

Government of India
National Commission for Scheduled Castes
(A Constitutional body set up under Article 338 of the Constitution of India)

5th Floor, Lok Nayak Bhawan
Khan Market, New Delhi-110003
Dated: 12th January, 2021

CIRCULAR


Subject: Inviting Applications for Engagement of Consultant (IT Wing) on contractual basis in National Commission for Scheduled Castes (NCSC), New Delhi -reg.

National Commission for Scheduled Castes (NCSC) invites applications for engagement of 1 (One) Consultant (IT Wing) on contractual basis for a period of one year. The summary Eligibility and other conditions for applying for the post of Consultant (IT Wing) Terms of Reference for engagement are given in **Annexure-I**.

2. Applications from eligible candidates for the aforesaid post is invited in the enclosed proforma (**Annexure-II**). Application shall be accompanied with the copies of certificates/marksheets of educational qualifications and experience. Duly filled in Application along with relevant documents may be sent to Under Secretary (Admin.), National Commission for Scheduled Castes, 5th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003. Envelope containing application shall be superscribed as "Application for the post of Consultant (IT Wing)". Application may also be sent through email at ccell-ncsc@nic.in with a copy to kishan.chand68@nic.in. All the applicants would be required to produce hard copy of the application along with required documents (in original) at the time of interaction. An email communication will be sent to all those who are called for interaction. Last date of receipt of Application is 19th January, 2021.

3. Applications received after the due date, incomplete applications will not be entertained. Only shortlisted candidates will be called for interaction. National Commission for Scheduled Castes reserves the right to reject any application without assigning any reason or to abrogate the selection process at any stage without assigning any reason.

Encl: Annexure-I&II.


(Kishan Chand)
Under Secretary to Govt. of India

Circulation/Display

1. website of National Commission for Scheduled Castes i.e. ncsc.nic.in

Copy to-

Ministry of Social Justice & Empowerment (Kind Attention: Shri Dipta Bhanu Das, Deputy Secretary, SCD-VI email: diptab.das@nic.in), Shastri Bhawan, New Delhi.

Terms and Conditions for Engagement of Consultant (IT Wing) in the National Commission of Scheduled Castes (NCSC)

The National Commission for Scheduled Castes (NCSC), a constitutional body set up under Article 338 of the Constitution of India requires the services of an IT professional. The IT professional would be required to: -

- (i) to manage the IT Cell of NCSC, which is being set up streamlining its process, better coordination with regional offices of NCSC, better interface with stakeholders, effective monitoring of cases in line with the vision and aim of the Digital India as pioneered by the Hon'ble Prime Minister of India.
- (ii) to create and manage the Social Media Account (Facebook/Twitter) of NCSC.
- (iii) to look after the overall implementation of E-office and solve the day-to-day problem, if there is any.
- (iv) evaluate and monitor the IT/Digital Architecture which NCSC proposes to develop in consultation with Bhaskaracharya Institute for space Applications and Geo informatics (BISAG), Gujarat.
- (v) give required assistance to NCSC in evaluating and monitoring the implementation of various schemes of the Government of India as well as State Government through Digital means.

2. Eligibility

- (i) The eligibility criteria for applying for the post of Consultant (IT Wing) is Master's Degree/ Bachelor's Degree/ Diploma in Computer/Information Technology (IT) with at least 5 years of working experience in the field of IT.
- (ii) Persons having obtained Master's Degree/ Bachelor's Degree/ Diploma in Computer/ Information Technology (IT) or any other Master's Degree/ Diploma/ Degree related to Computer/IT from abroad will be given preference.
- (iii) Persons having worked abroad will be given preference.

3. Age Limit

Not Exceeding 30 years as on the closing date of the Application.

4. Confidentiality

- (i) He/she would be subject to the provisions of the Indian Official Secrets Act, 1923 and he/she shall not divulge any information gathered in course of discharge of duties to anyone who is not authorized to know/have the same.
- (ii) He/she shall maintain absolute confidentiality and secrecy of information handled by him/her. The secrecy and confidentiality shall be maintained ever after the termination of engagement.

5. **Conflict of Interest**

He/she shall follow all the rules and regulations laid down by the Govt. of India for employees/contractual staff. He/she will display utmost honesty, sincerity and secrecy while discharging their duties. In case, the services of Consultant (IT Wing) is found to be lacking on this count or found to be in conflict with the interest of Govt. of India/NCSC, his/her services may be discontinued immediately without assigning any reason.

6. **Communication Skill**

He/she shall have excellent writing, oral communication and interpersonal skill.

7. **Health**

He/she should be of sound health.

8. **Leave**

A total of 8 days of leave may be given to Consultant (IT Wing) in a calendar year. Also, un-availed leave; out of 8 days of leave in a calendar year; cannot be carried forward to the next year calendar year. If a consultant takes more than 8 days of leave, then his/her remuneration would get reduced on pro-rata basis in the month in which he/she remained on leave.

9. **Working Hours**

Consultant (IT Wing) would be required to follow the normal working hours of the Commission i.e. from 9.30 AM to 6.00 PM. However, as per the exigency of work, he/she may be required to work beyond office hours and on holidays.

10. **Remuneration & Tenure**

- (i) The services of the Consultant (IT Wing) will be on contract basis with monthly remuneration @ Rs. 65,000/- per month with an additional Rs. 5,000/- per month (Fixed) for meeting expenses on transport and other contingency expenditures.
- (ii) The engagement of IT professional will be purely on temporary basis and he/she will have no claim for permanent appointment in the Commission.
- (iii) The initial period of contract will be for one year from the date of assumption of charge, which may be extended based on the assessment of performance and further need of the commission. The tenure of contract is liable to be terminated before one year without assigning any reason.

Annexure-II

Application for Engagement as _____ Legal Assistant in NCSC
{Ref: NCSC's Circular No. NCSC-Adm./2/2021-UA-(Admin) [38898]}

Affix latest
Passport
size
Photograph
& Sign
Across it

1. Name (Shri/Smt./Ms.) _____
Nationality _____
Father's Name (Shri) _____
Husband's Name (wherever applicable) _____
2. Address for communication: _____

Permanent Address: _____

- E-mail ID (i)
E-mail ID (ii), if any,
Mobile No. (i)
Mobile No. (ii), if any,
3. Date of Birth (in Christian era) DD/MM/YYYY:
Age as on closing date of Advertisement:

4. Details of Educational Qualifications (Graduation onwards):

S.N.	Examination Passed	Subject/ Discipline	Year of Passing	University/ Institution	% of Marks
1					
2					
3					
4					

(Please attach self-attested copy of certificates/mark-sheets)

5. Details of Experiences:

S.N.	Organization Name	Position Held	Tenure	
			From	To
1				
2				
3				
4				

(Please attach documentary evidence, if any)

6. **UNDETAKING/DECLARATION**

Certified that the information furnished above are true and correct to the best of my knowledge and belief. I understand that in case any of the information furnished above is found to be false/inaccurate at any stage before or after my engagement as Consultant (IT Wing), my engagement/contract is liable to be cancelled and I may also be held liable for legal, other action as per rules.

I also agree to abide by the Terms and Conditions of my engagement as Consultant (IT Wing) in National Commission for Scheduled Castes.

Date:

Place:

Signature:
(Each Page of Application shall be signed)

Details of Documents Enclosed:

- (i) :
- (ii) :
- (iii) :
- (iv) :
- (v) :