

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:
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 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 28 years, having its head office in Delhi, invites applications for the position of **Manager (Human Resource)** on **contract basis**.

2. **Schedule of events:**

Last Date for Applications: October 20, 2023 (till 18:00 hours)

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

I.	Position	Manager (Human Resource)
II.	No. of Position & Location	One (1) at Delhi
III.	Age as on 30.09.2023	Below 50 years
IV.	Education Qualifications and Work Experience	MBA (HR) degree with minimum 8 years of experience in HR domain.
V.	Other Requirements	<ul style="list-style-type: none">➤ Strong Communication Skills➤ Leadership Skills➤ Knowledge of Employment Laws and Regulations➤ Candidate should be able to analyze data, identify trends, and make data-driven decisions.➤ Candidate should be proficient in using HR technology
VI.	Preferable	Preference will be given to the candidates found well versed with labor laws, compliance, and regulations related to HR in India. Candidate must also have excellent knowledge of HR policies, procedures, and practices.
VII.	Job Profile	<ul style="list-style-type: none">➤ Recruitment and Onboarding: Candidate 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.➤ Employee Relations: Candidate will be responsible for

		<p>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.</p> <ul style="list-style-type: none"> ➤ Compensation and Benefits: Candidate 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. ➤ Training and Development: Candidate 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. ➤ Compliance: Candidate 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. ➤ HR Analytics: 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.
VIII.	Term Of Contract	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.
IX.	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.
X.	Pay Compensation	The remuneration will be as per industrial standard or mutually

		agreed between the Company and the Candidate.
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 position 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 20, 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 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: Candidate 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 position in NICS.

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

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

The Candidate 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 Candidate 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 (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 28 years, having its head office in Delhi, invites applications for the position of **Assistant Manager (Human Resource)** on **Contractual basis**.

2. **Schedule of events:**

Last Date for Applications: October 20, 2023 (till 18:00 hours)

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

I.	Position	Assistant Manager (Human Resource)
II.	No. of Position & Location	Two (2) at Delhi
III.	Age as on 30.09.2023	Below 45 years
IV.	Education Qualifications and Work Experience	<ul style="list-style-type: none">➤ MBA (HR) degree with minimum 5 years of experience in HR domain.<li style="text-align: center;">OR➤ Bachelor's degree in any discipline with minimum 8 years of experience in HR domain.
V.	Other Requirements	<ul style="list-style-type: none">➤ Strong Communication Skills➤ Knowledge of Employment Laws and Regulations➤ Candidate should be able to analyze data, identify trends, and make data-driven decisions.➤ Candidate should be proficient in using HR technology
VI.	Preferable	Preference will be given to the candidates found well versed with labor laws, compliance, and regulations related to HR in India. Candidate must also have excellent knowledge of HR policies, procedures, and practices.
VII.	Job Profile	<ul style="list-style-type: none">➤ Recruitment and Onboarding: Candidate 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

		<p>thorough orientation and are integrated effectively into the organization.</p> <ul style="list-style-type: none"> ➤ Employee Relations: Candidate 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. ➤ Compensation and Benefits: Candidate 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. ➤ Training and Development: Candidate 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. ➤ Compliance: Candidate 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. ➤ HR Analytics: 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.
VIII.	Term Of Contract	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.
IX.	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.
X.	Pay Compensation	The remuneration will be as per industrial standard or mutually agreed between the Company and the Candidate.
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 position 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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