

Government of NCT of Delhi
Department of Information Technology
9th Level, B-wing, Delhi Secretariat, New Delhi 110002

F.No. F.7(20)/IT/TEC/2024/ 7186 - 7265

Dated:- 28/10/2024

To

All Pr. Secretaries/Secretaries/Heads of Departments
Govt. of NCT of Delhi
New Delhi.

Subject: Proforma for Hiring of Technical Manpower -Reg.

Sir/Madam,

I am directed to refer to the subject cited above and to say that various Departments of Govt. of NCT Delhi are submitting their proposal to IT Department, Govt. of NCT Delhi for approval of Technical Evaluation Committee (TEC) for hiring of technical manpower on contract basis against the vacant posts or on outsourced basis without sanctioned posts.

2. In order to get the facts from the different departments regarding their actual requirements on emergent basis for different projects, a performa has been devised (Copy Enclosed).

3. It is therefore, requested that the information as per performa enclosed duly filled in for your department may be provided to IT Department for evaluation by TEC for aforesaid work.

4. This issues with the prior approval of Pr. Secretary (IT).

Encl: As above

Yours sincerely,


(K Murugan)
Joint Director (IT)

F.No. F.7(20)/IT/TEC/2024/ 7186 - 7265

Dated:- 28/10/2024

Copy to:-

1. PS to Pr. Secretary (IT).
2. PS to Spl. Secretary (IT).
3. Guard File.


(K Murugan)
Joint Director (IT)

PROFORMA

Name of the Department _____

Sl. No.	Name of Post	Scale of Pay	Sanctioned Post		Filled Post		No. of Persons already hired On Contract basis against vacant posts	No. of persons hired on outsourced Basis (without sanctioned post)	No. of new posts for which demand submitted to AR Department
			Temporary	Permanent	Temporary	Permanent			
1	Joint Director								
2	Sr. System Analyst								
3	System Analyst								
4	Data Processing Assistant								
5	I.T. Assistant Grade - D								
6	I.T. Assistant Grade - B								
7	I.T. Assistant Grade - A								

Name & Seal of HOD

Project-wise Request for additional Hiring

Name of the Department _____

Sl. No.	Project Descriptions	No. of Manpower	No. of Manpower	Duration of Project	Platform	Front End	Back End	Start date of hiring	End date of hiring	Remarks
1		Joint Director								
2		Sr. System Analyst								
3		System Analyst								
4		Data Processing Assistant								
5		I.T. Assistant Grade - D								
6		I.T. Assistant Grade - B								
7		I.T. Assistant Grade - A								

Name & Seal of HOD