

Terms & conditions

1. **Essential Qualifications:** MCA/B.Tech/B.E (Computer Science/I.T)
2. **Experience:** Minimum total professional experience in this field of work not less than 10 yrs.
3. **Age:** Not to exceed 65 years
4. **Scope of Work:** The prime responsibility of the Consultant would be Website Designing and Management of the dynamic and responsive website/platforms and improvise the current functionalities of the website.

The specific terms of scope of work to be completed within a time frame of 6 months is as follows:

- To complete the pending designing and data updating actions in various sections of TIFAC website
- To complete the pending certification processes (STQC etc.)

5. **Professional Fee / Consolidated Remuneration:**

The consultant will be paid remuneration in the range of Rs.60,000/- to Rs.1,00,000/- p.m. (all inclusive) as recommended by the Consultancy Evaluation Committee. The remuneration indicated above are all inclusive and would include all taxes also (if any). No other incidental expenses viz. transport allowance, telephone bill reimbursement etc. would be paid. In case the consultant is deputed for outstation travel, he/she would be paid TA/DA equivalent to Pay Level-10 of 7th CPC.

6. **Term of Contract**

The term of contract for Consultant (website design & database management) would be 6 months. The term of contract may be reduced at the discretion of TIFAC before making the offer of contract. After the contract is signed/ accepted, TIFAC or Consultant (website design & database management) may terminate the contract by giving one month's notice in writing to the other party without assigning any reason. The term of contract may be extended beyond the duration mentioned above on the same remuneration and Terms and Conditions, if mutually agreed by both.

7. **Confidentiality & Conflict of Interest**

The Consultant (website design & database management) so appointed would be required to maintain confidentiality & discharge his / her duties with sincerity. In case it is found to be in conflict with the interest of TIFAC, his / her services are liable to be discontinued immediately without assigning any reason. Further, the Consultant (website design & database management) engaged shall not be permitted to take up any other assignment during the period of consultancy with TIFAC without prior permission of TIFAC in writing.

8. **Leave Entitlement**

The Consultant (website design & database management) engaged as above will be on full time basis and shall be entitled to avail 4 days leave on prorata basis without any deduction in consolidated monthly remuneration, for the entire contract period.

9. The candidates for walk in interview need to carry the following documents (in original), along with self-attested copies as proof of their credentials:

- Degree/Certificates
- Experience certificate from the employer
- No objection / relieving letter from the Employer (if employed at present)
- Duly filled in application form as per the format attached

Any other documents, if deemed necessary may be demanded by TIFAC during the selection / contract signing process.

10. **General Conditions:**

The walk-in interview would be conducted on 28th July, 2021, at 11.00 AM in TIFAC, 4th floor Meeting Room, Vishwakarma Bhawan, Shaheed Jeet Singh Marg, New Delhi - 110016

The Candidate may report half an hour before start of Interview.

The reckoning date for the criteria given above viz. qualification, experience, age, etc. would be 14th June 2021.

TIFAC reserves the right to relax the criteria (age limit, essential educational qualifications, experience etc.) in case of deserving candidate.

No TA/DA will be provided for appearing in the interview.

Selected candidate will need to be joined immediately.

FORMAT FOR APPLICATION FOR ENGAGEMENT OF

Name of the post: Consultant (website design & database management) in TIFAC.

Post Applied For:

Name of the Applicant:

Email ID:

Nationality:

Date of Birth:

Permanent Address:

Correspondence Address:

Contact No. (Mobile & Landline):

Educational Qualification:

(Class 10th onwards)

PHOTOGRAPH

Exam/Degree	Board/University	Year of Passing	% Grade

10. Professional Qualification:

Exam/Degree	Board/University	Year of Passing	% Grade	Subject

11. Details of Experience in chronological order (with brief of the duties performed – details may be provided in the form of Annexure)

Name of Organization	Post held	Pay Scale	Gross Emoluments	Period	Nature of Duties

12. Emoluments last drawn
(last basic pay, if working in Govt. service):

13. Any other information

Note: Please attach self-attested copies of testimonials as mentioned in the advertisement.

Declaration

I do hereby declare that the information furnished above is true and complete to the best of my knowledge and belief.

Date:

Place:

Signature: