

F. No. 6(17)/2024-Pers.
Government of India
Ministry of Electronics and Information Technology
National Informatics Centre
(Personnel Division)

A-Block, CGO Complex,
Lodi Road, New Delhi-110003

Dated: 12th December, 2024

VACANCY CIRCULAR

Subject: Filling up the Group-A (Ministerial / Non-Ministerial) posts in National Informatics Centre on deputation.

National Informatics Centre (NIC), an attached office under MeitY, is a premier Government of India Organization providing e-Governance services, Network Services and Data Centre services at the Central, State and District levels on 24x7 basis. NIC is closely associated with the government in different aspects of e-governance by establishing a nationwide state-of-the-art ICT infrastructure and services for Central Government, State Governments, UT Administrations, Districts and other Government bodies. Its state-of-art IT infrastructure includes Multi-Gigabit PAN India Network NICNET, National Knowledge Network, National Data Centres, National Cloud, Video Conferencing, Email and Messaging Services, Command and Control Centre, Multi-layered GIS based Platform, Domain Registration and Webcast. With an advanced and robust infrastructure, digital platforms as well as on-ground services, NIC is connecting the citizens with the government through a holistic digital landscape and ensures tech-enabled services that reach the unreached.

2. NIC Headquarters requires the services of suitable officers with excellent service records and work experience from Central Government or State Government or Union territory Administrations on deputation basis initially for a period of two year for the posts of Director, Joint Director, Deputy Director and Assistant Director (Official Language). Details of the same are given below:

2.1 Director in the level-13 of the Pay Matrix Rs.123100-215900, General Central Service, Group 'A', Gazetted, Ministerial in the National Informatics Centre, Headquarter, New Delhi

1.	Number of Post(s)	One
2.	Eligibility	<p>Officers of the Central Government or State Governments or Union territory Administrations,—</p> <p>(a) (i) holding analogous post on a regular basis in the parent cadre or department; or (ii) with five years service rendered after appointment to the post on a regular basis in level-12 of the pay matrix (Rs.78800-209200) or equivalent in the parent cadre or department; and</p> <p>(b) possessing the following educational qualifications and experience, namely:—</p> <p>(i) Essential qualifications: Bachelor's degree from a recognised University or institute.</p> <p>(ii) Experience: Three years experience in establishment or personnel matters or purchase or finance matters.</p>

2.2 Joint Director in level-12 of the Pay Matrix (Rs.78800-209200), General Central Service, Group 'A', Gazetted, Ministerial in the National Informatics Centre, Headquarter, New Delhi

1.	Number of Post(s)	Two
2.	Eligibility	<p>Officers of the Central Government or State Governments or Union territory Administrations,–</p> <p>(a) (i) holding analogous post on a regular basis in the parent cadre or department; or</p> <p>(ii) with five years service rendered after appointment to the post on a regular basis in level-11 in the pay matrix (Rs.67700-208700) or equivalent in the parent cadre or department; and</p> <p>(b) possessing the following educational qualifications and experience, namely:–</p> <p>(i) Essential qualifications: Bachelor's degree from recognised University or institute.</p> <p>(ii) Experience: Three years experience in establishment or personnel matters or purchase or finance matters.</p>

2.3 Deputy Director in the level-11 of the Pay Matrix (Rs.67700-208700) of General Central Service, Group 'A', Gazetted, Ministerial in the National Informatics Centre, Headquarter, New Delhi

1.	Number of Posts	01 (One)
2.	Eligibility	<p>Officers of the Central Government or State Governments or Union territory Administrations,–</p> <p>(a) (i) holding analogous post on a regular basis in the parent cadre or department; or</p> <p>(ii) with five years of regular service in posts in level-10 in the pay matrix (Rs.56100-177500) or equivalent; or</p> <p>(ii) with eight years service rendered after appointment to the post on a regular basis in level-8 in the pay matrix (Rs.47600-151100) or equivalent in the parent cadre or department; and</p> <p>(b) possessing the following educational qualifications and experience, namely:–</p> <p>(i) Essential qualifications: Bachelor's degree from a recognised University or institute.</p> <p>(ii) Experience: Four years experience in establishment or personnel matters or purchase or finance matters etc.</p>

2.4 Assistant Director (Official Language) in level-10 of the Pay Matrix (Rs.56100-177500), General Central Service, Group 'A', Gazetted, Non-Ministerial in the National Informatics Centre, Headquarter, New Delhi

1.	Number of Post(s)	One
2.	Eligibility	<p>Officers of the Central Government or State Governments or Union territory Administrations:</p> <p>(a) (i) Officer holding analogous post on a regular basis in the parent cadre or department; or</p> <p>(ii) with three years service rendered after appointment to the said post on a regular basis in level-7 in the pay matrix (Rs. 44900-142400) or equivalent in the parent cadre or department; and</p> <p>(b) Essential educational qualification:</p> <p>(i) Master's degree from a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; or.</p> <p>(ii) Master's degree from a recognised University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; or</p> <p>(iii) Master's degree from a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; or</p> <p>(iv) Master's degree from a recognised University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as a medium of examination at the degree level; or</p> <p>(v) Master's degree from a recognised University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level; and</p> <p>(b) Experience:</p> <p>(i) three years' experience of using or applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under the Central Government or State Governments or Union territory Administrations or autonomous body or statutory organisations or public sector undertakings or Universities or recognised research institutions; or</p>

		<p>(ii) three years' experience of teaching in Hindi and English or research in Hindi or English under the Central Government or State Governments or Union territory Administration or autonomous body or statutory organisations or public sector undertakings or University or recognised research institutions.</p> <p>Note 1: Qualifications are relaxable at the discretion of the competent authority, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.</p> <p>Note 2: The qualifications regarding experience are relaxable at the discretion of the competent authority, for reasons to be recorded in writing, in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stage of selection, competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p> <p>Desirable: Studied one of the languages, other than Hindi, included in the Eighth Schedule to the Constitution at 10th standard from a recognised Board.</p>
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3. General terms and conditions:

3.1 Initially the period of deputation will be for a period of two years and can be extended based on the vacancy position and performance of the official.

