

Dated: 27.04.2015

**OFFICE MEMORANDUM**

Subject: Filling up of the post of **Director General in National Informatics Centre** in the HAG scale i.e. Rs.67,000–79,000/- (annual increment at the rate of three percent) by promotion / deputation (including short-term contract) / direct recruitment basis.

National Informatics Centre (NIC) is an attached office of Department of Electronics and Information Technology (DeitY) and is providing network backbone and e-Governance support to Central Government, State Governments, UT Administrations, Districts and other Government bodies. It offers a wide range of ICT services including Nationwide Communication Network for decentralised planning, improvement in Government services and wider transparency of national and local Governments. NIC assists in implementing Information Technology Projects, in close collaboration with Central and State Governments, in the areas of (a) Centrally sponsored schemes and Central sector schemes, (b) State sector and State sponsored projects, and (c) District Administration sponsored projects. NIC endeavours to ensure that the latest technology in all areas of IT is available to its users. Further details with regard to NIC may be perused at the official website i.e. [www.nic.gov.in](http://www.nic.gov.in).

2. This Department is looking for an experienced and dynamic officer who would be Head of NIC as the Director General in the HAG scale of Rs.67,000–79,000/-. The post is to be filled up by promotion / deputation (including short-term contract) / direct recruitment basis. The eligibility criteria along with other details of post are given in **Annexure-I**. The person selected will be entitled to draw pay in accordance with the Central Government's order as amended from time to time.

**Note: [Candidates who had applied earlier against advertisement for filling up the post of DG, NIC, published in Employment News on May 3-9, 2014 and are eligible as per criteria advertised, need not apply again.]**

3. Applications of eligible and willing persons who can be spared may be forwarded immediately in the prescribed format (**Annexure-II**) through proper channel to Shri Girish Sahai, Joint Director, Department of Electronics and Information Technology (DeitY), Electronics Niketan, 6, C.G.O. Complex, New Delhi-110003 **by 22.06.2015**. Ten (10) more days shall be given in respect of applications received from the candidates residing in remote areas as given in Column 8 of **Annexure-I**. The applications received after 22.06.2015 (02.07.2015 in the case of remote areas) shall not be accepted.

4. The applications of applicants serving in Government organizations must be accompanied by photocopies of ACRs/APARs for the last five years duly attested by an officer not below the rank of Under Secretary or equivalent. While forwarding the applications, it may please be certified that the particulars furnished by the officer(s) are correct and that no disciplinary or vigilance case is either pending or contemplated against the officer. It may also be confirmed that in the event of selection the officer concerned will be relieved of his/her duties. The integrity of the officer may also be certified by an officer not below the rank of Under Secretary or equivalent.

4.1 Applications, which are incomplete or are not accompanied with the photocopies of ACRs/APARs for the last five years and other relevant documents in support of age, educational qualifications, experiences etc. will not be entertained and no correspondence will be made or entertained in this regard.

5. Candidate once selected will not be allowed to withdraw his/her name at a later date.
6. This may please be given wide publicity in various units of the Ministry/ Department, including attached and subordinate offices.

(Girish Sahai)  
Joint Director  
**Tel.No. 24364743**

To:

1. All Ministries/Departments of Government of India
2. DG(ICERT)/DG(NIC)/ DG(STQC)/Office of CCA
3. JS(Pers.)/DS(Pers.)
4. DD(ABC), DeitY : for circulation in Societies under DeitY
5. PA to JD(Pers.) for Intra-DIT
6. Shri A.K. Garg, Scientist 'E' : for display on DeitY Web-site
7. Notice Board.

Copy to:

1. Senior Technical Director, National Informatics Centre, DoPT, North Block, New Delhi: with a request to upload on the official website of the Department of Personnel & Training i.e. [www.persmin.nic.in](http://www.persmin.nic.in) for its wider circulation.

(Girish Sahai)  
Joint Director  
**Tel.No. 24364743**

**Eligibility conditions etc. for the post of Director General, National Informatics Centre (NIC)**

1. Name of organization : National Informatics Centre (NIC)
2. Name of post : Director General
3. Number of post : One
4. Classification : General Central Services Group 'A' Gazetted, Non-Ministerial
5. Scale of pay : HAG Scale Rs. 67,000- 79,000/- (annual increment @ 3%)
6. Method of recruitment : By promotion / deputation (including short-term contract) / direct recruitment
7. Eligibility : Deputation:
  - (A) Officers of the Central Government or State Government or Public Sector Undertaking or Autonomous bodies:
    - a) (i) holding analogous post on regular basis; or
    - (ii) with three years regular service in the pay band – 4 Rs.37,400-67,000/- with Grade Pay of Rs.10,000/-; and
    - b) Possessing the qualifications and experience prescribed for direct recruits.
  - (B) All India Service Officers with three years regular service in pay band – 4 Rs.37,400-67,000/- plus Grade Pay of Rs.10,000/- after empanelment of their Batch at the centre and with five years experience in the area of e-Governance.

The National Informatics Centre Scientist 'G' in the pay band-4, Rs.37,400-67,000/- plus grade pay – Rs.10,000/- with three years regular service in the grade shall be considered along with outsiders and in case he is selected for appointment, the post shall be deemed to have filled by promotion. Age & Educational Qualifications prescribed for Direct Recruits would not be applicable in Promotion mode.

**Note 1:** Period of deputation (including short-term contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or other organization or Department of the Central Government shall ordinarily not exceed five years.

**Note 2:** The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date for receipt of applications.

(ii) Direct Recruitment: Upto 50 years ((relaxable for Government servants upto five years in accordance with the instructions or orders issued by the Central Government from time to time).

Educational qualifications(Essential):

Degree in Engineering or Technology from a recognized University or Institute or M.Sc.(Electronics) or M.Sc.(Applied Electronics) or Masters' Degree in Computer Applications or M.Sc.(Computer Science/Information Technology).

Educational qualifications(Desirable):

Masters' Degree in Engineering or Technology or Doctorate Degree in Computer Science or Information Technology or Electronics.

Experience:

(i) Twenty-five years experience in the area of Information Technology or System Implementation or e-Governance, in the case of Government servants.

(ii) Twenty-five years of experience (in case of non-Government servants) in the area of Information Technology or System Implementation or e-Governance, of which at least five years as:

(a) The Chief Executive of an Information Technology related organization during the preceding ten years.

NOTE: The Information Technology related organization shall mean a private entity registered under any law for the time being in-force, with annual sales turn over of at least twenty-five crore rupees during the association of the candidate with the said organization as its Chief Executive;  
Or

(b) The Director or Head of the Department of a recognized academic institution, engaged in education or research in the field of Information Technology.

8. Crucial date for determining age limit : The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those residing in remote areas such as Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahual and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, the Union Territory of Andaman and Nicobar Islands or the Union Territory of Lakshadweep.
9. Other relaxation etc. : The reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, Scheduled Tribes, ex-Servicemen and other special category of persons would be governed in accordance with the orders issued by the Central Government from time to time in this regard.

**PROFORMA FOR APPLICATION**

Application for the post of: Director General, National Informatics Centre (NIC)

Modes(s) of Application: [by promotion / deputation (including short-term contract) / direct recruitment basis] ***please specify clearly***

**CURRICULAM VITAE**

1. Application for the post of : **Director General, NIC**

<b>Affix recent Passport size Photograph</b>
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2. Name & Address :  
(in Block letters)

3. Date of Birth :  
(in Christian era)

4. Address for Correspondence :  
(with Pin Code)

5. Date of retirement under Central/State :  
Government rules

6. Educational Qualifications :

7. Whether you fulfilled the Educational and :  
other qualifications required for the post  
(if any qualification has been treated as  
equivalent to the one prescribed in the  
Rules, state the authority for the same)

	Qualifications/experience required	Qualifications/experience possessed by the officer
Essential	(1)	
	(2)	
	(3)	
Desired	(1)	
	(2)	

8. Please state clearly whether in the light of :  
entries made by you above, you meet the  
requirement of the post

9. Details of employment, in chronological :  
order. Enclose a separate sheet duly  
authenticated by your signature, if the  
space below is insufficient

Office/ Institution	Post held	From	To	Pay Band + Grade Pay	Nature of duties ( in detail )

10. Nature of present employment i.e. Ad-hoc or :  
Temporary or Quasi-Permanent or Permanent
11. 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/organization to :  
which you belong
12. 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  
d) Government Undertaking  
e) Universities  
f) Others
13. Please state whether you are working in the same :  
Department and are in the feeder grade or feeder  
to feeder grade
14. Are you in Revised Scale of Pay? If yes, give the :  
date from which the revision took place and also  
indicate the pre-revised scale
15. Total emoluments per month now drawn :
16. Additional information, if any, which you would like :  
to mention in support of your suitability for the post
- [This among other things may provide information  
with 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)**
17. Achievements in the career which may support :  
your candidature
18. Whether belongs to SC/ST/OBC :

19. Remarks [ the candidate may indicate :  
information with regard to (i) Research  
publications and reports and special  
projects (ii) Awards/Scholarship/Official  
Appreciation (iii) Affiliation with the  
Professional bodies/institutions/societies  
and (iv) any other information

[ **Note : Enclose a separate sheet if the space is insufficient** ]

20. Contact No : (Off) \_\_\_\_\_ (Res) \_\_\_\_\_  
(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 : \_\_\_\_\_

Place: \_\_\_\_\_

\_\_\_\_\_  
( Signature of the candidate & Address )

Countersigned

\_\_\_\_\_

\_\_\_\_\_

( Employer with Seal)