



National Informatics Centre Services Inc. (NICSI)
(NIC, MeitY, Govt. of India)



NOTICE

Applications are invited from the eligible candidates for the following positions on contract basis:

S. No	Designation	No. of Posts
1.	Chief Financial Officer	1
2.	Chief Technology Officer	1
3.	Chief Procurement Officer	1
4.	Head of Accounts	1
5.	Head – Legal	1
6.	Manager – Legal	1
7.	Business Analyst	5
8.	Solution Architect	4
9.	System Administrator	1

Applications in the prescribed format along with necessary documents may be submitted through email at nicsi-cs@nic.in. The prescribed Application form, eligibility criteria, job profile & other relevant details is available on our website: www.nicsi.com.

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

NOTIFICATION FOR APPOINTMENT AS CHIEF FINANCIAL OFFICER ON
CONTRACTUAL 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 **Chief Financial Officer on Contractual basis**.

2. **Schedule of events:**

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

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

I.	Post	Chief Financial Officer (CFO)
II.	No. of Post & Location	ONE (1) at Delhi
III.	Age as on 30.6.2023	Below 50 years
IV.	Education Qualifications	Qualified Chartered Accountant from the Institute of Chartered Accountants of India or full time MBA (Finance) from a UGC recognized University.
V.	Work Experience	Minimum 15 years of experience dealing with Financial, Accounting, Taxation and Audit matter, Budget/Budgetary Control, statutory Compliance etc. Should have experience in implementation of financial automation and processing tool like ERP.
VI.	Other Requirements	Knowledge of General Financial Rules, 2017, Accounting Standards, Income Tax, GST, the Companies Act, 2013 and any other related Rules & Regulations
VII.	Preferable	Preference will be given to the candidate who has experience in dealing with Government organizations/PSU/Autonomous Bodies etc.
VIII.	Job Profile	<ul style="list-style-type: none">➤ Drive NICS's financial planning➤ Perform risk management by analyzing the organization's liabilities and investments➤ Ensure cash flow is appropriate for the organization's operations➤ Supervise all finance personnel➤ Prepare reliable current and forecasting reports➤ Set up and oversee the company's finance IT system➤ Ensure compliance with the law and company's policies

		<ul style="list-style-type: none"> ➤ Key member/head of Financial evaluation committee and RFP committee ➤ To facilitate organizational accountability and transparency, while providing strategic leadership ➤ Ensuring Regulatory and Statutory filings and compliances of Direct and Indirect Taxes (GST) etc. Compilation of financial statements in accordance with Indian Accounting Standards (Ind-AS). Policy formulation on the relevant functional area
IX.	Term Of Contract	The selected candidate will be appointed initially for a period of 2 years, 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.	Leave	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 encashable.
XI.	Pay Compensation	The remuneration will be as per industrial standard or mutually agreed between the Company and the Candidate.
XII.	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 July 25, 2023 (till 18:00 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 CFO 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 NICS I.
6. **Probation:** The CFO 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 CFO may terminate the Agreement by giving one (1) month advance notice during the probation period.
7. **Termination:** Termination by mutual consent: The Board and CFO may, by mutual agreement expressed in writing, terminate Employment Agreement at any time.

The CFO 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 CFO 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.

National Informatics Centre Services Incorporated
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**NOTIFICATION FOR APPOINTMENT AS CHIEF TECHNOLOGY OFFICER ON
CONTRACTUAL 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 **Chief Technology Officer on Contractual basis**.

2. **Schedule of events:**

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

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

I.	Post	Chief Technology Officer (CTO)
II.	No. of Post & Location	ONE (1) at Delhi
III.	Age as on 30.6.2023	Below 50 years
IV.	Education Qualifications	<ul style="list-style-type: none">• Bachelor's degree in Information Technology, Computer Science, or related field (from recognized university);• Master's degree in Information Technology or a technology related discipline preferred (from recognized university) will be an added advantage
V.	Work Experience	15 years of experience in IT related areas /projects involving IT Policy and Planning/Management Networks and Applications/ Management Information System/Cyber Security Technologies or any related areas.
VI.	Other Requirements	<ul style="list-style-type: none">➤ Knowledge of IT infrastructure and handling Strategic Planning of IT.➤ Supervising and monitoring progress of and implementing
VII.	Preferable	Preference will be given to the candidate who has experience in dealing with Government organizations/PSU/Autonomous Bodies etc.
VIII.	Job Profile	<ul style="list-style-type: none">➤ Formulate a vision for how technology will be utilized within NICS - responsible for establishing technical vision, leading all aspects of technology, through development and deployment of the platform and associated features

		<ul style="list-style-type: none"> ➤ Head of Technology Evaluation Committee and key member of RFP Committee, Working Committee and Financial evaluation committee ➤ Lead technology transformation of NICS – implementation and maintenance of tools ➤ Direct development and maintenance of NICS IT infrastructure ➤ Provide key technical inputs to RFPs, SoWs and ToRs, vendor empanelment ➤ Create, maintain and update appropriate technology documentation (policy & requirement, process flow documents, system designs etc.) ➤ Ensure that emerging technology standards & best practices are maintained across the organization ➤ Responsible for roll-out of new tech initiatives including AI, Blockchain etc. and oversee periodic checks and assessment of the infrastructure by relevant internal/external authorities ➤ Keeping IT infrastructure (Hardware and software applications) in contemporary state, and future ready by adopting latest options. Making new software applications or modifications available for business with least turnaround time.
IX.	Term Of Contract	The selected candidate will be appointed initially for a period of 2 years, 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.	Leave	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 encashable.
XI.	Pay Compensation	The remuneration will be as per industrial standard or mutually agreed between the Company and the Candidate.
XII.	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 July 25, 2023 (till 18:00 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 CTO 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 NICSI.

6. Probation: The CTO 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 CTO may terminate the Agreement by giving one (1) month advance notice during the probation period.

7. Termination: Termination by mutual consent: The Board and CTO may, by mutual agreement expressed in writing, terminate Employment Agreement at any time.

The CTO 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 CTO 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 APPOINTMENT AS CHIEF PROCUREMENT OFFICER ON
CONTRACTUAL 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 **Chief Procurement Officer on Contractual basis**.

2. **Schedule of events:**

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

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

I.	Post	Chief Procurement Officer (CPO)
II.	No. of Post & Location	ONE (1) at Delhi
III.	Age as on 30.6.2023	Below 50 years
IV.	Education Qualifications	The Chief Procurement officer has to be B.E. /B. Tech and MBA or equivalent degrees.
V.	Work Experience	Minimum 15 years' experience in Technology procurement leadership, strategy, automation & analytics, operations efficiency and effective operating model.
VI.	Other Requirements	Knowledge of General Financial Rules, 2017, Public Procurement Policies, Vigilance Guidelines and any other related Rules & Regulations
VII.	Preferable	Preference will be given to the candidate who has experience in dealing with Government organizations/PSU/Autonomous Bodies etc.
VIII.	Job Profile	Technology procurement organization leadership: <ul style="list-style-type: none">➤ Develop a very clear mission, vision and guiding principles for the organization to align with the IT and business strategy➤ Ensure the development and maturity of key procurement competencies, such as business relationship management, best practices for negotiating, and overseeing contract terms and conditions➤ Develop technology procurement talent, succession planning, and training and mentoring direct reports to accept appropriate responsibility Technology procurement strategy:

		<ul style="list-style-type: none"> ➤ Develop the IT procurement strategy that is aligned with the overall corporate IT and user priorities - e.g. bundling strategies, ecosystem strategies etc ➤ Set and attain the IT procurement measurement targets with a combination of financial and nonfinancial deliverables. ➤ Be the custodian of IT procurement templates and workflow <p>Technology procurement automation and analytics:</p> <ul style="list-style-type: none"> ➤ Build an effective data-driven culture. ➤ Lay out a technology procurement automation and analytics agenda to drive and prove value creation <p>Technology procurement operations efficiency and effective operating model:</p> <ul style="list-style-type: none"> ➤ Lead the evaluation of optimal sourcing and evaluation options - head of RFP committee or Working committee for selection of vendors ➤ Build processes and workflows, e.g. empanelment, workflows, vendor mgmt etc. ➤ Support team training and continuous improvement, along with team and individual KPIs. ➤ Sponsor and initiate process improvement projects to improve procurement service delivery to exceed internal stakeholder satisfaction and requirements
IX.	Term Of Contract	The selected candidate will be appointed initially for a period of 2 years, 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.	Leave	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.	Pay Compensation	The remuneration will be as per industrial standard or mutually agreed between the Company and the Candidate.
XII.	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.
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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 July 25, 2023 (till 18:00 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 CPO 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 NICSI.

6. Probation: The CPO 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 CPO may terminate the Agreement by giving one (1) month advance notice during the probation period.

7. Termination: Termination by mutual consent: The Board and CPO may, by mutual agreement expressed in writing, terminate Employment Agreement at any time.

The CPO 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 CPO 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.

National Informatics Centre Services Incorporated
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NOTIFICATION FOR APPOINTMENT AS HEAD OF ACCOUNTS ON
CONTRACTUAL 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 **Head of Accounts on Contractual basis**.

2. **Schedule of events:**

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

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

I.	Post	Head of Accounts
II.	No. of Post & Location	One (1) at Delhi
III.	Age as on 30.6.2023	Below 50 years
IV.	Education Qualifications	Chartered Accountant along with MBA (Finance)
V.	Work Experience	10+ years' experience in Accounts
VI.	Job Profile	<ul style="list-style-type: none">➤ Manages the accounting staff who are responsible for financial reporting, billing, collections, payroll, and budget preparation.➤ Coordinates training programs for new staff and identifies training needs for current staff.➤ Must be having accounts / finance background➤ Must be well versed with ERP and other accounting tools➤ Responsible for entire purchase, sales and collection process of the Company➤ Responsible for all expense management of the Company including salaries and petty cash expenses.➤ Responsible for payment collection, advance settlement of all the clients/vendors.➤ Establishes internal controls and guidelines for accounting transactions and budget preparation.➤ Preparation of business activity reports, financial forecasts, and annual budgets, financial and other reports and ensures that the reported results comply with generally accepted accounting principles or financial reporting standards,

		<p>which need to be submit to the Financial Advisor/Chief Finance Officer.</p> <ul style="list-style-type: none"> ➤ Preparation and filing of applicable tax returns. ➤ Handling and coordination in conduction internal audit, statutory audit accounts and C&AG Audit. ➤ Provides financial analysis with an emphasis on capital investments, pricing decisions, and contract negotiations. ➤ Ensures compliance with local, state, and central government requirements. ➤ Performs other related duties as necessary or assigned. ➤ Coordination with external partners such as tax accounting firm personnel, auditors, and in all matter regarding auditing and taxation.
VII.	Preferable	Preference will be given to the candidate who has experience in dealing with Government organizations/PSU/Autonomous Bodies etc.
VIII.	Term Of Contract	The selected candidate will be appointed initially for a period of 2 years, 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.
IX.	Pay Compensation	The remuneration will be as per industrial standard or mutually agreed between the Company and the Candidate.
X.	Leave	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.	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 July 25, 2023 (till 18:00 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 Head of Accounts 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 NICSI.

6. **Probation:** The Head of Accounts 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 Head of Accounts may terminate the Agreement by giving one (1) month advance notice during the probation period.

7. **Termination:** Termination by mutual consent: The Board and Head of Accounts may, by mutual agreement expressed in writing, terminate Employment Agreement at any time.

The Head of Accounts 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 Head of Accounts 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 APPOINTMENT AS HEAD – LEGAL ON CONTRACTUAL 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 **Head – Legal on Contractual basis**.

