's identification card and internet connection in office.

3.4 Leave:-Consultant shall be eligible for 1 day leave in a calendar month on pro-rata basis. No remuneration for the period of absence in excess of the admissible leave will be paid to Consultant. Un-availed leave shall neither be carried forward to next year nor encashed.

4 Tax Deduction at Source (TDS):-TDS as admissible shall be deducted from the remuneration of Consultant / Domain Expert. A TDS certificate shall be issued by the concerned authority on demand.

5 Eligibility Criteria for Engagement of Consultant / Domain Expert:

The persons who wish to apply should fulfill the following criteria:

5.1 General Conditions:

- i. He/she should have excellent communication and inter-personal skills with computer knowledge;
- ii. To apply for engagement as Consultant, he/she should not be more than 63 years of age as on 01.06.2022 and would serve maximum upto the age of 65 years, further extendable with approval of Competent Authority.
- iii. Consultant / Domain Expert with sound knowledge and experience in handling the matters related with any of the following field shall apply:
 - e-Waste Management
 - Smart City Solutions
 - Security Operations Centre
 - Contactless Attendance System
 - Bid Management Office
 - Webcasting and Event Management
 - PFMS Facilitation Centre

- Cloud Computing
- e-Government Procurement System
- Data Centre Creation, Operations and Management
- e-governance including office automation
- Enterprises Architecture
- ERP Solution
- Email solution/office automation
- Next generation VC solution
- Administrative & HR (including stores)
- Procurement of Goods & Services
- Legal
- Vigilance matters
- Tender
- Finance-Accounts & Audit
- Any other emerging ICT field

6. Procedure for Selection:

The Screening Committee constituted in NICSI will scrutinize the applications and select Consultant / Domain Expert based on the eligibility criteria as stated in Para 5.1 above.

7. Termination of Consultant / Domain Expert from the Panel:

Name of Domain Expert can be terminated by NICSI from the panel by giving 30 days advance notice to the Consultant/ Domain Expert. Consultant / Domain Expert will also have to give 30 days advance notice for deletion of his/her name from the panel. This period may be reduced with mutual consent only. This periodicity will also be applicable towards termination of engagement.

8. All the retired government officers fulfilling the criteria may apply and the officers retiring within next 4 months from the date of publication of the advertisement may also apply. If they are empanelled they will be given offer of engagement after their superannuation.

- 9.1 The initial Panel of Consultant / Domain Expert will be for a period of one year. After expiry of initial term, panel may be extended, based on requirement of NICSI and performance of Consultant / Domain Expert concerned, with the approval of

competent authority, for a maximum period of one year every time.

9.2 The appointment of Consultant / Domain Expert is of a temporary (non-official) nature against the specific job/ assignment and may be assigned other tasks, if so warranted.

10. Empanelment as Consultant / Domain Expert is no guarantee for assignment of any task.

11. NICS I reserves the right to modify the terms and conditions of engagement at any point of time.

12. Interested eligible retired Central Government officers may submit their applications to GM(Administration), National Informatics Centre Services Inc., 1st Floor, NBCC Tower, 15, Bhikaji Cama Place, New Delhi – 110066 by June 01, 2022 in the prescribed application form enclosed and also sent by email at nicsi-admn@nic.in.

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National Informatics Centre Services Incorporated (NICS)
1st floor, NBCC Tower,
15, Bhikaji Cama Place, New Delhi- 110066

Application Form

Post Applied for: _____

Personal details

Name of the Candidate _____

PPO No _____

Aadhar No. _____

PAN No. _____

Category _____ (SC/ST/OBC/General)

Father's Name _____

Date of Birth (DD-MMM-YYYY) ____ - ____ - ____

Age as on 01.06.2022 ____ years ____ months

Email ID _____

Mobile No. _____

Mailing Address _____

Preferences (Please refer clause No.5.1(iii) :

- Skill 1:
- Skill 2:
- Skill 3:
- Skill 4



Educational Qualifications 10th class onwards

S.NO	Qualification /Degree /Diploma	Name of University /Institution	Year of Passing	Remarks, if any

Details of Professional Qualifications

S.NO	Qualification /Degree /Diploma	Name of University /Institution	Year of Passing	Remarks, if any

Details of Experience

S.NO	Department/Organization served	Duration in Years/months	Period Brief : From To....	Brief description of Responsibilities

Total experience in years & months: -----Years & -----months.

Details of Last post held

S.NO	Department/Organization last served	Post held	Pay/Grade level

Undertaking:

1. I have gone through the “Terms & Conditions” provided in the website and shall abide by the same.
2. Certified that all the information furnished above by me is true, complete and correct to the best of my knowledge and belief.
3. I have submitted only one application for this post.
4. I fulfill all the conditions of eligibility prescribed for the post applied for.
5. I have never been debarred by any organization for any illegal activity during my education/service.
6. I understand that this engagement is purely on contract basis and in the event of any information found false/incorrect/suppressed or any ineligibility being detected at any time, my candidature is liable to be cancelled/my services are liable to be terminated and no correspondence will be entertained by NICS in this regard.
7. Self attested supporting documents are enclosed with this application towards Educational / Professional Qualifications Experience & PPO.

Signature of Candidate: _____

Name of Candidate: _____

Date: _____

Place: _____