

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

Dated: 29.09.2023

**NOTIFICATION FOR APPOINTMENT AS ADVISOR (CITIZEN-GOVERNMENT
DIGITAL ENGAGEMENT) ON CONTRACTUAL BASIS UNDER PROJECT**

1. **National Informatics Centre Services Incorporated (NICS)** a company registered under the Section 25 of the Companies Act, 1956, providing and procuring IT solutions for multiple e-governance projects for various Ministries/Department for more than 28 years and having its head office in Delhi. In the pursuit of advancing the Government's commitment to digital engagement, the NICS is actively searching for a dynamic and seasoned professional to join as an **Advisor (Citizen-Government Digital Engagement)** contractual basis under Project. The successful candidate will be instrumental in formulating strategies to elevate the interaction between the Government and citizens through various digital platforms

2. **Schedule of events:**

Last Date for Applications: October 15, 2023 (till 23:59 hours)

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

I.	Post	Advisor (Citizen-Government Digital Engagement)
II.	No. of Post & Location	ONE (1) at Delhi
III.	Age as on 30.9.2023	Below 50 years
IV.	Education Qualifications, Experience	<ul style="list-style-type: none">The candidate should have a minimum of 15 years experience with a Bachelor degree in Technology and a Master degree in Management.The candidate should have a minimum of 5 years of experience in creating social media strategies, handling social media accounts and conducting large scale social media events within Government of India or any State Government in India.
V.	Preferable	Preference will be given to those with relevant experience with any State or the Central Government and who can join on immediate basis.
VI.	Key Responsibilities	<ol style="list-style-type: none">Strategic Planning:<ul style="list-style-type: none">Develop comprehensive strategies to enhance Government-Citizen engagement through digital platforms, including websites, applications, and social media.

		<p>2. Innovation and Best Practices:</p> <ul style="list-style-type: none"> Identify and incorporate innovative technologies to improve government services and enhance citizen experiences. Stay abreast of emerging trends in citizen engagement and digital platforms to ensure the adoption of best practices. <p>3. Collaboration and Coordination:</p> <ul style="list-style-type: none"> Engage with government agencies, departments, and stakeholders to gather insights and feedback for continuous improvement. <p>4. Performance Monitoring and Analysis:</p> <ul style="list-style-type: none"> Establish key performance indicators (KPIs) for digital engagement initiatives and regularly monitor and analyze performance metrics. Provide insightful reports to senior management, highlighting successes and areas for improvement. <p>5. Training and Capacity Building:</p> <ul style="list-style-type: none"> Develop and implement training programs to enhance the digital capabilities of government personnel involved in citizen engagement.
VII.	Term Of Contract	The selected candidate will be appointed initially for a period of 6 months, which is extendable subject to the performance of the candidate and requirement in the project. 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.
VIII.	Leave	During the period of contractual engagement the candidate will be eligible to avail Leave @ 1 day for each completed month.
IX.	Pay Compensation	The remuneration will be as per industrial standard or mutually agreed between the Company and the Candidate.
X.	Selection Process	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 October 15, 2023

(till 23:59 hours) through email at 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 following documents:

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

5. Expenses: The Advisor (Citizen-Government Digital Engagement) 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 7th pay commission and equivalent of post in NICSİ.

6. Termination: Termination by mutual consent: The NICSİ and Advisor (Citizen-Government Digital Engagement) may, by mutual agreement expressed in writing, terminate Employment Agreement at any time.

The Advisor (Citizen-Government Digital Engagement) shall notify the Company in writing one (1) month 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 one (1) month notice in writing.

The Advisor (Citizen-Government Digital Engagement) 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.

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

NATIONAL INFORMATICS CENTRE SERVICES INCORPORATED (NICS)

Application Form

1. Applied For: _____

2. NAME IN FULL (IN ENGLISH WITH CAPITAL LETTERS) :

(Receipt No.)

(ONLY FOR OFFICE USE)

3. CATEGORY: _____

A. Write GEN for General; SC for Scheduled Caste; ST for Scheduled Tribe; OBC for Other Backward Class. (OBC candidates coming under 'Creamy Layer' should indicate their category as GEN). This column should not be kept blank.

B. PWD Category: Write (Orthopedically Handicapped/ Hearing Impaired or Visually Handicapped in addition to the main Category in A above) (Others leave it Blank).

**Paste a Latest
Passport size
Photograph**

4. SEX: _____(F / M)

5. NATIONALITY _____

6. DATE OF BIRTH: _____(DD/MM/YYYY)

7. AGE (AS ON 30.09.2023): _____(Years) _____(Months) _____(Days)

8. ACADEMIC QUALIFICATIONS

Name of the Exam.	Main Subject	Date of Result	University/Institute	Overall % of marks	Class / Division

9. EXPERIENCE WITH REFERENCE TO THE ADVERTISEMENT

(Use separate sheet, if required)

Sr. No.	Name and address of the employer	Designation	Job profile	Period		Duration	
				From	To	Yrs	Mths

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:

(Signature of the Applicant)

DATE:

Name: _____

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