

डॉ. श्यामा प्रसाद मुखर्जी राष्ट्रीय जल एवं स्वच्छता संस्थान

DR. SYAMA PRASAD MOOKERJEE NATIONAL INSTITUTE OF WATER AND SANITATION
(An autonomous Institution under Ministry of Jal Shakti, Department of Drinking Water and Sanitation, Govt. of India)

Email: spm.niwas@gov.in

3rd Floor, Admin Block
D.H. Road, Joka, Kolkata-700 104
Dated: 7th October, 2024

CIRCULAR

Sub: Engagement of one retired central Government officer as Chief Technical Expert (IT) on contractual/ retainership basis in the SPM-NIWAS, Kolkata.

The SPM-NIWAS, Kolkata intends to engage one retired central Government officer as Chief Technical Expert (IT) on contractual/ retainership basis in the SPM-NIWAS, Kolkata as per the details given below:

1	Name of the post	Chief Technical Expert (IT)
2	Number of vacancies	01
3	Eligibility Criterion	Must have retired at the rank of DDG, NIC or above in central Ministries/Departments/ organizations in Pay Level 14 or above.
4	Experience	Experience in implementation of IT initiatives, coordination with NIC, DDWS, GoI
5	Job Location	SPM-NIWAS, D.H. Road, Joka, Kolkata-700 104
6	How to apply	Application in the prescribed format in Annexure -II (complete in all respects) along with the following documents must be forwarded to the e-mail ID: jobs.niwas@gmail.com with the subject: "Application for Chief Technical Expert (IT) on contractual/retainer-ship basis":(i) PPO Copy or (ii) LPC Copy. No other mode of application will be accepted
7	Last date for receipt of application	17.10.2024 (Thursday).

2. The engagement of retired central Government officer will be subjected to the terms and conditions enclosed herewith in Annexure - I

3. Interested and eligible retired central Government officers who fulfill the above mentioned criteria and experience may apply in the prescribed Proforma in email at jobs.niwas@gmail.com.

Encl: As above.

(Priyatu Mandal)
Director & Head (IAS)

✓ Copy to Sr. Technical Director, NIC, DDWS with the request to upload the circular in DDWS website.

General Terms and Condition:

1. **Age Limit for applying to the post:** maximum 62 years.
2. **Period of engagement & Extension: (a)** Engagement shall initially be for a period of one year. After the expiry of initial term, engagement may be extended, based on requirement and performance of the Retainer(s) with the approval of the Competent Authority. Extension of engagement, if any, shall be at the sole discretion of Competent Authority.

(b) The engagement of a retainer will not be extended beyond 5 years after superannuation or beyond 65 years of age, whichever is earlier.
3. **Working Hours: (a)** Working hours shall be from 10:00 am to 6.30 p.m. during working days including half an hour lunch break in between/ normal working hours in Government of India offices. However, in exigencies of work, he/ she may be required to sit late and may be called on Saturdays/Sundays and other Gazetted Holidays.

(b) Retainers will be required to mark his/her attendance in Biometric Attendance System (BAS)/ attendance register. Monthly remuneration will be calculated on the basis of BAS report and other conditions.
4. **Work Profile: (a)** To strengthen the IT infrastructure of the Institute, eoffice and coordination with DDWS, NIC, Gol. The detailed job summary is **Appexed** below.
5. **Remuneration: (a)** A fixed monthly remuneration/amount as consultancy fee shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement as per the terms and conditions contained in DoE, Ministry of Finance OM No. 3-25/2020-E.IIIA dated 09.12.2020 or its amendment from time to time. The amount of remuneration so fixed shall remain unchanged for the term of the contract.

(b) Tax Deduction at Source (TDS), as admissible, shall be deducted from the monthly remuneration of the retainer(s).

(c) Retainer(s) will not be entitled for annual increment/percentage increase of consultancy fee/conveyance during the period of engagement.
6. **Allowances: (a)** A fixed amount as Local Conveyance for the purpose of commuting between residence and place of work shall be allowed at the rate applicable at the time of retirement which shall remain unchanged during the term of engagement.

(b) TA/DA on official tour, if any, shall be admissible as per entitlement at the time of retirement.

(c) Retainers are not entitled for any other kind of allowance such as Dearness Allowance, residential, telephone, CGHS, Medical Reimbursement, etc.
7. **Leave: (a)** Retainers will be entitled for paid leave of absence at the rate of 1.5 days for each completed calendar month of engagement calculated on pro rata basis.

(b) No remuneration for the period of absence in excess of the admissible leave will be paid to the retainer. Un-availed leave cannot be carried forward nor encashed on extension of tenure or on termination of engagement.
8. **Confidentiality and Integrity: (a)** Intellectual Property Rights (IPR) of all information/data collected as well as deliverables produced for the Institute shall remain with the Institute.

(b) Retainers shall not, directly or indirectly, communicate or reveal to any person or persons any matter collected for the purpose of his/her assignment or during the course of his/her assignment, without the express written consent of the office.

(c) Retainers shall not represent or give opinion or advice in any matter which is adverse to the interest of this Office. He/ She is not permitted to take up any other assignment during his period of engagement.

9. Termination of Engagement: (a) The engagement of retainers is purely on temporary basis and they will not be entitled for any benefit/compensation/ absorption/regularization of service in the SPM-NIWAS.

(b) The Institute may terminate the engagement of retainer(s) on the following conditions:

- (i) The Retainer is unable to address the assigned work.
- (ii) The Quality of work is not to the satisfaction of the Department.
- (iii) The Retainer fails in timely achievement of the milestones.
- (iv) The Retainer is found lacking in honesty and integrity.

(c) The Retainer(s) will give one month notice for leaving the services of the Department. Engagement may be terminated at any time by the Department, in public interest, without assigning any reason and without any prior notice.

(d) The Retainer(s) shall hand over their identity cards/pass and all office equipment etc. if any, to the SPM-NIWAS and submit a No Demand Certificate before the final payment is released by the Institute.

10. Other Conditions: (a) SPM-NIWAS shall not be responsible for any loss, accident, damage, or injury suffered by the individual arising out of execution of his/her official duty.

(b) The Institute has the right to cancel the advertisement, and not go for engagement of Consultant/Retainer, at any stage. It may accept or reject any or all applications, without giving any reasons thereof, whatsoever.

(c) The Institute has the right to review these guidelines as and when the circumstance warrant, with the approval of the Competent Authority.

Application for engagement of Chief Technical Expert (IT) on contractual/retainer-ship basis in the SPM-NIWAS.

To,

The Director & Head
SPM-NIWAS, Kolkata

Attach Recent
Passport size
photograph.

Sir,

With reference to the Circular No. dated, I am pleased to submit my application for the assignment as Chief Technical Expert (IT) on contractual/retainership basis in the SPM-NIWAS as per the Curriculum Vitae as under:

S.No.	Particulars	To be filled by the applicant
1	Name (In BLOCK Letters)	
2	Father's/Husband's Name)	
3	Date of Birth	
4	Telephone/Mobile Number	
5	E-mail address	
6	Address for communication	
7	Permanent Address	
8	Present Age (yy/mm)	
9	Date of Joining central government deptt/org	
10	Date of Retirement	
11	Post from which retired	
12	Name of the Ministry/Department/organization from which retired	
13	Last pay drawn (enclose copy) (mention Level/cell)	
14	PPO Number/ LPC (enclose copy)	
15	Educational/Technical Qualification	
16	Nature of duties attended while in service*	
17	Details of computer knowledge	
18	Have you worked as Consultant or presently working as consultant? If yes, details of Office and remuneration etc.*	

*Attach additional sheet if required.

I certify that the information furnished above are true to the best of my knowledge and I understand that if any information furnished by me is found to be incorrect, my application is liable to be rejected without any intimation.

(Signature)
Name:

Job Summary

The Chief Technical Expert (IT) will play a crucial role in leading the technology initiatives at SPM NIWAS. The individual will be responsible for building and managing the IT team, overseeing technology integration in the research domain, and collaborating with the media team. The CTE will also be instrumental in the development of an ERP solution for training management and ensuring alignment with Government of India and state government solutions.

Key Responsibilities

- Leadership and Team Building: Lead and build a skilled IT team to support the organization's technology needs.
- Technology Oversight: Provide guidance and support in implementing technology solutions for research projects and media initiatives.
- ERP Development: Oversee the design and implementation of an ERP solution for training management tailored to the needs of SPM NIWAS.
- Integration Efforts: Collaborate with Government of India and state government IT teams to ensure seamless integration of systems and solutions.
- Advisory Role: Act as a technical advisor to the management on all aspects of information technology and its applications.
- Strategic Planning: Develop technology strategies that align with the organization's goals and enhance operational efficiency.
- Project Management: Manage multiple projects simultaneously, ensuring timely delivery and adherence to quality standards.
- Perform other related duties as required to meet the evolving needs of SPM NIWAS.

Qualifications & skills

Essential Qualifications

- Experience: Must have retired from a government post, preferably at the level of Deputy Director General (DDG) in NIC or equivalent.
- Educational Background: A degree in Computer Science, Information Technology, or a related field. Advanced degrees or certifications in technology management will be advantageous.
- Technical Skills:
 - Extensive experience in IT management, software development, and project management.
 - Knowledge of ERP solutions and integration processes with government systems.
 - Familiarity with current technologies and trends in the field of information technology.

Desired Skills

- Leadership and Communication: Strong leadership abilities with excellent communication skills to interact effectively with various stakeholders.
- Analytical Skills: Ability to analyze complex technical issues and provide innovative solutions.
- *Strategic Thinking*: Experience in developing and implementing technology strategies that drive organizational success.

Personal Attributes

- Strong commitment to public service and the mission of SPM NIWAS.
- Ability to work collaboratively in a team environment and foster a culture of continuous improvement.
- Selection would be based on scrutiny of CV, followed by interview.
