

**National Informatics Centre Services Incorporated (NICS)**  
**(A Government of India Enterprise under NIC)**  
**Ministry of Electronics & Information Technology**  
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1<sup>st</sup> Floor, NBCC Tower,  
15, Bhikaji Cama Place,  
New Delhi – 110066  
Date: January 28, 2025

**Subject: Inviting applications for engagement of Retired Government Officer as  
Consultant on Monthly Basis**

NICSI invites applications from Retired Government Officer from Central/ State Ministries/ Departments & Their Organizations at pay matrix level of 14 or above as “Consultant” on Monthly Basis, for providing consultation to Tender Division, of NICSI. The engagement would be purely on contract basis, as per details below:

<b>Name of the Post</b>	<b>Mode of Recruitment</b>	<b>Pay Level &amp; Pay Band</b>	<b>No. of Vacancies</b>
Consultant (Rtd. Government Official from pay matrix level of 14 or above)	Purely on Contractual Basis	As per OM, Department of Expenditure, Ministry of Finance	01

2. The applicant should be well-versed with Guidelines of GFR, GeM and Government procedures. The applicant should also have technical knowledge and expertise of e-procurements, Preparing RFPs as per norms of government.

3. The terms & Conditions of the contract, Remuneration and Allowances will be as per terms of OM, Department of Expenditure, Ministry of Finance, regarding Regulation of Remuneration in case of Contract Appointment of Retired Central Government Employees.

4. **Procedure of Selection:**

The Screening Committee constituted in NICSI will scrutinize the applications and select Consultant(s) after interview based on the eligibility and requirement.

5. **Termination of Contract:**

The contract can be terminated by NICSI by giving 30 days advance notice to the Consultant. Consultant will also have to serve 30 days’ advance notice to exit from the contract/ engagement. The period may be reduced or waived off with mutual consent and on consideration by Competent Authority.

5. **Contract Period:**

The Contract period will be initially for the period of 6 Months, which may be extended for further period of 1 year in every instance with mutual consent and as per approval of Competent Authority.

6. **Mode of Application**

Eligible Candidates May apply Online by submission of application through email at [hr-nicsi@nic.in](mailto:hr-nicsi@nic.in) OR Offline by submission of Application at NICSI Reception Desk (Physically or by Courier) within 4 days of publication of this advertisement i.e by 31.01.2025.

7. **General Terms & Conditions**

- i. NICSI may assign Additional roles and responsibilities apart from mentioned, as per requirement.
- ii. The period of engagement shall be depending up on requirement and NICSI reserves the right to fill all or some or none of the positions advertised without assigning any reason as it deems fit.
- iii. The positions are purely temporary and contractual in nature and on requirement basis of NICSI and the appointees shall not derive any right or claim for permanent appointment at NICSI.
- iv. The maximum age of applicant shall not exceed 65 Years on the last date of receipt of the applications.
- v. Screening of applications will be based on qualifications, age academic record and relevant experience.
- vi. In case of a query, the following officer may be contacted

**Head- HR**

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6th Floor (Hall No. 2 & 3), NBCC Tower,  
15 Bhikaji Cama Place, New Delhi