

National e-Governance Division (NeGD)

Digital India Corporation

N-21012/8/2021-NeGD

14 September 2021

CIRCULAR

Subject: **Filling up of various Middle Management positions in 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 Deputationists 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 is currently inviting applications for the following position on deputation basis from officers of the Central & State Government, PSUs, and Autonomous or Statutory bodies of Government of India, States & UT Govt.:

| S. No. | Name of the Post | Mode of Recruitment | Pay Level & Pay Band | No. of post(s) |
|---------------|--|----------------------------|---|-----------------------|
| 1. | Sr. General Manager (Admin/HR) | Deputation | Pay Matrix Level-12 PB-3 Rs. 15,600/-39,000/- Grade Pay of Rs. 7,600/- (Pre-revised) | 01 |
| 2. | Sr. General Manager (Strategic Planning & e- Infra) | Deputation | Pay Matrix Level-12 PB-3 Rs. 15,600/-39,000/- Grade Pay of Rs. 7,600/- (Pre-revised) | 01 |
| 3. | General Manager (Capacity Building) | Deputation | Pay Matrix Level-11, PB-3 Rs. 15,600/-39,000/-, Grade Pay of Rs. 6,600/- (Pre-revised) | 01 |
| 4. | General Manager (Admin/HR) | Deputation | Pay Matrix Level-11, PB-3 Rs. 15,600/-39,000/-, Grade Pay of Rs. 6,600/- (Pre-revised) | 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 for the vacancies in the prescribed proforma (**Annexure IV**) through proper channel to the undersigned by 15 October 2021.

Prescribed proforma of application form, eligibility conditions, Job Description and other details can be downloaded from the official website of MeitY, Digital India & NeGD viz. <https://www.meity.gov.in/>, <https://www.digitalindia.gov.in/> and <https://negd.gov.in/>.

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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Digital India Programme

Digital India is a flagship programme 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 centred 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 practises, 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 programmes & 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 specialised 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 practises and creation of knowledge repositories, etc.

Eligibility Criteria

Annexure-II

| S. No. | Position & Domain | Level | No. of Position (s) | Present Pay Scale & Grade Pay | Experience & Qualification |
|---------------|---|--|----------------------------|---|--|
| 1. | Sr. General Manager (Admin/HR) | Middle Management Pay Matrix Level-12 PB-3 Rs. 15,600/- 39,000/- Grade Pay of Rs. 7,600/- (Pre-revised) | 01 | (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. | A. Essential Qualifications and Experience Bachelors Degree of a recognized University/Institute Desirable Qualification Post graduation in a suitable discipline and/or MBA/PGDM B. Experience • 10-15 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 Administration & Human Resources domain in a computerized environment. • Familiarity with Government Rules and regulations. C. Age Limit The maximum age limit shall not exceed 56 years on the closing date of receipt of application. |
| 2. | Sr. General Manager (Strategic Planning & e-Infra) | Middle Management Pay Matrix Level-12 PB-3 Rs. 15,600/- 39,000/- Grade Pay of Rs. 7,600/- (Pre-revised) | 01 | (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. | A. Essential Qualifications and Experience Bachelors Degree of a recognized University/Institute Desirable Qualification Post Graduation in a suitable discipline and/or MBA/PGDM B. Experience |

| | | | | | |
|----|--|--|----|--|--|
| | | | | <p style="text-align: center;">OR</p> <p>(ii) With 5 years regular service in the Pay Level 11 (Grade Pay of Rs. 6,600/- Pre-revised) in the Pay Matrix.</p> | <p>10-15 years of experience in Central & State Government, PSUs, Autonomous or Statutory bodies of Government of India, States & UT Govt.</p> <p>Having at least 5 years of diverse experience in Programme Management in IT/eGovernance Functions in a leadership role in conceptualization, implementation evaluation and assessment of projects</p> <p>C. Age Limit The maximum age limit shall not exceed 56 years on the closing date of receipt of application.</p> |
| 3. | General Manager (Capacity Building) | Middle Management Pay Matrix Level- 11, PB-3 Rs. 15,600/- 39,000/-, Grade Pay of Rs. 6,600/- (Pre-revised) | 01 | <p>(i) Officers of the Central & State Government, PSUs, Autonomous or Statutory bodies of Government of India, States & UT Govt. holding analogous posts on regular basis in the Parent Cadre/Department.</p> <p style="text-align: center;">OR</p> <p>(ii) With 3 years regular service in the Pay Level 10 (Grade Pay of Rs.5400/- Pre-revised) in the Pay Matrix.</p> | <p>A. Essential Qualifications and Experience Bachelors Degree of a recognized University/Institute</p> <p>Desirable Qualification & Experience Post Graduation in a suitable discipline and/or MBA/PGDM</p> <ul style="list-style-type: none"> • ISTD Diploma • Experience in e-Learning <p>B. Experience</p> <ul style="list-style-type: none"> • 10-12 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 Capacity Building, Knowledge Management, e-Governance Trainings in a computerised environment. <p>C. Age Limit The maximum age limit shall not exceed 56</p> |

| | | | | | |
|----|-----------------------------------|---|----|---|---|
| | | | | | years on the closing date of receipt of application. |
| 4. | General Manager (Admin/HR) | Middle Management Pay Matrix Level-11, PB-3 Rs. 15,600/- 39,000/-, Grade Pay of Rs. 6,600/- (Pre-revised) | 01 | <p>(i) Officers of the Central & State Government, PSUs, Autonomous or Statutory bodies of Government of India, States & UT Govt. holding analogous posts on regular basis in the Parent Cadre/Department.</p> <p style="text-align: center;">OR</p> <p>(ii) With 3 years regular service in the Pay Level 10 (Grade Pay of Rs.5400/- Pre-revised) in the Pay Matrix.</p> | <p>A. Essential Qualifications and Experience Bachelors Degree of a recognized University/Institute</p> <p>Desirable Qualification Post graduation in a suitable discipline and/or MBA/PGDM</p> <p>B. Experience</p> <ul style="list-style-type: none"> • 10-12 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 Administration & Human Resources domain in a computerized environment. • Familiarity with Government Rules and regulations. <p>C. Age Limit The maximum age limit shall not exceed 56 years on the closing date of receipt of application.</p> |

Detailed Job Descriptions

1. Sr. General Manager (Admin/HR)

| JOB DESCRIPTION | |
|---|------------------------|
| Division | NeGD |
| Function | Administration & HR |
| Band | Sr. General Manager |
| Reports To | Head of the Department |
| Job Objective | |
| <p>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 Admin/HR for NeGD and for SeMTs.</p> | |
| PRIMARY RESPONSIBILITY | |
| <ul style="list-style-type: none">• Ensure correct implementation and follow up of the company administration routines• People management and organizational skill.• Strong leadership qualities with good communication skills.• Cost-effective management of office facility. Effectively negotiate with vendors for cost and services. Prepare reports for top management & documentation.• General purchase of various daily requirements• Good Knowledge of GFR, Procurement Policies of Government and well versed with GeM portal.• Keeping hold on the workings of office boys / security and helping or guiding them whenever required• Liaison with government agencies if required, handle procurement, contracts, travel management• Handling daily administration• To maintain overall bills processing, office assets, manage support staff, etc.• Supervising and managing office vendors for e.g. courier, guard, etc.• Knowledge of Government Rules and Regulations• Recruitment of Central / State Government employees on deputation basis• Maintenance of leave records, service books etc. | |
| <p>In addition to the above responsibilities, the incumbent may be assigned any other task from time to time by the President & CEO/ Director/Additional Director (Administration & HR).</p> | |

2. Sr. General Manager (Strategic Planning & e- Infra)

| Job Description | |
|-----------------|-------------------------------|
| Division | NeGD |
| Function | Strategic Planning & e- Infra |
| Band | Sr. General Manager |
| Reports To | Head of the Department |

Job Objective:

The job holder will be responsible for providing Strategic Planning support in the areas of project design, bid process, monitoring & evaluation, programme management and providing information to the NeGD Committee and other apex bodies on the status of the various e-Governance initiatives in the country, especially those related to the Digital India. Implementation of Digital India including eGovernance project design, bid process, e-Infra and e-services etc.

Primary Responsibilities

Strategic Planning for e- Governance :

1. Long term planning and policy for Digital India initiatives
2. Support to the NeGD Committee and other high level Committees in planning, policy making and programme monitoring.
3. Review regular progress assessment reports with qualitative inputs and flagging and deviations/ issues that would need to be looked into by their higher authorities.
4. Bring out comparative analysis and provide assistance in formulating policies & best practices.
5. Ensure timely preparation of reports and circulars for both internal and external distribution on project progress

Miscellaneous

- Liaise with SeMTs to provide guidance and advice on matters related to contracts and procurements
- In addition to above Responsibilities the incumbent may be assigned any other tasks from time to time by Director/Additional Director or President & CEO, NeGD

3. General Manager (Capacity Building)

| JOB DESCRIPTION | |
|-----------------|--------------------------|
| Division | NeGD |
| Function | Capacity Building |
| Band | General Manager |
| Reports To | Sr. General Manager – CB |

Job Objective

The job holder will be part of the CBMC team with responsibility for managing capacity building activities for NeGD under CB II.

