NATIONAL INFORMATICS CENTRE SERVICES INCORPORATED (NICSI)

Application Form

1. Applied For: _____

2. NAME IN FULL (IN ENGLISH WITH CAPITAL LETTERS) :

_____

(Receipt No.)

(ONLY FOR OFFICE USE)

3. CATEGORY: _____

A. Write GEN for General; SC for Scheduled Caste; ST for Scheduled Tribe; OBC for Other Backward Class. (OBC candidates coming under 'Creamy Layer' should Indicate their category as GEN). This column should not be kept blank.
B. PWD Category: Write (Orthopedically Handicapped/ Hearing Impaired or Visually Handicapped in addition to the main Category in A above) (Others leave it Blank).

Paste a Latest Passport size Photograph

4. SEX:_____(F / M)

5. NATIONALITY_____

6. DATE OF BIRTH:_____(DD/MM/YYYY)

7. AGE (AS ON 30.06.2023):_____(Years)_____(Months_____(Days)

8. ACADEMIC QUALIFICATIONS

Name of the Exam.	Main Subject	Date of Result	University/Institute	Overall % of marks	Class / Division

9. EXPERIENCE WITH REFERENCE TO THE ADVERTISEMENT
(Use separate sheet, if required)

Sr. No.	Name and address of the employer	Designation	Job profile	Period		Duration	
				From	To	Yrs	Mths

10. CONTACT DETAILS:

    a. Postal address: _____

                  _____

                  _____

                  _____(Pin Code)_____

    b. E-mail:_____

    c. Mobile (Cell Phone) No.:_____

11. Relevant Certification, if any _____

12. List of Enclosed Documents:

    a)

    b)

    c)

    d)

    e)

    f)

    g)

    h)

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that I do not satisfy the eligibility criteria according to the Board, my candidature /appointment is liable to be cancelled/ terminated. I have read and understood the stipulations given in the advertisement and hereby undertake to abide by them.

                                         _____

PLACE: (Signature of the Applicant)

DATE:

                                    Name: _____

Note: The candidate can use the separate sheet for additional information, if required.

National Informatics Centre Services Incorporated
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Ministry of Electronics & information Technology

NOTIFICATION FOR APPOINTMENT AS BUSINESS ANALYST ON CONTRACTUAL BASIS

1. **National Informatics Centre Services Incorporated (NICSI)** a section 8 company under the Companies Act, 2013 providing and procuring IT solutions for multiple e-governance projects for various Ministries/Department for more than 27 years, having its head office in Delhi, invites applications for the post of **Business Analyst** on **Contractual basis**.

2. **Schedule of events:**

   Last Date for Applications: March 01, 2024 (till 18:00 hours)

3. **Eligibility Criteria/Job profile:**

I.	Post	**Business Analyst**
II.	**No. of Post & Location**	Two (2) at Delhi
III.	**Age as on 31.01.2024**	Below 35 years
IV.	**Education Qualifications**	MBA or equivalent degree.
V.	**Work Experience**	Experience of 3 - 5 years as Business Analyst
VI.	**Job Profile**	➢ Gathering, validating and documenting business requirements. ➢ Identifying issues, risks and benefits of existing and proposed solutions and outlining business impacts. ➢ Creating functional specifications for solutions. ➢ Estimating costs and identifying business savings. ➢ Simplifying information and deciphering technical jargon so it is easily understood by the whole team. ➢ Implementing and testing of solutions. ➢ Supporting business transition and helping to establish change. ➢ To analyze, document and propose solutions for business areas and to prepare functional specifications ➢ Collecting, understanding, and transmitting the business requirements for the project, and translating these into functional specifications ➢ To analyze, document and propose solutions for business areas and to prepare functional specifications. ➢ Analyze and document business processes. ➢ To provide the link between the customer, development team

		and any third party regarding software functionality, throughout the development lifecycle ➢ Responsible for documenting client's requirements as Software Requirement Specification and for sign off by the client. ➢ Interaction with the software engineering team to develop the software solution required by the client. ➢ Manage client calls, requirement gathering and analyzing project requirements. ➢ To interact with client organization to understand their business processes. ➢ To interact with the concerned team to develop the software solution required by the clients.
VII.	**Preferable**	Preference will be given to the candidate who has experience in dealing with Government organizations/PSU/Autonomous Bodies etc.
VIII.	**Other Requirements**	➢ Experience in IT and business transformation projects ➢ Business analysts need to know how to pull, analyze and report data trends ➢ He/she defines business problems via in-depth investigation and gathering of technical and non-technical information.
IX.	**Term Of Contract**	The selected candidate will be appointed initially for a period of 2 years, which is extendable subject to the performance of the candidate. The Contract may be terminated at the discretion of the management during the valid period of contract, and/or in the event of unsatisfactory performance.
X.	**Pay Compensation**	The remuneration will be as per industrial standard or mutually agreed between the Company and the Candidate.
XI.	**Leave**	During the period of contractual engagement the candidate will be eligible to avail Leave @ 1 day for each completed month, maximum 12 days over a period of 12 months, without carry forward facilities of accumulated leave. Leave may be availed not exceeding 4 days at a stretch. Any other absence shall be treated as on Loss of Pay affecting the Fixed Component of the compensation package. The accumulated leave will not be en-cashable.
XII.	**Selection Process**	Selection will be through interview & personal interaction on the basis of eligibility, experience, qualification & performance during interview/interaction. The Internal Committee will make a preliminary screening of the applications for making, if necessary, a short-list of eligible candidates to be called for the interview. Hence, merely fulfilling the minimum requirements laid down for the post would not automatically entitle any candidate for interview. Similarly, just appearance in the interview does not qualify a candidate for the job.

Mode of Application: Candidates are required to send a proper filled in application form placed in Annexure-I along with necessary documents to the Company on or before July 25, 2023 (till 18:00 hours) through email at hr-nicsi@nic.in. In case any point is not applicable, kindly mention "NA". Company will reject incomplete or improper applications or applications received after the deadline.

4. **Candidates will require to submit following documents:**

   - Brief Resume
   - Proof of Date of Birth
   - Educational Certificates: Relevant Mark-Sheets/ Degree/ Certificate
   - Experience certificates
   - ID Proof
   - Form-16
   - Recent Photograph
   - Signature

5. **Expenses:** The Business Analyst shall be reimbursed all expenses reasonably incurred in the execution of and in relation to his/her duties subject to the submission of proper receipts/vouchers. Such expenses may include reasonable hotel, travel and incidental expenses. Such expenses will be reimbursed as per 7th pay commission and equivalent of post in NICSI.

6. **Probation:** The Business Analyst will be on probation for the first six months from the date of appointment and after which his/ her performance would be reviewed. The Company and Business Analyst may terminate the Agreement by giving one (1) month advance notice during the probation period.

7. **Termination:** Termination by mutual consent: The Board and Business Analyst may, by mutual agreement expressed in writing, terminate Employment Agreement at any time.

   The Business Analyst shall notify the Company in writing three (3) months in advance in case he/she wants to terminate his/her employment agreement. Similarly if the Company intends to terminate his/her employment Agreement, the Company shall give the Employee not less than three (3) months notice in writing.

   The Business Analyst shall have no right to compensation for the termination of his/her employment or the loss of any office and shall only be entitled to payment of such fees and expenses as have accrued at the date of termination.

8. **Miscellaneous:** Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Delhi only.

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NOTIFICATION FOR APPOINTMENT AS SYSTEM ADMINISTRATOR ON CONTRACTUAL BASIS

1. **National Informatics Centre Services Incorporated (NICSI)** a section 8 company under the Companies Act, 2013 providing and procuring IT solutions for multiple e-governance projects for various Ministries/Department for more than 27 years, having its head office in Delhi, invites applications for the post of **System Administrator** on **Contractual basis**.

2. **Schedule of events:**

   Last Date for Applications: March 01, 2024 (till 18:00 hours)

3. **Eligibility Criteria/Job profile:**

I.	Post	System Administrator
II.	**No. of Post & Location**	Two (2) at Delhi
III.	**Age as on 30.06.2023**	Below 35 years
IV.	**Education Qualifications**	Bachelor's Degree in Engineering, MCA, or equivalent
V.	**Work Experience**	Experience of 3 - 5 years as System Administration
VI.	**Job Profile**	➢ Install and configure software and hardware ➢ Manage network servers and technology tools ➢ Set up accounts and workstations ➢ Troubleshoot issues and outages ➢ Ensure security through access controls, backups and firewalls ➢ Upgrade systems with new releases and models ➢ Develop expertise to train staff on new technol17ogies ➢ Build an internal wiki with technical documentation, manuals and IT policies ➢ Monitor performance and maintain systems according to requirements
VII.	**Preferable**	Preference will be given to the candidate who has experience in dealing with Government organizations/PSU/Autonomous Bodies etc.
VIII.	**Other Requirements**	Industry certifications such as A+, Network+, Security+, MCTS, MCSA, ITIL V3, etc.
IX.	**Term Of Contract**	The selected candidate will be appointed initially for a period of 2 years, which is extendable subject to the performance of the candidate. The Contract may be terminated at the discretion of

		the management during the valid period of contract, and/or in the event of unsatisfactory performance.
X.	**Pay Compensation**	The remuneration will be as per industrial standard or mutually agreed between the Company and the Candidate.
XI.	**Leave**	During the period of contractual engagement the candidate will be eligible to avail Leave @ 1 day for each completed month, maximum 12 days over a period of 12 months, without carry forward facilities of accumulated leave. Leave may be availed not exceeding 4 days at a stretch. Any other absence shall be treated as on Loss of Pay affecting the Fixed Component of the compensation package. The accumulated leave will not be en-cashable.
XII.	**Selection Process**	Selection will be through interview & personal interaction on the basis of eligibility, experience, qualification & performance during interview/interaction. The Internal Committee will make a preliminary screening of the applications for making, if necessary, a short-list of eligible candidates to be called for the interview. Hence, merely fulfilling the minimum requirements laid down for the post would not automatically entitle any candidate for interview. Similarly, just appearance in the interview does not qualify a candidate for the job.

Mode of Application: Candidates are required to send a proper filled in application form placed in Annexure-I along with necessary documents to the Company on or before July 25, 2023 (till 18:00 hours) through email at hr-nicsi@nic.in. In case any point is not applicable, kindly mention "NA". Company will reject incomplete or improper applications or applications received after the deadline.

4. **Candidates will require to submit following documents:**

   ➢ Brief Resume
   ➢ Proof of Date of Birth
   ➢ Educational Certificates: Relevant Mark-Sheets/ Degree/ Certificate
   ➢ Experience certificates
   ➢ ID Proof
   ➢ Form-16
   ➢ Recent Photograph
   ➢ Signature

5. **Expenses:** The System Administrator shall be reimbursed all expenses reasonably incurred in the execution of and in relation to his/her duties subject to the submission of proper receipts/vouchers. Such expenses may include reasonable hotel, travel and incidental expenses. Such expenses will be reimbursed as per 7th pay commission and equivalent of post in NICSI.

6. **Probation:** The System Administrator will be on probation for the first six months from the date of appointment and after which his/ her performance would be reviewed. The Company

and System Administrator may terminate the Agreement by giving one (1) month advance notice during the probation period.

7. **<u>Termination:</u>** Termination by mutual consent: The Board and System Administrator may, by mutual agreement expressed in writing, terminate Employment Agreement at any time.

The System Administrator shall notify the Company in writing three (3) months in advance in case he/she wants to terminate his/her employment agreement. Similarly if the Company intends to terminate his/her employment Agreement, the Company shall give the Employee not less than three (3) months notice in writing.

The System Administrator shall have no right to compensation for the termination of his/her employment or the loss of any office and shall only be entitled to payment of such fees and expenses as have accrued at the date of termination.

8. **<u>Miscellaneous:</u>** Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Delhi only.

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NOTIFICATION FOR APPOINTMENT AS SOLUTION ARCHITECT ON CONTRACTUAL BASIS

1. **National Informatics Centre Services Incorporated (NICSI)** a section 8 company under the Companies Act, 2013 providing and procuring IT solutions for multiple e-governance projects for various Ministries/Department for more than 27 years, having its head office in Delhi, invites applications for the post of **Solution Architect** on **Contractual basis**.

