

F. No. 15011/118/2018-Jus(AU)-Part(3)(8545)

Government of India
Ministry of Law & Justice
Department of Justice
(Administration-II Section)

Jaisalmer House, 26 Man Singh Road
New Delhi-110011

Dated: 11TH June, 2026

VACANCY CIRCULAR

Subject: **Engagement of two Technical Resource persons - IT Support Engineer (01) and Website Administrator (01) for NIC: Department of Justice-regarding.**

Applications are invited from technical persons for engagement as consultants with a consolidated monthly remuneration in Department of Justice, purely on contractual basis.

2. The eligibility, remuneration, job description and other general terms and conditions for engagement of consultant is as under:

1.	No. of Technical Resource persons to be engaged	01(One) IT Support Engineer(Technical support) 01(One) Website Administrator(Website maintenance)
2.	Remuneration and terms and conditions of contract for engagement	(a) The consolidated monthly remuneration payable: 1. IT Support Engineer: Rs. 60,000/- 2. Website Administrator: Rs. 55,000/- (b) Increment upto 5% may be considered for the Consultants to be hired, based on the satisfactory performance duly approved by a committee headed by JS (Admn.), Dir., NIC: DoJ and DS(Admn.). Whereas the increment upto 10% in exceptional cases may be considered based on the satisfactory performance of the Consultants duly approved by Secretary (Justice). (c) Leave and other conditions of engagement will be as per DoPT guidelines and will be governed by Department of Expenditure's O.M. No. 3-25/202-E.IIIA dated 09.12.2020 amended from time to time.
3.	Scope of Work	(A) IT Support Engineer(Technical Support): <ul style="list-style-type: none">• Provide administration, technical management, and operational support for three-Office system, including e-File lifecycle management, workflow configuration, user management, troubleshooting, and system optimization.• Manage user provisioning, role-based access control (RBAC), authentication, and authorization mechanisms for departmental IT applications including e-Office and other NIC-hosted platforms.• Monitor system performance, application logs, server utilization, storage capacity, and network Connectivity, and generate MIS reports, dashboards, and analytical reports related toe-Office usage and Departmental IT systems.• Uploading circulars, office orders, notifications, reports, and other content on the Dashboard.• Provide IT helpdesk support and user training to officers and staff for efficient usage of e-Office, NIC applications, and other departmental IT systems.• Configure, manage, and troubleshoot Virtual Private Network (VPN) access for secure connectivity to Departmental servers and applications.

11/26

- Install, configure, and administer NIC email services, including mailbox creation, email routing, client configuration (MS Outlook), IMAP/SMTP settings, and troubleshooting email delivery issues.
- Manage Digital Signature Certificates (DSC) including token installation, certificate mapping, renewal, troubleshooting, and integration with Government applications such as e-Office and e-Procurement systems.
- Provide technical support for SPARROW, e-HRMS, e-Forms, and other NIC/Government of India digital platforms used in the Department.
- Support Video Conferencing systems and digital meeting platforms, including NIC VC services, Webex, or other approved Government platforms.
- Maintenance, management and timely updation of data and records on the Swagatam Portal, including monitoring of entries, verification of information and coordination with concerned divisions for accurate data management.
- Provide technical support and administration for the Biometric Attendance System (BAS) including device configuration, synchronization with central servers, and generation of attendance reports.
- Ensure regular data backup, storage management, disaster recovery preparedness, and data integrity verification in accordance with Government IT policies.
- Implement and ensure compliance with cyber security guidelines issued by NIC, MeitY, and CERT-In, including security updates and patch management.
- Coordinate with NIC technical teams, service providers, and internal divisions for implementation and troubleshooting of IT systems.

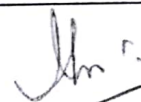
(B) Website Administrator (Website Maintenance):

The Website Administrator will be responsible for:

- Maintenance, monitoring, and regular updating of the Department of Justice website.
- Uploading circulars, office orders, notifications, reports, and other content on the website.
- Managing website backend administration, plugins, themes, and user roles.
- Ensuring website functionality, responsive design, and browser compatibility.
- Implementation and modification of HTML, CSS, and web templates.
- Monitoring website performance and resolving issues related to hosting, database, and server connectivity.
- Ensuring compliance with Guidelines for Indian Government Websites (GIGW) and accessibility standards.
- Coordination for STQC certification and security audits of the website.
- Monitoring accessibility compliance on the Sugamya Web Portal.
- Management and renewal of SSL certificates and website security protocols.
- Managing website analytics, reports, and statistics.
- Providing support for e-Procurement portal activities, including uploading tenders.
- Coordination with NIC and other technical agencies for website development and maintenance.

[Handwritten signature]

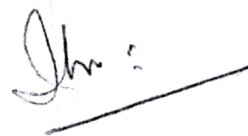
4.	Essential Qualification	Bachelor's Degree in Computer Science/ Information Technology/ Computer Applications (B.Tech / MCA post graduate IT diploma or equivalent) from a recognized University/Institution.
5.	Experience	Minimum 10 years of experience in IT support, system administration, website management, or related technical work in Government/ PSU / reputed organizations. Preference will be given to candidates having experience in NIC projects, e-Governance applications, Government portals, and working experience in Ministries/Departments of the Government of India.
6.	Period of Engagement	The engagement will be purely on a contractual basis initially for a period of one year, which may be extended up to five years based on satisfactory performance and requirement of the Department on year-to-year basis.
7.	Mode of Selection	Selection will be made on the basis of scrutiny of applications and interview.
8.	Interested and eligible candidates may submit their applications along with detailed CV (Annexure) and supporting documents within 21 days from the date of issue of this Office Memorandum. The applications must be submitted online 'ONLY', vide email shanglai.a@nic.in by last date of submission of applications	



(A.S. Lungreishang)
Under Secretary to the Govt. of India
Tele: 011-2307 2146
e-Mail-ID: shanglai.a@nic.in

Copy to:

1. All Ministries/Department through DoP&T/the Under Secretary, CS-I Section, Department of Personnel and Training, Lok Nayak Bhawan, Khan Market, New Delhi-110003 – for uploading on their website.
2. The NIC, Department of Justice for uploading the circular in the Department of Justice.
3. The Under Secretary (IT) and NIC, MHA for uploading on MHA's website.



CV Format for the position of IT Support Engineer & Website Administrator with Department of Justice, Government of India

(Note: Please submit separate applications, if applying for both the posts)

Application for the post of.....

1. Name:
2. Father's Name/Mother's Name:
3. Gender :
4. Date of Birth:
5. Age:
6. Nationality:
7. Current Postal Address with Post Office code & name of Police Station:
8. Email ID:
9. Contact No. (Tel):..... Mobile.....
10. Permanent Address:

11. Educational Qualification

12. Work Experience (starting from current to oldest) (Please attach separate sheet if required)

13. Reference: Please provide name and contact details of 2 references

Sl.No.	Full name of Reference	Name of Organisation	Contact details (email ID and Phone No.)

14. Declaration: This is to certify that I, S/O / D/O, W/O, resident of, Dist.-....., State. have no pending administrative and /or criminal case before any court/authorized body. I, further certify that I have never been found guilty/convicted of any administrative offense and/or crime. I also certify that all the information given by me is true to the best of my knowledge and believe and if selected and appointed I will produce the original of all the documents.

(Signature)

Name:

Date:

Self-attested check-list of information & Declaration:

S.No.	Item	Yes/No
1.	Full Name as Degree certificate	
2.	Postal address with postal PIN and Police Station	
3.	Email ID	
4.	Mobile contact	
5.	Education Qualification as prescribed	
6.	Work experience as prescribed	
7.	Skills and knowledge if available	
8.	Self-attested document of work experience	
9.	Self-attested document of work experience	
10.	Self-declaration that information provided is true	