

This Proposal considers the engagement of Non- Training Profile **Consultants (IT Support & Technical Support)** to be engaged in RDSDEs and DGT HQRs.

It is essential to have the consultants who possess the requisite skill set. They should be high quality professionals, capable of leading their expertise in the fields as per requirements of DGT

Engagement of Consultants in RDSDEs, DGT is to be done Centrally by NIMI by following due procedure. The due proposed process to be followed with Timelines may be summarised as follows:

S.No.	Activity/Process	Timelines	To be done by
1	Organisation-wise Requirement of Consultants		by CFI Division
2	Publishing of the Applications Centrally Online for engaging Consultants		by NIMI
3	Scrutinizing of Applications received, Issue of Admit Card		by NIMI
4	Conduct of <b>All India CBT Exam</b> for selection of pool of candidates Online		by NIMI
5	Conduct of <b>Proficiency Skill Test Interview</b> for candidates (6 times the number of vacancies)		by the Committee
5	Calculation of Score Card/Result of the Candidates (3 Times the number of Consultants) in order of merit as per the Score card rule mentioned in Consultants guidelines		by NIMI
6	Selected candidates Panel list (3 Times the number of Consultants) with scorecard to be sent from NIMI to DGT HQRS for approval		by NIMI

### Guidelines for Engagement of Consultants

#### General conditions for engaging Consultants:

1. Consultants will be engaged for a period of **eleven months** from the date of Engagement.
2. The services of Consultants may be continued for a period of **another 11 Months** with a break of 1 Month if found suitable by the competent authority of RDSDE/DGT
3. Consultants shall be appointed on a full-time basis and would not be permitted to take up any other assignment during the period of Consultancy.
4. The engagement is purely on temporary nature and the appointment can be cancelled at any time without providing any reason for it.
5. The reservation policy applicable for Central Government services should be strictly followed in the selection process of Consultants
6. An agreement on stamp paper of Rs.100 /- duly notarized, must be signed between the Director of the Institute and incumbent (Consultant).
7. **A waitlist of qualified candidates (nearly 2 times the no. of vacancy of Consultants) is to be prepared & should kept in panel for three years. They will be considered against transfer, resignation, death etc cases.**

## Number of Consultants:

The total number of consultants to be engaged shall depend on the actual requirement at a particular point of Time.

## Qualifications and experience:

- **Consultant (Technical Support)**

Consultants should be professionals having a

### **Essential:**

An Engineering Graduate (BE/B.Tech) with at least **5 year of experience** in relevant field / M.Tech or above with at least **2 years of experience** in relevant field/ Diploma with at least **7 years of experience** in relevant field / BBA with at least **5-year experience** in relevant field / MBA with at least **2 years of experience** in relevant field

### **Desirable:**

Should be having Strong analytical skills, expert in Microsoft Office Tools, Documentation Skills, coordination, policy formation and analysis, planning, advertisement /public skill, IT skills,

Candidate must be capable of leading the development teams. Candidate must have Strong verbal / written communication, presentation and written communication skills

- **Consultant (IT support)**

### **Essential Qualification**

BE/B.Tech/ M.Tech in Computer Science (CS)/ Information Technology (IT)/ Electronics and Communication Engineering (ECE) or Equivalent with **5 years of experience or above**

**OR**

MCA/M.Sc/DOEACC ('B' & 'C' Level) with specialization in computers or equivalent with 5 years of experience or above

**OR**

M.Sc./ M.Phil/ Ph.D in Mathematics/Physics/ Statistics/ Operation Research/ Computer Science/ Information Technology/ Electronics with specialization in computers or equivalent with 5 years of experience or above

**OR**

Diploma/BCA/B.SC in IT/computer science with 7 years of experience or above

### **Required Skills**

- Proficient in OS, Linux / Windows Administration
- Good Knowledge of IIS/ Apache etc. web browser
- Good Knowledge of PHP/ DOT NET/ JAVA programming and HTML , CSS/Javascripting.
- Manage and monitor installed systems and infrastructure

Install, configure, test and maintain operating systems application software and system management tools

- Monitor and test application performance for potential bottlenecks, identify possible solutions and work with developers to implement those fixes
- Maintain security, backup, and redundancy strategies
- Write and maintain custom scripts to increase system efficiency and lower the human intervention time on any tasks
- Participate in the design of information and operational support systems
- Coordination with vendors and other IT personnel for problem resolution
- Strong analytical and numerical skills
- Call Management through service desk and vendor escalation
- Monitoring and report generation through monitoring tools/MIS
- Coordinate with the rest of team to meet the team objectives
- Perform other related duties as assigned

### Score Card Calculation:

The Final Scorecard for Selection would be made by NIMI on the following basis:

1	CBT Examination (Maximum 120 Marks)	Total CBT Marks obtained out of 120 Marks
2	<b>Proficiency Skill Test Interview</b> by Expert Committee (Maximum 30 Marks)	Total Marks obtained out of 30 Marks
3	<b>Qualification Marks</b> (Maximum 30 Marks)	Marks will be provided on the basis of Percentage obtained in the last qualification of the candidates using the given formula  Formula = <b>[0.3*(Absolute Percentage obtained in the Last qualification)]</b> Marks  Note: CGPA/SGPA should be converted into absolute percentage by using Institute Conversion Formula.
	<b>Experience</b>  (Maximum 20 Marks)	<b>4 Marks per year</b> of Experience after acquiring minimum qualification & experience as prescribed in Para C above.  (Maximum limit is 20 Marks for 5 years of experience after acquiring minimum qualification & experience as prescribed in Para C above.)
	<b>Total</b>	<b>200 marks</b> (Total Maximum Marks)

## **Tie Breaker Rules:**

In case of tie between the Marks of set of candidates, the following criteria will be applicable in Priority basis to settle the tie.

1	First Preference	CBT marks
2	Second Preference	Experience/Relevance to desired skill set
3	Third Preference	Degree or Higher qualification in relevant field

## **Entitlements of Consultants:**

1. The full-time candidates will be paid a monthly consolidated remuneration of Rs. 45000/-
2. The Consultants will not be eligible for Government Accommodation or House Rent Allowance, CGHS facility Official email i.d., Government identification card, internet connection, telephone, etc.

### **TA/DA:**

If the Tour program is in interest of Public Service, then they are entitled to allowances as applicable in the Level-6/7 as applicable

### **Leave:**

The Consultants shall be entitled to leave of **8 days in a year** on pro rata basis. Additional leave without pay would be permitted upon approval by the Concerned Competent Authority.

### **Conflict of interest:**

He/she will be expected to display utmost honesty, secrecy of office and sincerely while discharging his/her duties. In case, the services of the Consultant are not found satisfactory or found in conflict with the interests of the Government, his/her services will be liable for discontinuation without assigning any reason.

### **Termination Notice:**

The Competent Authority can cancel the appointment at any time without providing any reason for it. However, in the normal course it will provide one month's notice to the Consultant.

**Annexure 1**

**A. Engagement of Consultants in DGT Hqrs: Remunerations: Rs 45000 per month**

S.No	DGT(HQ)	Type and No. of Consultants to be engaged		No of Consultants
		Consultant (IT support)	Consultant (Technical Support)	
	<b>Total</b>	<b>5</b>	<b>15</b>	<b>20</b>

**B. Engagement of Consultants in RDSDEs: Remuneration: Rs 45000 per month**

Sl. No.	Name of RDSDE	Headquarters	No.of Consultants to be engaged	Profile of Consultants
1.	RDSDE Andhra Pradesh	Vijayawada	<b>2</b>	1 Consultant (Technical Support), 1 Consultant(IT support)
2.	RDSDE Assam	Guwahati	<b>3</b>	2 Consultant (Technical Support), 1 Consultant(IT support)
3.	RDSDE Bihar	Patna	<b>2</b>	1 Consultant (Technical Support), 1Consultant(IT support)
4.	RDSDE Chhattisgarh	Raipur	<b>2</b>	1 Consultant (Technical Support), 1 Consultant(IT support)
5.	RDSDE Gujarat	Gandhi Nagar	<b>3</b>	2 Consultant (Technical Support), 1 Consultant(IT support)
6.	RDSDE Haryana	Chandigarh	<b>2</b>	1 Consultant (Technical Support), 1 Consultant(IT support)
7.	RDSDE Himachal Pradesh	Shimla	<b>2</b>	1 Consultant (Technical Support), 1 Consultant(IT support)
8.	RDSDE Jammu & Kashmir	Jammu	<b>2</b>	1 Consultant (Technical Support), 1 Consultant(IT support)
9.	RDSDE Jharkhand	Ranchi	<b>2</b>	1 Consultant (Technical Support), 1 Consultant(IT support)
10.	RDSDE Karnataka	Bengaluru	<b>4</b>	2 Consultant (Technical Support), 2 Consultant(IT support)
11.	RDSDE Kerala	Thiruvananthapuram	<b>3</b>	2 Consultant (Technical Support), 1 Consultant(IT support)
12.	RDSDE Madhya Pradesh	Bhopal	<b>3</b>	2 Consultant (Technical Support), 1 Consultant(IT support)
13.	RDSDE Maharashtra	Mumbai	<b>3</b>	2 Consultant (Technical Support), 1 Consultant(IT support)

14.	RDSDE Odisha	Bhubaneswar	2	1 Consultant (Technical Support), 1 Consultant(IT support)
15.	RDSDE Punjab	Ludhiana	2	1 Consultant (Technical Support), 1 Consultant(IT support)
16.	RDSDE Rajasthan	Jaipur	3	2 Consultant (Technical Support), 1 Consultant(IT support)
17.	RDSDE Tamil Nadu	Chennai	3	2 Consultant (Technical Support), 1 Consultant (IT support)
18.	RDSDE Telangana	Hyderabad	2	1 Consultant (Technical Support), 1 Consultant(IT support)
19.	RDSDE Uttarakhand	Dehradun	2	1 Consultant (Technical Support), 1 Consultant(IT support)
20.	RDSDE Uttar Pradesh	Kanpur	4	2 Consultant (Technical Support), 2 Consultant (IT support)
21.	RDSDE West Bengal	Kolkata	4	2 Consultant (Technical Support), 2 Consultant (IT support)
22	RDSDE (National Capital Region)	Faridabad	3	2 Consultant (Technical Support), 1 Consultant (IT support)
			<b>58</b>	<b>58</b>

### Summary :

Sl. No	Organisation	Type of Consultant	No of Consultants proposed to be engaged.
1	DGT Hqrs	Consultant (Technical Support),	15
		Consultant (IT support)	05
2	RDSDE	Consultant (Technical Support),	33
		Consultant (IT support)	25
	<b>Total</b>		<b>78</b>

It is submitted that the Training Officers post in this Directorate are filled through two modes.

1. Promotion (50%)
2. Direct Recruitment (50%)

Presently, in DGT a huge number of vacancies are there at the post of Training Officers owing to the retirement & promotion to the higher-grade. The same is evident from the following table.

S. No.	Name of the Cadre	No. of TO Posts Sanctioned	No. of TO Posts filled	No. of TO Post Vacant
1	Training Officer-General	335	92	243
2	Training Officer-Women	143	90	53

	<b>TOTAL</b>	<b>478</b>	<b>182</b>	<b>296</b>
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Previously, the concurrence of IFD has been accorded for engagement of **80 number of Junior Consultants of Training Profile** (vide e file no [38569](#)) to be engaged in NSTIs and CSTARI against these 296 vacancies at the Post of Training Officers.

This proposal seeks approval for engaging **78 Consultants (Technical and IT Consultant) ie of Non Training Profile** to be engaged in DGT hqrs and 22 RDSDEs against the remaining 216 vacancies at the Post of Training Officers. (296- 80 = 216)

As far as the filling up of posts of Training Officers is concerned, since, there is no promotion/postings have been done since the formation of Ministry of Skill Development & Entrepreneurship and publication of Gazette Notification has happened only in the 2018, the filling up of post of Training Officers is likely to take some more time.

For promotion of Training Officers, currently the reservation roster (RR) & Seniority list is being updated and is under finalization.

For Direct Recruitment of Training Officers, after promotion and finalization of RRs, the proposal for Direct Recruitment of TOs will be sent to UPSC.

It shall be ensured by the Division that the engagement of Consultants shall never breach the total Sanctioned Posts of Training Officers.

Therefore, this proposal which puts up a transparent system for the recruitment of Consultants in DGT & RDSDEs may kindly be considered & concurred.

