

National Institute of Electronics and Information Technology (NIELIT)
(An Autonomous Scientific Society of Department of Electronics and Information Technology)
Ministry of Communications and Information Technology, Government of India
Electronics Niketan, 6, CGO Complex, New Delhi - 110003

National Institute of Electronics and Information Technology (NIELIT) is an organization of Department of Electronics and Information Technology (DeitY), Ministry of Communications and Information Technology, Govt. of India, engaged in human resource development and related activities like skill development, capacity building, project execution in the areas of Information Technology, Electronics, ESDM, e-Governance, Cyber Security etc. both in formal and non-formal sectors of education & training beside project execution. It is also one of the National examination bodies, which accredits institutions / organizations for conducting courses in IT and Electronics in non-formal sector.

National Institute of Electronics and Information Technology (NIELIT) invites applications from desirous and eligible candidates, preferably Retired Government Servants / Persons having experience in Govt. of India for engagement against the following positions at NIELIT Headquarters, New Delhi on short term contract purely on temporary basis initially for a period of six months, which may be extended further depending upon their performance.

CONSULTANT (FINANCE) : 01

Job Profile: Financial vetting appraisals of all proposals, Budget analysis and recommendations, Drafting of reports in MIS, Guidance to Finance & Accounts staff, Monitoring of utilization certificates of projects etc.

Eligibility Criteria: Retired Govt. employees including employees of autonomous bodies/PSUs at Under Secretary/Section Officer level or below having qualification with B.Com/M.Com/CA/ICWA/MBA (Fin)/ CFA from a reputed University/Institution.

Experience: Minimum 10 years experience in Finance & Accounts, especially areas indicated in job profile.

Remuneration : For retired Govt. employees – last pay (-) pension (+) DA, for officers retired from Non- pensionable organization – maximum Rs.50,000/- (Consolidated) keeping in view qualification/experience/knowledge of the field.

Age: Not more than 62 years as on 01.07.2016.

CONSULTANT (PERSONNEL): 01

Job Profile: To provide advice on all Personnel/Service matters, analysis of proposal received and recommendations, drafting of reports in MIS, Guidance to staff working in Personnel Wing etc.

Eligibility Criteria: Retired Govt. employees including employees of autonomous bodies/PSUs at Under Secretary/Section Officer level or below, having qualification with Graduation in any stream/MBA(HR)/PGD in HR/LLB related subjects from a reputed University/Institution.

Experience: Minimum 10 years experience in Personnel Matters especially areas indicated in job profile.

Remuneration: For retired Govt. officials – last pay (-) Pension (+) DA, for officer retired from Non-pensionable organizations and others - maximum Rs.50,000/- (Consolidated) keeping in view the qualification/experience/knowledge of the field.

Age: Not more than 62 years as on 01.07.2016.

CONSULTANT (PROCUREMENT): 01

Job Profile: To provide advice on Government procurement related matters, drafting and revising of RFPs (Standardisation), preparation of various MIS based reports for Stores etc.

Eligibility Criteria: Retired Government employee including employees of autonomous bodies/PSUs at Under Secretary/Section Officer level or below, having qualification with graduation in any discipline, MBA/PGDM from a reputed University/Institution is desirable **OR** Graduate with 1st division in any discipline from a reputed University with knowledge of Government procurement policies and GFR/ Financial Rules, MBA/PGDM with 1st Division from a reputed University/Institution is desirable. Well versed in preparation/drafting of RFPs and inventory management related matters.

Experience: For retired Government Candidates- Minimum 10 years of experience in P & A out of which at least 5 year in Purchase & Stores section especially in the areas indicated in the job profile and for others – minimum 10 years of experience in the areas indicated in the profile.

Remuneration: For retired Govt. officials – last pay (-) Pension (+) DA, for officer retired from Non-pensionable organizations and others - minimum Rs.50,000/- (Consolidated) keeping in view the qualification/experience/knowledge of the field.

Age: Retired Govt. employees - not more than 62 years as on 01.07.2016, for others – minimum 35 years and maximum 50 years as on 01.07.2016.

CONSULTANT (Project Monitoring and Corporate Branding) : 01

Job Profile: Business Promotion, Preparation of Reports, Strong Corporate Communication Skill, Project Monitoring and Coordination with emphasis on documentation, Conceptualization of new initiation/ ideas, Trouble shooting skills, preparation of EoI/ LoI/RFPs etc., well conversant into Social Media.

Eligibility Criteria: BE/B.Tech with MBA from a reputed University/ Institution.

Experience: Minimum 7 years of working experience preferable on similar areas in any of the government organizations viz Central or State governments departments/Enterprises/subordinate bodies /societies etc.

Remuneration: Commensurate with the qualification and experience with a maximum limit of Rs.50,000/- (Consolidated)

Age: Not more than 45 years as on 01.07.2016.

CONSULTANT (e-Governance) : 01

Job Profile: Technology Management

Eligibility Criteria: Essential Qualification: B.E/ B.Tech/ B.Sc. (Comp.Sci/IT)/ BCA/ MCA from a reputed University/Institute or NIELIT 'B'/ 'C' Level.

Desirable qualification: Post Graduation: M. Tech / MBA from a reputed University/Institution.

Experience: Minimum 5 years experience for B.E./B.Tech/MCA/ NIELIT 'B'/ 'C' level and minimum 8 years experience for B.Sc.(Comp.Sci/IT) / BCA in design, monitoring and implementation of e-Governance Solutions, IT Solution, Project Deployment, Managing Software Development, Wide systems integration/ implementation project in government set up, capacity building activities.

Desirable Experience: Should have knowledge of Government IT policies and e-Governance system, analytical and detailed approach to ICT.

Remuneration: Commensurate with the qualification and experience with a maximum limit of Rs.70,000/- (Consolidated)

Age: Upto 40 years as on 01.07.2016.

CONSULTANT (Social Media) : 01

Job Profile: Managing and monitoring of NIELIT's Social Media sites, Leading NIELIT's Social Media Team, deliberate planning and goal setting through regular publishing schedule, content management, development of 'NIELIT Brand' awareness and online reputation etc.

Eligibility Criteria: B.Tech/ MCA/ MBA from a reputed University/Institution or NIELIT 'B' Level with excellent written & verbal skills.

Experience: Minimum 5 years of working experience preferable on similar areas in any of the government organizations viz Central or State governments departments/Enterprises/subordinate bodies /societies etc.

Remuneration: Commensurate with the qualification and experience with a maximum limit of Rs.70,000/- (Consolidated).

Age: Upto 40 years as on 01.07.2016..

CONSULTANT (e-Content) : 01

Job Profile: Storyboard Review, e-Content Review/ Management, Co-ordination with e-Content Vendors.

Eligibility Criteria: B.E/ B.Tech/ MCA/ M.Sc(Comp Sci./IT) from a reputed University/Institution or NIELIT 'B' Level.

Experience: Minimum 5 years of working experience for B.E./B.Tech/MCA/ NIELIT B level, preferably on similar areas in any of the government organizations viz Central or State governments departments/Enterprises/subordinate bodies /societies etc.

Remuneration: Commensurate with the qualification and experience with a maximum limit of Rs.70,000/- (Consolidated).

Age: Upto 40 years as on 01.07.2016.

Application fee & last date

Eligible candidates may apply in the prescribed proforma available at Annexure 'A' to "The Registrar, National Institute of electronics and Information Technology, Electronics Niketan, 6, CGO Complex, New Delhi – 110 003" along with a demand draft of Rs. 100/- in favour of "National Institute of Electronics and Information Technology, New Delhi". SC/ST and PWD candidates are exempted from fee payment. In case the candidate is desirous to apply for more than one position, separate application for each position in the prescribed proforma is required to be submitted.

Last date of receipt of applications is 01st July, 2016.

General Terms & Conditions

1	Period of engagement	The engagement shall be initially for a period of six months or till further orders whichever is earlier. The engagement can be extended from time to time depending upon the performance of the professional and requirement of the Organization with the approval of the Competent Authority.
2	Selection Procedure	The appointment will be purely on contract basis, which shall not confirm any right to the employee for permanency. Consultant will be selected by a screening cum selection committee, constituted by NIELIT for this purpose.
3	Office time, working hours and leaves	Working hours and holidays will be as per norms of this organization. Duty hours will be between 9.00 AM to 5.30 PM on all working days with lunch break between 1.00 PM to 1.30 PM. He/She will be entitled to one day of Casual Leave (CL) for every completed month of service in NIELIT, which will be allowed to be accumulated during a calendar year. He/she will also be entitled to Privilege Leave (PL) of 04 days, if He/she continues to serve full term of three months. In case He/she absent him/herself from duty during any month without sanction of appropriate kind of leave in his/her credit, payment of remuneration for the month will be made on pro-rata basis. In case of joining during mid of a month, a period of less than 20 days will be ignored while the period of 20 days or more shall be considered as a completed month for the purpose of leave entitlement.
4	Scope of Duties	In case of exigencies of work, he/she will be required to attend office on closed holidays e.g. Saturdays/ Sundays, holidays and beyond office hours also, as and when required. If the duties assigned requires to visit outside station, he/she has to travel to other stations according to the orders given by the Competent Authority.
5	Confidentiality and office decorum	He/she has to maintain the confidentiality of all the official information to which he/she has the access. He/She will be required at all times to maintain discipline, punctuality, absolute integrity and devotion of duty as per the rules and regulations of NIELIT /Govt. of India.
6	Termination of service and resignation	Engagement as Consultant may be terminated by giving 15 days notice or in lieu thereof, payment equivalent to remuneration for a half month prevailing on the date of termination. Similarly, resignation from the post by giving a notice for 15 days or in time thereof remitting an amount equivalent to remuneration for a half a month prevailing on the date of resignation.

Annexure - 'A'

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)
(An Autonomous Scientific Society of Department of Electronics and Information Technology)
Ministry of Communications and Information Technology, Government of India
Electronics Niketan, 6 , CGO Complex, New Delhi - 110003

Affix your recent
 passport size
 photograph

Application proforma for Engagement as Consultant (Finance /Personnel /Procurement / Project Monitoring and Corporate Branding/ e-Governance / Social Media / e-Content)

(✓) Tick whichever applicable

1	Name of the Candidate (in Block Letters)				
2	Father's Name (in Block Letters)				
3	Date of Birth (YYYY/MM/DD)				
4	Age as on the last date for submission of application	Years	Months	Days	
5	Nationality	By Birth:		By Domicile	
6	Whether SC/ST/OBC/PH/ General (mention the applicable category)				
7	Please state whether retired from the [Mark the applicable category]	Central Govt	State Govt.	Autonomous Bodies	Any other Organisation
8	Date of Retirement, if applicable (Attach proof)				
9	Address for Communication				
10	Tel. No. (Landline-Resi)	Landline-Office	Mobile	Email ID	
11	DD No.	Date:	Amount:	Drawn on	
12	Details of Educational / Professional Qualifications: (Attach documentary proof with hard copy)				
S#	Degree	Year of Passing	Name of College and University	Main Subject/ Branch	Class/ Division

1					
2					
3					
4					

(Insert rows if required)

13	Details of Past Employment (in chronological order) (Indicate break in service, if any, alongwith reasons thereof)				
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S#	Name & Address of the Employer	Designation	Pay Scale & Total Emoluments	Brief of Job Profile	Period (dd/mm/yy)		Reasons for leaving
					From	To	

(Insert rows if required)

14	Details of Employment from where retired:				
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(i)	Name and address of the Organisation	
(ii)	Status of the Organisation (Central Govt./State Govt. / Autonomous Body / PSU)	
(iii)	Designation	
(iv)	Scale of Pay and total emoluments (as per PPO/ LPC)	
(v)	Amount of monthly pension being received	
(vi)	Period (DD/MM/YY)	From: <input type="text"/> To: <input type="text"/>
(vii)	Nature of Post Held (Regular/ Substantive/ Officiating/ Adhoc/ Temporary/ Contract/ on Deputation)	
(viii)	Brief of Job Profile (Attach separate sheet if required)	

15	Additional Information/ your CV, which you would like to mention in support of your suitability for the post in not more than 200 words (Enclose a separate sheet)
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I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Information/Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. I hereby solemnly declare that all the above statements are true and correct to the best of my knowledge and belief. Further, I clearly understand that this engagement on contractual basis will not entitle me for regularization.

(Signature of the candidate)

Date:

Note: Incomplete application(s), not in accordance with the format/ particulars, will not be entertained.