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**National Centre for Financial Education**  
राष्ट्रीय वित्तीय शिक्षा केन्द्र

## **Advertisement**

**For Hiring of Consultant - IT**

**On Contractual basis**

**(Advertisement No: NCFE/Recruitment/2023-24/04)**

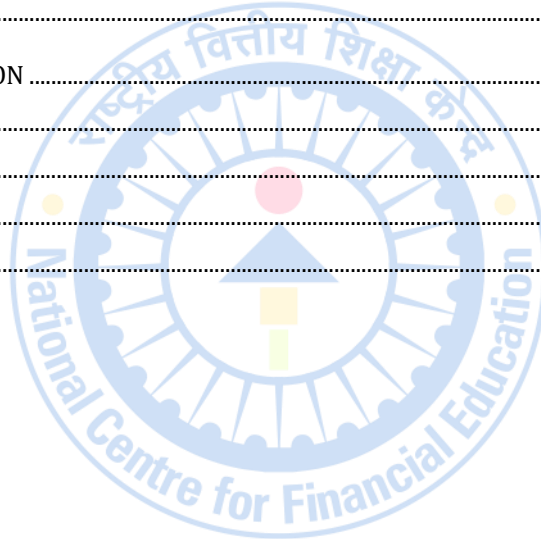
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## 1. ACRONYMS

Acronym	Description
B.E.	Bachelor of Engineering.
B.Tech	Bachelor of Technology
CGPA	Cumulative Grade Point Average
CPI	Cumulative Performance Index
CV	Curriculum vitae
Email	Electronic Mail
EOI	Expression of Interest
INR	Indian Rupee
IRDAI	Insurance Regulatory and Development Authority of India
IT	Information Technology
NCFE	National Centre for financial education
OGPA	Overall Grade Point Average
PFRDA	Pension Fund Regulatory and Development Authority
PSU	Public Sector Undertakings
RBI	Reserve Bank of India
RFP	Request for Proposal
SEBI	Securities and Exchange Board of India
SLA	Service Level Agreement
UAT	User acceptance testing
URL	Uniform Resource Locator

## 2. INTRODUCTION

National Centre for Financial Education (NCFE) is a Company (Not for Profit), registered under section 8 of the Companies Act 2013, promoted by Reserve bank of India (RBI), Securities and Exchange Board of India (SEBI), Insurance Regulatory and Development Authority of India (IRDAI), and Pension Fund Regulatory and Development Authority (PFRDA) to promote Financial Education across India for all sections of the population. Its vision is to undertake initiatives to make the country financially aware and empowered. For more information, please visit "<https://ncfe.org.in>".

National Centre for Financial Education (hereinafter referred to as NCFE) intends to engage a Consultant IT on a contract basis for a period of 1 year.

### 3. MODE OF APPLICATION

Candidates are required to apply only through Online Application form provided in the NCFE's website i.e. <https://recruitment.ncfe.org.in>. No other modes for the submission of applications, including those received through email, will be accepted.

### 4. IMPORTANT DATES

S. No.	Events	Date & Time
1	Website Link Open For Online Registration of Applications	March 14, 2024.
2	Last date for submission of Online Registration of Application	April 4, 2024

**Note:** NCFE reserves the right to make any change in the aforementioned dates.

### 5. HELP FACILITY

In case of any issues with the application form, queries can be addressed by writing to us at "recruitment@ncfe.org.in". Please mention "NCFE –Recruitment of Consultant -IT (on a contract basis)" in the subject of the email. Alternatively, you can reach us by phone at 022-68265-118.

### 6. CORRIGENDUM/ ADDENDUM

Any Corrigendum/Addendum issued for this advertisement will be published exclusively on NCFE's website mentioned in Section 3 of this advertisement.

### 7. ELIGIBILITY CRITERIA

#### 7.1 Nationality

The candidate must be citizen of India and only Indian Nationals can apply.

#### 7.2 Age

The age limit for candidates must meet the following criteria as on February 1, 2024:

#	Area/ Position	Name of the Post	Age Limit
1	Information Technology	Consultant IT	The age of the candidate should not exceed 62 years as on February 1, 2024.

**Note:** There is no age relaxation for the candidates on category basis.

### 7.3 Educational qualifications and work experience

The candidates must meet the following criteria pertaining to the education qualification and work experience as on February 1, 2024:

#	Area/ Position	Name of the Post	Age Limit
1	Information Technology	Consultant IT	<p><b><u>Essential Qualification –</u></b></p> <p>a. Master's Degree in Computer Science, Information Technology, or Master of Computer Applications a related discipline from a recognized Indian University / Institute or Foreign University / Institute with minimum of 55% marks.</p> <p>b. Alternatively, candidates with a Bachelor's Degree (BE/B. Tech) in Computer Science, Information Technology with minimum of 60% marks will also be considered.</p> <p><b><u>Experience –</u></b> Twelve (12) years of working experience are required for candidates with a Master's Degree, fulfilling the criteria mentioned in section a of the Essential Qualifications. For candidates with a Bachelor's Degree (BE/B. Tech), a minimum of Fifteen (15) years of working experience is necessary, as per the requirements stated in section b of the Essential Qualifications in the areas of Information Technology, with a strong emphasis on the end-to-end implementation of IT projects.</p> <p>The candidate should have extensive expertise in overseeing the entire project lifecycle, starting from initial project planning and requirements analysis to project sign-off in commercial banks / financial companies / financial services organisations / IT companies.</p>

**Note:**

- i. The candidate must hold a degree of any of Universities incorporated by an Act of the Central or State Legislature in India or other educational institutions established by an Act of

Parliament or declared to be deemed as a University Under Section-3 of the University Grants Commission Act, 1956, or possess an equivalent qualification from a foreign university recognized by the Association of Indian Universities.

- ii. Some Universities/Institutes/Boards do not award Class or percentage of marks and allot Aggregate Grade Points (e.g. CGPA/OGPA/CPI, etc.). In case University/Institute/Board defines criteria for conversion of Aggregate Grade Point into percentage of marks, the same will be accepted. However, where the University/Institute/ Board does not define criteria for conversion of Aggregate Grade Point into percentage of marks, in the degree/passing certificates, the undefined parameter(s) would be worked out as under:

#	Equivalent CGPA/OGPA/CPI or similar terminologies allotted on a 10-point scale	Aggregate Percentage of Marks
1	6.75	60%
2	6.25	55%
3	5.75	50%

- iii. Aggregate Grade Point or percentage of marks where awarded would mean aggregate over the entire duration of the course. Where the Aggregate Grade Point (CGPA/OGPA/CPI, etc.) is awarded out of a number other than 10, it will be normalized out of 10 and computed as above.
- iv. Essential Work Experience must be as an Officer at supervisory/management/executive level or an equivalent cadre. Candidates shortlisted for Interview will have to produce before Interview a certificate from the concerned organization clearly stating the period of experience, probationary/training/etc. period, designation/role/management level, areas worked as provided under Work Experience requirements in application form. All the candidates will also be required to give an undertaking in this regard at the time of online application. Certificates fulfilling the above-mentioned work-experience must be produced at the time of interview as mentioned in section 10.

## **8. TERMS AND CONDITIONS**

### **8.1 Nature and period of appointment**

Appointment will be on full-time contract basis for a period of one year. The contract will be terminable with a notice period of one month from either side. The appointee would be required to upgrade their knowledge and skills periodically. The performance of the contract appointee would be reviewed periodically as decided by NCFE. Consultant IT will not render services to or take up

employment with any other person during the term of such engagement.

## 8.2 Working hours

Working hours of the appointee will be as per the company Rules/ Policies of NCFE.

## 8.3 Remuneration

Remuneration will be offered on a Cost-to-Company (CTC) basis within the range of INR 25 lakhs to 30 lakhs per annum determined by qualifications, experience, suitability, last drawn salary, and market benchmarks.

## 8.4 Leave

- i. Contract appointee will be allowed leave at the rate of 10 days per year (Leave to be calculated on pro-rata basis for any fractional period beyond one year).
- ii. Contract appointee will be permitted to avail leave subject to administrative convenience of the NCFE.
- iii. Unveiled leave cannot be encashed.
- iv. Intervening holidays during the period of absence will be reckoned as leave.
- v. Any absence beyond the above period may be treated as leave without pay.

## 8.5 Location

The shortlisted candidate shall be working from NCFE office, Vashi, Navi Mumbai.

## 9. JOB PROFILE AND DESIGNATION

#	Position	Name of the Post	Job Profile
1	Information Technology	Consultant IT	<p>The job profile for the position of Consultant IT in the National Centre for Financial Education (NCFE) with the specified qualifications and experience may include, but is not limited to, the following responsibilities:</p> <ol style="list-style-type: none"><li><b>1. Project Management</b><ul style="list-style-type: none"><li>• Oversee and manage end-to-end IT projects of NCFE including successful delivery, UAT, Security audit and project sign-off.</li><li>• Develop project plans and schedules.</li></ul></li></ol>

- Coordinate with stakeholders to define project scope, goals, and deliverables.

## **2. Preparation of EOI and RFP documents**

- Participate in the preparation EOI, RFP and any other necessary relevant documents required for the NCFE project(s).
- Collaborate with NCFE teams to create comprehensive and competitive proposals.

## **3. Technical Expertise**

- Provide technical leadership and guidance in the implementation of IT projects of NCFE.
- Stay abreast of emerging technologies and trends relevant to the field.

## **4. System Implementation**

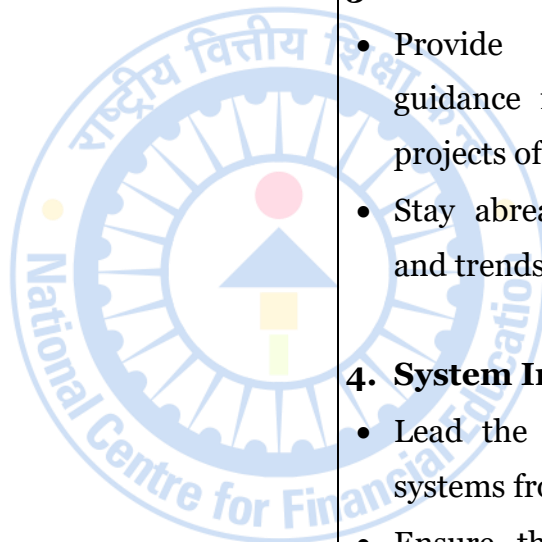
- Lead the implementation of NCFE IT systems from conception to completion.
- Ensure that the NCFE project(s) are delivered on time, within scope, and within budget.

## **5. Quality Assurance**

- Implement quality assurance and testing processes to ensure the reliability and functionality of NCFE IT solutions.

## **6. Stakeholder Collaboration**

- Collaborate with internal teams of NCFE, Technical Advisory Committee of NCFE and external partners to gather project requirements and specifications.





- Foster effective communication channels among project stakeholders.

**7. Documentation:**

Prepare comprehensive documentation for NCFE pertaining to the IT project plans, processes, SLA, Project Maintenance agreement and outcomes.

**8. Risk Management:**

Identify and mitigate potential risks throughout the projects lifecycle of NCFE.

**9. Support**

Provide support to NCFE staff as and when needed pertaining to the IT projects of NCFE.

**10. Continuous Improvement:**

Evaluate NCFE projects outcome and processes to identify areas for improvement.

**11. Compliance:**

Ensure compliance with relevant regulations, standards, and best practices.

**Note:**

- i. Candidates applying for the position mentioned in this advertisement should have a proven track record of successfully managing IT projects, possess strong leadership and communication skills, and demonstrate a deep understanding of the technology landscape relevant to financial education and services.
- ii. Candidates who have successfully

			handled E-LMS projects, which include the development of content at various levels of e-learning interactivity, will be given preference in the selection.
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## 10. SCHEME OF SELECTION

Selection for the post mentioned in this advertisement shall be through preliminary screening / shortlisting by a Screening Committee followed by interview. Candidates shortlisted for Interview will be issued Interview Call letter through email and their candidature will be subject to submission and verification of documents submitted in support of their claim with regard to eligibility for age, category, qualification, experience, etc. In the absence of prescribed work experience certificate, their candidature is liable to be rejected.

## 11. APPLICATION FEE

There is no application fee for applying to the post of this advertisement.

## 12. HOW TO APPLY

- i. Candidates are required to apply only through Online Application form provided in the NCFE's website. The link of application form is provided in Section 3. No other means/mode of application will be accepted. The applicants are advised to submit only single application; however, if due to any unavoidable situation, if he/she submits another/multiple applications, the last completed applications shall be entertained by the NCFE.

## 13. GENERAL INSTRUCTIONS

- i. The NCFE will not enter into any correspondence with the candidates about their candidature except the shortlisted candidates shall be issued an Interview Call Letter through email in advance before the commencement of the Interview.
- ii. At the time of joining, the appointee will have to bring proper discharge certificates from their employer.
- iii. NCFE reserves the right to modify the mode of selection, if deemed fit. It reserves the right to raise the minimum standards in respect of age / qualification / experience, in order to restrict the number of candidates to be called for the interaction. Thus, merely fulfilling the

- eligibility criteria laid down in the advertisement as regards age/qualifications/experience would not automatically entitle any candidate to be called for the interaction.
- iv. NCFE reserves the right to reject any or all the applications without assigning any reasons thereof. The Search and Selection Committee may seek nominations from various sources including from eminent persons in the field and or may seek candidature from suitable persons.
  - v. Canvassing in any form will disqualify the candidate.
  - vi. NCFE does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of or for any other reason beyond the control of the NCFE.
  - vii. Candidates shall satisfy themselves about their eligibility for the post applied for NCFE shall determine their eligibility only at the final stage, i.e., while calling them for interaction.
  - viii. If the candidates are not eligible or have knowingly or willfully furnished incorrect or false particulars or suppressed material information, their candidature will be liable to be rejected at any stage of the selection. If the candidate qualifies in the selection process and subsequently it is found that he/she does not fulfill the eligibility criteria, his/her candidature will be cancelled and, if appointed, the contract would be terminated without any notice or compensation.
  - ix. The decision of the NCFE in all matters would be final and binding, and no correspondence in this regard would be entertained.
  - x. Candidates are advised to keep their e-mail ID alive for receiving Interview letters, etc. Candidates may check e-mails regularly. The NCFE does not send any communication through any other mode.
  - xi. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only.

\*end of the advertisement\*