CIRCULAR

NeGD/02-10/2016

Dated: 03.03.2016

Subject: Filling up position of Middle Management (Sr.GM) in NeGD

NeGD has been set up by the Department of Electronics and Information Technology (DeitY), Government of India as an Independent Business Division (IBD) within Media Lab Asia, a Section 25 company of Department of Electronics and Information Technology. NeGD has been set up with the objective of supporting DeitY in Programme Management of the Digital India Programme including, Capacity Building, Strategic Planning, developing Standards and guidelines on technological matters etc. A brief write up of NeGD is enclosed as **Annexure I**.

NeGD is in the process of empanelment of officers for filling up various positions on deputation basis for its Office at Delhi from amongst the officers in Central Government/ State Governments/PSUs / Autonomous bodies. The initial period of deputation shall be for two years, further extendable subject to the conditions as per NeGD policy. The deputation shall be under Foreign Service terms and conditions. The eligibility criteria and job description for positions are at **Annexure II and III** respectively. Pay fixation will be done as per the prescribed Government guidelines and other benefits shall be as per NeGD norms for deputations.

It is requested that the applications of eligible candidates may be forwarded to NeGD in the proforma at **Annexure IV**. The applications along with NOC of the competent authority, should reach NeGD at the address given below not later than 05.04.2016 (However, advance copies of applications may be sent by e-mail to (vermark@digitalindia.gov.in).

Shri R.K.Verma
GM (HR)
NeGD-Media Lab Asia
4th floor, Electronics Niketan,
6, CGO Complex, Lodhi Road, New Delhi 110003

About NeGD

Digital India Programme

The Union Cabinet, in its meeting held on 20th August 2014, has approved Digital India Programme with a vision "to transform India into a digitally empowered society and knowledge economy". The three key vision areas of Digital India Programme include "Infrastructure as a utility to every citizen", "Governance and Services on Demand" and "Digital Empowerment of Citizens".

Digital India Programme aims to provide the much needed thrust to the nine pillars of growth areas in the country, namely Broadband Highways, Universal Access to Mobile Connectivity, Public Internet Access Programme, e-Governance: Reforming Government through Technology, e-Kranti - Electronic Delivery of Services, Information for All, Electronics Manufacturing, IT for Jobs and Early Harvest Programmes.

The vision, mission, key principles of e-Kranti, Approach and Methodology, Programme Management Structure and Implementation Strategy including 44 Mission Mode Projects and Core ICT Infrastructure have been approved by the Cabinet on 25.03.2015. e-Kranti is an integral part of the Digital India programme with a vision "Transforming e-Governance for Transforming Governance". The mission of e-Krantiis "To ensure a Government wide transformation by delivering all Government services electronically to the citizens through integrated and interoperable systems via multiple modes, while ensuring efficiency, transparency and reliability of such services at affordable costs."

National e-Governance Division (NeGD)

National e-Governance Division (NeGD) is an autonomous business division within Media Lab Asia, under the Ministry of Communications and Information Technology, Government of India, for supporting in the Programme Management of National e-Governance Plan, which has now been revamped as e-Kranti under the 'Digital India' Programme.

The NeGD is headed by President & CEO and has 8 other senior management positions at the level of Directors in PB 4. It is a lean organization with 70 professionals both on deputation from the Government and from the open market. A committee of the Board has also been constituted (the NeGD Committee) to guide, supervise and control the NeGD. NeGD has been vested with financial and HR autonomy and the President & CEO is entrusted with "powers relating to finance, administration and HR of NeGD in respect of funded projects assigned to NeGD and internal accruals within the Division at par with the MD of MLAsia and such other powers as may be delegated by NeGD Committee from time to time."

NeGD has been tasked with:

I   Programme Management of Digital India and e-Kranti, including facilitating and supporting DeitY in undertaking the following tasks and responsibilities assigned to DeitY under e-Kranti:

- Facilitating implementation of e-Kranti by various Ministries and State Governments

- Providing technical assistance to Central Ministries and State Line Departments

- Serving as a secretariat to the Apex Committee

- Undertaking technical appraisal of all e-Kranti projects to examine issues such as overall technology architecture, framework, standards, security policy, service delivery mechanism, sharing of common infrastructure etc.

- Human Resource Development, Training and Awareness Building

- Framing core policies, technical assistance, R&D, awareness and assessment and creation of organization structure

II Acting as a Central Agency for an effective implementation of Capacity Building Scheme inter-alia involving provisioning of manpower at various SeMTs across States/ UTs& training and other Capacity Building initiatives. A Capacity Building Management Cell has been positioned in NeGD for effective management of manpower at SeMTs together with management of other Scheme activities including training, knowledge management, HR policies, etc.

III NeGD is inter –alia involved in:

- Programme Management of NeGP 2.0 (e –Kranti), which is a pillar under Digital India, Including facilitating and supporting DeitY in undertaking the select tasks and responsibilities assigned to DeitY under NeGP 2.0.

- Provide support to Departments in conceptualizing, developing appraising, implementing and monitoring respective MMP's/ e-Governance Initiatives under the umbrella of Digital India.

(Annexure II)

S No.	Function	Level & Grade pay	Number to be empanelled	Eligible Grade Pay & Experience	Desirable Profile/qualifications	Job Code
1	**Project Appraisal & Finance**	Middle Management Sr.GM (Project Appraisal & Finance) PB-3 Rs15600-39100 with GP Rs. 7600	1	Presently in GP Rs. 7600 OR 5 Years in GP Rs. 6600 Or equivalent	i) **Experience:** • 12 - 16 years experience in Programme Management and Project Finance. • 4 to 5 years experience in implementation of IT initiatives within the government/corporate. • Familiarity with Project Management tools and techniques, Financial Assessment of Project. • Experience in Finance & Accounts in a Computerized Environment **(ii) Essential Qualification:** Graduation in any Discipline (Preferably, Commerce/ Economics . B.E/B.Tech) **(iii) Desirable Qualification** Post Graduation in any discipline or MBA	MM 01

* The desired qualification may be relaxed in case of deserving candidates with requisite experience.

Familiarity with Government Rules and Regulations in the respective areas of job profile would be essential.

National e – Governance Division

Job Description	
Division	NeGD
Function	Project Appraisal & Finance
'Position	Sr. General Manager
Band	Middle Management
Reports To	Head / Director (Project Appraisal & Finance)
Job Code	MM 01

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 to 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 divisions in appraisals of project reports in the respective subject areas.

Project Appraisal

- Coordinate among all NeGD divisions (Finance, CBMC, Technology) for timely appraisal of the relevant parts of reports.
- Identify and empanel external subject matter experts to assist in the MMO domain area appraisal
- Guide subordinates 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 around project financing for MMPs that can be adopted by different agencies.

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Secondary Responsibilities

Financial Statements & Records

- Ensure regular compilation of financial statements 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 matters related to NeGD

Funds Management

- Establish, implement and monitor efficient norms for funds 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

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PART I

Application for Deputation in Media Lab Asia for other management positions

1. Post applied for   :
2. Name in full   :
3. Father's Name   :
4. Sex – Male/Female   :
5. Nationality   :
6. Date of Birth (dd/mm/yyyy)   :

   Age as on closing date of
   receipt of application   :____Years____ Months ____ Days
   (Should be below 56 years)
   for submission of application)
7. Date of retirement under Central /
   State Government rules   :
8. Marital status   :
9. Permanent Address   :
10. Address for correspondence   :
    Phone Nos.   Office   :
                 Residence   :
                 Email ID   :
11. Academic & Professional Qualifications:

Affix recent passport size photograph

Name of the Institute/Board/University	Year of Passing	Exam/Degree	Aggregate percentage of marks and Division	Remarks

12. Total Experience in number of Years and Months _____Years _____ Months

Employment history, in chronological order

S.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:
    a. Designation   :
    b. Date from which held   :
    c. Scale of pay - Pay Band & Grade Pay
        (Revised) with present pay drawn   :

    d. Whether present post is held on regular/
        tenure/deputation/temporary/permanent/

        officiating or adhoc basis and since when   :

    e. 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:

f. Name of the Ministry/Department/Organisation where presently employed with full address indicating name and designation of contact

officer and Telephone/Fax Numbers   :

16. Additional details about present employment
    Please state whether working under

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

17. 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…………………………………… ..

Part- II

No Objection Certificate 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 or 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 candidates ACR for the last five years.
6. His integrity is beyond doubt

Date: Signature of Head of Office/Department

                                             Office seal

                                             Telephone No