

IT DEPARTMENT
NEW DELHI MUNICIPAL COUNCIL
PUBLIC NOTICE FOR INVITING ONLINE APPLICATIONS AS IT CONSULTANTS

Subject: Online Application are invited for engagement of retired officers of the Govt. as IT Consultant in the New Delhi Municipal Council (NDMC) on contract basis – 2017

1. Online applications are invited from retired employees of Central Government departments/PSU/Autonomous bodies such as NIC / MeitY / TCIL / CRIS / C-DAC / DIT for engagement of 06 (Six) full-time IT Consultants in NDMC on contractual basis, initially for a period of 06 months extendable up to a period of 02 years based on satisfactory performance. To be eligible as IT consultant, the person should have served as Director or Deputy Secretary in the Central Govt. or its equivalent level post in State Govt./PSU/Autonomous Bodies.

2. ABOUT NDMC

2.1 NDMC is one of the five urban local bodies in National Capital Territory (NCT) of Delhi. The administrative area under the New Delhi Municipal Council comprises of 42.7 sq. km. It is governed by a council by a 13 member Council. The council members includes the Member of Parliament of New Delhi parliamentary Constituency, Chief Minister of Delhi and also the Member of Legislative Assembly of Delhi Cantonment Assembly Constituency. NDMC is a seat of the head of the Federal Legislature, Executive and Judiciary.

2.2 The NDMC region comprises of Lutyen's Delhi and important buildings such as Rashtrapati Bhawan, Parliament House, Supreme Court, North and South Blocks and the Embassy area. The strategic geo-political location of NDMC and its history is of great significance and hence the efficient functioning of the municipal body is of utmost importance locally and nationally.

2.3 NDMC consists of nearly 3% of the area and 2.5 lakh of the resident population of NCT of Delhi. However, an estimated 16-20 lakhs floating population in daytime possess challenges for managing the civil services in NDMC area. NDMC is one of the few local bodies in the country who is financial self-reliant. It is also a distribution company for water and electricity and its municipal waste is 100% scientifically disposed of.

2.4 NDMC'S KEY RESPONSIBILITIES

- I. Providing & maintaining basic civic amenities water, electricity, parking, etc.
- II. To manage its own assets and collection of property Tax and other dues and other fees.
- III. Building regulation
- IV. Registration of Birth and Death
- V. Construction, and maintenance of municipal markets and regulation of trades
- VI. Sanitation and Public health
- VII. Maintenance of Public parks, gardens and recreational centres.
- VIII. Regulate check and prevent encroachments, unauthorized hawking.
- IX. Providing Community Center, parks, Baratghars on rental basis.
- X. School education.

- 2.5 NDMC has been one of the first cities to initiate Smart City projects, such as on-line payments for electricity-water bills, property taxes and other online series such as citizen complaint centres, hospital data of birth new Delhi Municipal Council's Smart Parking.
- 2.6 NDMC is also taking big strides in moving to mobile platform for rendering citizen services. NDMC is having enterprise network which is the backbone for communication and that helps to connect computers and related devices across departments, citizen facilitation center (CFC's) and remote Offices for providing information and services with ease to the Citizens of NDMC Data Center of NDMC is having State of art enterprise networking solutions i.e. core Switches, firewalls and Layer-2 Switches, which are providing uninterrupted online facilities to citizens of NDMC. The NDMC's network is designed and configured to deliver high performance and reliability to meet the needs of the operations while providing a high degree of access controls and range of privilege restrictions. Citizen Facilitation Centres are connected with Head Quarter (Palika Kendra) for Electricity and Water Bill Payments and Birth & Death Certificates.
- 2.7 For greater accountability, transparency, efficiency and promptness, increase reliance has been made on the online services under the e-Governance. Extensive usage of mobile application in e-governance platform has been envisaged even under the digital India program of Govt. of India. Mobile platform is the most convenient for Government to Citizen (G to C) and Citizen to Government (C to G) interface. NDMC has expended the digital platform to mobile platform. The aim is to take civic services to people's doorsteps and move towards deliberative democracy and citizen empowerment.

3. NUMBER OF CONSULTANT REQUIRED, EDUCATION QUALIFICATION, PREQUALIFICATION AND REMUNERATION

S. No.	Designation of Consultant	Pre -qualification	Number Of Consultant	Monthly fixed remuneration offered
01	Consultant - Category I	Director level Officer in Central Government or equivalent in state Government/PSU/Autonomous Bodies.	03(Three)	Rs 60,000/-
02	Consultant - Category II	Deputy Secretary level Officer in Central government or equivalent in state Government//PSU/Autonomous Bodies.	03 (Three)	Rs 50,000/-

4. EXPECTED TASK AS IT CONSULTANT

- Consultant are required to assess the IT needs of the department, Prepare a blue print for infrastructure development (both Hardware/Software) and capacity building of the human resource.
- Computerize, development of software for the execution of departments task, design workflow and architecture for application development for data collection, monitoring the task, creating MIS and dashboards for analysis purpose.

- c. Enlarge the existing canvas of E-governance and M-governance platform of departments of NDMC, able to advice in designing the analytic tools for transparent and accountable functioning of department.
- d. To advice and explore adoption of contemporary software's, hardware, network, dbms for better functioning of Department with an emphasis on prompt and convenient service delivery to citizens
- e. To help in preparing Tender/RFP document for procuring hardware, software tool's
- f. To prepare report's on IT initiative assessment and roadmap's
- g. To organize training/workshop/exhibitions on issues of emerging technologies and software applications
- h. To help departments in preparations or presentations/digital archives of important reports, usage of E-Governance platform IT related works assigned from time to time by HODs/Secretary NDMC/Chairman.

5. PERIOD OF ENGAGEMENT

- a. The initial engagement for a person as IT Consultant would be initially for a period of 06 (Six) months and extended up to a period of 02(Two) Years from the date of appointment.
- b. The engagement of Consultants would be on full-time basis and they would not be permitted to take up any other assignment during the period of Consultancy with the New Delhi Municipal Council.
- c. The engagement of Consultants will be of a temporary nature and the engagement can be cancelled at any time by the New Delhi Municipal Council without assigning any reason.

6. AGE- LIMIT

The maximum age should be below 65 years as on date of 31.05.2017

7. OTHER ELIGIBILITY CRITERIA

- a. The retired Officers up to 65 years of age as on 31.05.2017 who have excellent service record and are physically fit will be eligible.
- b. A retired Officer against whom a vigilance case or a departmental proceeding or criminal prosecution is contemplated or pending at the time of his/her retirement will not be considered.
- c. A retired Officer who has been a member of any political party after his/her retirement shall not be eligible.
- d. The Selected Consultant has to give undertaking that no vigilance case is pending against him/her.

8. TECHNICAL AND EDUCATIONAL QUALIFICATION FOR ELIGIBILITY

Should be B.E. (IT/Computer Science)/B.Tech (IT/Computer Science) /MCA/M.Sc (IT/Computer Science) in relative discipline or equivalent from recognized university with 20 Years' of experience in relative discipline in organization like NIC / MeitY / TCIL / CRIS / C-DAC / DIT.

9. SELECTION CRITERIA

The applicants will be selected on the basis of the tenure of the service in the government/PSU/Autonomous Bodies, Projects undertaken/lead and the higher educational qualification.

10. TERMS AND CONDITION OF APPOINTMENT

- a. The application has to be submitted online.
- b. The shortlisted candidates shall be called for an interview along with the requisite documents.
- c. No direct application for engagement of Consultant will be entertained.
- d. The engagement of a consultant will be purely on Contract basis.
- e. The Consultant so engaged shall enter into an agreement in the prescribed Performa duly signed by the Consultant.
- f. The consultant so engaged shall be put to consistent evaluation and their performance on day-to-day basis will be monitored.
- g. Consultants shall be eligible for 08 days leave in a year on pro-rata basis. Therefore, a consultant shall not draw any remuneration in case his/her absence beyond 8 days in a year. Also unavailed leave in a calendar year cannot be carried forward to next calendar year.
- h. The NDMC would be free to terminate the services in case of unauthorised absence of a Consultant by more than 15 days beyond the entitled leave in a calendar year.
- i. The Consultant shall continue to draw pension and dearness relief on pension, if any during the period of their engagement as Consultant. Their engagement as Consultant shall not be considered as a case of re-employment.
- j. The Consultant can discontinue his services by giving one week's notice.
- k. The consultant shall not exercise any statutory, legal or financial power.
- l. The Consultant is not being entitled for any kind of allowances and residential accommodation. They will also not be entitled to Telephone facilities, transport facilities, staff car and residential accommodation.
- m. No TA/DA shall be admissible for joining.
- n. Tax deduction, income tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source before affecting the payment for which the department will issue TDS certificate. The service tax if applicable shall be payable at the prevalent rates.
- o. Selected candidate, have to submit all the original document, affidavit and undertaking at the time of joining.

Note: The application received within the prescribed time shall only be considered and screened by the screening committee of NDMC.

NEERAJ BHARATI
Director (IT)