

**National Co-operative Consumers' Federation of India Ltd.
Deepali(5th Floor), 92, Nehru Place, New Delhi-110019**

NCCF/HO/P&A/16-17

Dated 28.06.2016

Sub: Filling up the post of Consultant(Information Technology)

National Co-operative Consumers' Federation of India Ltd. (NCCF), an apex body of consumer cooperative societies in the country registered under the Multi-state Co-operative societies Act, was established on 16th October, 1965 with the prime objective to assist, aid and counsel its member institutions as per principles of cooperation and to facilitate their working including providing supply support to consumer cooperatives and other agencies for distribution of consumer goods at reasonable and affordable rates. NCCF operates from its Head Office at New Delhi and branches located in the state capitals and other important cities of India.

NCCF invites applications for filling up the post of one Consultant(Information Technology) on contract basis for a period of one year which may be extended for another year with the approval of the competent authority. The candidate must have requisite Technical, Strategic, Advisory, Management and Communication skills. which would prove as a catalyst in achieving quality outcomes for the organization. The terms and conditions of appointment are given below:-

Qualification:-

A Consultant(Information Technology) must hold a Bachelor's Degree in Engineering (Computer Science) or Information Technology or equivalent degree from a recognized university. MCA/M.Tech in Computer Science or Information Technology or Master's Degree in Business Administration, with specialization in Software Enterprise Management/Information Technology Management would have an added advantage. Technical skills sets would include Database Management, Global information Technology Management, Operations Management, Organizational Behaviour and Management of Technology and Innovation. Practical knowledge of computer programming is desirable. He/she must be capable of functioning independently in a multi-disciplinary environment.

Experience:-

Minimum 8-10 years of experience in the field of Information Technology/Computer Science. Considering that the IT Consultant is expected to add value to the organization's intellectual resource pools, thus, apart from the educational qualifications/certifications, he/she must have a hands-on experience in one or more fields of IT. Common fields of experience may include technologies like Java, Web Analytics, Security, Data Management, Infrastructure, Mobile Technology, Risk Management, Storage and Backup, Open Source, Cloud Computing etc.

*Retired Government employees having grade pay of Rs. 7,600/- and above at the time of retirement may also apply for the said post.

Roles & Responsibilities:-

A Consultant(Information Technology) roles and responsibilities shall include consulting staff, defining objectives, determining information system requirements, making recommendations, writing reports and documentation, installing IT systems and software, training users and answering feedback. He/she is expected to have a clear understanding of

the NCCF Business and technology requirements. The Consultant will play a key role in executing the project of office automation of NCCF. He/she will monitor the whole project which is to be developed by the developer.

He/she will not only ensuring proper development of the project but will also ensure that it includes all the essential components in the software project as per our need and requirement. He/she would suggest NCCF and the developer changes, if any, which are required in the software project as per requirement. He/she will periodically submit progress report of the project to its reporting officer. Consultant will also provide training to the staff to enable them to understand the technology.

A flexible attitude to working pattern is also helpful as travel and some periods of working away from home may often be required.

Period of Engagement:-

The appointment will be initially for one year and it may be extendable for another year with the approval of competent authority. The appointment of Consultant is of a temporary (Non-official) nature. The engagement of Consultant will not confer any right on the part of individual for permanent appointment to the post. The engagement of the Consultant will be purely on contract basis. The appointment can be cancelled at any time by the NCCF without assigning any reason.

Age Limit:-

The age as on the date of the appointment should be below 40 years.

Remuneration:-

The consolidated fee of a consultant is negotiable. A retired govt. official appointed as consultant shall continue to draw pension and the dearness relief on pension during the period of his engagement as consultant. His/her engagement as consultant shall not be considered as a case of re-employment.

Allowance:-

The consultant shall not be entitled to any allowance such as D.A, HRA, Residential telephone, Transport Facility, Medical Reimbursement etc.

Leave:-

Consultant shall be eligible for 8 days leave in a calendar year. The leave will not be carried forward in case the engagement period is extended beyond one year. Also, no payment in lieu of unutilized leaves will be paid by NCCF at the time of expiry of the contract.

TA/DA:-

No TA/DA shall be admissible for joining the assignment or on its completion. TA/DA for their travel inside the country in connection with the official work is permissible as per competent authority.

Desirous candidates may forward their Bio-data giving details of qualification and experience along with copies of certificates in an envelope clearly endorsing "Application for the post of Consultant(Information Technology)" within 15 days to the date of the advertisement to National Co-operative Consumers' Federation of India Ltd. (NCCF), 5th Floor(Deepali), 92, Nehru Place, New Delhi-110019.
