

NeGD/Admn./1(1)/2020-Pers.
Digital India Corporation
National e-Governance Division (NeGD)

CIRCULAR

Subject: Filling up of the positions of Senior/ Middle level officers 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.

- i. Director (Finance & Project Appraisal), Pay Matrix Level 14, PB-4, Rs.37,400-67,000/-Grade Pay of Rs. 10,000 (Pre- revised)
- ii. Director (Admin & HR), Pay Matrix Level 14, PB-4, Rs. 37,400-67,000/-Grade Pay of Rs.10,000 (Pre- revised)
- iii. Director (Strategic Planning & Support to e- Gov), Pay Matrix Level 14, PB-4, Rs.37,400-67,000/-Grade Pay of Rs. 10,000 (Pre- revised)
- iv. General Manager (Admn./HR), Pay Matrix Level 10 PB-3, Rs.15,600-39,000/-Grade Pay of Rs.5400 (Pre- revised)

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, II, III, and IV**.

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-V**) 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

Senior Management

Director (Strategic Planning & Support to e-Gov Strategy) (On Deputation)

Level & Grade Pay

Pay Matrix Level-14; PB-4; Rs. 37,400/-67,000/- (Grade Pay Rs. 10,000) (Pre-revised)

No. of Posts-01

A. Eligible Grade Pay

- 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.
OR
- ii. With 3 years regular service in the Pay Level 13 A (Grade Pay of Rs. 8,900/- Pre-revised) in the Pay Matrix.
OR
- iii. With 5 years regular service in the Pay Level 13 (Grade Pay of Rs. 8,700/- Pre-Revised) in the Pay Matrix.

B. Essential Qualifications and Experience

- i. Bachelors Degree of a recognized University/Institute. (Preferably in B.E./B.Tech)

Desirable Qualification

- i. Post-Graduation: M.Tech/ MBA/ MCA

C. Experience

- i. 20 years of experience in Central & State Government, PSUs, Autonomous or Statutory bodies of Government of India, States & UTGovt.
- ii. Having at least 5 years of experience in a supervisory role in Project Management, Conceptualization, & Implementation of Digital India Initiatives with the Government. Experience of initiating and developing projects involving multiple stakeholders. Familiarity with Project Management tools and techniques/ legal functions in a government organization.
- iii. The maximum age limit in case of recruitment by deputation shall be not exceeding 58 years on the closing date of receipt of application.

National e-Governance Division

Job Description	
Division	NeGD
Function	Director (Strategic Planning & Support to e- Gov Strategy)
Band	Head – Strategic Planning
Reports To	President & CEO, NeGD

Job Objective

The job holder will be responsible for providing support to the Central Line Ministries in the areas of project design, big process, monitoring & evaluation , programme management and providing information to the NeGD and other apex bodies on the status of e- governance initiatives in the country, especially those related to the Digital India.

Primary Responsibilities

Strategic Planning for e- Governance

- Long term planning and policy
- Support to the NeGD Committee and other high level Committees in planning, policy making and programme monitoring.

Program Management & Monitoring

- Project Monitoring Framework for Digital India and Project Management Information System (PMIS)
- Review regular progress assessment reports with qualitative inputs and flagging and deviations/ issues that would need to be looked into by their higher authorities.
- Bring out comparative analysis and provide assistance in formulating best practices.
- Ensure timely preparation of reports and circulars for both internal and external distribution on project progress

Procurement , Contract & Legal

- Develop generic EoI, RFP, Standard Contracts and other related documents for various stages and requirements of MMPs for use by states
- Support Central Line Ministries in vendor evaluation and deployment
- Formulate and end to end procurement planning framework in alignment NeGP objectives
- Provide legal advice to implementing agencies on matters related to PPP

Miscellaneous

- Liaise with SeMTs to provide guidance and advice on matters related to contacts and procurements
- In addition to above Responsibilities the incumbent may be assigned any other tasks from time to time by President & CEO.

Senior Management

Director (Finance & Project Appraisal) (On Deputation)

Level & Grade Pay

Pay Matrix Level-14; PB-4; Rs. 37,400/-67,000/- (Grade Pay Rs. 10,000)
(Pre-revised)

No. of Posts-01

A. Eligible Grade Pay

- 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.

OR

- ii. With 3 years regular service in the Pay Level 13 A (Grade Pay of Rs.8,900/- Pre-revised) in the PayMatrix.

OR

- iii. With 5 years regular service in the Pay Level 13 (Grade Pay of Rs.8,700/- Pre-Revised) in the PayMatrix.

B. Essential Qualifications and Experience

- i. Bachelor Degree of a recognized University/Institute. (Preferably in Commerce/ Economics)

Desirable Qualification

- ii. Post-Graduation in any discipline OR CA/ICWA/ MBA in Finance

C. Experience

- i. 20 years of experience in Central & State Government, PSUs, Autonomous or Statutory bodies of Government of India, States & UTGovt.
- ii. Having at least 5 years of experience in a supervisory role in Finance & Account, Budget Audit etc. in a computerized environment.

- D.** The maximum age limit in case of recruitment by deputation shall be **not exceeding 58 years** on the closing date of receipt of application.

National e –Governance Division

Job Description

Division	NeGD
Function	Finance & Project Appraisal
Band	Senior Management
Reports To	P&CEO, NeGD/ MD&CEO, DIC

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 Responsibility

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.

Project Appraisal

- Coordinate among all 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

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

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

National e-Governance Division

Senior Management

Director (Administration & HR) (On Deputation)

Level & Grade Pay

Pay Matrix Level-14; PB-4; Rs.37,400-67,000/- (Grade Pay Rs. 10,000) (Pre-revised)

No. of Posts-01

A. Eligible Grade Pay

- 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.

OR

- ii. With 3 years regular service in the Pay Level 13 A (Grade Pay of Rs. 8,900/- Pre-revised) in the PayMatrix.

OR

- iii. With 5 years regular service in the Pay Level 13 (Grade Pay of Rs.8,700/- Pre-Revised) in the PayMatrix.

B. Essential Qualifications and Experience

- i. Graduation in any Discipline

Desirable Qualification

- i. Post-Graduation in any discipline OR MBA in Personnel Administration

C. Experience

- i. 12-16 years of experience in Central & State Government, PSUs, Autonomous or Statutory bodies of Government of India, States & UTGovt.
- ii. Having at least 4-5 years of experience in implementation of IT initiatives with the Government.
- iii. Familiarity with Government Rules and regulations. Having good communication and organizational skills.

- D. The maximum age limit in case of recruitment by deputation shall be not exceeding 58 years on the closing date of receipt of application.

National e- Governance Division

Job Description

Division	NeGD
Function	Administration & HR
Position	Director (Administration & HR)
Reports to	P&CEO, NeGD

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 Admn/HR.

Primary Responsibilities

The Roles and Responsibilities of the Director (Admn/HR) include:

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

National e-Governance Division

Middle Management

General Manager (Administration & HR) (On Deputation)

Level & Grade Pay

Pay Matrix Level-10,; PB-3; Rs.15,600-39,000/- (Grade Pay Rs. 5,400) (Pre-revised)

No. of Posts-01

A. Eligible Grade Pay

- 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.

OR

- ii. With 3 years regular service in the Pay Level 09 (Grade Pay of Rs.4800/- Pre-revised) in the Pay Matrix.

B. Essential Qualifications and Experience

- i. Graduation in any Discipline

Desirable Qualification

- i. Post Graduation in any discipline OR MBA

C. Experience

- i. 10-12years of experience in Central & State Government, PSUs, Autonomous or Statutory bodies of Government of India, States & UTGovt.
- ii. Having at least 4-5 years of experience in implementation of IT initiatives with the Government.
- iii. Familiarity with Government Rules and regulations.

- D. The maximum age limit in case of recruitment by deputation shall be not exceeding 58 years on the closing date of receipt of application.

National e- Governance Division

Job Description

Division	NeGD
Function	Administration & HR
Position	General Manager (Administration & HR)
Reports to	Director (Admin/HR)

Job Objective

The objective of this position to ensure supervision of staff; planning, organizing and implementing administrative systems, recruitment and to providedirection to the Administration/ HR function in NeGD. The officer will be responsible for recruitment, procurement and day today activities related to administration and HRinNeGD.

Primary Responsibilities

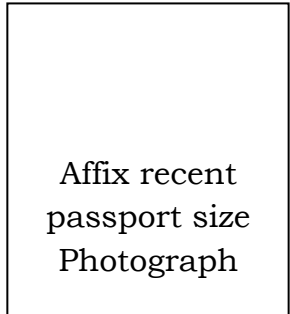
The Roles and Responsibilities of the General Manager (Admn/HR) include:

- Ensure correct implementation and follow up of the company administration routines
- Good communication and organization skills
- Knowledge of GFR, procurement and GeM Portal
- Knowledge of various Acts under EPF, ESI etc.
- 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
- 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.
- In addition to the above responsibilities, the incumbent may be assigned any other task from time to time by the Senior Management.

PART 1

Applications for Deputation in Digital India Corporation – National e-Governance Division (NeGD) for Senior Management/ 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:



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

11. 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)

12. Relevant Training programmes attended :
13. Special Achievements (Please give details) :
14. Details of present post held :
15. Designation :
16. Date from which held :
17. Scale of pay - Pay Band & Grade Pay :
18. (Revised) with present pay drawn :
19. Whether present post is held on regular/
tenure/deputation/temporary/permanent/
officiating or ad-hoc basis and since when :
20. 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 :
21. Additional details about present employment Please state whether working
under
 - a) Central Government
 - b) State Government
 - c) PSU
 - d) Autonomous Bodies
22. 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..... ..