

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

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1<sup>st</sup> Floor, NBCC Tower,  
15, Bhikaj Cama Place,  
New Delhi – 110066

Date: January 05, 2021

**Subject: Engagement of retired government officers from Ministry of Electronics & Information Technology / Ministry of Communications, including their Organizations, as "Consultant" on monthly basis and "Domain Expert" on full / half day basis on contract in NICSII - Inviting applications thereof.**

NICSII invites applications from retired government officers of Ministry of Electronics & Information Technology / Ministry of Communications, including their Organizations or have served them (including NICSII) 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 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 NICSII. All such documents will be the property of NICSII.
- 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 NICSII.
- v. The Intellectual Property Rights (IPR) of the data collected as

well as deliverables produced for NICSI shall remain with NICSI.

- 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 NICSI in view of norms of ethical business and professionalism.
- vii. They must act, at all times in the interest of NICSI 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 NICSI.
- 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 NICSI nor would indulge in any activity outside the terms of the contractual assignment.
- x. The Consultant / Domain Expert shall require to enter into an agreement with NICSI wherein detailed terms and conditions shall be mentioned.

### **3. Remuneration and Allowances:**

#### **3.1 Emoluments:-**

##### **A. Consultant on monthly basis**

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

##### **B. Domain Expert on full day / half day basis**

<b>Domain Experts</b>	<b>Full day basis*</b>	<b>Half day basis*</b>
Officials Retired from <b>Levels-13 A &amp; 14</b>	Rs. 8,000/-	Rs.4,500/-
Officials Retired from <b>Levels-12 &amp; 13</b>	Rs. 6,000/-	Rs.3,500/-
Officials Retired from <b>Levels-10 &amp; 11</b>	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. Should have retired from Ministry of Electronics and Information Technology/Ministry of Communications, including their Organizations in the level 10 or above or have served them (including NICSI) in any capacity in the past;

- ii. He/she should have excellent communication and inter-personal skills with computer knowledge;
- iii. To apply for engagement as Consultant, he/she should not be more than 63 years of age as on 01.01.2021 and would serve maximum upto the age of 65 years, further extendable with approval of Competent Authority.
- iv. 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 Management (including stores/ accounts/ audit / finance / tender)
  - Any other emerging ICT field

## **5.2 Period of Panel:**

5.2.1 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 NICS and performance of Consultant / Domain Expert concerned, with the approval of competent authority, for a maximum period of one year every time.

5.2.2. 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.

**6. Procedure for Selection:**

The Screening Committee constituted in NICS I 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 NICS I 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.** Empanelment as Consultant / Domain Expert is no guarantee for assignment of any task.

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

**10.** 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 January 15, 2021 in the prescribed application form enclosed and also sent by email at [nicsi-admn@nic.in](mailto:nicsi-admn@nic.in).

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National Informatics Centre Services Incorporated (NICSI), 1<sup>st</sup> floor, NBCC Tower,  
15, Bhikaiji Cama Place, New Delhi - 110066  
Phone: - 011-22900510(PA), Mob. +91-9868973075  
Website- <https://nicsi.com/> Email -neeraj@nic.in

## **Application Form**

Post Applied for: \_\_\_\_\_

Passport size photo to  
be pasted duly signed.

### **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 01.01.2021 \_\_\_\_years \_\_\_\_months

Email ID \_\_\_\_\_

Contact No. \_\_\_\_\_

Mailing Address \_\_\_\_\_

**Educational Qualifications 10th class onwards**

S.NO	Qualification /Degree /Diploma	Name of University /Institution	Year of Passing	

**Details of Professional Qualifications**

S.NO	Qualification /Degree /Diploma	Name of University /Institution	Year of Passing	

**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 and Experience / Last Post held.

Signature of Candidate: \_\_\_\_\_

Name of Candidate: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_