3.2 The period of deputation including period of deputation held against another ex-cadre post immediately preceding this appointment in the same or some other organization shall not ordinarily exceed five years. The maximum age limit for appointment on deputation (including short term contract) shall not be exceeding 56 years as on closing date of receipt of applications. The terms and conditions of deputation and pay & allowances will be governed in accordance with the Department of Personnel & Training's O.M. No.6/8/2009-Estt. (Pay-II) dated 17.06.2010, as amended from time to time.

3.2 The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

3.3 The period of deputation including period of deputation in another ex-cadre post, held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not to exceed three years.

3.4 The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.

4. It is requested that the particulars in the prescribed proforma (Annexure-I) of eligible and willing persons who can be spared immediately may be sent to this organization along with their up-to-date APAR Dossier for the last five years and Vigilance Clearance/Disciplinary Clearance to

- 5 -

the undersigned at the above-mentioned address within 45 days of the publication of Advertisement in Employment Newspaper.

5. Applications received after the due date and without APAR dossiers and Vigilance Clearance/ Disciplinary Clearance will not be entertained under any circumstances. The official once selected shall not be allowed to withdraw his/her candidature at a later date.

(Om Prakash Wadhwa)
Director
Email: director-pers@nic.in

To:

1. All Ministries/Department of Government of India.
2. Notice Board through website <https://recruitment.nic.in> / DigitalNIC

ANNEXURE-I

PROFORMA FOR APPLICATION**CURRICULUM VITAE**

1.	Application for the post																									
2.	Name & Address of the Applicant (IN BLOCK LETTERS)																									
3.	Date of Birth (In Christian Era)																									
4.	Date of Retirement under Central/State Government Rules																									
5.	Educational Qualifications																									
6	Whether Educational and other qualifications required for the post are satisfied (If any qualification has been treated as equivalent to the prescribed in the Rules, state the authority for the same)																									
	Essential (1) (2) (3) Desired (1) (2)	Qualification/experience required possessed by the officer																								
7.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.																									
8.	Details of employment chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.																									
<table border="1"> <thead> <tr> <th>Office / Institution</th> <th>Post held</th> <th>From</th> <th>To</th> <th>Pay Level & basic pay</th> <th>nature of duties (in detail)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Office / Institution	Post held	From	To	Pay Level & basic pay	nature of duties (in detail)																		
Office / Institution	Post held	From	To	Pay Level & basic pay	nature of duties (in detail)																					
9.	Nature of present employment i.e., Ad-hoc or temporary or Quasi-permanent or Permanent.																									
10.	In case the present employment is held on deputation / contract basis, please state:																									
	(a) The date of initial appointment																									
	(b) Period of appointment on deputation / contract																									
	(c) Name of the parent office/ organisation to which you belong.																									
11.	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)	(a) Central Government (b) State Government (c) Autonomous organization / bodies (d) Government Undertaking / PSU (e) Universities (f) Others																								

12.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	
13.	Are you in pay structure of 7 th CPC? If yes, give the date from which the revision took place and also indicate the pre-revised scale	
14.	Total monthly emoluments drawn in present	
15.	Additional information, if any, which you would like to mention in support of your suitability for the post (this among other regard to (i) additional academic qualifications (ii) Professional training and (iii) work experience over and above prescribed in the vacancy circular / advertisement) (Note: Enclose a separate sheet, if the space is insufficient)	
16.	Achievements in the career which may support your candidature.	
17.	Whether belongs to SC/ST/OBC	
18.	Remarks (the candidate may indicate information with regard to (i) Research publications and report and special project (ii) Awards/scholarship/Officials Appreciation (iii) Affiliation with the professional bodies / institutions / Societies and (iv) any other information. (Note: Enclose a separate sheet if the space is insufficient)	
19.	Contact Numbers	(a) Office : (b) Residence: (c) Mobile:

I have carefully gone through the vacancy circular / advertisement and I am well aware that the 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.

Date: _____

(Signature of the Candidate)

Certificate to be furnished by the Employer/ Head of Office / Forwarding Authority

Certified that the particulars furnished by _____ are correct and he/she possesses requisite educational qualifications and experience mention in the circular.

Also certified that-

- i) There is no Vigilance and disciplinary case pending / contemplated against him/her.
- ii) His/Her complete ACRs/APARs for the last 5 years duly attested (one each page) by an officer of the rank of Under Secretary or equivalent to the Government of India are enclosed.
- iii) His/Her integrity is beyond doubt.
- iv) No major / minor penalties have been imposed on him/her during the last 10 years / list of major / minor penalties imposed on him/her during the 10 years are enclosed.

(Strike out which is not applicable.)

Signature _____
Name & Designation (with official stamp)

Dated: _____

Place : _____