2. **Schedule of events:**

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

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

I.	Post	Head – Legal
II.	No. of Post & Location	ONE (1) at Delhi
III.	Age as on 30.6.2023	Below 50 years
IV.	Education Qualifications	Graduate in law (LLB). Preference will be given to the candidate having qualification of law (LLM)
V.	Work Experience	Experience of 12 - 15 years in Legal Domain, with at least 5 years of experience in a head role.
VI.	Job Profile	<ul style="list-style-type: none">➤ To lead the team of law officers to guide, advice and support all the departments on any issue involving any point of law➤ To draft/vet Agreements/Deeds/Bonds, sale/Conveyance Deeds and Memorandum of Understanding (MOU), Lease Agreement, legal notices, replies to notices, replies to IPR objections or any other documents as may be required from time to time in the course of business.➤ To appear before Courts, Tribunals, Forums and Regulatory authorities for resolving Critical issues. Represents the company before law enforcement agencies and coordinates litigation activities with external partners/ agencies i.e. overall Litigation Management, Dispute resolution process.➤ To advise the Management on IPR, Criminal, Commercial laws.➤ To Research, analyze, anticipate and assess the impact / implications of regulatory developments and device and

		<p>implement strategies to overcome challenges posed by changes.</p> <ul style="list-style-type: none"> ➤ Recommending Advocates and liaising with them. ➤ Brief the cases to advocate on record, senior counsels in the various matters under litigation and if required represent the cases on behalf of the Company. ➤ To give on the job training and share latest judgments / notifications / orders / awards with the Officers/Employees for their better performances and quality work and personal developments.
VII.	Preferable	Preference will be given to the candidate who has experience in dealing with Government organizations/PSU/Autonomous Bodies etc.
VIII.	Term Of Contract	The selected candidate will be appointed initially for a period of 2 years, 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.
IX.	Pay Compensation	The remuneration will be as per industrial standard or mutually agreed between the Company and the Candidate.
X.	Leave	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 encashable.
XI.	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 July 25, 2023 (till 18:00 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 Head – Legal 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 NICSI.
6. **Probation:** The Head – Legal 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 Head – Legal may terminate the Agreement by giving one (1) month advance notice during the probation period.
7. **Termination:** Termination by mutual consent: The Board and Head – Legal may, by mutual agreement expressed in writing, terminate Employment Agreement at any time.

The Head – Legal 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 Head – Legal 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 APPOINTMENT AS MANAGER – LEGAL ON
CONTRACTUAL 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 – Legal on Contractual basis**.

2. **Schedule of events:**

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

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

I.	Post	Manager – Legal
II.	No. of Post & Location	ONE (1) at Delhi
III.	Age as on 30.6.2023	Below 45 years
IV.	Education Qualifications	Graduate in law (LLB). Preference will be given to the candidate having qualification of law (LLM)
V.	Work Experience	Experience of 7-8 years in Legal Domain, with at least 5 years of experience in managerial role.
VI.	Job Profile	<ul style="list-style-type: none">➤ To guide, advice and support all the departments on any issue involving any point of law➤ To draft/vet Agreements/Deeds/Bonds, sale/Conveyance Deeds and Memorandum of Understanding (MOU), Lease Agreement, legal notices, replies to notices, replies to IPR objections or any other documents as may be required from time to time in the course of business.➤ To appear before Courts, Tribunals, Forums and Regulatory authorities for resolving Critical issues. Represents the company before law enforcement agencies and coordinates litigation activities with external partners/ agencies i.e. overall Litigation Management, Dispute resolution process.➤ To advise the Management on IPR, Criminal, Commercial laws.➤ To Research, analyze, anticipate and assess the impact / implications of regulatory developments and device and implement strategies to overcome challenges posed by changes.

		<ul style="list-style-type: none"> ➤ Recommending Advocates and liaising with them. ➤ Brief the cases to advocate on record, senior counsels in the various matters under litigation and if required represent the cases on behalf of the Company. ➤ To share latest judgments / notifications / orders / awards with the Officers/Employees for their better performances and quality work and personal developments.
VII.	Preferable	Preference will be given to the candidate who has experience in dealing with Government organizations/PSU/Autonomous Bodies etc.
VIII.	Term Of Contract	The selected candidate will be appointed initially for a period of 2 years, 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.
IX.	Pay Compensation	The remuneration will be as per industrial standard or mutually agreed between the Company and the Candidate.
X.	Leave	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 encashable.
XI.	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 July 25, 2023 (till 18:00 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 Manager – Legal 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 NICSI.
6. **Probation:** The Manager – Legal 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 – Legal may terminate the Agreement by giving one (1) month advance notice during the probation period.
7. **Termination:** Termination by mutual consent: The Board and Manager – Legal may, by mutual agreement expressed in writing, terminate Employment Agreement at any time.

The Manager – Legal 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 – Legal 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.

National Informatics Centre Services Incorporated
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Ministry of Electronics & information Technology

NOTIFICATION FOR APPOINTMENT AS BUSINESS ANALYST ON
CONTRACTUAL 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 **Business Analyst** on **Contractual basis**.

2. **Schedule of events:**

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

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

I.	Post	Business Analyst
II.	No. of Post & Location	Five (5) at Delhi
III.	Age as on 30.6.2023	Below 35 years
IV.	Education Qualifications	MBA or equivalent degree.
V.	Work Experience	Experience of 4 - 5 years as Business Analyst
VI.	Job Profile	<ul style="list-style-type: none">➤ Gathering, validating and documenting business requirements.➤ Identifying issues, risks and benefits of existing and proposed solutions and outlining business impacts.➤ Creating functional specifications for solutions.➤ Estimating costs and identifying business savings.➤ Simplifying information and deciphering technical jargon so it is easily understood by the whole team.➤ Implementing and testing of solutions.➤ Supporting business transition and helping to establish change.➤ To analyze, document and propose solutions for business areas and to prepare functional specifications➤ Collecting, understanding, and transmitting the business requirements for the project, and translating these into functional specifications➤ To analyze, document and propose solutions for business areas and to prepare functional specifications.➤ Analyze and document business processes.➤ To provide the link between the customer, development team

		<p>and any third party regarding software functionality, throughout the development lifecycle</p> <ul style="list-style-type: none"> ➤ Responsible for documenting client's requirements as Software Requirement Specification and for sign off by the client. ➤ Interaction with the software engineering team to develop the software solution required by the client. ➤ Manage client calls, requirement gathering and analyzing project requirements. ➤ To interact with client organization to understand their business processes. ➤ To interact with the concerned team to develop the software solution required by the clients.
VII.	Preferable	Preference will be given to the candidate who has experience in dealing with Government organizations/PSU/Autonomous Bodies etc.
VIII.	Other Requirements	<ul style="list-style-type: none"> ➤ Experience in IT and business transformation projects ➤ Business analysts need to know how to pull, analyze and report data trends ➤ He/she defines business problems via in-depth investigation and gathering of technical and non-technical information.
IX.	Term Of Contract	The selected candidate will be appointed initially for a period of 2 years, 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.	Pay Compensation	The remuneration will be as per industrial standard or mutually agreed between the Company and the Candidate.
XI.	Leave	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.
XII.	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 July 25, 2023 (till 18:00 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 Business Analyst 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 NICSI.

6. Probation: The Business Analyst 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 Business Analyst may terminate the Agreement by giving one (1) month advance notice during the probation period.

7. Termination: Termination by mutual consent: The Board and Business Analyst may, by mutual agreement expressed in writing, terminate Employment Agreement at any time.

The Business Analyst 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 Business Analyst 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.

National Informatics Centre Services Incorporated
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NOTIFICATION FOR APPOINTMENT AS SOLUTION ARCHITECT ON
CONTRACTUAL 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 **Solution Architect on Contractual basis**.

