

National Institute of Electronics and Information Technology (NIELIT)

(Ministry of Electronics and Information Technology, Government of India)

NIELIT Bhawan, Plot No. 3, PSP Pocket, Institutional Area, Sector 8 Dwarka, New Delhi 110077

Website: <https://www.nielit.gov.in>

National Institute of Electronics and Information Technology (NIELIT) invites applications from experienced persons/ retired Officers for engagement of Consultants as detailed hereunder purely on contract basis for an initial period of 06 months from the date of engagement which may be extended or curtailed as per the functional requirement.

2. Details of the consultants required:

- (i) Consultant Academic, Planning and Development – 01 (preferably a retired person from Universities / academics)
- (ii) Consultants HR – 02 (experienced person having knowledge in Government working at least at the level of Under Secretary or Level 11 as per 7 CPC or MBA (HR) and well conversant with rules and regulations)

3. Age limit:

Not more than 64 years of age on the last date of receipt of application.

4. Remuneration:

4.1 A fixed monthly amount shall be paid as per the Government norms arriving at by deducting the basic pension (gross) from the basic pay drawn at the time of retirement in the case of persons retired from Government Service.

4.2 The remuneration in case of officers retired from Autonomous Bodies/ Universities and other officers not entitled to pension, shall be fixed at 50% of last pay drawn.

4.3 Remuneration in respect of the persons other than above (from open market), shall be decided based on their experience on the subject.

5. Working facilities to be provided:

Only the basic facilities/ infrastructure will be provided to the consultants. No transport or telephone/ internet facility at residence, stenographic, clerical support etc. shall be provided.

6. Other entitlements:

6.1 **Leave:** Leave of 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.

6.2 **TA/ DA:** No TA/DA shall be admissible for joining the assignment or on its completion. The Consultants shall be allowed TA/DA on official tour, if any, as per his/her entitlement at the time of retirement. In other cases, the entitlement shall be at par with the similar category of regular employees.

6.3 **Accommodation/HRA:** No accommodation or HRA will be provided by the NIELIT.

6.4 **Transport Allowance:** A fixed amount of Rs. 7200/- shall be paid as Transport Allowance for the purpose of commuting between the residence and the place of work. 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. In the cases of the consultants who are not retired from Govt. service, the Transport Allowance shall be fixed at par with the similar category of regular employee's subject to a maximum of Rs. 7200/-. No Dearness Allowance shall be admissible on the Transport Allowance.

6.5 **Working hours:** The Consultants shall have to work as per the working hours of National Institute of Electronics and IT. However, depending on the exigency of work, one 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. The Consultants will be required to mark his attendance.

7. Tax deduction at Source:

7.1 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.

8. Confidentiality of data and documents:

8.1 The Consultants 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 NIELIT. 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 Consultants shall sign an agreement of confidentiality with the NIELIT to this effect which shall contain a clause on Ethics and Integrity.

9. Conflict of Interest:

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

10. Termination of engagement:

10.1 National Institute of Electronics and IT (NIELIT) may terminate the services of the Consultants, if:

- 10.1.1 The Consultant is unable to accomplish the assigned works.
- 10.1.2 Quality of the accomplished work is not to the satisfaction of NIELIT.
- 10.1.3 The Consultant fails in timely achievement of the milestones as decided by NIELIT.
- 10.1.4 The Consultant is found lacking in honesty and integrity.
- 10.1.5 A NIELIT official is posted who could do the Consultant's job
- 10.1.6 The requirement of Consultant for the work assigned ceased to exist.
- 10.1.7 The undertaking given by the candidate is found false.
- 10.1.8 The Consultant completes 5 years of retirement.

10.2 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.

11. Accident, Injury, etc., during the period of engagement:

11.1 National Institute of Electronics and Information Technology 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.

12. Rights of National Institute of Electronics and IT:

12.1 National Institute of Electronics and IT reserves the right to cancel and not to proceed in the matter for engagement of Consultants at any stage without giving any reason, whatsoever.

Note:

The application in the prescribed proforma at **Annexure-I** may be submitted to the Registrar, National Institute of Electronics and Information Technology (NIELIT). Last date for receipt for application is 15th March, 2022.

Registrar