

TERMS & CONDITIONS FOR THE POST OF CONSULTANT

E-GOVERNANCE & INFORMATION TECHNOLOGY

i) Educational Qualification:

- MCA/ M.Sc. (Computer Science or Information Technology)/ B. Tech (Computer Science/IT) from recognized University

ii) Experience:

- 03 years experience with PHP, Mysql, Open ERP
- 03 years working experience in a reputed IT company engaged with Govt. of India Department or Ministry or PSUs/ Govt. organization
- Should have expertise in the field of IT with knowledge of Software (database management & website management), Hardware handling and Cyber Security
- 03 years experience in digital networks and its security and maintenance

iii) Professional Skills

- Knowledge of latest in IT innovation, process re-engineering
- Monitor and overview of strategic control processes
- Prepare and implement Data audit strategy
- Interaction with OEM's in regards to project requirements

iv) Age Limit:

- Should not be more than 40 years on the last date for receipt of application.
- For GOI Retired officer/official not exceeding 62 years

v) Remuneration:

- The consultant (E-Governance and Information Technology) will be paid a consolidated remuneration @ Rs. 75,000/- p.m. or upto maximum limit of Rs. 10.00 lakhs per annum
- Consultant shall not be entitled to any allowance etc.

vi) Drawal of Pension:

- The retired Govt. servant engaged as Consultant shall continue to draw pension and Dearness Relief on pension during the period of his engagement as Consultant
- The engagement as Consultant shall not be considered as a case of re-employment.

vii) Scope of Work/ Job Responsibilities:

The Consultant's duties will include, but not be limited to the following:

- The Selected consultant will be required to work as IT expert dealing with software, hardware as well as Cyber Security matters.
- To oversee the admission to Alumni Portal (A2A) portal of ICCR
- To oversee maintenance and uploading data at DBT portal
- Monitoring of ICCR website
- Monitoring of Aadhar Enabled Biometric Attendance Machines
- Management of Mobile App.
- Management of cloud resources
- Any other work assigned by the Competent Authority from time to time

GENERAL CONDITIONS

i) Engagement:

- The Engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in ICCR.

ii) Leave:

- The Consultants shall be entitled to avail 12 days of Leave in a calendar year on pro rata basis.
- The un-availed leave in a calendar year can neither be carried forward to next calendar year nor be entitled for leave encashment.

iii) Working Hours:

- The consultant shall be required to observe the normal office timing (9.30 a.m. to 6.00 p.m.) and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of exigencies of work.



iv) **Termination of Agreement:**

ICCR may terminate the contract to which these terms apply, if:-

- The consultant is unable to address the assigned work.
- Quality of the assigned work is not to the satisfaction of the Controlling Officer/ Competent Authority in ICCR.
- The Consultant is found lacking in honesty and integrity.
- The Competent Authority in ICCR may also terminate the contract at any time without giving any notice and also without assigning any reason.
- If the Consultant wants to terminate the contract, he/ she will have to give at least one month notice.



ANNEXURE-I

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APPLICATION PROFORMA FOR THE POST OF CONSULTANT IN ICCR, NEW DELHI

1. Name in full (BLOCK LETTER) :
2. Date of Birth (in Christian Era) :
3. Gender :
4. Educational Qualifications :
(Matriculation onwards)

<u>S. No.</u>	EXAMINATION	BOARD/UNIVERSITY	MARKS OBTAINED (%)

5. Complete Residential Address :
6. Mobile No. :
7. Email id :
8. Details of employment in the chronological order, if applicable (Enclose a separate

Department/ Institution/ organisation	Post held	From	To	Emoluments	Nature of duties performed

9. Details of courses /training programmes attended, if any :
10. Languages Known :
11. Details of previous consultancy :
12. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if needed.
13. Remarks:

(Signature of Candidate)

Date: