

**National Informatics Centre Services Incorporated
New Delhi**

Advertisement No. NICSI/DE/2026/01

Dated: 02/02/2026

Subject: Engagement of a Chief Human Resource Officer (CHRO) on Fixed Term Contract basis in National Informatics Centre Services incorporated (NICSI), Bhikaji Cama Place, New Delhi.

National Informatics Centre Services Incorporated, a Government of India Enterprise under National Informatics Centre, a Section 8 (Not for Profit Company under the Companies Act 2013) engaged for providing and procuring IT solutions for multiple e-governance projects undertaken by NIC, MeitY, Governments and Government Organisations (like Public Sector Undertakings) and proposes to engage a Chief Human Resource Officer (CHRO) on fixed term contract basis in NICSI, Bhikaji Cama Place, New Delhi.

Job Description, Qualification, Age-limit and Experience for the position of Chief Human Resource Officer (CHRO) :

JOB PURPOSE

The role would include responsibility in all aspects of areas like design and implementation of HR processes, systems and other administrative functions for NICSI employees, developing and implementing change management initiatives, managing recruitment and selection for NICSI – Core and Projects personnel and managing other HR activities.

ROLE AND RESPONSIBILITY

1. Designing HR strategies, policies & practices for NICSI.
2. Organizational Development and Change Management.
3. Development of SOPs/ operational guidelines for implementation of HR policies for NICSI personnel including:
 - Competency assessment for various positions
 - Benchmarking of compensations
 - Talent acquisition and management
 - Performance Review
 - HR Budgeting
4. Manpower and recruitment planning.
5. Recruitment of Central / State Government employees on deputation basis and from open market.
6. Formulating job description for new roles.

7. Manage various HR systems like Performance Management System, Recognition Schemes and Variable Pay Plan etc.
8. Overall training & development for personnel in developing training guidelines, facilitating and monitoring training design and delivery, engaging external experts, vendors and trainers for effective training design and delivery in line with the organisation requirements. Design and implementation of structured capacity building and training programmes at all levels of NICSI, aligned with organisational and functional needs.
9. Identification of training needs of resources followed by preparation of Training Calendar and Training Budget for implementation.
10. Ensure effective communication of HR System and Policies and their consistent application across levels and locations.
11. Manage HR tools, Intranet and HR vendors time to time.
12. Hand holding support and grievance redressal etc.
13. Facilitation of hosting and participation in conferences, seminars, workshops and knowledge-sharing forums for continuous learning and knowledge upgradation of personnel.
14. Development and administration of incentive and promotion policies linked to performance, competencies and organisational objectives.
15. In addition to the above primary responsibilities the incumbent may be assigned any other task from time to time in areas related to HR Management.

ELIGIBILITY CRITERIA

Education Requirements

1. MBA/PGDM/ in HR or Personnel Management (2 years full-time) from a recognised institute
OR,
2. Master's Degree in HRM, Industrial Relations, Social Work, Labour Welfare, or equivalent.

Experience Requirements

1. Minimum 15-20 years of progressively responsible experience in HR leadership roles.
2. Prior experience in large organisations/PSUs/Government-linked or digital/technology driven environment preferred.
3. Training & Development.
4. Experience of working with Government organisations is desirable.
5. Experience of working in a Multi Stakeholder Management would be desirable.

Preferred Experience

1. Exposure to Public Sector HR policies and DPE guidelines.
2. Any relevant certification.

Key Skills And Competencies

1. Good initiative, drive and commitment.
2. Strong leadership qualities with good communication skills.

3. Positive attitude and capacity for problem solving.
4. Ability to handle a substantial, time-bound workload that requires prioritization and focus.
5. Skills in supportive supervision, coaching conversation and in developing linkage with internal stakeholders.
6. Abreast of new technological solutions in area of responsibility to enable speed, accuracy and impact in decision-making.
7. Thought leadership in management practices and solutions.
8. Ability to work in a team and to prioritize team outcomes.

Age Limit

Not exceeding 55 years as on the last date for receipt of applications. Relaxation in age limit as per prevailing Government of India rules.

General Condition

- (i) **Pay:** Will be fixed in the range of 35-40 Lakh per annum based on qualification and experience of suitable candidate.
- (ii) **Period of engagement:** Shall be engaged on contract basis for five years with extendibility on a yearly basis depending on the performance of the candidate.
- (iii) The CHRO will be engaged on contract basis after signing an agreement with NICS :
 - (a) Period of engagement.
 - (b) Details of salary and allowances to be disbursed during the period of engagement.
 - (c) Strict adherence to office hours.
 - (d) Entitlement for Travelling Allowance and Daily Allowance while on official tour as admissible to the employees of the company of equivalent rank of Level-13.
 - (e) Entitlement for one day leave for every completed month.

Other Conditions:

- (i) Prescribed qualifications are the minimum requirements and mere possession of the same does not entitle candidates to be called for interview.
- (ii) The experience is post-qualification and the minimum required. Mere possession of minimum experience does not confer any right for interview/selection.
- (iii) Any canvassing by or on behalf of the candidate or to bring political or other outside influence with regard to selection/engagement shall be a disqualification.
- (iv) Any candidate found guilty of impersonation or submitting fabricated documents or making statement which are false or incorrect or indulging in suppression of facts, attempts to use unfair means for purpose of engagement, will be liable for rejection
- (v) The candidate shall have to indicate his/her acceptance to the offer within 15 days from the receipt of offer, if not, next candidate in order of merit will be offered the engagement on similar lines. However, the Competent Authority may

grant such extension of time depending upon the exigencies, if so, requested before the expiry of last date. However, the final decision will be Competent Authority of NCSI.

(vi) The candidates shall have to appear for interview at their own cost.

Selection:

- (i) Shortlisted candidate will be called for interview, for which the date, time and venue will be informed to the candidates in due course, on the e-mail to be provided by the candidate in his/her application form.
- (ii) Selection will be done by a Committee, to be constituted by the Competent Authority.

How to apply

- (i) Before applying, the candidate should ensure that they fulfill all the eligibility criteria mentioned in the advertisement.
- (ii) Application Form neatly typed on A-4 size paper in **prescribed format attached at Annexure-I below, should be sent to HoD-Admn, NCSI, 1st Floor, NBCC Tower, Bhikaji Cama Place, New Delhi 110066**, along with self-attested copies of all the documents i.e. Experience Certificate(s), Educational/Professional Qualification Certificate & Mark sheets plus self-attested copy of Certificate and Mark sheets of Qualifications, Aadhar Card, PAN Card etc. latest by 16.02.2026. Duly filled in application form with ink signed along with the self-attested copy of all the requisite documents, may be sent through email at nicsi-admin@nic.in.
- (iii) Application Form duly ink signed by the candidate, with passport size photograph affix and accompanied by copy of above said document must be sent in a sealed envelope through Speed-Post, superscribing "**Application for engagement of CHRO on fixed-term contract basis in NCSI vide Advt. No. NCSI/DE/2026/01**".
- (iv) **The documents check list is as follows :**

- 1) Educational Qualification
 - 1.1 10th Marksheets and Certificate
 - 1.2 12th Marksheets and Certificate
 - 1.3 Bachelor Degree
 - 1.4 Post Graduate Degree
 - 1.5 MBA/PGDM in HR or Personnel Management
- 2) Professional Qualifications
- 3) Experience Certificates
- 4) Aadhar Card
- 5) PAN Card

(v) **Note:** Any application received without matching the documents in checklist (1 to 5) will be summarily rejected.

(vi) Before submitting the application, candidates should ensure that all the details are correct and properly filled. Only duly ink signed application will be considered.

Miscellaneous:

- (i) After scrutinization of the applications received, as per the eligibility criteria, the shortlisted candidates, who will be called for interview, should come along with all the relevant certificates/testimonial, in originals for verification purposes only. Non-bringing of original documents for verification purposes, will lead to rejection of candidature at any stage during the process of engagement.
- (ii) NICSi shall not be liable for any damage/injury/loss to the individual, if any, sustained during the entire engagement process and journey.
- (iii) No correspondence will be entertained with the Candidates not shortlisted for interview.

Venue, Time & Date of interview

- (i) Venue, Time and Date of interview for the above position, will be informed separately via email only NICSi cannot be held responsible for filing wrong e-mail ID by the Applicant in his/her Application Format

Last date:

- (ii) The last date for submitting/sending the Application Form along with all requisite documents at NICSi, Hq., New Delhi is 16.02.2026.
- (iii) In case it is detected at any stage of recruitment that a Candidates does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will liable to be cancelled, if any of these shortcomings is/are detected even after engagement, his/her service as liable to be terminated.
- (iv) Decision of NICSi in all matters regarding eligibility, conduct of interviews shall be final and binding on all candidates, no representation or correspondence will be entertained by NICSi in this regard.

Note: NICSi reserves the right to modify or amend or reverse or cancel any or all the provisions of the recruitment process eligibility criteria.

National Informatics Centre Services Inc.

APPLICATION FOR THE POSITION OF CHIEF HUMAN RESOURCE OFFICER (CHRO) (ON FIXED-TERM CONTRACT BASIS)

Paste Self Attested
Recent Passport
size Photograph.

Please read the detailed advertisement posted on the NICSI website prior to filling up the form		
1	Name (IN BLOCK LETTERS)	
2	Father's/ Husband Name	
3	Gender	
4	Mother's Name	
5	Date of Birth & Age as on 16.02.2026	
6	State of Domicile and Nationality	
7	Mobile No.	Note: All SMS from NICSI will be sent on this mobile number
8	Email Id	Note: Operational email address as all communication to candidate will be on this email
All correspondence to the candidates will be made via e-mail on the email ID provided by the candidate in the Application Form only. No other method of communication will be adopted		

9	Current Residential Address	Permanent Address
10	Other Contact Number/ Mobile No.	
11	Religion	
12	Marital status-Yes/No (If yes; mention spouse Name) Working/ Non- working	
	Nationality	

13. EDUCATIONAL QUALIFICATION: (Academic and Professional: 10th standard onwards)

Name of Qualification With specialization wherever applicable	Institution/ University	Nature of the Course (Full Time Part Time Correspondence)	Duration of the Course	Subjects/ Specification	Marks Obtained (%)	Month & Year of Passing
(1)	(2)	(3)	(4)	(5)	(6)	(7)

(Note: Please give full & complete information)

14. If selected, how soon can you join? _____

15. Present Office Address: _____

16. PROFESSIONAL EXPERIENCE from the First Job Rank onwards to Current Job Rank (chronological order): (use separate sheets, if required)

S. No	Designatio/ Rank	Organization Company	Central Govt/ PSU/ Private	Period of working		Gross Pay	Reason for Leaving	Nature of Duty performed
				From (dd/mm/ yy)	To (dd/mm /yy)			
(1)	(2)	(3)	(4)	(5)	(6)			

(Note: Please give complete details for the experience profile like Date, Month & Year)

16.1 Candidate must certify that he/she has minimum 15–20 years of progressively responsible experience in HR leadership roles preferably in Central Government, State Government entity, Government owned companies and Listed companies.

17. Pen picture details (To be typed in about 500 words on a separate sheet and enclose to the application with your name legibly written on the top of the paper)

- i. Detailed Picture of the current position held.
- ii. Pen picture of Professional Experience, Achievements & Significant Contribution in the field.
- iii. Tentative improvements in HR functions, which you perceive in NICSI for next five years.

18. Any other relevant information.

I hereby declare that the above statements are true and complete to the best of my knowledge and belief. I undertake that there is no case is pending or contemplating against me. I understand that in the event the information is found to be false or incorrect, my engagement may be considered as terminated without any notice.

Date: _____

Place: _____

Signature of Candidate

Note: The candidate is required to fill up all the columns. In the event of failure to enclose fill up the aforesaid details the application form will be summarily rejected.