Eligibility Criteria terms and conditions for engagement of Consultant-Administration Domain (1 Post)

1. **Eligibility and job Description: -**

1.1 The candidate should have retired from Central Government Ministries/Departments having experience of functioning in Govt bodies.

1.2 The candidate who have retired from the post of Director/Joint Director/Deputy Director or equivalent are eligible for engagement to the position of consultant.

1.3 The Candidate should have good communication and interpersonal skills, fair knowledge of computer applications such as MS Office.

1.4 The Candidate should have fair in noting/drafting, knowledge of various establishment/fiancé related rules/regulations of Govt of India and capable of handling administrative matters in following areas: -

1.5 Possess relevant experience in ICT Infrastructure, Procurement, GeM, Tenders and Contract Management;

1.6 Have adequate experience in Administration, Finance, Vigilance and Disciplinary matters, RTI, Grievance Redressal, Stores and related activities. e-procurement.

1.7 Preference may be given to officers having multidisciplinary experience and demonstrated ability to independently handle complex administrative, procurement and related matters.

2. Nature of Duties

2.1. ICT Infrastructure and related procurement activities;

2.2. Procurement through Government e-Marketplace (GeM);

2.3. Preparation, processing and examination of Tenders/RFPs and Contracts;

2.4. Administrative and establishment matters;

2.5. Financial matters and application of relevant Government rules;

2.6. Vigilance and disciplinary cases;

2.7. RTI matters and grievance redressal;

2.8. Stores and inventory-related matters;

2.9. Examination and processing of files, notes, proposals and cases; and

2.10. Any other work assigned by the Competent Authority from time to time.

3. Period of Engagement:

3.1 The engagement of Consultant will be purely on short term contract basis. The initial engagement as Consultant would be for a period of one year, which may be extended beyond one year depending upon the requirement of NIC and performance review of the consultants or but shall not be extended upto the age of 65 years.

3.2 The engagement of Consultant would be on full-time basis and they would not be permitted to take up any other assignment during the period of consultancy with other ministries/departments/PSUs etc.

3.3 The engagement of consultant would be of a temporary nature against the tasks assigned. The engagement can be cancelled at any time by NIC without assigning any reason.

4. Age Limit: Not more than 64 years of age on the last date of submission of application.

5. Remuneration

5.1 A fixed monthly amount shall be paid as per the Government norms, arriving at by deducting the basic pension (gross) from the last basic pay drawn at the time of retirement.

5.2 No increment and Dearness Allowance shall be allowed during the term of the contract.

6. Selection Procedure

6.1 Candidates meeting the conditions shall be shortlisted on the basis of criteria like experience, qualification etc. The Consultant will be selected by a duly constituted Committee.

7. Working facilities to be provided:

7.1 Only the basic facilities/infrastructure will be provided to the Consultant. No Transport or Telephone/Internet facility at residence etc. shall be provided.

8. Other entitlements of consultant:

8.1 Leave: Paid leave for absence will be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year shall not be allowed.

8.2 TA/DA: No TA/DA is admissible for joining the assignment or on its completion.

8.3 Accommodation/HRA: No accommodation or HRA will be provided by the NIC.

8.4 Transportation Allowance: A fixed amount of Rs. 7200/- (for Govt. servants retired at Level-9 and above) as Transport Allowance for the purpose of commuting between the residence and the place of work shall be paid. This shall not exceed the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of engagement. No Dearness Allowance shall be admissible on the Transportation Allowance.

9. Working hours

9.1 The consultant shall have to work as per the working hours of the National Informatics Centre. However, depending on the exigency of work, he/she may be required to come early or sit late to complete the time bound work or attend office on holidays. No extra remuneration or fee would be payable if work requires late sitting or coming on holidays.

9.2 The Consultant will be required to mark his attendance in Bio-metric System.

10. Tax deduction at Source

10.1 Income Tax or any other tax liable to be deducted, as per the prevailing rules, will be deducted at source before effecting the payment of remuneration.

11. Confidentiality of data and documents

11.1 The Consultant shall not utilize or publish or disclose or part with, to a third party, any data or statistics or proceedings or information gathered during the course of the assignment for the office, without the express written consent of this NIC. The Consultant shall be bound to hand over the entire set of records of assignments to the office before the expiry of the contract and before the final payment is released by the office. The Consultant shall sign an agreement of confidentiality with the Government of India to this effect which shall contain a clause on Ethics and Integrity.

12. Conflict of Interest

12.1 The Consultant appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office. No Consultant would be permitted to take up any other assignment during the period of Consultancy in NIC.

13. Termination of service

13.1 National Informatics Centre may terminate the services of the Consultant, if:

13.1.1 The Consultant is unable to accomplish the assigned works.
13.1.2 Quality of the accomplished work is not to the satisfaction of NIC.
13.1.3 The Consultant fails in timely achievement of the milestones as decided by NIC.
13.1.4 The Consultant is found lacking in honesty and integrity.
13.1.5 Posting of a government official who could do the Consultant's job.
13.1.6 The requirement of consultant for the work assigned ceases to exist.
13.1.7 The undertaking given by the candidate is found false.
13.1.8 The Consultant completes 5 years from the of retirement.

13.2 The services can be terminated by giving fifteen days' notice in writing from either side. The termination will be without prejudice to either party's rights accrued before termination.

14. Accident, Injury, etc. during the period of engagement

14.1 National Informatics Centre shall not be responsible for any loss, accident, damage, injury suffered by the Consultant whatsoever arising in or out of the execution of his work, including travel.

15. Rights of National Informatics Centre

15.1 National Informatics Center reserves the right to cancel and not to proceed in the matter for engagement of consultants at any stage without giving any reason, whatsoever.

16. **Last Date for Submission of Applications: 30th November 2026.**

17. Interested eligible candidates may submit their applications in the prescribed format along with supporting documents, to the Deputy Director, Procurement Section, National Informatics Centre, through e-mail id bo1-ps@nic.gov.in.

Application for engagement of consultant -Administration Domain on contract basis in the National Informatics Centre, NIC Delhi.

Recent passport size photograph

Sr. No.	**Particulars**
1.	Full Name (in Block Letters
2.	Father's/Husband's Name
3.	Date of Birth
4.	Contact details — Mobile/Tel. / e-mail
5.	Address for communication
6.	Date of Joining of Govt. Service
7.	Age as on date
8.	Whether SC/ST/OBC
9.	Whether physically handicapped
10.	Date of Retirement and the post from which retired (enclosed copy of retirement order)
11.	Name of the Ministry/Department from which retired
12.	Last Pay Drawn (Please enclose copy)
13.	Education/Technical Qualification (Please enclose copy of certificate/marksheet)
14.	P.P.O. No. (Please enclose copy)
15.	Details of Computer Knowledge
16.	Brief particulars of experience (A separate sheet may be annexed)

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/incomplete or ineligibility being detected at any time before OR after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the National Informatics Centre. I have read this circular and ready to accept all the terms and conditions for engagement of consultant.

Signature: _____

Place: _____

Date: _____