2. **Schedule of events:**

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

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

I.	Post	Solution Architect
II.	No. of Post & Location	Four (4) at Delhi
III.	Age as on 30.6.2023	Below 35 years
IV.	Education Qualifications	Bachelor's Degree in Engineering, MCA, or equivalent
V.	Work Experience	Experience of 4 - 5 years as Solution Architect
VI.	Job Profile	<ul style="list-style-type: none">➤ Providing recommendations and roadmaps for proposed solutions➤ Performing design, debug, and performance analysis on solutions➤ Documenting and sharing best practice knowledge for new solutions➤ Advocating for process improvements and helping develop solutions➤ Regularly communicating new features and benefits to partners, customers, and other stakeholders➤ Providing technical leadership to a team throughout the project lifecycle➤ Developing proof-of-concept projects to validate your proposed solutions➤ Reviewing and validating solutions designs from other team members➤ To ensure how IT can utilize software, hardware, and infrastructure➤ Building and integrating information systems to meet the needs

		<ul style="list-style-type: none"> ➤ Assessing the systems architecture currently in place and working with technical staff to recommend solutions to improve it ➤ Resolving technical problems as they arise ➤ Designing, modifying, and testing technical architecture ➤ Provide supervision and guidance to development teams ➤ Continually research the current and emerging technologies and propose changes where needed ➤ Assess the business impact that certain technical choices ➤ Provide updates to stakeholders on product development processes, costs and budgets ➤ Advise on design & implementation of Applications, Cloud & infra and Network architecture. ➤ Advise on emerging technologies (AI/ML, block chain etc.) trends and implications for NICS vendor ecosystem
VII.	Other Requirements	<ul style="list-style-type: none"> ➤ Experience in how IT can support the team with software, hardware or infrastructure ➤ Proven work experience as a Solution Architect or similar role ➤ In-depth understanding of coding languages ➤ Sound knowledge of various operating systems and databases ➤ Efficient communication skills
VIII.	Preferable	Preference will be given to the candidate who has experience in dealing with Government organizations/PSU/Autonomous Bodies etc.
IX.	Term Of Contract	The selected candidate will be appointed initially for a period of 2 years, 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.	Pay Compensation	The remuneration will be as per industrial standard or mutually agreed between the Company and the Candidate.
XI.	Leave	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 encashable.
XII.	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.
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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 July 25, 2023 (till 18:00 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 Solution Architect 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 NICS.

6. Probation: The Solution Architect 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 Solution Architect may terminate the Agreement by giving one (1) month advance notice during the probation period.

7. Termination: Termination by mutual consent: The Board and Solution Architect may, by mutual agreement expressed in writing, terminate Employment Agreement at any time.

The Solution Architect 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 Solution Architect 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.

National Informatics Centre Services Incorporated
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NOTIFICATION FOR APPOINTMENT AS SYSTEM ADMINISTRATOR ON
CONTRACTUAL 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 **System Administrator on Contractual basis**.

2. **Schedule of events:**

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

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

I.	Post	System Administrator
II.	No. of Post & Location	One (1) at Delhi
III.	Age as on 30.06.2023	Below 35 years
IV.	Education Qualifications	Bachelor's Degree in Engineering, MCA, or equivalent
V.	Work Experience	Experience of 4 - 5 years as System Administration
VI.	Job Profile	<ul style="list-style-type: none">➤ Install and configure software and hardware➤ Manage network servers and technology tools➤ Set up accounts and workstations➤ Troubleshoot issues and outages➤ Ensure security through access controls, backups and firewalls➤ Upgrade systems with new releases and models➤ Develop expertise to train staff on new technologies➤ Build an internal wiki with technical documentation, manuals and IT policies➤ Monitor performance and maintain systems according to requirements
VII.	Preferable	Preference will be given to the candidate who has experience in dealing with Government organizations/PSU/Autonomous Bodies etc.
VIII.	Other Requirements	Industry certifications such as A+, Network+, Security+, MCTS, MCSA, ITIL V3, etc.
IX.	Term Of Contract	The selected candidate will be appointed initially for a period of 2 years, 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.	Pay Compensation	The remuneration will be as per industrial standard or mutually agreed between the Company and the Candidate.
XI.	Leave	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 encashable.
XII.	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 July 25, 2023 (till 18:00 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 System Administrator 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 NICSI.

6. Probation: The System Administrator 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 System Administrator may terminate the Agreement by giving one (1) month advance notice during the probation period.

7. **Termination:** Termination by mutual consent: The Board and System Administrator may, by mutual agreement expressed in writing, terminate Employment Agreement at any time.

The System Administrator 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 System Administrator 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.