

No. 26011/1/2017-HR  
Government of India  
Ministry of Home Affairs  
NATGRID

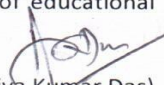
1<sup>st</sup> Floor, Shivaji Stadium Annexe building,  
Shaheed Bhagat Singh Marg, New Delhi  
Date: 06 October, 2017

**Circular**

**Sub: Engagement of Consultants in NATGRID, MHA- reg.**

The National Intelligence Grid (NATGRID), an attached office of the Ministry of Home Affairs, invites applications from retired officers from Central Government Ministries / Departments / CPSUs /Central Autonomous bodies having experience of functioning in Government organizations.

2. The details including role names, number of personnel required, job-description, eligibility criteria, terms of reference, form of application etc. for engagement of consultants are available on MHA's website ([www.mha.nic.in](http://www.mha.nic.in)) and DoPT's website ([www.dopt.gov.in](http://www.dopt.gov.in)).
3. NATGRID reserves the right to accept or reject in part or in full any or all the responses without assigning any reasons whatsoever.
4. Last date for receipt of applications is 15 days from the date of issue of circular/uploading in the MHA's website (excluding the date of uploading). Applications received incomplete or after the due date will not be considered.
5. Such retired officers having good health and willing to work as consultant in the NATGRID may send their applications to the undersigned by post at the address "National Intelligence Grid, Ministry of Home Affairs, 1<sup>st</sup> Floor Shivaji Stadium Annexe, Shaheed Bhagat Singh Marg, New Delhi-110001 within due date along with copy of retirement notification order, copy of PPO & LPC, certificate in support of educational qualification & experience and certificate of fitness from Govt. Hospital.

  
(Amiya Kumar Das)  
Director

E.mail : [dirhrnig@nic.in](mailto:dirhrnig@nic.in)

Copy to :

1. All Ministries /Departments of Govt. of India. They are requested to give this notice wide publicity amongst all their eligible retiring /retired officials.
2. Copy also forwarded to the NIC cells of MHA and DoPT for up-loading on the websites of MHA and DoPT.

Ministry of Home Affairs

NATGRID

**1 JOB DESCRIPTION:**

1.1 The job description for the following posts are given at Annexure I-IV.

S.No.	Name of the role	Number of personnel required	Job Profile
1.	Consultant (Risk)	1	Annexure-I
2.	Consultant (Section Officer)	3	Annexure-II
3.	Consultant (DDO-Support)	1	Annexure-III
4.	Driver	1	Annexure-IV

**2. PERIOD OF ENGAGEMENT :**

- 2.1 The initial engagement as Consultant would be for a period not exceeding 6 (six) months. The engagement would be reviewed on monthly basis.
- 2.2 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 NATGRID.
- 2.3 The engagement of Consultants would be of a temporary nature against the tasks assigned. The engagement can be cancelled at any time by NATGRID without assigning any reasons.

**3. GENERAL REQUIRMENTS FOR CONSULTANTS :**

Consultants may be retired officers from Central Government Ministries / Departments /CPSUs/Autonomous bodies having experience of functioning in Government bodies in the concerned fields.

**4. FEE PAYABLE TO CONSULTANTS:**

The fee payable to the Consultants will be as per the Government norms (Last Pay drawn- Pension).

**5. PROCEDURE FOR SELECTION OF CONSULTANTS :**

Following procedure will be followed by the Committee for selecting candidates for engagement as consultant :

- a) Scrutiny of applications ;
- b) Face to face interview.

**6. WORKING FACILITIES TO BE PROVIDED :**

Only the basic working facilities / infrastructure will be provided to the consultants. No Telephone/Internet facility at residence shall be provided.

**7. OTHER ENTITLEMENTS OF CONSULTANTS :**

**(a) LEAVE :**

Consultants shall be eligible for 2.5 days leave (absence from duty ) in a month on pro-rata basis. No other leave would be allowed.

**(b) TA/DA :**

No TA/DA shall be admissible for joining the assignment or on its completion. The Consultants would be entitled to draw TA/DA for work-related travel as per his/her last entitlement at the time of retirement as per the Government norms.

**(c) ACCOMODATION :**

No accommodation or HRA will be provided by NATGRID.

**(i) POWERS :**

The Consultants shall not exercise any statutory, legal or financial power.

**8. CONFIDENTIALITY OF DATA AND DOCUMENTS :**

The Consultant shall not utilize or publish or disclose or part to third party any part of the data or statistics or proceedings or information gathered during the course of this assignment without the written consent of NATGRID.

**9. WORKING HOURS :**

The Consultants shall have to work as per the working hours of NATGRID. However, depending on the exigency of work, one may be required to come early or sit late to complete the time bound work. No extra remuneration or fee would be payable if work requires late sitting.

**10. TAX DEDUCTION AT SOURCE :**

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which NATGRID will issue TDS certificates. Service Tax, as applicable shall be payable extra, at the prevalent rates.

**11. RIGHTS OF NATGRID :**

NATGRID reserves the right to cancel and not to proceed in the matter for engagement of Consultants at any stage without giving any explanation, whatsoever.

**12. TERMINATION OF ENGAGEMENT :**

NATGRID may terminate contract if:

- The Consultant is unable to address the assigned works.
  - Quality of the assigned works is not to the satisfaction of NATGRID.
  - The Consultant fails in timely achievement of the milestones as finally decided by NATGRID.
  - The Consultant is found lacking in honesty and integrity.
  - Posting of a government official who could do the Consultant's job.
  - NATGRID reserves the right to terminate the contract by giving fifteen days' notice to the Consultant. Termination shall be effected by written notice served on the Consultant and shall take effect within 15 days of delivery of such notice. The termination will be without prejudice to either party's rights accrued before termination.
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**Role Name : Consultant ( Risk Management )**

1. The applicant should have worked in the Intelligence Organization/units of the Govt. of India & retired in the Pay Level 13 with sufficient experience in the areas as mentioned at Para 2 below.
2. **Scope of Work /Job responsibilities**
  - I. **Risk**
    - To evaluate & provide inputs during design of the Organization Strategy from a risk perspective
    - Oversee the identification, management, reduction & elimination of potential risks to NATGRID
    - Oversee the planning and implementation of organization-wide processes and procedures for the management/ mitigation of operational risk
  - II. **Privacy**
    - Showcase the emphasis on maintaining privacy of citizens by NATGRID to the external community
    - Ensure presence at the Committee of Privacy Bill & in discussions pertaining to Privacy across forums
  - III. **Internal Security**
    - Ensure IT Security ranging from but not limited to configurations, architectures, monitoring of electronic communication etc. is on par with specified best practices.
    - Ensure physical security policies, procedures, controls are in place and on par with best practices
    - Ensure a framework is in place to log and detect incidents of suspicious activities within NATGRID's ecosystem
  - IV. **Information Security Policy Design & Audit**
    - Oversee the design of NATGRID's Information Security policy, standards and procedures
    - Vet the Enterprise Architecture blueprint designed by the Technology team to ensure its robustness
    - Ensure that NATGRID complies with the Information Security Standards adopted by the organization
  - V. **Compliance**
    - Ensure that all functions in NATGRID adhere to their defined Service Level Agreements (SLAs)
    - Audit compliance of Policies, Processes, Guidelines and Controls by all functions at NATGRID (except audit from Information Security and Finance perspective) and highlight risks related to the above
  - VI. **People Development**
    - Take an active role in recruitment of incumbents into the team
    - Conduct formal Performance Appraisal and provide developmental feedback for own team
    - Identify training needs of subordinates and provide functional training inputs through internal and external sources
    - Develop subordinates through guidance and by providing multitasking opportunities
    - Suggest improvement /implement appropriate personnel policies and procedures
    - Foster an environment of learning, excellence and innovation within all aspects of team work.

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**Role Name : Consultant ( Section Officer )**

1. The applicants should have worked in the Ministries/Departments/ CPSUs/Central Autonomous Bodies as section officer and retired in the Pay Level 8/9 with sufficient experience in any of the areas as mentioned at Para 2 (a), (b) or (c) below .

**2. Scope of Work /Job responsibilities**

**a. Establishment, Legal & Co-ordination**

- Knowledge of Establishment & Legal matters.
- Co-ordination with different Govt. Departments.
- Organizing meetings.
- Competency on noting, drafting & communications.
- Liaisoning with stakeholders.
- Expertise in e-office, Microsoft Word, Excel etc., e-mail correspondence.
- Well versed with the working of Central Secretariat.
- Knowledge of office procedure manual.

**b. Procurement/Contract Management**

- Knowledge of procurement, GFR, Manual for procurement of consultancy and other services.
- Online procurement including procurement through GeM.
- Knowledge of Tenders, EOI, RFP & AMC.
- Procurement of IT equipments, stationery items, Newspapers/magazines books, Furniture /fixtures etc.
- AMC/CAMC of UPS, Telephones, ACs, IT equipments etc.
- Housekeeping services, Taxi hiring services etc.
- Repair and maintenance of other furniture /fixtures etc.
- Expertise in working with Microsoft Word, Excel etc. & e-mail correspondence.

**c. Financial & Budget Matters**

- Assist Finance Division in project formulation.
- Scrutiny and appraisal of expenditure proposals for concurrence or screening.
- Ensure compliance with the guidelines and instructions issued by the MoF, Planning Commission, etc. with respect to all the processes involved in Project formulation, Appraisal, Monitoring and Evaluation.
- GOI rules and guidelines including that of central vigilance Commission.
- Assist Finance Division in coordinating with the MHA & MoF for Appraisal, Evaluation, and Monitoring of Projects/proposal.
- Coordinate with Divisions to formulate Budget estimates based on expenditure analysis and assessment of performance against Outcome Budget targets.
- Knowledge of General Financial Rules, Fundamental and Supplementary Rules, Manual for procurement of consultancy & other services etc.

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**Role Name : Consultant ( DDO Support )**

1. The applicant should have worked in the Cash Section/Accounts Office of Ministries/Departments/ CPSUs/Central Autonomous Bodies and retired in the Pay Level 7/8/9/10 with sufficient experience in the areas as mentioned at Para 2 below.

**2. SCOPE OF WORK /JOB RESPONSIBILITIES**

- (i) Maintenance of the bill registers as required in GFR.
- (ii) Preparation of salary bills, rent bills, telephone bills and all other bills which are required to be submitted to PAO for release of payment in public interest.
- (iii) Calculation and Assessment of Income Tax in r/o all the officers and staff including calculation and deduction of Income Tax in respect of Contract work performed by different firms etc.
- (iv) Issue of Form 16 to all officers and staff.
- (v) Issue of quarterly Form 16A to all Contractors/ Firms
- (vi) Reconciliation of Expenditure figures with that of PAO, NATGRID.
- (vii) Preparation of reports to be submitted to Ministries related to finance and accounts.

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**Role Name : Consultant ( Driver )**

1. The applicant should have worked as Staff Car Driver in Ministries/Departments/ CPSUs/Central Autonomous Bodies in the Pay Level 2/4/5/6 possessing license and having experience in the areas as mentioned at Para 2 below.

**2. SCOPE OF WORK /JOB RESPONSIBILITIES**

- i. Having valid Govt. LMV License for Driving of Cars.
- ii. Experience in driving of Govt. Vehicles in Delhi/NCR.
- iii. Well versed with the routes of various destinations in Delhi/NCR.
- iv. Acquaintance with necessary protocol of working with Sr. Officers from Govt.

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**APPLICATION FORMAT**

**ROLE APPLIED FOR:.....**

Photograph  
(self-attested  
with signature  
across)

1. Name in full (BLOCK LETTER)
2. Father's Name
3. Address for correspondence with Pin Code
4. Tel/ Mobile No. & email id
5. Date of Birth & Date of superannuation from Govt. Service
6. Designation and office address  
(last post held at the time of retirement)
  
7. PPO & LPC NO.
8. Last pay drawn at the time of retirement
9. Educational Qualification
10. Brief Particulars of experience in Govt. Service  
(Attach a separate sheet if necessary)
  
11. Details of present employment  
(Wherever applicable)
  
12. Additional relevant information if any in support of your suitability for the said engagement (Attach a separate sheet if necessary)

I hereby declare that all the statements in this application are true and complete to the best of my knowledge and belief. I further declare that I was clear from vigilance angel at the time of retirement. I have read this document and ready to accept the terms and conditions for engagement of consultants. I also understand that action against me will be taken by the concerned authorities if I am declared by them to be guilty of any type of misconduct mentioned herein.

Signature of candidate

Name : \_\_\_\_\_

Place :

Date: