

N-21012/8/2021-NeGD
National e-Governance Division (NeGD)
Digital India Corporation
Ministry of Electronics and Information Technology
Electronics Niketan
New Delhi: 110 003

Dated: 05.10.2023

CIRCULAR

Subject: Engagement of Retired/Retiring shortly (within 2 months) Government employees in National e- Governance Division (NeGD) on short term contract basis.

The National e-Governance Division (NeGD), under Digital India Corporation, a not for profit company of Ministry of Electronics & Information Technology (MeitY), was set up in order to facilitate and support Programme Management of the Digital India Programme with a vision to transform India to a digitally empowered society and knowledge economy. NeGD has a judicious mix of Professionals from private sector and officers on deputation from Government to ensure that requisite skill sets are available to execute the designated tasks.

2. NeGD invites applications for engagement of Retired/Retiring shortly (within 2 months) Government employees retired from the post of GP level 10/level 11 as Consultant in National e- Governance Division (NeGD) on short term contract basis from Central & State Government, PSUs, Autonomous organizations and Statutory bodies of Government of India, States & UT Government.
3. The details including eligibility criteria, Roles & responsibilities are enclosed at **Annexure-I**. The terms and Condition of the engagement is enclosed at **Annexure II**
4. Eligible officers may send their applications in the prescribed proforma (**Annexure III**) through the email at Negdhr@digitalindia.gov.in latest by 26.10.2023
5. Prescribed proforma of application form, eligibility conditions, Job Description and other details can be downloaded from the official website of MeitY, Digital India & NeGD viz. <https://www.meity.gov.in/>, <https://www.digitalindia.gov.in/> and <https://negd.gov.in/>.
6. Applications, which are incomplete or are not accompanied with the required documents will not be entertained and no correspondence will be made or entertained in this regard. The Department reserves the right to accept or reject in part or full or all the responses without assigning any reasons whatsoever.

Annexure-I

Name of the Post : Consultant (Finance)

No. of Vacancy : 01

S.No	Eligibility for engagement	Qualification & Other requirements	Roles & responsibility
1.	Retired/ Shortly retiring (within 2 months) from GP level 10/level 11 of the Central & State Government, PSUs, Autonomous and Statutory bodies of Government of India, States & UT Govt	<p>Essential Qualifications</p> <ul style="list-style-type: none">• Bachelor's Degree from a recognized University• Should be well versed with GFR, Audit work , Budgeting. <p>Other Requirements</p> <ul style="list-style-type: none">• Ability to work well within the team.• Computer Literacy.	<ul style="list-style-type: none">• Tax accounting: Prepare corporate and personal income tax statements, and design tax plans including financial preference, tax deferment etc. Review completed tax forms and provide recommendations. Collaborate with staff on income tax preparation and planning• Auditing: Reviewing accounting ledgers and corporate financial statements. Liaising with government departments, auditors and vendors and providing them with accurate information is also important.• Financial accounting: Review and release online banking payments• Cost management: Assist in capital financial planning and business account review.• Budget analysis: Responsible for the creation and implementation of financial arrangements for DIC. Prepare an expense budget report• Control the master data of the general register• Reconcile income statements• Required to create new solutions, leveraging and, where needed, adapting existing methods and procedures• Understand the strategic direction set by senior management, clearly communicate team goals, deliverables, and keep the team updated on change• Manage the full financial process

Terms & Conditions for engagement

a. Period of Engagement

The retired persons shall be engaged on a short-term contract basis initially for a period of 1 year. Based on his/her performance and requirement of his/her services, the contract can be further extended depending on the requirement of NeGD/DIC or 65 years of age, whichever is earlier.

The engagement of Contract Employees would be of a temporary nature against the tasks assigned.

b. Age Limit

Candidates should not be more than 64 years of age on date of notification.

c. Fee/ Remuneration

- i. A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the last basic pay drawn at the time of retirement.
- ii. No increment and Dearness allowance shall be allowed during the term of the contract.
- iii. TA/DA however would be payable as per entitlement if sent on tour.

d. Leave

Paid 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. No remuneration for the period of absence in excess of the admissible leave will be paid to Contract Employees.

e. Termination of Service

The engagement of retired personnel on short-term contract basis can be terminated by either of the party with prior notice of 30 days.

f. Selection Process

For selection, the candidates will be shortlisted as per their qualification and desirable experience and thereafter will be interacted in person/ or through Video conferencing.

g. Working facilities to be provided:

Only the basic facilities/infrastructure will be provided to the Contract Employees. No transport or telephone/Internet facility at residence etc. shall be provided.

h. Working hours:

Working Hours shall normally be from 9:00 AM to 5:30 PM during working days including half an hour lunch break in between. However, depending on the exigency of work and if required, the Contract Employees may have to reach office early or sit late to complete the time bound work or attend office on Saturdays/ Sundays/ other holidays. No extra remuneration or fee would be payable if work requires late sitting or coming on holidays.

i. Tax deduction at Source

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.

j. Confidentiality of data and documents:

The Contract Employees will be governed by the Officials Secret Act, 1923, as amended from time to time and will not disclose to any unauthorized person any information/data that may come to their notice during the period of their engagement as Consultant.

k. Conflict of Interest:

No Contract Employee would be permitted to take up any other assignment during the period of engagement.

l. **Accident, Injury etc. during the period of engagement:**

NeGD/DIC shall not be responsible for any loss, accident, damage, injury suffered by the Contract Employee whatsoever arising in or out of the execution of his work, including travel.

m. NeGD/DIC reserves the right to cancel and not to proceed in the matter for engagement of Contract Employees at any stage without giving any reason, whatsoever. The decision of P&CEO shall be final in all respects

PART 1

Application for Short term Contract Basis in National e-Governance Division (NeGD)

1. Post Applied for (Post Code) :
2. Name in Full :
3. Father's Name :
4. Gender – Male/Female :
5. Nationality :
6. Date of Birth (dd/mm/yyyy) :
7. Date of retirement under central/
State Government Rules :
8. Marital Status :
9. Address for Correspondence: Phone Nos.
Office : Residence :
Email ID :



10. Academic & Professional Qualification:

Name of the Institute/ Board/ University	Year of Passing	Exam/ Degree	Aggregate percentage of marks & division	Remarks

11. Total Experience in number of Years and Months _____Years_____ Months.

12. Employment history, in chronological order:

S. No	Office/ Inst./ Orgn.	Post held	Period (from – to)	Pay Band & Grade Pay with present pay	Nature of duties/ responsibilities (A separate sheet may be annexed)	Significant Accomplishments (If any)

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13. Details of last post held

I. Designation :

II. Scale of pay - Pay Band & Grade Pay :

14. Additional details about employment Please state whether worked under:

- a) Central Government
- b) State Government
- c) PSU
- d) Autonomous Bodies

I hereby solemnly declare and undertake that all information furnished by me is true, correct and complete to the best of my knowledge and belief. I undertake that, if at any stage of selection or even after selection, any of the information furnished by me is found to be false, incorrect or misleading, then my candidature / appointment / services will stand cancelled / terminated without assigning any reasons thereof.

Date:

Signature:

Place:.....

Address.....