2. **Schedule of events:**

    Last Date for Applications: March 01, 2024 (till 18:00 hours)

3. **Eligibility Criteria/Job profile:**

I.	Post	Solution Architect
II.	No. of Post & Location	Two (2) at Delhi
III.	Age as on 31.01.2024	Below 35 years
IV.	Education Qualifications	Bachelor's Degree in Engineering, MCA, or equivalent
V.	Work Experience	Experience of 3 - 5 years as Solution Architect
VI.	Job Profile	➤ Providing recommendations and roadmaps for proposed solutions ➤ Performing design, debug, and performance analysis on solutions ➤ Documenting and sharing best practice knowledge for new solutions ➤ Advocating for process improvements and helping develop solutions ➤ Regularly communicating new features and benefits to partners, customers, and other stakeholders ➤ Providing technical leadership to a team throughout the project lifecycle ➤ Developing proof-of-concept projects to validate your proposed solutions ➤ Reviewing and validating solutions designs from other team members ➤ To ensure how IT can utilize software, hardware, and infrastructure ➤ Building and integrating information systems to meet the needs ➤ Assessing the systems architecture currently in place and

		working with technical staff to recommend solutions to improve it ➢ Resolving technical problems as they arise ➢ Designing, modifying, and testing technical architecture ➢ Provide supervision and guidance to development teams ➢ Continually research the current and emerging technologies and propose changes where needed ➢ Assess the business impact that certain technical choices ➢ Provide updates to stakeholders on product development processes, costs and budgets ➢ Advise on design & implementation of Applications, Cloud & infra and Network architecture. ➢ Advise on emerging technologies (AI/ML, block chain etc.) trends and implications for NICSI vendor ecosystem
VII.	**Other Requirements**	➢ Experience in how IT can support the team with software, hardware or infrastructure ➢ Proven work experience as a Solution Architect or similar role ➢ In-depth understanding of coding languages ➢ Sound knowledge of various operating systems and databases ➢ Efficient communication skills
VIII.	**Preferable**	Preference will be given to the candidate who has experience in dealing with Government organizations/PSU/Autonomous Bodies etc.
IX.	**Term Of Contract**	The selected candidate will be appointed initially for a period of 2 years, which is extendable subject to the performance of the candidate. The Contract may be terminated at the discretion of the management during the valid period of contract, and/or in the event of unsatisfactory performance.
X.	**Pay Compensation**	The remuneration will be as per industrial standard or mutually agreed between the Company and the Candidate.
XI.	**Leave**	During the period of contractual engagement the candidate will be eligible to avail Leave @ 1 day for each completed month, maximum 12 days over a period of 12 months, without carry forward facilities of accumulated leave. Leave may be availed not exceeding 4 days at a stretch. Any other absence shall be treated as on Loss of Pay affecting the Fixed Component of the compensation package. The accumulated leave will not be en-cashable.
XII.	**Selection Process**	Selection will be through interview & personal interaction on the basis of eligibility, experience, qualification & performance during interview/interaction. The Internal Committee will make a preliminary screening of the applications for making, if necessary, a short-list of eligible candidates to be called for the interview. Hence, merely fulfilling the minimum requirements laid down for the post would not automatically entitle any candidate for interview. Similarly, just appearance in the

| | | interview does not qualify a candidate for the job. |

Mode of Application: Candidates are required to send a proper filled in application form placed in Annexure-I along with necessary documents to the Company on or before July 25, 2023 (till 18:00 hours) through email at hr-nicsi@nic.in. In case any point is not applicable, kindly mention "NA". Company will reject incomplete or improper applications or applications received after the deadline.

4. **Candidates will require to submit following documents:**

   - Brief Resume
   - Proof of Date of Birth
   - Educational Certificates: Relevant Mark-Sheets/ Degree/ Certificate
   - Experience certificates
   - ID Proof
   - Form-16
   - Recent Photograph
   - Signature

5. **Expenses:** The Solution Architect shall be reimbursed all expenses reasonably incurred in the execution of and in relation to his/her duties subject to the submission of proper receipts/vouchers. Such expenses may include reasonable hotel, travel and incidental expenses. Such expenses will be reimbursed as per 7th pay commission and equivalent of post in NICSI.

6. **Probation:** The Solution Architect will be on probation for the first six months from the date of appointment and after which his/ her performance would be reviewed. The Company and Solution Architect may terminate the Agreement by giving one (1) month advance notice during the probation period.

7. **Termination:** Termination by mutual consent: The Board and Solution Architect may, by mutual agreement expressed in writing, terminate Employment Agreement at any time.

   The Solution Architect shall notify the Company in writing three (3) months in advance in case he/she wants to terminate his/her employment agreement. Similarly if the Company intends to terminate his/her employment Agreement, the Company shall give the Employee not less than three (3) months notice in writing.

   The Solution Architect shall have no right to compensation for the termination of his/her employment or the loss of any office and shall only be entitled to payment of such fees and expenses as have accrued at the date of termination.

8. **Miscellaneous:** Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Delhi only.