

F.No.21/02/2008-CS-I(D)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)
(CS Division)

2nd Floor, Lok Nayak Bhavan, Khan Market,
New Delhi-03, dated the 3rd October, 2008

OFFICE MEMORANDUM

Subject: Filling up the post as Content Manager of retired/retiring Group 'A' Government officials or from general public (above the age of 45 years) to work as full time consultants on the Content Management of the National Portal of India – regarding.

The undersigned is directed to enclose herewith a copy of advertisement Notice No. NICSI/EOI/Content-Managers/2008-15 of National Informatics Centre Services INC, a Government of India Enterprises for the post of Content Managers of the National Portal of India. The retired/retiring Group 'A' CSS officers who can work upto the age of 62 years may apply in the two prescribed performas, which can be downloaded from website www.nicsi.nic.in and sent to NICSI by 9-10-2008.

Encl: As above



(Deepak Israni)

Under Secretary to the Govt. of India

☎:24629413

To :

1. Dy. Manager (Admn.), National Informatics Centre Services Incorporate, Hall No.2 & 3, 25, NBCC Tower, Bhikaji Cama Place, New Delhi-110066- for information.
- ✓ 2. Technical Director, NIC, Computer Cell, LBN-for uploading this OM with its enclosures on the DOP&T (CS Division) website under Miscellaneous Circular on priority basis.

Copy to :-

1. All Ministries/Departments (as per list enclosed)

No. 10(34)/2008-NICSI

**NATIONAL INFORMATICS CENTRE SERVICES INC.
(NICSI)**

(A Government of India Enterprise under NIC)
Ministry of Communication & Information Technology
Hall No. – 2 & 3, 6th Floor, NBCC Tower
15, Bhikaji Cama Place, New Delhi: - 110 066
Phone: 91-11-26105054 Fax: 91-11-26105212
Email: tender-nicsi@nic.in

Expression of Interest Notice No: NICSI/EOI/Content-Managers/2008-15

Invites applications from the retired/retiring, within 6 months, Group-‘A’ officers or from general public (above the age of 45 years) to work as full time consultants on the Content Management of the National Portal of India (<http://india.gov.in>). Content Management here means identification of new content, its classification and picking up key words for subsequent retrieval. National Portal content encompasses all government acts, programmes, schemes, services, forms, documents, etc. The incumbents should have extensive knowledge of government administration. The project is to be completed by December 31, 2009.

NICSI will form a panel of suitable applicants to work as Content Managers. The minimum tenure to work as Content Manager will be 6 months. Interested persons may apply in the two prescribed Performas, which can be downloaded from our website www.nicsi.nic.in. Applications, complete in all respects, must reach up **to 15.00 Hrs. on 09/10/2008**, which will be opened at **15.30 Hrs. on same day**.

For EOI document download or more detail please visit <http://nicsi.nic.in>

Dy. Manager (Admn.),
National Informatics Centre Services Incorporate
Hall No. 2 & 3, 25 NBCC Tower,
Bhikaji Cama Place,
New Delhi- 110066.

Sd/ -
(Authorized Signatory)

No. 10(34)/2008-NICSI

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Expression of Interest Notice No: NICSI/EOI/Content-Managers/2008-15

EXPRESSION OF INTEREST (EOI) TO WORK AS CONTENT MANAGERS

I. INTRODUCTION:

1. National Informatics Centre (NIC) has developed and implemented a **National Portal of India** (<http://india.gov.in>) consisting of information on the government acts, programmes, schemes, services, forms, documents, etc. The portal is to be analyzed and strengthened with the missing information on the above items. The work is to be completed by December 31, 2009.
2. For analysis and strengthening the portal with the missing information, it is proposed to enlist the services of the consultants. Since the project is to be completed by December 31, 2008, retired/retiring government officials, who can work upto 62 years, would be preferred for the job. In case government officials are not available, consultants from the general public would be considered for the assignment. The latter can also work up to the age of 62 years.

