Government of India
Ministry of Home Affairs
O/o the Director General
National Investigation Agency
7th Floor, NDCC-II Building,
Jai Singh Road, New Delhi-110001
Tel: No. 011-23438211; Fax: #91-11-23438235
email: dig1.delhi.nia@gov.in

Invites

APPLICATIONS/ WILLINGNESS FOR ENGAGEMENT/ EMPANELMENT FOR ENGAGEMENT OF IT EXPERTS

National Investigation Agency (NIA) inviting application from individuals/ firms/ agencies for competent IT consultants for engagement/ empanelment as IT resource persons or consultants on short term contract basis and inviting applications from reputable eligible individuals/firms/agencies/contractors/ private bidders for the following posts initially for a period of 01 year which can be extended further as per mutual consent. They will be engaged on need basis and periodicity of engagement may vary depending upon case to case basis. They will get only fixed monthly remuneration as mentioned against each post. They will not be entitled to any other allowance like House Rent Allowance, Medical reimbursement, Leave Travel Concession etc. However, they will be entitled to TA/DA as payable to their counterparts in the regular cadre of the NIA or as per the decision of competent authority in NIA. The person so engaged shall not have right to claim regularisation/ absorption in the organisation after the expiry of period of contract. The total vacancies of IT Consultants location and rank-wise are as under:

Name of post	Numbers of post & Place of requirement					Fixed monthly remuneration
	Delhi	Guwahati	Mumbai	Hyderabad	Total	
Senior System Analyst	1	1	1	-	3	Rs. 90,000/-
Network Administrator	1	1	1	-	3	Rs. 90,000/-
Programmer	1	1	1	1	4	Rs. 60,000/-
Total	3	3	3	1	10	

2.   The experts having requisite educational qualifications/ expertise and experience of the relevant posts as mentioned in the annexure-1 are eligible for empanelment/ engagement as IT Experts. The candidates will be on whole time/ need basis engagement.

prescribed format along with requisite documents may be sent by Regd/ Speed post to Dy Inspector General (Adm), NIA Hqrs, 7th Floor, NDCC-II Building, Jai Singh Road, New Delhi-110001. The last date of receipt of applications is 25.04.2016.

5.   Incomplete and application received after last date will be summarily rejected. Only short listed candidates would be called for interview which may be communicated by calling the candidates physically or through video conferencing.

22.3.16

(N N D Dubey)
Deputy Inspector General (Adm)
NIA Hqrs New Delhi

1.   Copy to all NIA Branches
2.   SP (IT) NIA Hqrs New Delhi

NIAWS4

Copy forwarded to NIA IT Division for publishing the notice through the Central Government procurement portal- **www.eprocure.gov.in** and also in NIA website.

NIAWS4

Detailed scope of work/assignment/eligibility criteria & skill set and deliverables expected

Sr System Analysis

Deliverables, Qualifications, Experience & skills

Deliverables	
1	in-charge of Technical Division (Information Technology) and look after the work of IT Division connected to management of IT infrastructure, database, software, research problems, plan solutions, recommend software and systems suitable for NIA, electronic data processing work in a Supervisory capacity in design, development and organizing computerized information storage and retrieval system on actual computer programming and system design.
Minimum Educational Qualification	
1	ME/M Tech, Bachelor's Degree in Computer Science/Master's Degree in Computer Application / Master 's Degree in Information Technology.
Professional Certification is desirable	
Experience & Skills	
1	8 years' experience of electronic data processing work, out of which at least 5 years' experience should be in a Supervisory capacity in design, development or organizing computerized information storage and retrieval system and at least 3 years' experience in a responsible capacity on actual computer programming and system design.
2	Experience in one or more of the following areas would be an advantage: E-banking, payment cards solutions, fraud detection, etc.
	(II) Desirable: (i) Experience of working one or more of the following fields: : Development of Data base management information system : Implementation of e-governance projects : Analytical Solutions (ii) They must have good moral character and nice behavior while working. (iii) They should not reveal the official nature of work to outsiders and must maintain confidentiality.

Network Administrator

Deliverables, Qualifications, Experience & skills

Deliverables

1	Assist the Sr System Analyst in proper maintenance of IT infrastructure, database, software, other duties assigned by Head of IT division, maintain network infrastructure such as switches, router and diagnose problems with these and with behaviour of network attached computers, periodical of systems logs, identify potential issues with computer system, introducing and integrating new technologies into existing data centre environment, ensure IT and network security to prevent data loss/data theft apply operating system updates, patches and configuration changes.

Minimum Educational Qualification

1	BE/B Tech, ME/M Tech, Bachelor's Degree in Computer Science/Master's Degree in Computer Application / Master 's Degree in Information Technology, Bachelor 's Degree in Information Technology, 'B' – Level (DOEACC) or equivalent from a recognized university or Govt. Approved Institution.
	Professional Certification is desirable

Experience & Skills

	(i) 5 years' experience in Network Administration and hardware Management.

(ii)   5 years' experience of electronic data processing work, out of which at least 2 years' experience should be in a Supervisory capacity in design, development or organizing computerized information storage and retrieval system. Network architecture, Inter-office connectivity, setting up of office LAN.

(II)   Desirable:

(i)   CCNA/CCNP will be an added advantage

(ii)   Experience of working one or more of the following fields:
: Network Design and Maintenance of network architecture
: Implementation of Physical firewall and interoffice connectivity
: Development of Data base management information system
: Computer solutions of optimization problems
: Computer solutions of operational economy wise planning models.

(iii)   They must have good moral character and nice behavior while working.

(iv)   They should not reveal the official nature of work to outsiders and must maintain confidentiality.

Programmer

Deliverables, Qualifications, Experience & skills

Deliverables	
1	Programming in IT division in order to manage and enhance the IT infrastructure, database, software; will assist the Sr System Analyst in implementing IT related projects in NIA; incorporate necessary security mechanism with reference to customs software application developed in-house in NIA; answer technical queries to users.
Minimum Educational Qualification	
1	They must have following educational qualifications: Bachelor's Degree in Computer Science / Master's Degree in Computer Applications / Bachelor's Degree in Computer Engineering / Bachelor's Degree in Information Technology / Bachelor's Degree in Computer Applications from a recognized University/Institution.
Professional Certification is desirable	
Experience & Skills	
	Four years' experience in programming They must have good moral character and nice behavior while working. They should not reveal the official nature of work to outsiders and must maintain confidentiality.

CURRICULUM VITAE PRO FORMA FOR THE POST OF ....

			Recent passport size photograph duly self-attested
1	Name and Address (in block letter)		
2	Date of Birth (in Christian era)		
3	Date of retirement under Central/State Government rules		
4	Education Qualification		

5	Whether Educational and other qualifications required for the post are satisfied. (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		
Desired		

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

7	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	Scale of pay and basic pay	Nature of duties (in detail)

8	Nature of present employment, i.e. ad hoc or Temporary or Quasi-Permanent or Permanent	
9	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	
10	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	
11	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade	
12	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	
13	Total emoluments per month now drawn	
14	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 which 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).	
15	Please state whether you are applying for deputation (ISTC)/absorption/re-employment basis (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government organizations are	

		eligible only for short term contract)	
16	Whether belongs to SC/ST		
17	Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship/Officials Appreciation (iii) Affiliation with the professional bodies/ institution/ societies and (iv) any other information. (Note – Enclose a separate sheet if the space is insufficient)		

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.

<div align="right">
Signature of the Candidate
Address
Contact No
e-mail ID
</div>

Date:-

Note : The following documents shall necessarily be enclosed with the application:

1.	Educational qualification certificates
2.	Certificate/ documents regarding experience claimed.

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