

भारत सरकार
GOVERNMENT OF INDIA
संचार और सूचना प्रौद्योगिकी मंत्रालय
MINISTRY OF COMMUNICATIONS AND INFORMATION TECHNOLOGY
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी विभाग
DEPARTMENT OF ELECTRONICS AND INFORMATION TECHNOLOGY
Website: www.mit.gov.in

संख्या
No..... N-20/2/2012-eGov

दिनांक
22nd August 2012.....

Subject: Release of Hiring Guidelines for e-District Managers for Placement of District Level

Dear Sir,

This is in reference to the letter dated 4th July 2012, vide no. N-20/2/2012-eGov, in which suggestions were sought from the State Governments on the draft Hiring Guidelines for e-District Manager.

2. In response to this letter, a large number of suggestions were received. The suggestions were deliberated in line with the role of e-District Manager as envisaged under the Scheme. Accordingly, the Hiring Guideline Document and HR Policy Manual have been updated and revised version is hosted at the website www.mit.gov.in/content/e-District_manager.
3. The key changes made in the document are provided in the Annexure.
4. States/UTs are requested to initiate the hiring of eDistrict Project Manager in accordance with these guidelines. Any specific queries or clarifications can be emailed to edistrict-dit@gov.in.
5. This is issued with an approval of the Competent Authority.

With regards

Yours sincerely
(Gaurav Dwivedi)

To,

IT Secretaries of all States/UTs



राष्ट्रीय इ-गवर्नेंस योजना
National e-Governance Plan

Public services closer home

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Annexure

Feedback received from various states was discussed in details and the guidelines document was updated accordingly. Key changes made in the document are as follows:

- a) Provided additional details on trainings
- b) Included a checklist of Roles and Responsibility for NPMU, SPMU, SeMT and DeGS for hiring of eDistrict Managers and their training
- c) Updated job description to incorporate feedback revived from States
- d) For all reporting purpose in addition to DM / DC the guideline has been updated to include "any officer designated for implementation of the eDistrict Project by the State at district level"
- e) With regards to online application for hiring eDistrict Managers following has been included: State may choose a) any other web based application / eForms; or b) manual forms or conduct its own test or exam for accepting applications for eDistrict Manager. However, the State will have to arrange for funds from its own sources.
- f) State will have to publish advertisement for hiring of eDistrict Managers in their respective state: It must be ensured that the advertisement is placed with a newspaper that falls under high circulation category as per Directorate of Advertising and Visual Publicity (DAVP) website (<http://www.davp.nic.in/>). State can also request DeitY to publish their advertisements on MIT website (<http://www.mit.gov.in/>). Within the State, the job postings for eDistrict Manager may also be published on State Employment Exchange.
- g) Some of the states suggested appointing DeGS coordinator as eDistrict Manager. This point was rejected since eDistrict Manager is a separate post and will be responsible to carry out only eDistrict related activities.