



**University Grants Commission
Bahadurshah Zafar Marg,
New Delhi – 110 002.**

National Academic Depository Cell

HIRING OF IT CONSULTANTS FOR UGC NAD CELL

National Academic Depository (NAD) is an online store house of academic awards (degrees, diplomas, certificates, mark-sheets etc.) lodged by the academic Institutions/boards/eligibility assessment bodies in a digital format.

Applications are invited for the following full-time consultants for UGC- NAD Cell on contractual basis initially for a period of 06 months extendable up to a period of 02 years based on satisfactory performance:-

1. Legal Consultant with expertise in cyber-crimes	One
2. Financial Consultant	One
3. Technical Consultant to resolve Stakeholders' issues	Two
4. Network Consultant for securing computer networks	Two
5. System Analysts for programming and system design	Four
6. Data Analysts for Statistics and Mathematical Modelling	Four

Interested Candidates may submit their application along with requisite documents/certificates in the enclosed format with two recent passport size photographs as per **Annexure-I** in sealed cover super scribed “**Selection for the post of (Name of the post) in NAD**” addressed to **The Secretary, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110002** within a period of 30 days from the date of publication of the circular. Application which is not made in the format as per Annexure-I and not received in time will be rejected out rightly.

I. Terms and conditions for the post of Legal Consultant with expertise in cyber-crimes

1. Eligibility Conditions:

- (i) Law Graduate from a recognized University or equivalent.
- (ii) Experience of at least 3 years' or more in tendering advice in any of the fields including Litigation, arbitration, cyber-law, infrastructure etc.
- (iii) Preference will be given to L.L.M. qualified person with 3 years' experience.

2. Age Limit: Not more than 62 years as on the closing date of the application.

3. **Remuneration:**The selected candidate will be paid a consolidated amount of Rs. 50000/-(Rupees Fifty Thousand) per month
4. **Period of Engagement :**Initially for a period of 6 months extendable up to two years based on the satisfactory performance.
5. **Nature of duties :**
 - i. To give advice on all matters.
 - ii. To look after litigation work.
 - iii. To conduct court cases and to appear in courts on behalf of the UGC, whenever required.
 - iv. To perform administrative and other works as may be assigned.

6. **Terms & Conditions:**

The Legal Consultant on having accepted the offer of engagement shall enter into a contract, also having the confidentiality clause, with the UGC, detailing the terms & conditions of engagement (**Annexure-II**), before being assigned any work.

7. **Method of Selection:**

The Candidates will be shortlisted based on their marks obtained in their Law degree, experience in legal field and other guidelines on the subject. The shortlisted candidates will be interviewed by a Selection Committee constituted for the purpose, whose decision shall be final. No correspondence in this regard will be entertained. Intimation shall be sent only to the selected candidates. Apart from the above, all the rules and instructions of Government of India on the subject will be followed.

II. Terms and conditions for the post of Financial Consultant

1. **Eligibility Criteria:** Graduate in any discipline and candidate should have been retired at least in PB-III, G.P-5400/- or level 10 with five years' service in that grade.
2. **Period of Engagement :**

Initially for a period of 6 months extendable up to two years based on the satisfactory Performance.
3. **Age Limit :** 65 years as on the closing date of Application.
4. **Remuneration:** A consolidated amount of Rs. 50,000/- per month.
5. **Nature of duties:** Investments of funds, bank reconciliation, recovery & payments, maintenance of Accounts & preparation of budget and to perform administrative and other related works as may be assigned from time to time.
6. **Terms & Conditions:** The Finance Consultant on having accepted the offer of engagement shall enter into a contract, also having the confidentiality clause, with the UGC, detailing the terms & conditions of engagement (**Annexure-II**), before being assigned any work.
7. **Method of Selection:**

The Candidates will be shortlisted based on their experience in finance and other guidelines on the subject. The shortlisted candidates will be interviewed by a Selection Committee constituted for the purpose, whose decision shall be final. No correspondence in this regard will be entertained. Intimation shall be sent only to the selected candidates. Apart from the above, all the rules and instructions of Government of India on the subject will be followed.

III. Terms and Conditions for the post of Technical Consultant to resolve Stakeholders' issues:

1. **Eligibility Conditions:** Master Degree in Computer Science/IT/Informatics/MCA with at least 2 years' working experience in related field.
2. **Age Limit:** Not more than 40 years as on the closing date of advertisement
3. **Remuneration:** A consolidated amount of Rs. 50,000/- per month.
4. **Period of Engagement :**Initially for a period of 6 months extendable up to two years based on the satisfactory performance.
5. **Nature of Duties:** The role is to work with our stakeholders to help them get the most out of National Academic Depository(NAD), including installing, configuring and customizing the NAD Software as well as other software, and supporting stakeholders with a range of professional services, such as performance tuning, complex migrations and upgrades, etc. This role also plays a supportive function to the stakeholders to assist with an estimates and technical guidance on new projects etc. Technical consultants are expected to work on development activities and managing custom application development projects, customization and extension applications. To be able to excel in this role, technical consultants are expected to be proficient in underlying coding language with a thorough understanding of the underlying technical architecture of applications. Technical Consultant is expected to work closely with NAD officers to understand the requirements and then undertake technical design and produce software component designs and specifications as per the functional design. Once the software components are developed then he needs to test the components viz. reports, work flow, interfaces, customization's, data migration scripts etc. He is also required to carry out audits and participate in technical walk through. Major work involves producing unit test plans and documenting the test results, creating test data and testing environments for unit testing, undertake the production of system documentation, to report progress and issues to the team leader in a timely manner.
6. **Terms & Conditions:**
The Technical Consultant on having accepted the offer of engagement shall enter into a contract, also having the confidentiality clause, with the UGC, detailing the terms & conditions of engagement (**Annexure-II**), before being assigned any work.
7. **Method of Selection:**
The Candidates will be shortlisted based on their marks obtained in the technical degrees, experience in the technical field and other guidelines on the subject. The shortlisted candidates will be interviewed by a Selection Committee constituted for the purpose, whose decision shall be final. No correspondence in this regard will be entertained. Intimation shall be sent only

to the selected candidates. Apart from the above, all the rules and instructions of Government of India on the subject will be followed.

IV. Terms and Conditions for the post of Network Consultant for securing computer networks.

1. **Eligibility Conditions:** Master Degree in Computer Science with at least 2 years' working experience in related field.
2. **Age Limit:** Not more than 40 years as on the closing date of advertisement
3. **Remuneration:** A consolidated amount of Rs. 50,000/- per month.
4. **Period of Engagement :**Initially for a period of 6 months extendable up to two years based on the satisfactory performance.
5. **Nature of Duties:** A network consultant has to play the role of network architect, a system administrator, a security specialist, or a number of different things. These consultants will be responsible for designing, setting up, maintaining, and securing computer networks.

6. **Terms & Conditions:**

The Network Consultant on having accepted the offer of engagement shall enter into a contract, also having the confidentiality clause, with the UGC, detailing the terms & conditions of engagement (**Annexure-II**), before being assigned any work.

7. **Method of Selection:**

The Candidates will be shortlisted based on their marks obtained in the technical degrees, experience in the technical/networking field and other guidelines on the subject. The shortlisted candidates will be interviewed by a Selection Committee constituted for the purpose, whose decision shall be final. No correspondence in this regard will be entertained. Intimation shall be sent only to the selected candidates. Apart from the above, all the rules and instructions of Government of India on the subject will be followed.

V. Terms and Conditions for the post of System Analysts for programming and system design:

1. **Eligibility Conditions:** Master Degree in Computer Science with at least 2 years' working experience in the related field. Candidates are expected to have a working knowledge of programming as well as analytical skills. Common programs include SQL, Oracle, Sequel, Visual Basic, C++ and Java, Unified Modelling Language (UML), SAP business software applications, Web-based technologies.
2. **Age Limit:** Not more than 40 years as on the closing date of advertisement
3. **Remuneration:** A consolidated amount of Rs. 50,000/- per month.
4. **Period of Engagement :**Initially for a period of 6 months extendable up to two years based on the satisfactory performance.
5. **Nature of Duties:** Systems analysts are expected to study the current computer systems and procedures and design information systems solutions to help the NAD operate more efficiently and effectively. They will bring business

and information technology (IT) together by understanding the needs and limitations of both.

6. Terms & Conditions:

The System Analyst on having accepted the offer of engagement shall enter into a contract, also having the confidentiality clause, with the UGC, detailing the terms & conditions of engagement (Annexure-II), before being assigned any work.

7. Method of Selection:

The Candidates will be shortlisted based on their marks obtained in the technical degrees, experience in the related field and other guidelines on the subject. The shortlisted candidates will be interviewed by a Selection Committee constituted for the purpose, whose decision shall be final. No correspondence in this regard will be entertained. Intimation shall be sent only to the selected candidates. Apart from the above, all the rules and instructions of Government of India on the subject will be followed.

VI. Terms and conditions for the post of Data Analysts for Statistics and Mathematical Modelling:

1. **Eligibility Conditions:** A Master degree in Maths/ statistics and working knowledge of computer.
2. **Age Limit:** Not more than 40 years as on the closing date of advertisement
3. **Remuneration:** A consolidated amount of Rs. 50,000/- per month.
4. **Period of Engagement :**Initially for a period of 6 months extendable up to two years based on the satisfactory performance.
5. **Nature of Duties:** To work with large amounts of data: facts, figures, and number crunching and critically analyse it to find conclusions. to present their findings, or translate the data into an understandable document.

6. Terms & Conditions:

The Data Analyst on having accepted the offer of engagement shall enter into a contract, also having the confidentiality clause, with the UGC, detailing the terms & conditions of engagement (**Annexure-II**), before being assigned any work.

7. Method of Selection:

The Candidates will be shortlisted based on their marks obtained in the technical degrees, experience in the related field and other guidelines on the subject. The shortlisted candidates will be interviewed by a Selection Committee constituted for the purpose, whose decision shall be final. No correspondence in this regard will be entertained. Intimation shall be sent only to the selected candidates. Apart from the above, all the rules and instructions of Government of India on the subject will be followed.



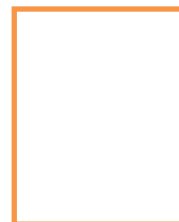
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ANNEXURE-I

For the post of.....

BIO-DATA

1. Name of the Candidate :
2. Date of Birth :
3. Father's Name :
4. Permanent Address :
5. Mailing Address :
6. Whether belongs to SC/ST/OBC Category :
7. Telephone No. :
Mobile No. :
Email-id :



8. (a) Academic /Professional Qualification

Degree	University	Field/Specialisation	Year of Passing	Full Marks	Marks obtained	% of marks	Any Other Info.

(b) Details of Experience:

Details of employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.				
Office/Institute/Organisation	Post Held	From	To	Nature of duties

(c) Additional Information, if any which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

I certify that the particulars furnished above are true to the best of my knowledge and beliefs. If at any stage it is found wrong, I understand that my candidature shall be automatically cancelled.

Date :

Place :

Signature of the Candidate

Note:- Self attested documentary proof in support of information furnished in column 8 is to be submitted by the candidates along with the application.



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Annexure-II

Terms & Conditions for engagement as Consultant on Contract Basis in the National Academic Depository (NAD) Cell of UGC.

1. The engagement shall be on contract basis initially for a period not exceeding six months which may be extended up to two years at the discretion of UGC subject to satisfactory performance and also subject to the requirement of the organisation. The engagement can be terminated at any time without assigning any reason.
2. He/She shall be paid a consolidated fee (inclusive of all) per month as prescribed subject to TDS at applicable rates. He/She shall devote whole of his/her time for the organisation and he/she shall not accept any other professional appointment, paid or otherwise during the period of contract.
3. He/She shall perform the duties assigned by the concerned officer In-charge or his/her nominee from time to time. He/She shall maintain absolute secrecy of all the facts and documents which come to his/her knowledge during the period of his/her engagement in the discharge of duties assigned to him/her at all times.
4. He/She will be entitled for 08 Casual Leave and 02 Restricted Holiday in a year. No other leave of any kind shall be admissible to him/her.
5. In case he/she remains absent from duty, a proportionate deduction from the consolidated remuneration will be made. Further the engagement can also be terminated in case of regular absence.
6. In addition to the normal working days, if he/she is required to attend the office on Saturday/Sunday and other holidays in exigencies of work, he/she shall not be paid any additional remuneration.
7. He/She shall not be entitled to the benefits like Provident Fund, Pension, Gratuity, Transport Allowance etc. or any other benefits.
8. He/She shall not have any claim on the basis of this engagement as a Consultant.
9. He/She shall be required to maintain decorum and office discipline as expected from a responsible officer.
10. He/She is required to submit a declaration regarding his/her marital status. He/She will also be required to take an oath of allegiance to the Constitution of India or make a solemn affirmation to that effect in the prescribed proforma.
11. If any declaration or information furnished by him/her proves to be false or if he/she is found to have wilfully suppressed any material information, he/she will be liable to termination of the contract.
