

N-21012/8/2021-NeGD
National e-Governance Division (NeGD)
Digital India Corporation
Ministry of Electronics and Information Technology
Electronics Niketan
New Delhi: 110 003

Dated: 27.02.24

CIRCULAR

Subject: Filling up of Senior Management positions in National e-Governance Division (NeGD) on deputation basis.

The National e-Governance Division (NeGD), under Digital India Corporation, a not-for-profit company of Ministry of Electronics & Information Technology (MeitY), was set up in order to facilitate and support Programme Management of the Digital India Programme with a vision to transform India to a digitally empowered society and knowledge economy. NeGD has a judicious mix of Professionals from private sector and officers on deputation from Government to ensure that requisite skill sets are available to execute the designated tasks. A brief write up on Digital India and NeGD is enclosed at **Annexure-I**.

2. NeGD invites applications for the following positions on deputation basis from amongst officers holding regular positions in the Central & State Government, PSUs, Autonomous organizations and Statutory bodies of Government of India, States & UT Government:

S. No.	Name of the Position	Mode of Recruitment	No. of post(s)
1.	Director (HR)	Deputation	01
2.	Director (Project Development & Project Appraisal)	Deputation	01
3.	Director (Finance)	Deputation	01

The eligibility criteria are given at **Annexure-II**.

The initial period of deputation shall be for two years, extendable as per Government instructions subject to requirements of NeGD. The pay of the selected candidates will be regulated under the provisions contained in the DoP&T OM No.6/8/2009-Estt.(Pay-II) dated 17/6/2010 and OM No. 2/11/2017 – Estt. (Pay-II) dated 24/11/2017 as amended from time to time. Other benefits shall be as per NeGD norms of Deputations.

The detailed Job Descriptions are placed at **Annexure III**.

3. Eligible officers may send their applications in the prescribed proforma (**Annexure IV**) through proper channel to the undersigned by 20.03.2024. Those who had applied earlier in response to this Department's Circulars in this regard need to apply afresh. Prescribed proforma of application form, eligibility conditions, Job Description and other details can be downloaded from the official website of MeitY, Digital India Corporation & NeGD viz. <https://www.meity.gov.in/>, <https://dic.gov.in/> and <https://negd.gov.in/>. **Selected candidates will be deployed on the post as per their grade pay and T&C of NeGD.**
4. Applications not received through proper channel and not accompanied with vigilance clearance/integrity certificate and attested copy of APARs for the last five years, shall not be considered.
5. Candidates applying without proper No Objection Certificate (NOC) in the attached format will not be considered.
6. Applications, which are incomplete or are not accompanied with the required documents will not be entertained and no correspondence will be made or entertained in this regard.

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Tel: 24303705 / 24301932
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Digital India Programme

Digital India is a flagship program of the Government of India with a vision to transform India into a digitally empowered society and knowledge economy. Digital India Programme was launched by the Prime Minister of India Shri. Narendra Modi on 1 July 2015.

The Digital India Programme is centered on three key vision areas:

- Digital Infrastructure as a Core Utility to Every Citizen
- Governance & Services on Demand
- Digital Empowerment of Citizens



Digital India Corporation (DIC)

The Digital India Corporation (formerly Media Lab Asia) has been set up by the Ministry of Electronics and Information Technology (MeitY), Government of India, to innovate, develop and deploy ICT and other emerging technologies for the benefit of the common man. Digital India Corporation plays the role of a leader in promoting e-Governance by taking forward the projects and activities of Digital India Programme, to facilitate its stakeholders to realise its goals. It also provides strategic support to Ministries & Departments, both at Central and State level for carrying forward the mission of Digital India Programme by way of Capacity Building for e-Governance projects, promoting best practices, encouraging Public- Private Partnerships (PPP), nurturing innovation and technology in various domains.

Digital India Corporation entails following responsibilities:

1. To provide leadership and support to Government of India through MeitY; to steer and anchor the Digital India Programme along with related policy and implementation initiatives.
2. To support MeitY with regards to policy and implementation related issues concerning various ongoing program & schemes in the ICT domain as well as new initiatives undertaken as part of the Digital India Programme.
3. To support Ministries/Departments, both at Centre and States, as well as other stakeholders in crafting e-Governance strategies, to further promote Accountability, Efficiency, Efficacy and Transparency.
4. To source talent and resources both from the market as well as within Government in ICT domain to Ministries/ Departments on chargeable basis under Central & State Government; a talent pool of technically skilled manpower for hardware, software, networks, cyber security and laws, standards, quality and testing ,etc.
5. To promote innovation and evolve models for empowerment of citizens and also to promote participatory governance and citizen engagement across the government through various platforms including social media.

National e-Governance Division (NeGD)

In 2009, National e-Governance Division was created by the Ministry of Electronics & Information Technology as an Independent Business Division under the Digital India Corporation {erstwhile Media Lab Asia}. Since 2009, NeGD has been playing a pivotal role in supporting the Ministry of Electronics & Information Technology in Programme Management and implementation of e-Governance Projects and initiatives undertaken by Ministries/ Departments, both at the Central and State levels.

The envisioned roles and responsibilities of NeGD are as follows:

1. Providing strategic direction in terms of framing policies and implementation strategy for the Digital India Programme in different domains of e- Governance
2. Proactive support to Central and State Governments for Mission Mode Projects and other e-Governance projects
3. Acting as a facilitator and catalyst for implementation of Digital India Program by various Ministries and State Governments
4. Providing technical assistance to Central Ministries/ State Line Departments in their e-Governance projects either directly or in collaboration with professional consultants
5. Undertaking technical appraisal of e-Governance projects for examining issues like overall technology, architecture, framework standards, security policy, service delivery mechanism, sharing of common infrastructure, etc
6. Developing generic / model Expression of Interest, Request for Proposal, Standard Contracts, PPP Models and other related documents for various stages and requirements of projects for use by the States
7. Ensuring effective citizen engagement and communication with all stakeholders using offline and Social Media channels
8. Impact assessment and e-Readiness measurement of e-Governance projects of all States /UTs
9. Recruitment, deployment and HR management of specialized resources in the State e-Governance Mission Teams in all States and UTs
10. Training and development initiatives, including-
 - Development of competency frameworks, training guidelines, case studies, etc
 - Developing Online and Web based Training and set up Learning Management System
 - Knowledge management and sharing through workshops, development of case studies, sharing best practices and creation of knowledge repositories, etc.

Eligibility Criteria

Annexure-II

S. No.	Domain	No. of Position (s)	Eligibility of level/posts for appointment on deputation	Experience & Qualification
1.	Director (HR)	01	<p>Officers of the Central & State Government, PSUs, Autonomous and Statutory bodies of Government of India, States & UT Govt For Level 14 with GP of Rs.10,000</p> <p>i. holding analogous post on regular basis in the Parent Cadre/ Department. OR</p> <p>ii. with 2 years regular service in the Pay Level 13A in Pay Matrix (Rs.131100-216600) (Grade Pay of Rs. 8900/- Pre-revised) OR</p> <p>iii. with 3 years regular service in the Pay Level 13 in the Pay Matrix (Rs.123100- 215900) (Grade Pay of Rs.8700/- pre-revised)</p>	<p>A. Essential Qualifications and Experience Bachelors' degree of a recognized University/ Institute in a suitable discipline.</p> <p>Desirable Qualification and Experience Post-Graduation in HR</p> <p>B. Experience 16 years of experience in Central & State Government, PSUs, Autonomous or Statutory bodies of Government of India, States & UT Govt. Having at least 5 years of experience in HR activities/Staff matters/ establishment/Administration.</p> <p>C. Age Limit: The maximum age limit in case of recruitment by deputation shall not exceed 58 years on the closing date of receipt of application.</p>
2.	Director (Project Development & Project Appraisal)	01	<p>Officers of the Central & State Government, PSUs, Autonomous and Statutory bodies of Government of India, States & UT Govt For Level 14 with GP of Rs.10,000</p> <p>i. holding analogous post on regular basis in the Parent Cadre/ Department. OR</p> <p>ii. with 2 years regular service in the Pay Level 13A in Pay Matrix (Rs.131100-216600) (Grade Pay of Rs. 8900/- Pre-revised) OR</p> <p>iii. with 3 years regular service in the Pay</p>	<p>A. Essential Qualifications and Experience: Bachelors' degree of a recognized University/ Institute in a suitable discipline.</p> <p>Desirable Qualification and Experience Post-Graduation in a suitable discipline and/ or MBA/PGDM. Experience in Technology Management</p> <p>B. Experience 16 years of experience in Central & State Government, PSUs, Autonomous or Statutory bodies of Government of India, States & UT Govt. Having at least 5 years of experience in managing the operations of the Project, activities, Project appraisals and budgeting of the</p>

			Level 13 in the Pay Matrix (Rs.123100- 215900) (Grade Pay of Rs.8700/- pre-revised)	project. C. Age Limit: The maximum age limit in case of recruitment by deputation shall not exceed 58 years on the closing date of receipt of application.
3.	Director (Finance)		<p>Officers of the Central & State Government, PSUs, Autonomous and Statutory bodies of Government of India, States & UT Govt</p> <p>For Level 14 with GP of Rs.10,000</p> <p>holding analogous post on regular basis in the Parent Cadre/ Department.</p> <p style="text-align: center;">OR</p> <p>i. with 2 years regular service in the Pay Level 13A in Pay Matrix (Rs.131100-216600) (Grade Pay of Rs. 8900/- Pre-revised)</p> <p style="text-align: center;">OR</p> <p>ii. with 3 years regular service in the Pay Level 13 in the Pay Matrix (Rs.123100- 215900) (Grade Pay of Rs.8700/- pre-revised)</p>	<p>A. Essential Qualifications and Experience: Bachelor's degree of a recognized University/Institute (Preferably in Commerce/Economics)</p> <p>Desirable Qualification Post graduation in Finance or CA/ICWA/MBA Finance</p> <p>B. Experience 16 years of experience in Central & State Government, PSUs, Autonomous or Statutory bodies of Government of India, States & UT Govt. Having at least 5 years of experience in Finance & Accounts, Budget Audit etc. in a computerized environment.</p> <p>C. Age Limit The maximum age limit in case of recruitment by deputation shall not exceed 58 years on the closing date of receipt of application.</p>

Detailed Job Descriptions**1. Name of Post: Director (HR)****Post code : Sr Position/2024/01**

JOB DESCRIPTION	
Division	NeGD/DIC
Function	Strategic Planning and support to e-Gov/ Corporate affairs, HR and Administration & HR

Job Objective:

- The objective of this position to ensure supervision of staff, planning, organizing, and implementing administrative systems, recruitment and to provide leadership and direction to the Administration/ HR functions in NeGD. The officer will be responsible for recruitment process from Government as well as Open Market. Monitoring and Managing administrative budget. Developing organizational and training policies for HR.

PRIMARY RESPONSIBILITIES

- Ensure correct implementation and follow up of the company administration routines.
 - People management and organizational skill.
 - Strong leadership qualities with a good communication skills.
 - Cost-effective management of office facility. Effectively negotiate with vendors for cost and services. Prepare reports for top management & documentation.
 - Good Knowledge of GFR, Procurement Policies of Government and well versed with GeM portal.
 - Liaison with government agencies if required, handle procurement, contracts, travel management.
 - Handling daily administration
 - Knowledge of Government Rules and Regulations
 - Recruitment of Central / State Government employees on deputation basis.
 - Recruitment of Contractual employees.
 - Regular training & Inductions of employees
 - Have sound knowledge of compliances.
 - Maintenance of leave records, service books etc.
- In addition to the above responsibilities, the incumbent may be assigned any other task from time to time by the President & CEO

2. Name of Post : Director (Project Development & Project Appraisal)

Post code: Sr Position/2024/02

JOB DESCRIPTION	
Division	NeGD/DIC
Function	Project Development & Project Appraisal)
Job Objective: To conceptualize, develop and implement new and innovative ICT and e-governance project that help in achieving in the overall objectives of Digital India. The officer will be responsible for conceptualizing and formulating innovative e-Governance projects in consultation with the relevant stakeholders, obtaining the necessary approvals and implementing the same. He/ She will be responsible for all activities related to the project development and Program Management domain within NeGD.	
PRIMARY RESPONSIBILITIES	
<ul style="list-style-type: none">• Developing strategy of Program Management to be adopted for Digital India including developing methodologies for a comprehensive communications strategy targeting different stakeholders.• Supporting State Governments and Central Line Ministries in designing and implementing respective program strategies.• Liaison with other Stakeholders, academia, civil society organization for organizing workshops on various DI programs.• Subject matter expert and liaison for Promotion, Review and Assist in creating sound digital media solutions.• Liaison with Industry/Trade bodies for collaboration and participation.• Seeking budgetary and all necessary financial approvals as per Govt. rules/ norms.• To define the program governance controls, schedules and targets for MMPs under NeGD/ Digital India.• To plan the overall program and monitoring process.• To manage the program budget• To manage risks an issues and taking corrective measurement.• To coordinate the projects and their interdependencies• To manage and utilize resources across projects• To ensure stakeholders communications• To align the deliverables to the program outcome with the aid of the business Change Manager• To manage the main program documentations such as the Program Initiation Document and other details of program Life cycle• Working knowledge of Project Management Software-MS project/ Open source Project Appraisal: <ul style="list-style-type: none">• Coordinate among all NeGD divisions (Finance, Capacity Building Management Cell, Technology, e Services) for timely appraisal of the relevant parts of reports.• Identify and empanel external subject matter experts to assist in the project domain area appraisal.• Guide subordinate in appraisal of project reports and review the project appraisal report• Maintain communications with the concerned agencies regarding status of project appraisal.• Monitor the progress of project appraisal and manage the MIS Appraisal Standards: <ul style="list-style-type: none">• Oversee the development of model e- Governance project development tool kit to act as a guide to the implementing agencies.• Oversee the development of project appraisal guidelines to help other NeGD division in appraisal of project reports in the respective subject areas <p>□ In addition to the above responsibilities, the incumbent may be assigned any other task from time to time by the President & CEO</p>	

3. Name of Post: Director (Finance)

Post code : Sr Position/2024/03

JOB DESCRIPTION

Division	NeGD
Function	Finance & Accounts

Job Objective:

The objective of this position is to ensure timely appraisal of e-Governance related project reports received from various government departments and agencies and to provide leadership and direction to the Finance & Accounts function at NeGD. The officer will be directly responsible for framing policies around financial management for NeGD and monitor effectively the finances of NeGD. He/she will also be responsible for statutory and regulatory compliances for all the financial affairs of NeGD.

PRIMARY RESPONSIBILITIES

Financial Statements & Records:

- Ensure regular compilation of financial statement for NeGD
- Ensure preparation of financial reports for various projects for which NeGD has implementation role
- Ensure production of performance reports, performance indicators and a range of other management statistics for effective decision making
- Ensure compliance to statutory rules and regulations for all financial matter related to NeGD.

Funds Management:

- Establish, implement, and monitor efficient norms for fund management for NeGD.
- Ensure timely disbursement of funds to different agencies as per the guidelines and against the sanctioned budget.

Budgeting:

- Ensure preparation of annual budget of NeGD

Bills and Expenses Monitoring:

- Monitor the timely clearing of bills and payments in line with the established principles and guidelines.
- Ensure timely payments of salaries to NeGD employees.

Financial Appraisal:

- Ensure timely financial appraisal of project reports.
- Ensure development of generic financial model and guidelines about project financing for projects that can be adopted by different agencies.

□ In addition to the above responsibilities, the incumbent may be assigned any other task from time to time by the President & CEO

11. Total Experience in number of Years and Months _____ Years _____ Months.

12. Employment history, in chronological order:

No	Office/ Inst./ Orgn.	Post held	Period (from- to)	Pay Band & Grade Pay with present pay	Nature of duties/ responsibilities	Significant Accomplishments (If any)

13. Relevant Training programmes attended :
14. Special Achievements (Please give details) :
15. Details of present post held :
16. Designation :
17. Date from which held :
18. Scale of pay - Pay Band & Grade Pay :
19. (Revised) with present pay drawn :
20. Whether present post is held on regular/
tenure/deputation/temporary/permanent/
officiating or ad-hoc basis and since when :
21. If on deputation, please provide following additional
details :
- i. Details of post held on regular basis :
 - ii. Scale of pay :
 - iii. Since when is the regular post :
 - iv. Period of appointment on deputation/contract :
 - v. Name of the parent office/organization: to
which you belong:
 - vi. Name of the Ministry/Department/ :
 - vii. Organization where presently employed
with full address indicating name and
designation of contact officer and Telephone/Fax Numbers :
22. Additional details about present employment Please state whether
working under:

- a) Central Government
- b) State Government
- c) PSU
- d) Autonomous Bodies

23. Remarks - The candidates may indicate information with regard to:

- a) Research publications and reports and special projects

Awards /Scholarships/Official appreciation

- b) Affiliation with the professional bodies/institution/societies and
- c) Any other information.

I hereby solemnly declare and undertake that all information furnished by me is true, correct and complete to the best of my knowledge and belief. I undertake that, if at any stage of selection or even after selection, any of the information furnished by me is found to be false, incorrect or misleading, then my candidature / appointment / services will stand cancelled / terminated without assigning any reasons thereof.

Date:.....

Signature:.....

Place:.....

Address:.....

Part – 2

**NO OBJECTION CERTIFICATE (NOC) TO BE RECORDED BY THE
OFFICE/DEPARTMENT WHILE FORWARDING THE APPLICATION**

1. Certified that the particulars given by the applicant are true, correct and complete and have been verified from the office record.
2. The applicant, if selected, will be relieved immediately.
3. It is certified that no vigilance case is pending/contemplated against him/her.
4. No major/minor penalty is in force or current against the official
5. No adverse remarks have been recorded in the candidate's ACR for the last five years.
6. Integrity of the candidate is certified as 'Beyond Doubt'.

Date: Place:

Signature of the Head of the Office/
Department

Name: Office

Seal:

Phone No. & Email ID