Digital India Corporation
National e-Governance Division (NeGD)

CIRCULAR

Subject: Filling up of the positions of Middle Management in National e-Governance Division (NeGD) on Deputation.

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 to facilitate and support, MeitY in 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 Deputationists from Government to ensure that requisite skill sets are available to execute the designated tasks.

2. NeGD is currently inviting applications for the following positions on deputation basis from officers of the Central & State Government, PSUs, Autonomous or Statutory bodies of Government of India, States & UT Govt.

Name of the Post	Mode of Recruitment	Pay Level & Pay Band	No. of posts
Sr.General Manager Project Manager/A&C	Deputation	Pay Matrix Level-12 PB-3 Rs. 15,600/-39,000/- Grade Pay of Rs. 7,600/- (Pre-revised)	01
Sr.General Manager (Project Appraisal & Finance)	Deputation	Pay Matrix Level-12 PB-3 Rs. 15,600/-39,000/- Grade Pay of Rs. 7,600/- (Pre-revised)	01

The initial period of deputation shall be for two years, extendable as per Government instructions. The deputation of Government Officers shall be under Foreign Service terms and conditions. The Eligibility Criteria& Job Description for the positions is at **Annexure–I, and II.**

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 as amended time to time. Other benefits shall be as per NeGD norms of Deputations.

3.   Eligible officers may send their applications in the prescribed proforma **(Annexure-III)** along with attested copies of the APAR for the last five years, cadre clearance and vigilance clearance through proper channel to the undersigned within 30 days from the date of publication of the advertisement for these vacancies. **Prescribed proforma of application form, eligibility conditions, Job Description and other details can be downloaded from the official website of MeitY & NeGD viz. www.meity.gov.in&www.negd.gov.in**

4.   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.

Shri R.A.Dhawan
Sr. General Manager, DIC – NeGD
4th Floor, Electronics Niketan,
6-CGO Complex Lodhi Road, New Delhi – 110003

Middle Management

I. **Sr.General Manager (Senior General Manager (Program Management / Project Development)**
   (On Deputation)
   No. of Posts-01

(A) Level & Grade Pay
   Pay Matrix Level-12; PB-3; Rs. 15,600/-39,000/-(Grade Pay of Rs. 7,600) (Pre-revised)

(B) Eligible Grade Pay

   (i) Officers of the Central & State Government, PSUs, Autonomous or Statutory bodies of Government of India, States & UT Govt. holding Officer holding analogous post on regular basis in the Parent Cadre/ Department.

   OR

   (ii) With 5 years regular service in the Pay Level 11 (Grade Pay of Rs. 6,600/- Pre-revised) in the Pay Matrix.

(C) Essential Qualifications and Experience

   Bachelor's degree of a recognized University/Institute.

Desirable Qualification

   Post-Graduation in any discipline.

Experience

   (i) 10 – 15 years of experience in Central & State Government, PSUs, Autonomous or Statutory bodies of Government of India, States & UT Govt.

   (ii) Having at least 5 years of experience in Capacity Building & Training Initiatives in a Computerized Environment.

(D) The maximum age limit in case of recruitment by deputation shall be **not exceeding 56 years** on the closing date of receipt of application.

National e –Governance Division

Job Description

Division	NeGD
Function	Senior General Manager (Program Management / A&C
Band	Middle Management
Reports To	Head - Program Management / A&C

Job Objective:

The objective of this job is to provide leadership and direction in area of Program Management and Awareness & Communication initiatives, evaluation and assessment of the various Digital India Programs and use of Social Media for furtherance of Digital India initiative. The officer will also 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 domain within NeGD.

Primary Responsibilities

Project Management

- 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.
- Liaisoning 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.
- Act as a single point of contact and take ownership for organizing National/international level events/Conferences.
- Liaisioning 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 programme Life cycle

- Working knowledge of Project Management Software-MS Projects/ Open source
- To provide support to various e- Governance committees / Apex Committee on Digital India
- To support other e- Governance Projects of different Ministries & States/UTs
- Proactively identify requirements of project initiation support through coordination with different central and state agencies.
- Conceptualize, design, develop and facilitate implementation of ICT and e-Governance Project.
- Lead the project teams and coordinate with different stakeholders for incubating the project.
- Prepare DPRs/RFPs and support implementation of new e-Gov projects.
- Support implementation of Digital India/ e-Kranti Mission Mode Project (MMP).
- Carry out technical appraisal of e-Gov projects.
- Manage future & existing assigned projects/products.

Awareness & Communication

- Developing strategy of Awareness & Communication to be adopted for Digital India including developing methodologies for a comprehensive communications strategy targeting different stakeholders.
- Devising suitable interventions to build the brand of Digital India including identification of media channels for Awareness & Communication, determine the media mix to be used including Print, Electronics, Social Media & on-ground activities.
- Identification and empanelment of agencies for developing brand related communication / merchandise /advertisements etc.
- Supporting State Governments and Central Line Ministries in designing and implementing respective Awareness & Communication strategies.
- Developing Awareness and Communication Strategy for Digital and Social Media.

In addition to the above Primary responsibilities, the incumbent may be assigned any other task from time to time by President & CEO/Director, NeGD.

Middle Management

II. **Sr. General Manager (Project Appraisal & Finance)**
(On Deputation)
No. of Posts-01

(E) Level & Grade Pay
Pay Matrix Level-12; PB-3; Rs. 15,600/-39,000/-(Grade Pay of Rs. 7,600) (Pre-revised)

(F) Eligible Grade Pay

(iii) Officers of the Central & State Government, PSUs, Autonomous or Statutory bodies of Government of India, States & UT Govt. holding Officer holding analogous post on regular basis in the Parent Cadre/ Department.

OR

(iv) With 5 years regular service in the Pay Level 11 (Grade Pay of Rs. 6,600/- Pre-revised) in the Pay Matrix.

(G) Essential Qualifications and Experience

BachelorsDegree of a recognized University/Institute. (Preferably Commerce/Economics)

Desirable Qualification

Post-Graduation in any discipline or MBA in Finance.

Experience

(iii) 10 – 15 years of experience in Central & State Government, PSUs, Autonomous or Statutory bodies of Government of India, States & UT Govt.

(iv) Having at least 5 years of experience in Finance & Accounts, Budget Audit etc. in a Computerized Environment.

(H) The maximum age limit in case of recruitment by deputation shall be **not exceeding 56 years** on the closing date of receipt of application.

National e –Governance Division

Job Description	
Division	NeGD
Function	Project Appraisal & Finance
Band	Middle Management
Reports To	Head – PA & Finance

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

Appraisal Standards

- 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

Project Appraisal

- Coordinate among al NeGD division (Finance, CBMC, Technology)   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

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.

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

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

PART 1

Applications for Deputation in Digital India Corporation – National e-Governance Division (NeGD) for Middle Management Level Position

1. Post Applied For (Post Code)   :
2. Name in Full   :
3. Father's Name   :
4. Sex – Male/Female   :
5. Nationality   :
6. Date of Birth (dd/mm/yyyy)   :
7. Date of retirement under central/   :
   State Government Rules
8. Marital Status   :
9. Address for Correspondence   :
   Phone Nos.   Office   :
            Residence   :
            Email ID   :
10. Academic & Professional Qualification:
11. Do you have Essential qualification   :
12. Do You have Desirable qualification   :

Name of the Institute/Board/ University	Year of Passing	Exam/ Degree	Aggregate percentage of marks & division	Remarks

13. Total Experience in number of Years and Months _____Years _____
    Months 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)

Affix recent passport size Photograph

14. Relevant Training programmes attended :

15. Special Achievements (Please give details) :

16. Details of present post held :

17. Designation :

18. Date from which held :

19. Scale of pay - Pay Band & Grade Pay :

20. (Revised) with present pay drawn :

21. Whether present post is held on regular/ :
    tenure/deputation/temporary/permanent/
    officiating or ad-hoc basis and since when

22. 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 held :

    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 :

23. Additional details about present employment Please state whether
    working under
    a) Central Government
    b) State Government
    c) PSU
    d) Autonomous Bodies

24. Remarks - The candidates may indicate information with regard to:
    a) Research publications and reports and special projects

    b) Awards /Scholarships/Official appreciation

    c) Affiliation with the professional bodies/institution/societies and

    d) 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.. ..

Job Description	
Division	NeGD
Function	A & C/Program Management
Designation	Senior General Manager
Reports To	Head Program Management AND Head A&C

Job Objective

To design and manage the Capacity building processes, systems and other administrative functions for Government employees & developing and implementing capacity building and change management initiatives , manage activities of Program Management including planning & designing & monitoring of different projects under Digital India Program. Provide inputs in areas of awareness & communication initiatives, evaluation and assessment of the various Digital India Programs and use of Social Media for furtherance of various initiatives.

Primary responsibilities – Program Management

- 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.
- Liaisoning 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.
- Act as a single point of contact and take ownership for organizing National/international level events/Conferences.
- Liaisioning 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 programme Life cycle
- Working knowledge of Project Management Software-MS Projects/ Open source

- To provide support to various e- Governance committees / Apex Committee on Digital India
- To support other e- Governance Projects of different Ministries & States/UTs
- Proactively identify requirements of project initiation support through coordination with different central and state agencies.
- Conceptualize, design, develop and facilitate implementation of ICT and e-Governance Project.
- Lead the project teams and coordinate with different stakeholders for incubating the project.
- Prepare DPRs/RFPs and support implementation of new e-Gov projects.
- Support implementation of Digital India/ e-Kranti Mission Mode Project (MMP).
- Carry out technical appraisal of e-Gov projects.
- Manage future & existing assigned projects/products.

Awareness & Communication
- Developing strategy of Awareness & Communication to be adopted for Digital India including developing methodologies for a comprehensive communications strategy targeting different stakeholders.
- Devising suitable interventions to build the brand of Digital India including identification of media channels for Awareness & Communication, determine the media mix to be used including Print, Electronics, Social Media & on-ground activities.
- Identification and empanelment of agencies for developing brand related communication / merchandise /advertisements etc.
- Supporting State Governments and Central Line Ministries in designing and implementing respective Awareness & Communication strategies.
- Developing Awareness and Communication Strategy for Digital and Social Media.

Qualification	Experience
- **Essential Qualification:** - Graduation: Any discipline (Preferably B.Sc ,B.E,B.Tech) **Desirable Qualification:** - Post-Graduation: Masters in Business Administration /M.Tech/Statistical Research etc	- 10 – 15 years of relevant experience in the field of Training& Development /Program Management/ Media & communication . - Experience in capacity building & training initiatives for computerization / e- Government projects or experience in Program management initiatives, experience in planning/ monitoring & controlling of large ICT program within Government

	would be added advantage.
	• Knowledge of project management tool, learning & development methodologies, Knowledge of social media & mass media would be preferable.

Open market candidates having relevant experience & qualification are eligible to apply.

Retired officials from Govt.Departments/Organizations/PSUs & having similar experience may also apply.

National e-Governance Division

Job Description	
Division	NeGD, DIC
Function	Finance
Designation	Senior General Manager- Finance
Reports To	Director- Finance
Job Code	

Job Objective

The objective of this position is to manage day to day operations of Finance & Accounts functions at National e Governance Division (NeGD). The officer will be directly responsible for following policies of financial management for NeGD and monitor effectively the finances of NeGD. He/she will be responsible for statutory and regulatory compliances for all the affairs of NeGD.

Primary Responsibilities

Financial Statements & Records

- Regular compilation of finance management for NeGD .
- Preparation of financial reports for various projects being implemented by NeGD.
- Production of performance reports, performance indicators and a range of other management statistics for effective decision making.
- Compliance to statutory rules and regulations for all financial matters related to NeGD.

Funds Management

- Establish, implement and monitor efficient norms for fund management for NeGD.
- Timely disbursement of funds to different agencies as per the guidelines and against the sanctioned budget.
- Disbursements of funds to state agencies & monitoring its expenditure.

Budgeting

- Preparation of annual budget of NeGD.

Bills and Expense Monitoring

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

Audit

- Facilitate CAG/statutory audits.

- Appropriate compliance to various objections raised.

In addition to above Primary Responsibilities the incumbent may be assigned any other task from time to time by President & CEO.

Qualification	Experience
- **Essential Qualification:** - Bachelors Degree of a recognized University/Institute (Preferably Commerce /Economics) **Desirable Qualification:** - Post-Graduation in any discipline or MBA in Finance /CA	- 10 – 15 years of experience in diverse Finance & accounts. - Experience of working in a Govt set up, Knowledge of GFR would be added advantage .

Open market candidates having relevant experience & qualification are eligible to apply.

Also, retired officials from Govt.Departments/Organizations/PSUs & having experience of working in Finance & Accounts may apply.