The role would include responsibility in area like design and management of Capacity building processes, online/offline training systems and other administrative functions for Government employees, developing and implementing capacity building and change management initiatives under Digital India Programme for NeGD and SeMTs

The job holder will assist the Head CBMC to position NeGD as a performance focused organization by driving role clarity and accountability across the organization.

PRIMARY RESPONSIBILITY

Design and Monitor the HR Policy regarding Capacity Building

- Design and monitor implementation of HR policy such as Virtual Cadre, Competency framework , e-Gov Academy etc.
- Oversee design of related HR policies and ensure their implementation and compliance

Funds Management

- Provide inputs towards development of CB budget in coordination with other NeGD and States/UT teams and monitor and control the CB funds utilization

Change Management

- Devise change management strategy and create and implement change management plans that minimise employee resistance and maximise employee engagement.
- Identifies potential people-side risks and anticipated points of resistance and develops specific plans to mitigate or address the concerns for NeGD and States/UTs as per Digital India vision and CB II
- Develops a generic Change Management Framework for e – Governance initiatives that can be used by the States in developing their individual Change Management Frameworks in synchronization with national level initiatives
- Oversee and monitor various change management activities in various states and departments and support them through SeMTs in effective change management.

Capacity Building of Central Line Ministries, States/UTs

- Manage and monitor the capacity building initiatives for the Central Line Ministries States/UTs to ensure its effectiveness.
- Develops training policy in line with the Government training policy.
- Plans and ensures budget for the training activities.
- Identifies and recommends various models of delivery of training to different groups of stakeholders including in-house and in sourced/ outsourced models.
- Develop Capacity for building capability in States/UTs for e-Governance.
- Leverage Learning Management System (LMS) and Knowledge Management System(KMS) to reach out to large official base in the Central Line Ministries States/UTs in a cost effective manner by developing an appropriate strategy and implementing appropriate systems to the effect
- Co-ordinate with other Domain experts like LMS, e-GCF, KMS etc for effective implementation
- Manage and monitor the capacity building initiatives for the Central Line Ministries States/UTs to ensure its effectiveness.

Training & Development Planning of NeGD

- Manage the overall training & development for NeGD employees including developing training guidelines and training budget, facilitating and monitoring training design and delivery, engaging external experts, vendors and trainers for effective training design and delivery

CB Scheme

- Develop policy and implementation guidelines around the CB Scheme for furthering the understanding of the same among the states and provide ongoing clarifications to states on CB scheme implementation
- Monitor the implementation of CB II Scheme and preparation of CB III scheme including the utilization of allocated budgets, obtaining future fund requirements etc.
- Track the functioning of SeMTs and ensure that it is able to suitably meet the Capacity Building requirements of the state government as per Digital India policies.

In addition to the above responsibilities, the incumbent may be assigned any other task from time to time by the President & CEO/ Director/Sr. GM (Capacity Building).

4. General Manager (Admin/HR)

| JOB DESCRIPTION | |
|---|----------------------------------|
| Division | NeGD |
| Function | Administration & Human Resources |
| Band | General Manager |
| Reports To | Sr. General Manager – HR/Admin |
| Job Objective | |
| <p>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 Admin/HR for NeGD and for SeMTs.</p> | |
| PRIMARY RESPONSIBILITY | |
| <ul style="list-style-type: none">• Ensure correct implementation and follow up of the company administration routines• People management and organizational skill.• Strong leadership qualities with good communication skills.• Cost-effective management of office facility. Effectively negotiate with vendors for cost and services. Prepare reports for top management & documentation.• General purchase of various daily requirements• Good Knowledge of GFR, Procurement Policies of Government and well versed with GeM portal.• Keeping hold on the workings of office boys / security and helping or guiding them whenever required• Liaison with government agencies if required, handle procurement, contracts, travel management• Handling daily administration• To maintain overall bills processing, office assets, manage support staff, etc.• Supervising and managing office vendors for e.g. courier, guard, etc.• Knowledge of Government Rules and Regulations• Recruitment of Central / State Government employees on deputation basis• Maintenance of leave records, service books etc. | |
| <p>In addition to the above responsibilities, the incumbent may be assigned any other task from time to time by the President & CEO/ Director /Sr. GM (Administration & HR).</p> | |

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 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 :

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:

Signature of the Head of the
Office/Department

Place:

Name:

Office Seal:

Phone No. &
Email ID