

No. F. 7-5/1/2021-Rep(D)/com.unit
Government of India
National Archives of India, Janpath, New Delhi-110 001

The _____

Advertisement for Engagement of IT Consultant on Contract Basis

Applications in the prescribed proforma (as per Annexure I to the advertisement) are invited from eligible candidates for engagement of IT Consultant in the National Archives of India, Janpath, New Delhi as per

Name of the Post	IT Professional/Consultant
Number of Vacancies	01 (One)
Period of Consultancy	Initially 01 (One) Year, extendable to 3 (three) years.
Nature of Duties	Terms of Reference (TOR) attached as Annexure II
Job Location	National Archives of India, Janpath, New Delhi - 110001
Qualifications/Essential Criteria	M.Sc. Physics, MCA , M.Sc. (CS/IT) / M. Tech (CSE/IT), Tech (CSE/IT), M. Sc. Computer Science, P.hd in Information technology Minimum Experience: 20 to 25 years in the relevant field
Age	Not above 55 years.
Remuneration Entitlements	& Up to a maximum of Rs. Twenty-four Lakhs per annum and deduction of applicable taxes. The employment will be strictly contractual, and will not confer any other benefits to the selected candidate.

How to apply

Interested applicants may submit duly filled in application form as per the proforma at Annexure I.

The envelope containing the applicants' details as mentioned above should be clearly superscribed "Application for the post of IT Consultant in NAI," and addressed to:

Director General
National Archives of India,
Janpath, New Delhi 110 011

Note:

- a. Application form received through e-mail will not be considered.
- b. The application should include a detailed bio-data listing the educational qualifications of the candidate, areas of expertise, any prior work experience, self-attested copies of educational certificates and mark-sheets (from under-graduate level onwards).
- c. References from past employers may be included.
- d. The application should include the contact details of the candidate, including residential address, email ID and landline and mobile numbers.
- e. NAI will review the applications and shortlist candidates. The short-listed candidates will be called for a presentation and interview in the NAI.
- f. The date, time and venue of the interview will be conveyed in the Interview call letter/intimation.
- g. Candidates will be required to make their own arrangements to reach the place of interview.
- h. No TA/DA will be payable by the Ministry to attend the interview.
- i. The decision of the Government re selection of candidates will be final and no correspondence on this subject will be entertained.

1. No other compensation apart from consolidated fee/remuneration will be admissible, even if a person attends office on holidays and works beyond normal office hours.

2. The National Archives of India reserves the right to accept or reject in part or in full or all responses without assigning any reasons thereof whatsoever. Terms of Reference (ToR) of the engagement are mentioned in Annexure-II.
3. The last date for receiving of applications in the prescribed format is within 21 days from the date of publishing of this advertisement. Applications received after due date/time or without supporting documents or not in the prescribed proforma will not be considered. The applications received incomplete or not in the prescribed proforma are liable to be rejected.
4. Application as per Annexure-I, may be sent to Assistant Director of Archives (Estt.), National Archives of India, Janpath, new Delhi-110001. The same can also be sent through e-mail at the address ao.nai-archives@gov.in followed by hard copy within the stipulated time.

(Syed Farid Ahmad)
Deputy Director of Archives
Government of India

APPLICATION PROFORMA FOR THE POST OF IT Consultant in National Archives Of India, Janpath, New Delhi Purely on contract basis

ANNEXURE-I

1. Name:
2. Date of Birth:
3. Gender:
4. Educational Qualifications:
5. Mobile No. :
6. Email ID:
7. Details of employment in the chronological order, if applicable.

(Enclose a separate sheet, if space below is insufficient)

Department/ Institution/ Organisation	Post held	From	To	Emoluments	Nature of duties performed

--	--	--	--	--	--

8. Details of courses/ training programmes attended, if any:

9. Details of publication, if any:

10. Languages known:

11. Details of previous Consultancy, if any:

12. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be.

13. Remarks :

(Signature of candidate)

Address:

Date:

Annexure II

Terms of Reference (ToR)

for

Selection of IT Consultant/ Professional for

National Archives of India

Introduction:

The National Archives of India is the custodian of the records of enduring value of the Government of India. Established on 11 March, 1891 at Calcutta (Kolkata) as the Imperial Record Department, it is the biggest archival repository in South Asia. It has a vast corpus of records.

Sections/divisions under NAI:

- i. Record Division - Including Repositories of Public Records, Private Records, Cartographic Records, Research Room, Oriental Records (in various language), Public Records kept in Lahore Shed, Accessing of Records, Departmental Record room. (Activities: Maintenance Records, Supply of records, Requisition and Restoration, Servicing of records and Accessing of newly transferred of Records to NAI.)
- ii. Record Management Division – includes Records Appraisal Unit, Record Retention Schedule Unit. (All activities related to implementation of Public Record Act)
- iii. Reprography Unit/ Computer Unit. (Activities: Supply of photocopy and softcopy to the scholars. Preparation of Microfilm of the Records and their maintenance, Coordination of all IT Work in NAI.)
- iv. Preservation Unit. (Activities: Repair of Records (Preservation and Conservation)
- v. NAI Library. (Activities: Maintenance of Books and supply of books to the scholars)
- vi. Administration and Establishment Unit. (All related work regarding administration work of NAI.)
- vii. School of Archival Studies. (Activities: Conduct Short Term and One Year Diploma course.)

Purpose: Selection of *IT Consultant/ Professional* for National Archives of India.

1. Scope of Work:

1.1 Establishment and management of IT Unit in NAI:

- i. Develop and assist in implementing plan for setting up of IT Unit in National Archives of India with a perspective of Ten Years including staff requirement.
- ii. Prepare Plan of IT Unit for the coming two years, 2020-21 and 2021-22.
- iii. Assess and assist in procurement of all IT requirements of NAI in terms of infrastructure/hardware equipment and manpower:
- iv. Identification of requirement of IT Personnel for NAI. Draw up plan for permanent positions of professionals in IT Unit of NAI.
- v. Selection for the posts of Senior Developer, Two Developers and Two Data Entry Operators/OAs shall be made after the appointment of the *IT Consultant/ Professional* who will also be part of the selection process.
- vi. Building IT capacity of NAI staff and officials.

vii. Handhold NAI in effectively managing the existing legacy systems and process re-engineering and transition to the new environment by development of manual of Standard Operating Procedure (SOP) for all services of NAI. This shall also include SOP for NAI Portal Information & Content Usability and Social Media outreach.

viii. Support in periodic monitoring, evaluation & reporting of the project progress to the authority and to recommend for any course corrections if any, in case of any challenges wherein technology can mitigate

ix. Review of Development Team and Service Provider's deliverables & give recommendations to the authority for taking informed decisions. Render implementation support with appropriate technical & management alternatives to the authority for practical challenges that arise during the implementation of the project.

x. Regular maintenance, monitoring of ongoing IT work with the help of Vendors (software and hardware)

1.2 Support in Solution Architecture for NAI Search Portal (AbhilekhPatal) and related initiatives

i. Understand vision and operational needs of National Archives of India to define solution requirements and related architectural solutions.

ii. Develop architectural and design principles to improve performance, capacity, and scalability of NAI Portal.

iii. Work with NAI Core team in planning and execution of new campaign and awareness for enhanced use of resources.

iv. Work with NAI Core team, domain experts, and development teams in the solution engineering efforts.

v. Provide support for development team escalations and problem resolution for NAI operations.

vi. Assist in adoption of designing user interaction models, workflows and user interfaces

vii. Work with user experience researchers to design and observe usability studies

viii. Help in Translating usability and field research findings into design improvements

ix. Work with visual designers to improve and refine product visual design and consistency

x. Supervise the development team and see to it that the given tasks are completed according to the architecture designed.

xi. Eventually taking over the work of Abhilekh Patal by IT Unit and development of further features as per future requirement and maintenance of the search portal in future.

1.3 Social Media Outreach for NAI Programme

i. Collaborate with agencies and other vendor partners

ii. Evaluate emerging technologies. Provide thought leadership and perspective for adoption where appropriate

1.4 Project Planning & IT Consultant/ Professional Services Report

An indicative list of planning related documentation to be made by the *IT Consultant/ Professional*

- i. Project Schedule: A detailed week-wise timeline indicating various activities to be performed along with completion dates and resources required for the same
- ii. Resource Deployment List: List and number of all resources (including but not limited to servers, storage, network components and software licenses) other than manpower that may be required.
- iii. Progress Monitoring Plan: Detailed Daily, Weekly, Monthly Progress Report formats along with issue escalation format. The format will be approved by Authority.
- iv. Escalation Matrix & Incident Management: A detailed list of key contact persons with contact details with escalation hierarchy for resolution of issues and problems. This has to be via an Incident Management system to be developed by the **IT Consultant/ Professional**.

1.5 Risk Mitigation and Disaster Management Plan:

- i. Identify, Analyze, evaluate and Rank the risks
- ii. List of all possible IT risks and methods to mitigate them.
- iii. Monitoring & Review the Risk.

2. Deliverables:

IT Consultant/ Professional: Deliverables as per TOR

1. Identify the levels of IT professionals to be engaged in NAI, prepare their TOR, process their recruitment related work through NICSII – three weeks
2. Identify roles and deliverables for each level of professionals to be engaged in the IT Unit.
3. Review existing IT (Hardware and software) in NAI (initially for HQ and extendable to RO and RCs) – one month from setting up of IT Unit in NAI.
4. Suggest way forward for networking of core activities (eg. RR and repositories networking; grants; library, etc.)
5. AbhilekhPatal – assess the performance and suggest improvements in the dynamic portal; hold periodic meeting on the search portal with the stakeholders namely repositories and coordinate with the agency for maintaining timeline in DOD/ROD – Meetings with stakeholders (repositories) every two months and with the agency every quarter
6. Assess the security features of all the portals of NAI and also the website and coordinate with the agency maintaining them to make these portals secure – within a month of setting up of IT Unit.
7. Coordinate between the firm undertaking digitization and the agency currently handling Abhilekh Patal and initiate the process of taking over the work of the search portal (six to eight months after setting up of IT Unit)
8. Assess and review cloud space requirement of digitized records and suggest timely action.
9. Review management of SAN in NAI to ensure easy accessibility of digital data stored therein (Time line to be suggested by **IT Consultant/ Professional**).
10. Assess IT related training needs of NAI staff (of all Divisions) and develop the following:
 - a. Prepare a training module for different levels of staff
 - b. Upload the same in KMS of e-office for future reference

– within six months from setting up of IT Unit

11. Study the working of each section and develop web based applications to assist in transformation of each component of work into an IT based application
 - Within 7-8 months from setting up of IT Unit.
12. Bring out a document with details of all web based applications, their usage and troubleshooting tips
 - To be clubbed along with development of web based applications.
13. Review the working of e-Office in NAI and suggest improvements
14. Develop, coordinate and monitor Software Requirement Specifications in NAI (HQ and other centres)
15. Any other requirement that may emerge from the assessment carried out by the IT Consultant/ Professional. – Within a year from setting up of IT Unit.
16. Submit monthly reports on deliverables to DG