II. SCOPE OF WORK:

The consultants have to work as Content Managers and their job profile would be as follows:

- a) Chapter wise analysis of the portal for missing information.
- b) Obtaining the missing information from the concerned government offices.
- c) Supervising the integration of the missing information on the portal.
- d) Devising and implementing a plan for the classification of the portal contents.
- e) Classify the existing and future contents of the portal.
- f) Identification of relevant keywords for portal contents for their easy and unambiguous retrieval at a later date.

III. SELECTION PROCESS:

- 1. The selection will be a two phase process. In the first phase, a Consultants' Evaluation Committee (CEC) will shortlist the applicants based on their suitability assessed from their Personal Details (Performa-1). Financials will be opened only for the CEC recommended suitable applicants. The applicants will then be selected to work as Content Managers according to the lowest rates quoted.
- 2. A panel of eligible consultants to work as Content Managers will be formed. Initially two applicants will be selected to work as Content Managers at NIC Hqrs, who can work until the project completion date of December 31, 2009. In case similar demand comes from the States, the applicants, from the panel, will be picked up to work in the States.

IV. PROCESS TO RESPOND TO THIS EOI:

- 1. Interested applicants may download the forms 1 and 2 from NICSIs website <http://www.nicsi.nic.in> and submit the duly filled in forms as follows:

Performa-1: May be filled in, signed and sealed in an envelope superscripting "NICSIs EOI for Content Managers – PERSONAL DETAILS" due on 09/10/2008 at 15:00 Hrs.

Performa-2: May be filled in, signed and sealed in an envelope superscripting "NICSIs EOI for Content Managers – FINANCIALS" due on 09/10/2008 at 15:00 Hrs.

- 2. Both the above envelopes may be sealed in an outer cover sealed and superscripted "NICSIs EOI for Content Managers" – Due on 09/10/2008 at 15:00 Hrs. The cover may be addressed to the Managing Director NICSIs and delivered at NICSIs office before the due date and time.

National Informatics Centre Services Inc.
6th Floor, 15 NBCC Tower,
Bhikaji Cama Place,
New Delhi – 110066.

V. OPENING OF THE RESPONSES:

- 1. The envelopes containing PERSONAL DETAILS will be opened on 09/10/2008 at 15:30 Hrs in NICSIs office in the presence of applicants who wish to remain present. The responses will then be passed on to a duly constituted CEC.
- 2. Based on the recommendations of the CEC, FINANCIALS will be opened on a date and time duly notified in the presence of applicants who wish to remain present. The responses will then be passed on to a FINANCIAL EVALUATION COMMITTEE (FEC).

VI. EVALUATION OF PERSONAL DETAILS:

The CEC may seek additional information from the applicants if necessary. In such a case the information may be supplied within the time frame set aside by the CEC otherwise CEC may take their own decisions. CEC will also be authorized to verify any information furnished by the applicants. The CEC will shortlist the applicants based on their suitability assessed from the PERSONAL DETAILS furnished by the applicants.

VII. EVALUATION OF FINANCIALS:

1. The FEC will shortlist the applicants based on the lowest cost to the project criteria viz. the applicant quoting the least consolidated emoluments per month will be selected for job assignment and termed as LQ1.
2. For the selection of second Content Manager, other applicants who have quoted LQ2, LQ3 rates...(in that order) will then be asked to match the LQ1 rates. If LQ2 agrees to match, s/he is selected otherwise the opportunity will be given to LQ3 and so on. If none of the LQ2, LQ3..agrees to match LQ1 rates then LQ1 alone will be considered for the assignment.

VIII. PAYMENTS:

1. The applicants appointed as Consultants will be paid the finalized per month consolidated emoluments after submission of pre-receipted bills and a satisfactory performance certificate from the Project Head. They are not entitled to any other payments except for the TA/DA at government rates for the outstation journeys undertaken for the project work with the prior permission of the Project Head.
2. All payments will be made subject to TDS as per Income Tax Rules.

IX. MISCELLANEOUS:

1. NICSI will not be responsible for any delay in obtaining the terms and conditions of this EOI by the applicants, which is available on NICSI's website. All expenditure towards obtaining the EOI document and in submitting the duly filled in response will be borne by the applicants.
2. The response to this EOI must be submitted by due date and time with information as per Performa-1 and 2. Incomplete responses or those received later than the scheduled date and time will not be considered.
3. The initial assignment will be for a period of 6 months which can be extended for another 6 months or up to 31/12/2009 whichever is earlier.
4. Non-government applicants qualifying for working as Content Managers would sign a contract with NICSI, witnessed by a Class I gazetted officer for:
 - (a) Their good conduct while working as Content Managers.

- (b) Non disclosure of confidential information, if any, that they might have access to while working as Content Managers.
- (c) Bona-fide use of government equipment that are given to them during the assignment and its return in the same condition as given to them before leaving the assignment.
5. They will work as per the government working hours and will be entitled to a maximum of one day's sick leave during the month. For any extra leave, emoluments on a pro-rata basis will be deducted.
6. NICS I reserves the right to modify, expand, restrict, scrap, refloat the EOI and reject any application without assigning any reason.

Sd/-
(Authorized Signatory)
NICS I

Performa-1

PERSONAL DETAILS

1. Name of the officer (in Block Letters):
2. Date of Birth:
3. Postal Address:
4. Phone: Mobile:
5. Qualifications (Educational/Professionals/Training relevant to the work of Content Managers):

| Course Pursued | Degree obtained | Year | | Name of the College with City | Courses offered/Scope of the Training |
|---------------------|-----------------|------|----|-------------------------------|---------------------------------------|
| | | From | To | | |
| Educational | | | | | |
| Graduation | | | | | |
| Post-graduation | | | | | |
| Professional | | | | | |
| 1. | | | | | |
| 2. | | | | | |
| Training | | | | | |
| 1. | | | | | |
| 2. | | | | | |

6. Total work experience in years: _____
Give details of organizations served (starting from the last) where tenure of service was more than 2 years.

| Organization | Post Held | Date From | Date To | Gross pay / month | Broad area of responsibility |
|--------------|-----------|-----------|---------|-------------------|------------------------------|
| | | | | | |
| | | | | | |
| | | | | | |

6. Proficiency in handling computers (tick one): Excellent/Very Good/Working Knowledge
7. A write up (10 lines) on the applicant's understanding of Web based Content Management and how can s/he be an effective Content Manager?

- 8. Other than N. Delhi whether the applicant is willing to work in a State Capital, If yes please give name(s) of State Capitals.
- 9. If selected, how much time will be required to take up the assignment: ____ month(s).
- 10. Please use separate sheet wherever necessary.

Dated:

Signature of the Applicant

Address:

Phone No:

Mobile:



Performa-2

FINANCIALS

1. Name of the officer (in Block Letters):
2. Date of Birth:
3. Expected Consolidated emoluments per month: Rs.

| In Figures | In Words |
|------------|----------|
| | |

Notes:

- (a) The financials will be opened only for applicants found suitable by the CEC on a date and time duly notified.
- (b) The applicant quoting the least per month consolidated emoluments (LQ1) will be considered for assignment. Applicants quoting LQ2, LQ3..... (in that order) will be asked to match the LQ1 rates for their selection. If none of the LQ2, LQ3... agrees to match LQ1 rates then LQ1 alone will be considered for assignment.
- (c) Initially two applicants will be taken up for assignments. However, depending on project needs, more applicants can be hired, particularly for States.
- (d) The project is to be completed by December 31, 2009.
- (e) The above quoted rates are all inclusive. For outstation tours, they will be given TA/DA as per government rules.
- (f) The retired/retiring government officials, who will be preferred, can work up to the age of 62 as also the suitable non-government applicants.

Dated:

Signature of the Applicant

Address:

Phone No:

Mobile: