

F. No. 4(3)/2023-CERT-In
Government of India
Ministry of Electronics and Information Technology
Indian Computer Emergency Response Team (CERT-In)

Shastri Park, New Delhi- 110053
Dated: 16.10.2024

CIRCULAR

Subject: Engagement of 06 Consultants in Indian Computer Emergency Response Team (CERT-In) a Statutory Organization of Ministry of Electronics and Information Technology (MeitY) – regarding

Applications are invited from willing and eligible retired Central Government/State Government/Autonomous bodies/Statutory bodies employees who have retired from the post of **Under Secretary, Deputy Director, Section Officer, Assistant Section Officer and Assistant** or equivalent for engagement as consultants in following domain area purely on contract basis initially for a period of one year or till regular incumbents become available whichever is earlier.

2. The terms & conditions for engagement of consultants shall be regulated in accordance with the Department of Expenditure's O.M. No. 3-25/2020-E.IIIA dated 09.12.2020 and O.M. No. 3-25/2020-E.III(A)/Pt dated 18.10.2023 (under NPS).

3. The details including number of posts, eligibility criteria, Terms & Conditions etc., are enclosed as **Annexure-I**.

3.1 The requirement of CERT-In (Qty 06) are in following domain area :

- (a) Consultant Security -01
- (b) Consultant Building & Maintenance -01
- (c) Consultant Personnel -02
- (d) Consultant Legal -01
- (e) Consultant Stores-01

4. ICERT, MeitY reserves the right to accept or reject in part or full or all the responses without assigning any reasons whatsoever.

5. The duly filled in applications in prescribed Proforma (**Annexure-II**) may be sent to Scientist 'E' & Head of Office (HoO), Indian Computer Emergency Response Team (CERT-In), Ministry of Electronics and Information Technology, 7th floor, 'A' Block, DMRC IT Park, Shastri Park, New Delhi-110053 within 15 days of issue of this circular. The applications can also be sent through e-mail at **personnel-icert@cert-in.org.in** followed by a hard copy within the stipulated time. Applications received after due date or without supporting documents i.e. Copy of PPO, Last Pay Certificate etc. will not be considered.

Handwritten signature and date: 16/10/24.

(Himanshu Ranjan)
Scientist 'E' & HoO, CERT-In

To,

- ✓ 1. Web-site of Indian Computer Emergency Response Team (CERT-In) and Notice Board.
2. The Under Secretary, CS-II Division, Department of Personnel & Training, 3rd Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003 with a request that the circular may be hosted on DoPT's website.
3. Web-master, MeitY for publishing the vacancy circular in the Ministry of Electronics and Information Technology (MeitY) official website.
4. Intra-MeitY, Notice Board, MeitY

Terms and Conditions, Eligibility Criteria and Scope of Work for Engagement of retired employees of Central Government/State Government/Autonomous bodies/Statutory bodies in the Indian Computer Emergency Response Team, Ministry of Electronics & Information Technology

1. No. of Positions, Eligibility Criteria and Scope of Work for each positions:

S/N	Name of Position	Nos	Eligibility Criteria	Scope of Work
1.	Consultant (Security)	1	The candidates should have retired from Central Government/State Government/Autonomous bodies/Statutory bodies from posts above Pay Level-06 or equivalent of 07 th CPC and having experience of at least 03 years in Security Supervisor/ Security Officer work.	<ul style="list-style-type: none"> • Overall supervision of Security Guards deployed at CERT-In, Observe and report any suspicious activity or safety hazards. • Compliance of security procedures and protocols. • Maintaining daily security records, handling incidents. • Conduct emergency response drills, Daily physical hazard/safety inspections, • Supervise monitoring of Closed Circuit Televisions and alarm systems, gather information and complete reports, and Maintain confidentiality • Perform such other work as may be assigned from time to time.
2.	Consultant (Building & Maintenance)	1	The candidates should have retired from Central Government /State Government/ Autonomous bodies/ Statutory bodies from the post of Executive Engineer / Assistant Engineer/ Junior Engineer from Pay Level 06 of 7 th CPC and above or equivalent position having sufficient experienced in handling Building Maintenance / land acquisitions, transfer within government bodies/ constructions related works"	<ul style="list-style-type: none"> • Matters related to construction, land acquisitions/ transfer of land within government bodies, operations and maintenance of office buildings including designing, estimating, contracts supervision etc. • Maintenance and upkeep of air conditioning system, interior designing, architecture, electrical installations, UPS and other installations etc. • Perform such other work as may be assigned from time to time.

S/N	Name of Position	Nos	Eligibility Criteria	Scope of Work
3.	Consultant (Personnel)	4	The candidates should have retired from Central Government/State Government/Autonomous bodies/Statutory bodies from the post of Assistant Section Officer / Section Officer /Under Secretary/ Deputy Director or equivalent from Pay Level – 7 / 8 /10 or 11 of 07th CPC and having experience of personnel related work.	<ul style="list-style-type: none"> • Matters like creation of posts, restructuring of Cadre, up-gradation of posts, amendment of Recruitment Rules. • Promotion (including MFCS, MACP etc.) • DPC cases • Recruitment matters • Implementations of recommendations of Pay commission, pay fixation cases, pension cases • Other personnel's matters etc. • Perform such other work as may be assigned from time to time.
4.	Consultant (General Administration)	1	The candidates should have retired from Central Government/State Government/Autonomous bodies/Statutory bodies from the post of Assistant Section Officer / Section Officer /Under Secretary/ Deputy Director or equivalent from Pay Level – 7 / 8 /10 or 11 of 07th CPC and having experience of Establishment/Administrative matters related work.	<ul style="list-style-type: none"> • Matters like tendering process, GeM and Procurement • Parliament Questions, RTI, Grievance. • Firefighting related matters • Conducting arrangements for meetings, seminar, workshops, events, exhibitions etc. • Management of transport, vehicles. • Management of records / files. • Liaisoning with MeitY and other departments for administrative matters. • Perform such other work as may be assigned from time to time.
5.	Consultant (Accounts and Finance)	1	The candidates should have retired from Central Government/State Government/Autonomous bodies/Statutory bodies from the post of Assistant Section Officer / Section Officer /Under Secretary/ Deputy Director or equivalent from Pay Level – 7 / 8 /10 or 11 of 07th CPC and having experience of Finance, Budget, Audit related matters.	<ul style="list-style-type: none"> • Matters related with the General Financial rules • Audit • Taxes, GST etc. • PFMS matters • Budget (BE/RE) • Release and management of Grant-in-Aid etc. • Perform such other work as may be assigned from time to time.

Signature

Signature

Signature

S/N	Name of Position	Nos	Eligibility Criteria	Scope of Work
6	Consultant (Legal)	1	The candidates should have retired from Central Government/State Government/Autonomous bodies/Statutory bodies not below the Pay Level - 08 or equivalent of 07th CPC and having experience of at least 05 years in the field of Legal Work. Preference will be given to candidates having experience in dealing matters related to The Information Technology Act.	<ul style="list-style-type: none"> • Legal issues pertaining to CERT-In. NDAs, Agreements, RTI, Court cases, Non-compliance, Contract Terms & Conditions, MoUs, Cyber Laws, Data Privacy, service rules and other general legal matters etc. • Provide Legal Opinions, prepare affidavits for submission in courts etc. on behalf of CERT-In. • Perform such other work as may be assigned from time to time.
7	Consultant (Stores)	1	The candidates should have retired from Central Government/State Government/Autonomous bodies/Statutory bodies from the post of Stores Officer / Stores Assistant / Section Officer / Assistant Section Officer or equivalent from Pay Level - 6 of 07th CPC or above and having experience of Stores related work.	<ul style="list-style-type: none"> • Indenting purchases, maintenance of technical and non-technical stores and keeping of stores accounts including procurement and providing assistance in procurements. • Making and managing store entries and ensuring proper labelling / coding of items. • Responsible for timely submission of stores returns, stores account, annual verification of stores and maintenance of liability register to guide timely purchase and utilization of funds. • Responsible to arrange inspection of all stores and release bills/ inspection notes after proper verification. • To attend audit observation regarding stores and settle the objections if any. • Responsible for arranging disposal of unserviceable stores through auction / disposal etc. thereof to the best advantage of the Govt. including disposal of surplus stores • To advise on all latest instructions relating to stores aspects. • Perform such other work as may be assigned from time to time.

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S/N	Name of Position	Nos	Eligibility Criteria	Scope of Work
	Total	06		

Note: The consultant shall have to perform duties / services as assigned to him / her by his / her controlling officer with all the necessary skills, diligence, efficiency and economy. The competent authority reserves the right to assign any duty as and when required.

2. Period of Engagement:

- a. The initial engagement as consultant would be for a period of one year, which may be extended for another year depending upon the requirement of CERT-In and performance review of the consultant. Beyond two years after the age of superannuation, the term may be extended further based on a review of the task and the performance of the contract appointee. The term of engagement shall not be extended beyond 05 years after superannuation.
- b. The engagement of consultants would be on a full-time basis and they would not be permitted to take up any other assignment during the period of consultancy with CERT-In. During the term of the consultancy, the consultant shall not be engaged in any private business or professional activity which could conflict with the interest of the Government.
- c. The engagement of consultants will be purely on contract basis and will not confer any right for regular appointment in CERT-In.
- d. The engagement can be cancelled at any time by CERT-In without assigning any reason.

3. Selection Procedure:

Candidates meeting the eligibility criteria and conditions will be shortlisted based on criteria like experience, qualification etc. The Consultants will be selected by a duly constituted Committee.

4. Communications and Interpersonal skills:

The candidate should have fluency and working knowledge of Hindi and English. Candidates shall have knowledge of electronic mailing & e-Office operation, Noting and Drafting, Computer applications such as MS word, MS Excel and Power Point etc.

5. Place of Posting:

Place of posting will be at Delhi including National Capital Region.

6. Age Limit:

The maximum age limit for all the categories of consultants will be 63 years on the last date of the application.

7. Remuneration and Allowances:

- a. The remuneration of Consultants will be regulated in terms of the provision of OM No 3-25/2020-E.IIIA dated 09.12.2020 issued by the Department of Expenditure as may be amended from time to time i.e., A fixed monthly amount shall be paid arriving at by deducting the basic pension (gross) from the last basic pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of

the contract. There will be no annual increment/ percentage increase during the contract period.

b. Retired officials not drawing pension will be paid a consolidated remuneration to be fixed at 50% of last basic pay drawn at the time of retirement.

c. **Transportation Allowance:** Transport Allowance for the purpose of commuting between the residence and the place of work shall be paid. The Transport Allowance shall be fixed at the rate applicable to the appointee at the time of the retirement. The Transport Allowance shall not exceed the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of engagement. No Dearness Allowance shall be admissible on the Transportation Allowance and the amount so fixed shall remain unchanged during the term of appointment.

d. Retired employees engaged as consultants will be allowed TA/DA on official tour, if any, as per their entitlement at the time of their retirement.

e. No HRA shall be admissible. No accommodation will be provided by CERT-In.

f. TA/DA for Joining: No TA/DA is admissible for joining the assignment or on its completion.

g. No other allowances except allowed above will be admissible during the term of the contract.

h. **Tax Deduction at Source:** Income Tax or any other tax liable to be deducted, as per the prevailing rules, will be deducted at source before effecting the payment of remuneration.

8. **Leave:** Paid leave of absence will be allowed at the rate of 1.5 days for each completed month of service. If leave is not availed in a particular month the same shall be carried forward and can be availed in the next or subsequent months, but not more than five days absence in a single spell shall be allowed under normal circumstances. Accumulation/carry forward of leave beyond a calendar year shall not be allowed. No payment in lieu of un-utilized leaves will be paid by CERT-In.

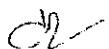
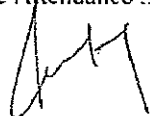
9. **Working hours:**

a. The Indian Computer Emergency Response Team (CERT-In) is operational on 24x7x365 basis. Normal working hours are from 09:00 AM to 5:30 PM during the working days including half an hour lunch break in between.

b. In view of the 24x7x365 nature of operations of CERT-In, there are also shift duties (viz. morning, evening, night etc.) including on Saturdays, Sundays and Holidays having working hours different from normal working hours. Depending on the requirement of the work the consultant will be directed to attend office as per the need and requirements of CERT-In. No overtime or any special allowance shall be payable.

c. In special circumstances, the Consultant could be called for services on holidays or beyond normal working hours for which no compensatory leave or pay will be granted.

d. The Consultants shall be required to mark their attendance in the Aadhar-enabled Biometric Attendance System (AEBAS).



10. Working facilities to be provided:

Basic support like office workstation space, furniture, stationery, computer, access to the office network etc. required to perform duty will be provided by the CERT-In in the office. No support staff, typing assistance, Transport or residential Telephone/Internet etc. shall be provided.

11. Confidentiality of data and documents:

- a. The Consultants shall not utilize or publish or disclose or part with, to a third party, any data or statistics or proceedings or information gathered during the course of the assignment for the office without the express written consent of CERT-In while employed as well as after the end of employment at any time. The Consultants shall be bound to hand over the entire set of records of assignments to the office before the expiry of the contract and before the final payment is released by the office. The Consultants shall sign NON-DISCLOSURE UNDERTAKING (enclosed as Annexure-II) containing a clause of Ethics and Integrity.
- b. The Consultant should maintain absolute confidentiality and secrecy of the information handled by him/her during the contract and even after termination of contract, failing which the consultants will be liable for suitable action, as deemed fit.

12. Conflict of Interest:

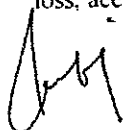
The Consultant appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office.

13. Termination of service:

- A. Indian Computer Emergency Response Team (CERT-In) may terminate the services of the Consultants, if:
 - a. The consultant is unable to accomplish the assigned work.
 - b. The quality of the accomplished work is not to the satisfaction of CERT-In.
 - c. The Consultant fails in the timely achievement of the milestones as decided by CERT-In.
 - d. The Consultant is found lacking in honesty and integrity.
 - e. Posting of a government official who could do the Consultant's job.
 - f. The requirement of a consultant for the work assigned ceased to exist.
 - g. The Consultant completes 5 years of superannuation/retirement.
- B. The services can be terminated by giving one month notice in writing from either side. The termination will be without prejudice to either party's rights accrued before termination.
- C. If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have wilfully suppressed any material information, he will be liable for removal from engagement of service and such other action as CERT-In may deem necessary.

14. Accident, Injury, etc. during the period of engagement:

Indian Computer Emergency Response Team (CERT-In) shall not be responsible for any loss, accident, damage, or injury suffered by the Consultant whatsoever arising in or out

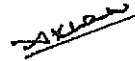



of the execution of his work inside or outside the Department, including travel.

15. Rights of Indian Computer Emergency Response Team (CERT-In):

Indian Computer Emergency Response Team reserves the right to cancel and not to proceed in the matter for engagement of consultants at any stage without giving any reason, whatsoever.

Indian Computer Emergency Response Team shall have the right to examine/ review the services provided by the consultants at any time.



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Annexure-II

Application for engagement of Consultant on contract basis in Indian Computer Emergency Response Team (CERT-In) a Statutory Organization of Ministry of Electronics and Information Technology (MeitY), New Delhi

Recent
passport size
photograph

1.	Full Name (in Block Letters)	
2.	Father's/Husband's Name	
3.	Date of Birth	
4.	Contact details	Mobile/Tel. e-mail
5.	Address for communication	
6.	Date of Joining of Govt. Service	
7.	Age as on date	
8.	Whether SC/ST/OBC	
9.	Whether Physically handicapped	
10.	Date of Retirement and the post from which retired (enclosed copy of retirement order)	
11.	Name of the Ministry/ Department from which retired	
12.	Last Pay Drawn (Please enclose copy)	
13.	Education/Technical Qualification (Please enclose copy of certificate/ mark sheet)	
14.	P.P.O. No. (Please enclose copy)	
15.	Details of Computer Knowledge)	
16.	Brief particulars of experience (A separate sheet may be annexed).	

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/incomplete or ineligibility being detected at any time before OR after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of Indian Computer Emergency Response Team (CERT-In) a Statutory Organization of Ministry of Electronics and Information Technology (MeitY). I have read this circular and ready to accept all the terms and conditions for engagement of Consultants.

Signature _____

Place:

Date: